

Quire Quire.io (Windows) cheat sheet

Task action

T	Quick add a task
Enter	Enter to add a task
Shift + Enter	Quick add a subtask
Ctrl + / or Shift + C	Complete selected task(s)
Ctrl + Backspace or Ctrl + Del	Delete selected task(s)
Ctrl + Z	Undo
F2 or Alt + Enter	Edit task name

Task modification

This will also work with multiple select tasks.

#	Assign tag to a task
@	Assign task(s) to an assignee
/	Status
<	Date
!	Priority
^	Add task(s) to board
>	Transfer task to another project
Ctrl + M	Assign selected task(s) to yourself
Tab	Indent
Shift + Tab	Un-indent
-	Remove an existing assignee, tags, etc.

Main panel

Ctrl	Show/Hide breadcrumbs
Ctrl + P	Print task(s)
Ctrl + Up arrow / Down arrow	Move task(s) up or down
Ctrl + Left arrow / Right arrow	Level up or down a task
Alt + Page Up / Down	Move task(s) to the top or bottom of the current level
Ctrl + Left arrow / Right arrow	Move task(s) across columns in board view
Ctrl + X	Cut selected task(s)
Ctrl + C	Copy selected task(s)
Ctrl + V	Paste selected task(s)

Shift + Up arrow /
Down arrow

Ctrl + E	Select all the relevant subtasks
R	Refresh when changes are made in grouped/sorted mode
S	Search tasks and comments
Ctrl + S	Open and close the sidebar
Ctrl + B	Blink search (cross-projects or organizations or members)
Ctrl + F	Search within page
Z	Zoom in selected task
A	Zoom out selected task
Left arrow	Collapse a group tasks by level
Right arrow	Expand a group tasks by level
Shift + Left arrow	Collapse all tasks by level
Shift + Right arrow	Expand all tasks by level
O	Expand/Collapse the selected level
Tab	Navigate through workspace (forward)
Shift + Tab	Navigate through workspace (backward)
(or)	Switch among different tabs
1 or 2 or 3 or 4	Switch among different task views
=	Quick launch or close My Tasks
Ctrl + .	Enter/leave full screen mode
Ctrl + Shift + Left arrow / Right arrow	Scroll horizontally in Board and Timeline view
Ctrl + Shift + Up arrow / Down arrow	Switch among different views in Timeline and Calendar view

Detail panel

Space	Open/Collapse detail panel
Shift + Space	Quickly expand/collapse detail panel
D	Edit task description
C	Comment on a selected task
@	Mention a member in description or comment

#	Refer a task in description or comment
Alt + Q	Quote selected text in comment reply
Up arrow	Edit the last comment (cursor needs to be in the comment input area)
Alt + P	Make a subtask of

Help

F1	Show keyboard shortcut list
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More information: defkey.com/uk/quire-io-shortcuts

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