

Reminders App Keyboard Shortcuts for Mac

By www.webnots.com

General Shortcuts

Command + N	Create a new reminder
Command + Shift + N	Create a new list
Command + Option + N	Create a new section
Command + Control + N	Create a new section with selection
Command + number	Switch to the smart lists section in the order
Command + W	Close the current window
Command + Option + W	Close all windows
Command + Q	Quit Reminders
Command + F	Search and find

Editing Reminders

Tab	Move to the next field when editing
Command + Delete	Delete a selected reminder
Command + A	Select a single item or all reminders under all lists
Command + :	Open spelling and grammar tool
Command + ;	Check spelling and grammar
Fn + E	Open Character Viewer
Command + Z	Undo previous action
Command + Shift + Z	Redo previous action
Command + C	Copy selected text
Command + V	Paste copied text from clipboard
Command + X	Cut selected text
Command +]	Indent a task (to create a subtask)
Command + [	Outdent a task (to create a parent task)
Command + Shift + T	Add tags to a task

Date & Dues

Command + T	Set due date as today for a reminder
Command + Option + T	Set due date as tomorrow for a reminder
Command + K	Set due date as this weekend for a reminder
Command + Option + K	Set due date as next week for a reminder
Command + Option + T	Change overdue date of all items to today
Command + Shift + C	Mark a task as completed
Command + Shift + F	Flag or unflag a task

View Options

Command + Shift + H	Show or hide completed items
Command + Option + S	Show or hide sidebar in app
Fn + F	Open in full screen
Command + E	Show all subtasks
Command + Shift + E	Hide all subtasks

Window Management

Command + M	Minimize app window
Command + Option + M	Minimize all app window
Fn + Control + F	Fill app window on the screen
Fn + Control + C	Center app window on the screen
Fn + Control + Left Arrow	Move app to left half
Fn + Control + Right Arrow	Move app to right half
Fn + Control + Down Arrow	Move app to bottom half
Fn + Control + Up Arrow	Move app to top half
Fn + Control + Shift + Left Arrow	Arrange Reminders and another app left and right of the screen
Fn + Control + Shift + Right Arrow	Arrange Reminders and another app right and left of the screen
Fn + Control + Shift + Down Arrow	Arrange Reminders and another app bottom and top of the screen
Fn + Control + Shift + Up Arrow	Arrange Reminders and another app top and bottom of the screen
Fn + Control + R	Move app to its previous size

Miscellaneous

Command + ,	Open Reminders settings
Command + H	Hide Reminders app
Command + Option + H	Keep Reminders open while hiding all other apps
Command + P	Print all reminder tasks under a selected list

 Command  Option  Control  Shift  Fn