



Mac users replace CTRL with CMD

### External Shortcuts (From Windows)

-  +  +  Open the Evernote App and jump to a new note
-  +  Start screen capture mode. Press Escape to cancel
-  +  Clip selection
-  +  +  Find in Evernote (Starts a new Evernote search)
-  +  +  Paste clipboard into Evernote as a new note

### External Shortcuts (From Mac OS)

-  +  +  Open the Evernote App and jump to a new note
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-  ×2 Clip selection
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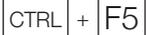
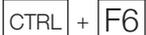
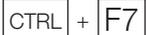
### Main Shortcuts

-  +  Create a new note
-  +  +  Create a new notebook
-  +  +  Create a new tag
-  +  +  Assign tags
-  Rename focused notebook, note, tag or saved search
-  +  Alt+F4 Close child windows and hide main window (minimize to tray).
-  +  Exit application
-  Start spell-checking
-  Open online help web page in default browser
-  Start synchronization with Evernote Web
-  +  +  Search. If search box is empty, move focus to it, otherwise start search and move to first highlighted keyword
-  +  +  Reset search
-  +  +  Create a new saved search

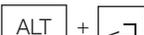


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### Change View & Display

-  Cycle through note list views (Table, Mixed, Thumbnails)
-  Set note list to Table view
-  Set note list to Mixed view
-  Set note list to Thumbnails view
-  Toggle display of left panel
-  Toggle display of note list
-  Toggle display of note panel
-  Toggle display of the search explanation
-  Toggle display of note info panel
-  Toggle display of note editing toolbar

### Note List

-   Go to the previous / next note
-   Scroll list up one page / down one page
-   Go to the first note in list / last note in list
-  Move selected notes to trash
-  Select all notes
-  Open the selected note in a separate window
-  Send selected notes by email
-  Open Print dialog for selected notes
-  Open print preview window for selected notes
-  Places focus in the note editor of the selected note.
-  Open "Assign Tags" dialog



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### Note Editor

**F8** Toggle display of note info

**CTRL + F8** Toggle display of note editing toolbar

**F2** Rename focused notebook, note, tag or saved search

**F3** Set focus to the tag field of the active note

**ESC** Move focus from note editor to note list

**CTRL + F** Search within a note

**CTRL + G** Find next (or Enter)

**CTRL + ⬆ + G** Find Previous (or Shift+Enter)

**CTRL + S** Save current note explicitly (notes are also saved automatically)

**CTRL + A** Select All content in the current note

**CTRL + X** Cut

**CTRL + C** Copy

**CTRL + P** Paste

**CTRL + ⬆ + V** Paste text from clipboard as unformatted text

**CTRL + Z** Undo last edit

**CTRL + Y** Redo last undone edit

**CTRL + B** Make selection bold

**CTRL + I** Make selection italic

**CTRL + U** Make selection underlined

**CTRL + T** Make selection strikethrough

**CTRL + ⬆ + B** Format selection as bulleted list

**CTRL + ⬆ + O** Format selection as ordered list

**CTRL + D** Open font dialog to change font face, size and colour for selected text

**CTRL + ⬆ + < or >** Increase font size / Decrease font size for selected text

**CTRL + SPACE** Ctrl+Space Remove formatting

**CTRL + M** Increase indent for current paragraph or for selection

**CTRL + L** Align current paragraph or selection left

**CTRL + R** Align current paragraph or selection right

**CTRL + E** Align current paragraph or selection center

**CTRL + J** Align current paragraph or selection justified

**CTRL + ⬆ + C** Insert a "To Do" checkbox

**CTRL + ⬆ + X** Open "Encrypt selection" dialog on a selected text

# Evernote

## Keyboard Shortcuts (for desktop app)



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### Note Editor (Continued)

ALT	+	↑	+	D	Insert current date and time (or use Ctrl+;
CTRL	+	K	Add Hyperlink		
CTRL	+	↑	+	K	Edit Hyperlink
CTRL	+	↑	+	F9	Remove hyperlink
CTRL	+	↑	+	—	Insert horizontal line

# Twitter

## Keyboard Shortcuts

### Actions

- N** Compose a new tweet
- CTRL** + **↵** Send a tweet (CMD + ENTER For Mac)
- ESC** Exit the compose window, or any other popup
- F** Favourite a tweet
- R** Reply to a tweet
- T** Retweet a tweet
- M** Send a direct message
- U** Mute a user
- B** Block a user
- L** Close all open tweets
- ↵** Open tweet details

### Navigation

- J** Move to the next tweet
- K** Move to the previous tweet
- SPACE** Move down a page
- ↑** + **SPACE** Move up a page
- .** Bring up the next set of tweets and take you to the top of the page
- /** Go to the Search box
- G** followed by **H** For Home
- G** followed by **N** For Notifications
- G** followed by **A** For Activity
- G** followed by **R** For Mentions
- G** followed by **D** For Discover
- G** followed by **P** For Profile
- G** followed by **F** For Favourites
- G** followed by **L** For Lists
- G** followed by **M** For Messages
- G** followed by **S** For Settings
- G** followed by **U** For any user's timeline  
Brings up the "Go to a person's profile" box where you can type in a person's name or Twitter handle and hit Enter)

# Facebook

## Keyboard Shortcuts



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Firefox: Shift + Alt + # +

Chrome: Alt + # +



Firefox: CTRL+ #

Chrome & Safari: CTRL + CMD + # +

- 1 Home
- 2 Timeline/profile
- 3 Friends
- 4 Messages
- 5 Notifications
- 6 General account settings
- 7 Privacy settings
- 8 Facebook's Facebook page
- 9 Legal terms
- 0 Help center
- M New message
- ? Search
- L Like/Unlike
- ◀ ▶ Skip back and forth between photos

# Google+

## Keyboard Shortcuts

-  Send feedback to Google
-  Select the search box at the top of the page
-  Navigate to the icons on the left (e.g. Home or Photos)
-   Scroll between icons
-  Open the selected page
  
-  Navigate from the icons on the left side to the main page
-   Scroll the main page
-  Move down in the stream
-  Move up in the stream
-  Load new posts
-  Move to the next comment on the current post
-  Move to the previous comment on the current post
-  Comment on the current post
-  Open the full list of keyboard shortcuts

# Gmail

## Keyboard Shortcuts



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### Default Actions (Always Enabled)

-  +  Send message once composed
-  +  Advance to next window (chat, compose or main)
-  +  Go to previous window (chat, compose or main)
-  +  +  Add Cc recipients whilst composing an email
-  +  +  Add Bcc recipients whilst composing an email
-  +  +  Change “from” address (if additional addresses set up)
-  +  Move the cursor to the main window

### Conversation Actions (Needs to be Enabled)

-  Compose a new message
-  +  Compose a new message in a new window
-  Compose a new message in a new tab
-  Place your cursor in the search box
-  Move your cursor to a more recent conversation
-  Move your cursor to an older conversation

-  In ‘Conversation view’, moves your cursor to the newer message
-  In ‘Conversation view’, moves your cursor to the older message
-  Go to next Inbox section
-  Go to previous Inbox section
-  or  Open conversation (also expands/collapses in ‘Conversation view’)
-  Refresh your page and return to the inbox, or conversations list
-  Archive your conversation from any view
-  Archive your conversation, and all future messages skip the Inbox (unless sent or cc’d directly to you)
-  Select a conversation to archive, apply a label, or choose an action from the drop-down menu and apply
-  ‘Star’ a message or conversation
-  Mark a message as important
-  Mark a message as unimportant
-  Report Spam
-  Reply to a message
-  +  Reply to a message in a new window (in ‘Conversation view’ only)
-  Reply to all
-  +  Reply to all in a new window (in ‘Conversation view’ only)

# Gmail

## Keyboard Shortcuts (continued)



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- F Forward a message
- ⇧ + F Forward a message in a new window (in 'Conversation view' only)
- ESC Remove the cursor from your current input field
- CTRL + S Save the current text as a draft when composing a message
- # Move conversation to the trash
- L Open the Labels menu to label a conversation
- V Move conversation from the inbox to a different label, Spam or Trash
- ⇧ + F Mark message as 'read'
- ⇧ + U Mark message as 'unread'
- [ Remove current label from current view and moves to older one
- ] Remove current label from current view and moves to newer one
- { Archive the current conversation and moves to the older one
- } Archive the current conversation and moves to the newer one
- Z Undo your previous action
- ⇧ + N Update current conversation
- Q Move your cursor directly to the chat search box
- Y Remove from Current View\*
  - From 'Inbox' Y means Archive
  - From 'Starred' Y means Unstar
  - From 'Trash' Y means Move to inbox
  - From any label, Y means Remove the label
  - Y means has no effect in 'Spam,' 'Sent,' or 'All Mail.'
- . Show more actions
- , Moves cursor to the first button in the Gmail Toolbar
- CTRL + ▼ Open options in Chat
- then press TAB To open Emoticon menu
- ### Contact List Actions (Needs to be Enabled)

- K Move your cursor up a member in your contact list
- J Move your cursor down a member in your contact list
- ⇧ + O or ⇧ + O Open the contact with the cursor next to it
- U Refresh your page and return to the contact list
- Remove selected contacts from the group currently displayed
- X Select a contact to apply changes to
- ESC Remove the cursor from the current input

# Gmail

## Keyboard Shortcuts (continued)



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- # Delete a contact permanently
- L Open the groups button to group contacts
- Z Undo your previous action

### Combo Keys

- |     |      |   |  |   |      |   |                        |
|-----|------|---|--|---|------|---|------------------------|
| TAB | then | ↵ | Send message after composing                         | * | then | A | Select all mail        |
| Y   | then | O | Archives your conversation and moves to the next one | * | then | N | Select none            |
| G   | then | A | Go to 'All Mail'                                     | * | then | R | Select all 'Read'      |
| G   | then | S | Go to 'Starred'                                      | * | then | U | Select all 'Unread'    |
| G   | then | C | Go to 'Contacts'                                     | * | then | S | Select all 'Starred'   |
| G   | then | D | Go to 'Drafts'                                       | * | then | T | Select all 'Unstarred' |
| G   | then | L | Go to 'Label'  |   |      |   |                        |
| G   | then | I | Go to 'Inbox'  |   |      |   |                        |
| G   | then | S | Go to 'Sent Mail'                                    |   |      |   |                        |

# Google Calendar

## Keyboard Shortcuts



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### Navigation

- K** or **P** Moves your calendar view to the previous date range
- J** or **N** Moves your calendar view to the next date range
- R** Refreshes your calendar
- T** Moves you to the current day

### Views

- 1** or **D** 'Day' view – Displays your calendar in the 'Day' view
- 2** or **W** 'Week' view – Displays your calendar in the 'Week' view
- 3** or **M** 'Month' view – Displays your calendar in the 'Month' view
- 4** or **X** 'Custom' view – Displays your calendar in the 'Custom' view
- 5** or **A** 'Agenda' view – Displays your calendar in the 'Agenda' view

### Actions

- C** Allows you to create a new event
- E** Allows you to view an event's details
- DEL** Deletes an event
- CTRL** + **Z** Undo last action (if possible)
- CTRL** + **S** Save event (from event details page)
- ESC** Return to calendar grid (from event details page)
- /** Places your cursor in the search box
- +** Focus on 'Add a calendar' text box under 'Other calendars'
- Q** Opens "Quick Add"
- CTRL** + **P** Prints the current view
- S** Brings you to your Google Calendar settings page
- ?** Brings up a menu of keyboard shortcuts

# Youtube

## Keyboard Shortcuts

- TAB Scroll between Youtube tool options (press Enter to select)
- 1 - 9 Press any number between 1 to 9 to skip parts of the video
- SPACE Play or pause
- ▲ ▼ Adjust volume
- ↶ + TAB Change video quality
- ◀ Go back 5 seconds
- ▶ Go forward 5 seconds
- F Fullscreen
- ESC Exit Fullscreen

-   Select adjacent cards on a board
-  Select the card below the current card
-  Select the card above the current card
-  Open the boards menu in the header
-   Search for and navigate boards
-  Place the cursor in the search box
-  Archive a card
-  Open the due date picker for a card
-  Open Quick Edit Mode
-  Close any open dialog windows/pop-overs or cancel edits/comments
-  Open the currently selected card
-  +  While submitting a card will open it after it is created
-  Open the card filter menu
-  Open a pop-over of the available labels
-  Open the add/remove members menu
-  Open a pop-over that allows you to add a card after the currently selected card
-   Move a card to the adjacent left or right list
-  Toggle the “cards assigned to me” filter
-  Subscribe or unsubscribe from a card
-  Assign or unassign yourself to a card
-  Edit the title of a card
-  Add or remove your vote on a card if the Voting Power-Up is enabled
-  Collapse or expand the board sidebar
-  Clear all active card filters
-  Opens shortcuts page
-  When writing a comment will bring up a list of members
-  + Label colour or title, when adding a new card will bring up a list of matching labels
-  + List name or position in list will move the card to the corresponding position in the list. You can use the up and down arrows to adjust the position of the card.

Pressing one of the following keys will apply/remove that label:

- |  |  |   |
|--|--|---|
|  Green  |  Purple |  Pink  |
|  Yellow |  Blue   |  Black |
|  Orange |  Sky    |   |
|  Red    |  Lime   |   |

# Wordpress

## Keyboard Shortcuts



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### Navigation

- J** Moves the current selection down
- K** Pressing k moves the current selection up

### Actions (Make sure a comment is selected)

- A** Approves the currently selected comment
- S** Marks the current comment as spam
- D** Moves the comment to the trash (v 2.9) or deletes the current comment
- Z** Restores current comment from the trash or activates Undo
- U** Unapproves currently selected comment
- R** Initiates an inline reply to the current comment
- Q** Activates "Quick Edit" which allows for rapid inline editing of the comment
- E** Navigates to the edit screen for the current comment

### Bulk Actions (Applies to all checked comments)

- ⇧ + A** Approves the checked comments
- ⇧ + S** Marks the checked comments as spam
- ⇧ + D** Deletes the checked comments
- ⇧ + U** Unapproves the checked comments
- ⇧ + T** Moves the checked comments to the Trash
- ⇧ + Z** Restores the checked comments from the Trash

### Editor Shortcuts

- CTRL + C** Copy
- CTRL + V** Paste
- CTRL + A** Select all
- CTRL + X** Cut
- CTRL + Z** Undo
- CTRL + Y** Redo
- CTRL + B** Bold
- CTRL + I** Italic
- CTRL + U** Underline
- CTRL + 1 to 6** Heading Formatting
- CTRL + 9** Address
- CTRL + K** Insert / Edit Link

# Wordpress

## Keyboard Shortcuts



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### Editor Shortcuts (continued)

ALT + ⬆ + N	Check Spelling
ALT + ⬆ + L	Align Left
ALT + ⬆ + J	Justify Text
ALT + ⬆ + C	Align Center
ALT + ⬆ + D	Strikethrough
ALT + ⬆ + R	Align Right
ALT + ⬆ + U	Bulleted List
ALT + ⬆ + A	Insert link
ALT + ⬆ + O	Numbered List
ALT + ⬆ + S	Remove link
ALT + ⬆ + Q	Quote
ALT + ⬆ + M	Insert Image
ALT + ⬆ + W	Distraction Free Writing mode
ALT + ⬆ + T	“Insert More” Tag

ALT + ⬆ + P	“Insert Page Break” Tag
ALT + ⬆ + H	Help
ALT + ⬆ + X	“Add/remove code” Tag

### Editor Width (in Distraction Free Mode)

CTRL + +	Wider
CTRL + -	Narrower
CTRL + 0	Default width

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## Sources

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