

H. Heptabase (macOS) cheat sheet

Commands

Cmd + P	Search this whiteboard
Cmd + O	Quick find
Cmd + N	New card
Options + Shift + 1	Go to Journal
Options + Shift + 2	Go to map
Options + Shift + 3	Go to Card Library
Options + Shift + 4	Go to Tag
Options + Shift + 5	Go to Assistant
Cmd + W	Close a working tab
Ctrl + \	Toggle left sidebar
Cmd + Option + L	Toggle the theme
Cmd + ,	Open the settings
Cmd + Shift + E	Export the backup
Cmd + [or Cmd +]	Go to previous/next place
Cmd + R	Refresh the app

Card Editor

Card commands:

/	Create a new block
@	Mention a card, whiteboard, date or create new card
Cmd + F	Search text
Cmd + Z	Undo
Cmd + Shift + Z	Redo
Cmd + M	Add or move to whiteboard
Cmd + T	Manage tags
Option + Shift + I	Show card info
Cmd + L	Copy link of the card

Text commands:

Cmd + B	Bold
Cmd + I	Italic
Cmd + U	Underline
Cmd + E	Code formatting
Cmd + Shift + H	Highlight
Cmd + Shift + S	Strike-through
Cmd + Shift + E	Math
Cmd + K	Add link

Cmd + C	Copy
Cmd + X	Cut
Cmd + V	Paste
Cmd + Shift + V	Paste and match styles
Cmd + Left arrow / Right arrow	Go to the beginning or the end of the line

Block commands:

Esc	Select current block
Cmd + Shift + Up arrow / Down arrow	Move a block up/down
Cmd + D	Duplicate current block
Cmd + A	Select all block
Shift + Left click	Select multiple blocks
Cmd + /	Transform current block
arrowupdown	Select neighbor block
Shift + Enter	Escape the Code block
Tab	Indent list item
Shift + Tab	Un-indent list item
Space + [or Space +]	Create Todo list
> then Space	Create Toggle list
- then Space	Create Bullet list
1 then . then Space	Create Number list
" + Space	Create Quote block
# then Space	Create heading 1
# then # then Space	Create heading 2
# then # then # then Space	Create heading 3
Cmd + Enter	Fold and unfold Todo list, Bullet list, and Toggle list

Block transformation:

Cmd + Option + Shift + 0	Turn a block into a text block
Cmd + Option + Shift + 1	Turn a block into an H1 heading
Cmd + Option + Shift + 2	Turn a block into an H2 heading
Cmd + Option + Shift + 3	Turn a block into an H3 heading

Cmd + Option + Shift + 4	Turn a block into a to-do checkbox
Cmd + Option + Shift + 5	Turn a block into a bullet list
Cmd + Option + Shift + 6	Turn a block into a numbered list
Cmd + Option + Shift + 7	Turn a block into a toggle block
Cmd + Option + Shift + 8	Turn a block into a code block
Cmd + Option + Shift + 9	Turn a block into a math block

Whiteboards

Basic tools:

Right click + Move the mouse	Move the whiteboard
Space + Left click + Move the mouse	Hold and use left mouse click to grab and move the whiteboard
Left click	Click the blank area at the top of the card (top bar) to select the card. When selected, the card will display a blue border.
Shift + 1	Zoom to fit the entire whiteboard.
Shift + 2	Zoom to fit selected objects.
Cmd + P	Search inside a whiteboard.
Cmd + 1	Use the select tool.
Cmd + 2	Use the connect tool.
Cmd + 3	Import cards from the card library.
Cmd + 4	Open the journal panel.
Cmd + 5	Open the highlight panel
Cmd + Shift + \	Open the right sidebar.
Cmd + Shift + N	Create a new card.
Cmd + Arrow keys	Zoom in and out of the whiteboard.
Option + Left click	Open the card in the right sidebar.
Arrow keys	Navigate the whiteboard and switch between objects.

Create and edit objects

Double click	Create a card
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Cmd + Double click Create a text element

Right click Create different objects

Alt + Left click + Move the mouse Duplicate a card

Cmd + G Create a section for selected cards

Cmd + C Copy cards

Cmd + V Pasting cards

Cmd + Z Undo

Cmd + Shift + Z Redo

Cmd + Enter Open card(s) in a new tab

Cmd + Option + Enter Fold card(s)

Del Delete a card from Card Library

Cmd + Del Delete a card

Cmd + L Copy the link of objects

Mindmap:

Esc Selects a minmap node. Use arrow key to navigate

Enter (on a minmap node) Create a node below

Tab Create a child node

Del Delete a node and its sub-nodes

Tab

Cmd + Option + N Create a new card to the left of current Card Tab

Control + Tab Jump to next tab

Control + Shift + Tab Jump to previous tab

Cmd + Option + \ Toggle the right sidebar of the card tab

Cmd + 0 Search the card you want

Shift + Enter Place the selected card on the right

Task app

Up arrow / Down arrow Navigate the Task app. To edit, press Enter. To exit editing mode, press Esc

Shift + Up arrow / Multi-select todo list items

Down arrow

Cmd + Enter

Check the todo list item

Last modification: 20.08.2024 1:36:16

More information: defkey.com/ru/heptabase-macos-shortcuts

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