

toketaWare

break free...

The following keyboard shortcuts are available in the apps.

Mac/iOS

Shortcut	Action
TAB	Create a new child
RETURN	End edit or create new sibling
⌘ RETURN	Start edit or create a new sibling (splitting the text at the cursor if necessary)
Shift RETURN	Create a new sibling (before)
⌘ RETURN	Insert newline into topic text
Shift TAB	Create new parent
F2	[OSX only] Edit selected topic text
F4	[OSX only] Show/Hide Notes
PERIOD	Show/Hide a branch
[0..9]	Show N levels or sub topic deep
⌘ [1..5]	Set topic priority

⌘ [1..9]	Add nth favourite icon
SPACE	Show QuickLook (images/attachments)
ESC	Abort edit and revert to original text or deselect all. Undo is available to recover any reverted text.
⌘ A	Select All (visible) topics
Arrow Key	Navigate around the map (topic to topic)
⌘ Arrow Key	Change topic order
⌘ Arrow Key	Nudge manual aligned topic positions
⌘ ⌘ Arrow Key	Create new related floating topics
⌘ [X C V]	Cut/ Copy/ Paste
BACKSPACE	Delete selected topics (including child topics)
⌘ BACKSPACE	Delete individual (selected) topics (not including child topics)
⌘ +/-	Increase/decrease size (image, font etc.)
⌘ [B I U]	Bold/ Italic/ Underline
⌘ ⌘ U	Strikethrough
⌘ F	[OSX only] Find/Replace
⌘ ⌘ T	Toggle between edit and view mode for notes
⌘ Shift T	Toggle the notes window open/closed
⌘ Ctrl T	Toggle between editing note and topic text
⌘ R	Research - launch browser with topic text as search term
⌘ Ctrl F	Toggle 'full screen' mode
⌘ Shift K	Insert Callout topic
L	[OSX only] Create relationship between 2 selected topics
⌘ 0	Toggle between 'Zoom to fit map' and 'Center map with no

	zoom'
⌘ Shift 0	Toggle between 'Zoom to fit map' and 'Zoom to fit selection'
⌘ Ctrl 0	Toggle 'auto zoom' on/off
⌘ >	Zoom in
⌘ <	Zoom out
P	Increment the Progress attribute (Shift P to decrement)
C	Edit Cost
E	Edit Effort
⌘ K	[OSX only] Edit the hyperlink attribute
⌘ ⌘ K	Open the hyperlink
⌘ Shift F	Toggle Focus mode on/off
⌘ Shift O	Show/Hide Outline View
DoubleClick Canvas	Create new floating topic (DoubleTap on iOS)
CMD+DoubleClick Canvas	Create new related floating topic (SHIFT+DoubleTap on iOS)
CMD+DoubleClick Topic	Create new relationship (SHIFT+DoubleTap on iOS)

Windows

Shortcut	Action
TAB	Create a new child
RETURN	End edit or create new sibling
Ctrl RETURN	Edit selected topic text
Shift RETURN	Create a new sibling (before) or insert newline into topic text

Shift TAB	Create new parent
F2	Edit selected topic text
F4	Show/Hide Notes
PERIOD	Show/Hide a branch
[0..9]	Show N levels or sub topic deep
Ctrl [1..5]	Set topic priority
Alt [1..9]	Add nth favourite icon
SPACE	Show QuickLook (images/attachments)
ESC	Abort edit and revert to original text or deselect all. Undo is available to recover any reverted text.
Ctrl A	Select All (visible) topics
Arrow Key	Navigate around the map (topic to topic)
Ctrl Arrow Key	Change topic order
Ctrl Alt Arrow Key	Create new related floating topics
Ctrl [X C V]	Cut/ Copy/ Paste
BACKSPACE/DELETE	Delete selected topics (including child topics)
Ctrl BACKSPACE/DELETE	Delete individual (selected) topics (not including child topics)
Ctrl +/-	Increase/decrease size (image, font etc.)
Ctrl [B I U]	Bold/ Italic/ Underline
Ctrl Shift U	Strikethrough (when editing text)
Ctrl R	Research - launch browser with topic text as search term
Ctrl Shift K	Insert Callout topic
Ctrl 0	Toggle between 'Zoom to fit map' and 'Center map with no zoom'

Ctrl PgUp	Zoom in
Ctrl PgDn	Zoom out
P	Increment the Progress attribute (Shift P to decrement)
C	Edit Cost
E	Edit Effort
Ctrl K	Edit the hyperlink attribute
Ctrl Alt K	Open the hyperlink
Ctrl T	Edit/View notes
Ctrl Shift T	Show/Hide notes
Ctrl F	Find/Filter
Ctrl Shift F	Toggle Focus mode on/off
Ctrl Shift O	Show/Hide Outline View
DoubleClick Canvas	Create new floating topic
Ctrl DoubleClick Canvas	Create new related floating topic
Ctrl DoubleClick Topic	Create new relationship

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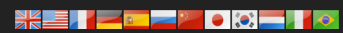
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