Essential Keyboard Shortcuts

11 Must-Know Shortcuts

Quick Open	⌘ O
Quick Entry	⌃ ⌥ Space
New Action	⌘ N
New Context	⌃ ⌘ N
New Project	⇧ ⌘ N
Convert to Project	⌘ !
Mark Reviewed	⇧ ⌘ R
Focus On PRO	⇧ ⌘ F
Show in Contexts/Projects	⌥ ⌘ R
Set/Clear Flag	⇧ ⌘ L
Synchronize with Server	⌘ S

Notes

Edit Note/Name	⌘ '
Show/Hide Note	⌥ ⌘ '
Show/Hide All Notes	⌃ ⌘ '

Organizing Stuff

Clean Up	⌘ K
Add Inside	⇧ ⌘]
Add Outside	⇧ ⌘ [
Indent	⌘]
Outdent	⌘ [
Group	⌥ ⌘ G
Ungroup	⌥ ⌘ U
Move Up	⌃ ⌘ ↑
Move Down	⌃ ⌘ ↓
Move Left	⌃ ⌘ ←
Move Right	⌃ ⌘ →

The OmniFocus Window

New Window	⌥ ⌘ N
Close (Window)	⌘ W
Close All (Windows)	⌥ ⌘ W
Minimize Window	⌘ M
Minimize All Windows	⌥ ⌘ M
Preferences	⌘ ,
Hide OmniFocus	⌘ H
Hide Others	⌥ ⌘ H
Hide/Show Sidebar	⌥ ⌘ S
Hide/Show Inspector	⌥ ⌘ I
Go to Sidebar	⌥ ⌘ 1
Go to Outline	⌥ ⌘ 2
Go to Inspector	⌥ ⌘ 3
Show/Hide View Options	⇧ ⌘ V
Enter/Exit Full Screen	⌃ ⌘ F
Quit and Keep Windows*	⌥ ⌘ Q
Quit OmniFocus	⌘ Q

* *This menu option changes to **Quit and Close All Windows** if you have turned off **System Preferences ▸ General ▸ Close windows** when quitting an application.*

Editing Commands

Undo	⌘ Z
Redo	⇧ ⌘ Z
Cut	⌘ X
Copy	⌘ C
Paste	⌘ V
Select All	⌘ A
Deselect All	⇧ ⌘ A
Duplicate	⌘ D
Start Dictation	fn fn
Special Characters	⌃ ⌘ Space

Style & Format*
* Only applicable in Notes

Copy Style	⌥ ⌘ C
Paste Style	⌥ ⌘ V
Paste and Match Style	⌥ ⇧ ⌘ V
Clear Style	⌃ ⌘ Delete
Show/Hide Fonts	⌘ T
Show/Hide Colors	⇧ ⌘ C
Bold	⌘ B
Italic	⌘ I
Underline	⌘ U
Bigger	⌘ +
Smaller	⌘ –

Viewing Stuff

Expand All	⌃ ⌘ 9
Collapse All	⌃ ⌘ 0
Expand Item	⌘ 9
Expand Item Completely	⌥ ⌘ 9
Collapse Item	⌘ 0
Collapse Item Completely	⌥ ⌘ 0

Finding Stuff

Go to Search Field	⌥ ⌘ F
Find	⌘ F
Find Next	⌘ G
Find Previous	⇧ ⌘ G
Use Selection for Find	⌘ E
Jump to Selection	⌘ J

Spelling

Show/Hide Spelling and Grammar	⌘ :
Check Spelling	⌘ ;

Printing

Page Setup	⇧ ⌘ P
Print	⌘ P

Perspectives

Show Perspectives PRO	⌃ ⌘ P
Add Perspective PRO	
Inbox	⌘ 1
Projects	⌘ 2
Contexts	⌘ 3
Forecast	⌘ 4
Flagged	⌘ 5
Review	⌘ 6
Completed	
Changed	
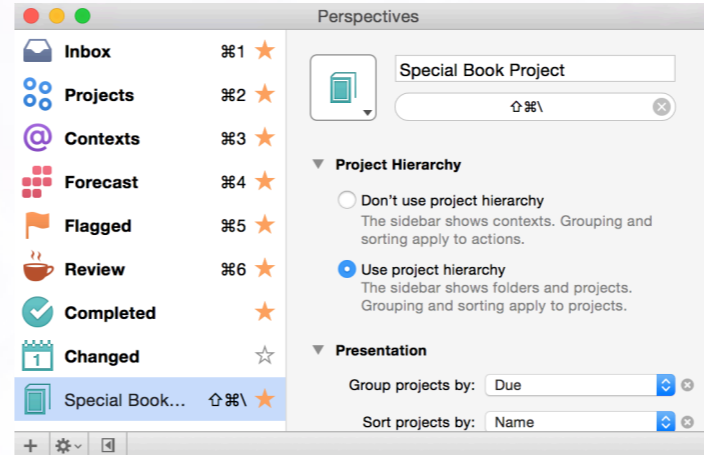
If you have upgraded to OmniFocus 2 Pro, choosing **Perspectives ▸ Show Perspectives** (⌃⌘P) opens a special window in which you can create and configure new Perspectives. To add a new Perspective, click the Add button (+) at the lower-left corner of the Perspectives window, and then configure its properties, including the perspective's name, keyboard shortcut, and icon, just to name a few.

Creating Custom Keyboard Shortcuts

Not every menu item in OmniFocus 2 has its own keyboard shortcut. However, you can create custom keyboard shortcuts in **System Preferences ▸ Keyboard ▸ Shortcuts**.
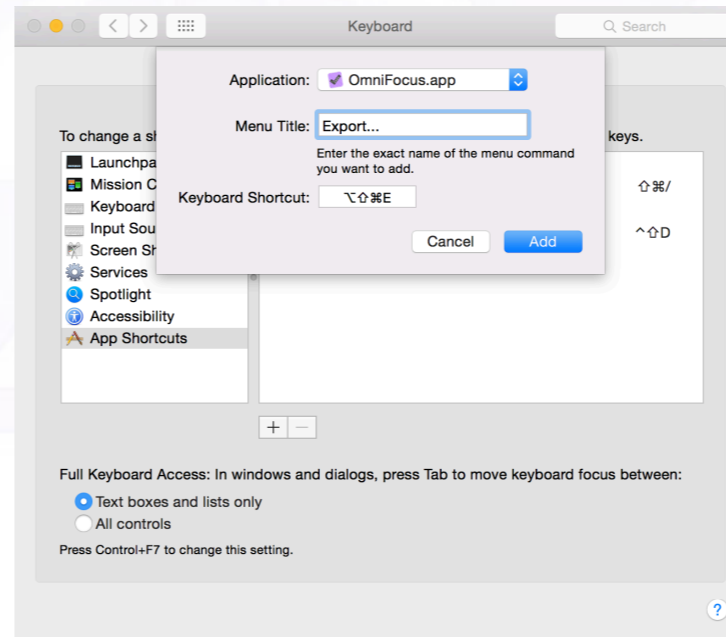
Choose **App Shortcuts** in the left sidebar, and then select **OmniFocus.app** from the **Application** popup menu. Next, enter the exact title of the menu item you'd like to assign a keyboard shortcut to (for example, **Export...**), set a keyboard shortcut by pressing the keys you'd like to use (for example, ⌥⇧⌘E to Export tasks with OmniFocus 2 Pro), and then click Add to save and add the shortcut to OmniFocus.

Outlining Shortcuts

To set your mode for outlining, choose **OmniFocus ▸ Preferences ▸ General**, and look to the Outlining section.

Modern Mode

Begin Editing	Tab or ⌘ Return
Confirm Editing	Return
Cancel Editing	Esc
Create a New Item	Return-Return

Classic Mode

Begin Editing	Esc or ⌘ Return
Confirm Editing	Esc
Create a New Item	Return

Need Help?

If you get stuck on something or need help sorting out a problem with your OmniFocus database, give us a call, we're here to help. You can call us at 1-800-315-OMNI, or +1-206-523-4152, or email us at **support@omnigroup.com**.

OmniFocus 2 for Mac