



# UpNote (Mac) cheat sheet

## Global

|                            |                 |
|----------------------------|-----------------|
| Cmd + Option + N           | Create New Note |
| Cmd + Control + Option + V | Paste to UpNote |
| Cmd + Option + G           | Search          |

## Navigation

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Cmd + J         | Switch Space                                     |
| Cmd + Shift + \ | Toggle Sidebar                                   |
| Cmd + Shift + [ | Go Back                                          |
| Cmd + Shift + ] | Go Forward                                       |
| Cmd + N         | New Note                                         |
| Cmd + L         | Lock                                             |
| Cmd + Shift + K | Keep Window on Top                               |
| Cmd + ,         | Settings                                         |
| Cmd + Shift + N | New Notebook                                     |
| Cmd + Shift + F | Toggle Focus Mode                                |
| Cmd + G         | Search in All Notes                              |
| Cmd + E         | Export Selected Note(s)                          |
| Cmd + Del       | Delete Selected Note(s)                          |
| Cmd + Shift + I | Toggle Info Panel                                |
| Cmd + Shift + P | Toggle Pin for Selected Note(s)                  |
| Cmd + Shift + S | Add/Remove Selected Note(s) to/from Quick Access |
| Cmd + A         | Select All Notes                                 |
| Cmd + \         | Go to Main Windows                               |
| Cmd + Shift + B | Add to Notebooks                                 |

## Formatting

|                  |                       |
|------------------|-----------------------|
| Cmd + 1          | Apply Heading Style 1 |
| Cmd + 2          | Apply Heading Style 2 |
| Cmd + 3          | Apply Heading Style 3 |
| Cmd + B          | Bold                  |
| Cmd + I          | Italic                |
| Cmd + U          | Underline             |
| Cmd + Shift + X  | Strikethrough         |
| Cmd + Option + 1 | Text Color - Red      |
| Cmd + Option + 2 | Text Color - Orange   |
| Cmd + Option + 3 | Text Color - Yellow   |

|                           |                                   |
|---------------------------|-----------------------------------|
| Cmd + Option + 4          | Text Color - Green                |
| Cmd + Option + 5          | Text Color - Blue                 |
| Cmd + Option + 6          | Text Color - Pink                 |
| Cmd + Option + 7          | Text Color - Purple               |
| Cmd + Option + 8          | Text Color - Gray                 |
| Cmd + Option + X          | Remove Text Color                 |
| Cmd + Shift + Option + 1  | Highlight color - Red             |
| Cmd + Shift + Option + 2  | Highlight color - Orange          |
| Cmd + Shift + Option + 3  | Highlight color - Yellow          |
| Cmd + Shift + Option + 4  | Highlight color - Green           |
| Cmd + Shift + Option + 5  | Highlight color - Blue            |
| Cmd + Shift + Option + 6  | Highlight color - Pink            |
| Cmd + Shift + Option + 7  | Highlight color - Purple          |
| Cmd + Shift + Option + 8  | Highlight color - Gray            |
| Cmd + Shift + Option + X  | Remove highlight color            |
| Cmd + 7                   | Bulleted list                     |
| Cmd + 8                   | Numbered list                     |
| Cmd + 9                   | Checklist                         |
| Cmd + Shift + 9           | Toggle completed checklist        |
| Cmd + .                   | Collapsible section               |
| Cmd + .                   | Toggle collapsible section        |
| Cmd + Shift + .           | Expand all collapsible sections   |
| Cmd + Shift + ,           | Collapse all collapsible sections |
| Tab                       | Indent                            |
| Shift + Tab               | Outdent                           |
| Cmd + Option + Up arrow   | Move list item up                 |
| Cmd + Option + Down arrow | Move list item down               |
| Cmd + Shift + H           | Divider                           |
| Cmd + Shift + L           | Left Align                        |
| Cmd + Shift + E           | Center Align                      |
| Cmd + Shift + R           | Right Align                       |

|                          |                       |
|--------------------------|-----------------------|
| Cmd + Shift + J          | Justify               |
| Cmd + Shift + U          | Quote                 |
| Cmd + Option + Shift + C | Convert to Code Block |
| Cmd + Shift + C          | In-line Code          |
| Cmd + K                  | Insert Link           |
| Cmd + Shift + M          | Insert TeX Formula    |
| Cmd + Shift + ,          | Subscript             |
| Cmd + Shift + .          | Superscript           |
| Cmd + \                  | Remove Formatting     |

|                  |                              |
|------------------|------------------------------|
| Cmd + Up arrow   | Go to the top of the note    |
| Cmd + Down arrow | Go to the bottom of the note |

Last modification: 9/2/2024 11:30:01 PM

More information: [defkey.com/fil/upnote-mac-shortcuts](https://defkey.com/fil/upnote-mac-shortcuts)

[Customize this PDF...](#)

## Commands

|                              |                              |
|------------------------------|------------------------------|
| Cmd + C                      | Copy                         |
| Cmd + X                      | Cut                          |
| Cmd + V                      | Paste                        |
| Cmd + Shift + V              | Paste and Match Style        |
| Cmd + Option + C             | Copy as Markdown             |
| Cmd + Option + V             | Paste from Markdown          |
| Cmd + Z                      | Undo                         |
| Cmd + Shift + Z              | Redo                         |
| Cmd + +                      | Zoom In                      |
| Cmd + -                      | Zoom Out                     |
| Cmd + 0                      | Actual Size                  |
| Cmd + P                      | Print                        |
| Cmd + Shift + A              | Toggle Format Bar            |
| Cmd + Option + F             | Search within a Note         |
| Cmd + Shift + O              | Insert Image                 |
| Cmd + O                      | Insert Attachment            |
| Cmd + T                      | Insert Table                 |
| Cmd + Shift + Enter          | Insert row above             |
| Cmd + Enter                  | Insert row below             |
| Cmd + Shift + Option + Enter | Insert column (to the left)  |
| Cmd + Option + Enter         | Insert column (to the right) |
| Cmd + D                      | Insert Date and Time         |
| Cmd + Shift + D              | Insert Date                  |
| Cmd + Shift + Option + D     | Insert Time                  |