

Keyboard shortcuts save you time by letting you explore Remember The Milk quickly.

Shortcut Key	Definition	Action
<b>t</b>	Add	Add a new item to the current list
<b>c</b>	Complete	Complete the selected task/s
<b>p</b>	Postpone	Postpone the selected task/s by one day if they have a due date
<b>d</b>	Due Date	Change the due date of the selected task
<b>f</b>	Repeat	Change the repeat of the selected task
<b>g</b>	Time Estimate	Change the time estimate of the selected task
<b>s</b>	Tags	Change the tags for the selected task
<b>u</b>	URL	Change the URL for the selected task
<b>l</b>	Location	Change the location for the selected task
<b>y</b>	Add Note	Add a note to the selected task
<b>r</b>	Rename	Rename the selected item
<b>z</b>	Undo	Undo the last action
<b>1</b>	Priority 1	Set the priority of the selected task/s to 1
<b>2</b>	Priority 2	Set the priority of the selected task/s to 2
<b>3</b>	Priority 3	Set the priority of the selected task/s to 3
<b>4</b>	No Priority	Set the selected task/s to have no priority
<b>&lt;Del&gt;</b>	Delete	Delete the currently selected task(s)
<b>a</b>	Select All	Select all items in the current list
<b>n</b>	Select None	Select none of the items in the current list
<b>k</b>	Move Up	When on a list, move the cursor up
<b>j</b>	Move Down	When on a list, move the cursor down
<b>i</b>	Select Item	When on a list, select an item
<b>h</b>	Switch Tabs	Switch between tabs (e.g. Task and Notes)
<b>m</b>	Multi-edit	Toggle multi-edit mode on or off (default is off)
<b>&lt;Tab&gt;</b>	Tab	Save input and move to the next input field
<b>&lt;Esc&gt;</b>	Escape	Remove the cursor from the current input field

## Combination Shortcuts

Shortcut Key	Definition	Action
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + /</b>	Search	Moves the cursor to the search box
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + 6</b>	Switch to Overview	Switch to the Overview screen
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + 7</b>	Switch to Tasks	Switch to the Tasks screen
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + 8</b>	Switch to Locations	Switch to the Locations screen
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + 9</b>	Switch to Contacts	Switch to the Contacts screen
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + 0</b>	Switch to Settings	Switch to the Settings screen
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;Right&gt;</b>	Move Next	Switch between tabs (e.g. move to the next list)
<b>&lt;Ctrl&gt; + &lt;Shift&gt; + &lt;Left&gt;</b>	Move Previous	Switch between tabs (e.g. move to the previous)

Shortcut Key	Definition	Action
<Ctrl> + <Shift> + 1	Login	list) Skip to Login screen (from homepage)

## Locations Shortcuts

*Note:* You may need to click on the map first before map keyboard shortcuts will work.

Shortcut Key	Definition	Action
<b>Arrow Keys</b>	Pan	Move around the map
<b>Page Up, Page Dn, Home, End</b>	Pan (wider)	Move around the map, wider pan than arrow keys
+	Zoom In	Zoom in on the map
-	Zoom Out	Zoom out on the map
<Ctrl> + <Shift> + 1	Go	Moves the cursor to the location 'go' box