

# Keyboard Shortcuts for Calendar, Reminders, and Notes on Mac



## Calendar

<b>Cmd + N</b>	Add new event
<b>Option + Cmd + N</b>	Add new calendar
<b>Shift + Cmd + N</b>	Add new calendar group
<b>Option + Cmd + S</b>	Add new calendar subscription
<b>Cmd + F</b>	Highlight search box to search for events
<b>Cmd + 1</b>	Switch to Day view
<b>Cmd + 2</b>	Switch to Week view
<b>Cmd + 3</b>	Switch to Month view
<b>Cmd + 4</b>	Switch to Year view
<b>Cmd + Right Arrow</b>	Go to next day, week, month, or year
<b>Cmd + Left Arrow</b>	Go to previous day, week, month, or year
<b>Cmd + T</b>	Switch to today's date
<b>Shift + Cmd + T</b>	Open popup for switching to specific date
<b>Cmd + + (Plus)</b>	Increase text size
<b>Cmd + - (Minus)</b>	Decrease text size
<b>Cmd + R</b>	Refresh all calendars
<b>Cmd + E</b>	Edit selected event
<b>Esc (when event is open)</b>	Close event editor without saving changes
<b>Return (when event is open)</b>	Commit changes to event and close event editor
<b>Cmd + I</b>	Show Info popup for selected event(s)
<b>Option + Cmd + I</b>	Show Inspector popup for selected event
<b>Arrow Keys</b>	Select event (if available) in adjacent row/column in relevant direction
<b>Control + Option + Up Arrow</b>	<b>Day/Week View:</b> Move selected event 15 minutes earlier <b>Month View:</b> Move selected event one week earlier
<b>Control + Option + Down Arrow</b>	<b>Day/Week View:</b> Move selected event 15 minutes later <b>Month View:</b> Move selected event one week later
<b>Control + Option + Right Arrow</b>	<b>Day/Week/Month View:</b> Move selected event one day later
<b>Control + Option + Left Arrow</b>	<b>Day/Week/Month View:</b> Move selected event one day earlier
<b>Shift + Cmd + A</b>	Toggle Availability panel

## Reminders

<b>Cmd + N</b>	Create new reminder
<b>Shift + Cmd + N</b>	Create new list
<b>2Cmd + ]</b>	Indent reminder to create subtask
<b>2Cmd + [</b>	Outdent reminder
<b>Cmd + E</b>	Show all subtasks
<b>Shift + Cmd + E</b>	Hide all subtasks
<b>3Cmd + I</b>	Show Info popup for selected reminder
<b>Cmd + F</b>	Highlight search box to search for reminders
<b>2Shift + Cmd + F</b>	Set/clear flag for selected reminder(s)
<b>Control + Cmd + S</b>	Toggle sidebar

## Notes

<b>Cmd + N</b>	Create new note
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<b>Shift + Cmd + N</b>	Create new folder
<b>Shift + Cmd + A</b>	Open dialog for attaching file
<b>Cmd + K</b>	Create link
<b>Cmd + F</b>	Highlight search box to search current note
<b>Cmd + G</b>	Highlight next search result in current note
<b>Shift + Cmd + G</b>	Highlight previous search result in current note
<b>Option + Cmd + F</b>	Highlight search box to search all notes
<b>Shift + Cmd + T</b>	Apply Title format
<b>Shift + Cmd + H</b>	Apply Heading format
<b>Shift + Cmd + J</b>	Apply Subheading format
<b>Shift + Cmd + B</b>	Apply Body format
<b>Shift + Cmd + M</b>	Apply Monospaced format
<b>Shift + Cmd + L</b>	Apply Checklist format
<b>Shift + Cmd + U</b>	Mark selected checklist items as checked/unchecked
<b>Control + Cmd + Up Arrow</b>	Move current list/checklist item up in list
<b>Control + Cmd + Down Arrow</b>	Move current list/checklist item down in list
<b>Cmd + B</b>	Emphasize selected text
<b>Cmd + I</b>	Italicize selected text
<b>Cmd + U</b>	Underline selected text
<b>Cmd + + (Plus)</b>	Increase size of selected text
<b>Cmd + - (Minus)</b>	Decrease size of selected text
<b>Cmd + Shift + [</b>	Align selected text flush left
<b>Cmd + Shift + \</b>	Center selected text
<b>Cmd + Shift + ]</b>	Align selected text flush right
<b>Cmd + [</b>	Decrease indent level of selected content or line where cursor is placed
<b>Cmd + ]</b>	Increase indent level of selected content or line where cursor is placed
<b>Control + Return</b>	Add line break (soft return) to list/checklist item
<b>Option + Tab</b>	Insert tab character in list item
<b>Option + Cmd + C</b>	Copy style of selection
<b>Option + Cmd + V</b>	Paste copied style to selection
<b>Cmd + T</b>	Show Fonts window
<b>Shift + Cmd + C</b>	Show Colors window
<b>Option + Cmd + T</b>	Create table
<b>4Return</b>	Move cursor to row below
<b>Tab</b>	Move focus to next cell on right
<b>Shift + Tab</b>	Move focus to next cell on left
<b>Shift + Left/Right Arrow</b>	Select cells one by one in relevant direction current row
<b>Shift + Up/Down Arrow</b>	Select cells one by one in relevant direction in current column
<b>Option + Return</b>	Add new paragraph in current cell
<b>Option + Tab</b>	Add tab character in current cell
<b>Option + Cmd + Up Arrow</b>	Add new row above current row
<b>Option + Cmd + Down Arrow</b>	Add new row below current row
<b>Option + Cmd + Right Arrow</b>	Add new column to right of current column
<b>Option + Cmd + Left Arrow</b>	Add new column to left of current column

<b>Cmd + 0</b>	Show main Notes window
<b>Cmd + 1</b>	Switch to List view for notes
<b>Cmd + 2</b>	Switch to Gallery view for notes
<b>Cmd + 3</b>	Switch to Attachments Browser
<b>Return (when note is selected in List view or Gallery view)</b>	Open or switch focus to selected note to begin typing
<b>Cmd + Return</b>	Open or switch focus from current note content to previous notes view i.e. List view or Gallery view
<b>Option + Cmd + S</b>	Toggle Folders sidebar
<b>Shift + Cmd + . (Period)</b>	Zoom in on note content
<b>Shift + Cmd + , (Comma)</b>	Zoom out of note content
<b>Shift + Cmd + 0</b>	Change note content to default size
<b>5Cmd + A (When cursor is in table)</b>	Select content of active cell <b>OR</b> Select table if active cell is empty

## Common Shortcuts

<b>Cmd + Z</b>	Undo previous action
<b>Shift + Cmd + Z</b>	Reverse undo
<b>Cmd + X</b>	Cut selected item
<b>Cmd + C</b>	Copy selected item
<b>Cmd + V</b>	Paste cut/copied item
<b>Delete</b>	Delete selected item
<b>Cmd + A</b>	Select all items
<b>Cmd + P</b>	Open Print dialog
<b>Cmd + , (Comma)</b>	Open app preferences
<b>Control + Cmd + F</b>	Toggle Full Screen mode
<b>Cmd + M</b>	Minimize window
<b>Option + Cmd + M</b>	Minimize all windows of current app
<b>6Cmd + W</b>	Close current window
<b>Option + Cmd + W</b>	Close all windows of current app
<b>Cmd + H</b>	Hide current app
<b>Option + Cmd + H</b>	Hide all apps except current app
<b>Cmd + Q</b>	Quit app

<sup>1</sup>Shortcut does not work with multiple events, but if you switch between events when Inspector is active, its contents are updated accordingly.

<sup>2</sup>Shortcut may not be available if iCloud is not enabled.

<sup>3</sup>If multiple reminders are selected, Info popup for last selected reminder is displayed.

<sup>4</sup>If cursor is in last row, shortcut adds new row to table.

<sup>5</sup>When active cell is populated, press shortcut twice to select table.

<sup>6</sup>In Reminders and Notes, shortcut quits app after closing window.