

# Things (Mac) 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
Option + Ctrl + Space	Open Quick Entry with Autofill

## Editing items

Enter	Open a to-do or project
Cmd + Enter or Esc	Save and close
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 + .	Complete selected items
Cmd + Option + .	Cancel selected items
Del	Delete selected items
Cmd + L	Move completed to Logbook

## Select 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

## Moving items

Cmd + Shift + M	Move selection to another list
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Option + Cmd + V	Move copied to-dos and projects
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	Direct access to set 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

## Controlling windows

Cmd + Ctrl + N	Open new window
Shift + Cmd + `	Cycle through open windows
Cmd + W	Close current window
Option + Cmd + W	Close all windows
Cmd + \	Hide or show sidebar
Option + Cmd + T	Hide or show toolbar
Ctrl + Cmd + F	Full screen

## 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
Right arrow	Enter a selected project
Left arrow	Return to previous list
Option + Up arrow	Scroll to top
Option + Down arrow	Scroll to bottom
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

To assign a shortcut to a tag, open the tag window, click into the square to the right of the tag's name and press any key.

Ctrl + Cmd + T	Open tag window
Esc	Close tag window
Shift + Cmd + T	Direct access to add a tag
Ctrl + [A - Z]	Toggle a tag for selected to-do
Option + Ctrl + [A - Z]	Filter for a tag
Cmd + Left click	(click any tag) Select multiple tags
Ctrl + Esc	Destroy previous filter

## Links

Option + Cmd + Enter	Open a link
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More information: [defkey.com/things-mac-shortcuts](https://defkey.com/things-mac-shortcuts)

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