

Things (iPad) cheat sheet

Creating new items

Cmd + N	Create a new to-do
Space	Create a new to-do below selection
Cmd + V	Paste plain text to create new to-dos
Shift + Cmd + C	Create a checklist in an open to-do
Shift + Cmd + N	Create a new heading in a project
Option + Cmd + N	Create a new project
Ctrl + Space	Open Quick Entry
Cmd + Enter	Save Quick Entry

Editing items

Enter	Open a to-do or project
Cmd + Enter	Save and close
Cmd + .	In Quick Entry, dismiss it without saving / Save and close
Cmd + Z	Undo
Shift + Cmd + Z	Redo
Cmd + D	Duplicate a to-do or project
Cmd + C	Copy a to-do or project
Cmd + V	Paste a to-do or project
Cmd + K	Complete selected items
Option + Cmd + K	Cancel selected items
Del	Delete selected items
Cmd + L	Move completed to Logbook

Selecting items

Up arrow	Select item above
Down arrow	Select item below
Shift + Up arrow	Extend selection upwards
Shift + Down arrow	Extend selection downwards
Option + Shift + Up arrow	Extend selection to the top
Option + Shift + Down arrow	Extend selection to the bottom
Cmd + A	Select everything

Option + Cmd + A De-select everything

Moving items

Cmd + Shift + M	Move selection to another list
Cmd + Up arrow	Move selection up
Cmd + Down arrow	Move selection down
Option + Cmd + Up arrow	Move selection to top of list
Option + Cmd + Down arrow	Move selection to bottom of list

Editing dates

Cmd + S	Show Jump Start
Cmd + T	Start Today
Cmd + E	Start This Evening
Cmd + R	Start Anytime
Cmd + O	Start Someday
Ctrl +]	Start date +1 day
Ctrl + [	Start date -1 day
Ctrl + Shift +]	Start date +1 week
Ctrl + Shift + [	Start date - 1 week
Shift + Cmd + D	Add a Deadline
Ctrl + .	Deadline +1 day
Ctrl + ,	Deadline -1 day
Ctrl + Shift + >	Deadline +1 week (Help)
Ctrl + Shift + <	Deadline -1 week (Help)
Cmd + Shift + R	Make to-do or project repeating

Navigation

Cmd + 1	Go to Inbox
Cmd + 2	Go to Today
Cmd + 3	Go to Upcoming
Cmd + 4	Go to Anytime
Cmd + 5	Go to Someday
Cmd + 6	Go to Logbook
Shift + Cmd + L	Show to-do in list
Option + Up arrow	Scroll to top
Option + Down arrow	Scroll to bottom

Cmd + \	Hide or show sidebar
Ctrl + Option + Cmd + Up arrow	Navigate up in the sidebar
Ctrl + Option + Cmd + Down arrow	Navigate down in the sidebar

Search

[A - Z]	Start typing to begin a search
Cmd + F	Find

Tags

Shift + Cmd + T	Open tag window inside an element
Option + Cmd + T	Open tag window in a list to filter
Option + Space	Toggle tag on / off inside tag popover
Ctrl + [A - Z]	Toggle a tag for selected to-do
Option + Ctrl + [A - Z]	Filter for a tag
Cmd + .	Close tag window

Interacting with Popovers

Cmd + Enter or Option + Enter	Quick Entry only: Save and close
Cmd + .	Escape (contextual meaning)
Enter	Accept selection in popover
Tab	Cycle forwards through text fields
Shift + Tab	Cycle backwards through text fields
Up arrow / Down arrow	Move inside accessible fields
Cmd + ,	Open Settings

Source: Things support page

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More information: defkey.com/things-ipad-shortcuts

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