



# Tana cheat sheet

## Mac

Cmd + E	Quick Add
Cmd + Enter	Create checkbox
Cmd + Shift + Backspace	Delete
Tab or Shift + Tab	Indent / Outdent
Cmd + Down arrow or Cmd + Up arrow	Expand / Collapse
Cmd + . or Cmd + ,	Zoom in / Zoom out
Cmd + Shift + Up arrow or Cmd + Shift + Down arrow	Move node up/down
Cmd + Z	Undo
Cmd + S	Jump to search
Cmd + Shift + M	Open node in panel

## PC

Ctrl + E	Quick Add
Ctrl + Enter	Create checkbox
Ctrl + Shift + Backspace	Delete
Tab or Shift + Tab	Indent / Outdent
Ctrl + Up arrow or Ctrl + Down arrow	Expand / Collapse
Alt + Right arrow or Alt + Left arrow	Zoom in / Zoom out
Ctrl + Shift + Up arrow or Ctrl + Shift + Down arrow	Move node up/down
Ctrl + Z	Undo
Ctrl + S	Jump to search
Ctrl + M	Open node in panel

Source: Tana documentation

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More information: [defkey.com/zh/tana-shortcuts](https://defkey.com/zh/tana-shortcuts)

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