

# Workflowy cheat sheet

## General

|                          |                                                      |
|--------------------------|------------------------------------------------------|
| Alt + Right arrow        | Zoom in                                              |
| Alt + Left arrow         | Zoom out                                             |
| Ctrl + Down arrow        | Expand                                               |
| Ctrl + Up arrow          | Collapse                                             |
| Tab                      | Indent                                               |
| Shift + Tab              | Outdent. Alternatively, press Enter on an empty line |
| Alt + Shift + Up arrow   | Move up                                              |
| Alt + Shift + Down arrow | Move down                                            |
| Shift + Enter            | Add a note                                           |
| Ctrl + Enter             | Complete                                             |
| Alt + Shift + D          | Duplicate                                            |
| Ctrl + Shift + Backspace | Delete                                               |
| Esc                      | Search                                               |
| Ctrl + O                 | Show / hide completed                                |
| Shift + Ctrl + 8         | Star page                                            |
| Ctrl + K                 | Switch between pages                                 |
| Ctrl + '                 | Navigate home                                        |
| Ctrl + ?                 | Toggle keyboard shortcuts help                       |

## Formatting

|          |           |
|----------|-----------|
| Ctrl + B | Bold      |
| Ctrl + I | Italic    |
| Ctrl + U | Underline |

*Last modification: 3/19/2020 6:21:49 AM*

*More information:* [defkey.com/workflowy-shortcuts](https://defkey.com/workflowy-shortcuts)

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