

# Coggle Keyboard Shortcuts

- [tab] creates a new child branch.
- [shift] + [tab] moves back to the parent branch
- [shift] + [enter] creates a new sibling branch
- [ctrl] + [enter] creates a new line of text inside the existing branch
- [alt] + [shift] + arrow keys allow you to move around between items, along the direction of the branches. If no item is currently being edited, any combination will also select the root item.
- [ctrl] + [Z] (or [command] + [Z] on Mac) undoes the last change (works for all changes since the page was reloaded)
- [ctrl] + [shift] + [Z] redoes the last undone change.
- [ctrl] + [+] (or [command] + [+] on Mac) increases the text size of the current item, or zooms the page if no item is active.
- [ctrl] + [-] (or [command] + [-] on Mac) reduces the text size of the current item, or zooms the page if no item is active.
- [ctrl] + [0] (or [command] + [0] on Mac) sets the text size of the current item back to the default, or sets the page zoom to default if no item is active.
- double-tap [backspace] in an empty item with no children to remove it
- press [ctrl] + [shift] + [alt] + [r] to re-arrange all of the branches in a diagram. (Awesome plan feature)

There are also some handy things you can do with the keyboard and mouse in combination:

- [ctrl] + click on the (+) button of a branch to remove it (the (+) turns into an (x) as you hold the key). (On Mac, use [alt] instead of [ctrl])
- [shift] + click on the (+) button of a branch to insert a new parent above it
- [ctrl] + [shift] + click on the (+) button of a branch to remove it without removing it's children (Or also use [command] + click on Mac)
- [shift] + drag an item to transplant it to a different parent
- hold [ctrl] after starting to drag an item to snap to a grid as you move it.
- Also try holding down [ctrl] and [shift] with the context menu open!

**Zoom**, add **text labels**, **undo**, and **paste copied items** by right clicking the background.

#### When typing

New Item: **shift** + **enter**

New Child Item: **tab**

Jump to Parent: **shift** + **tab**

Format text: use [Markdown](#)

#### Shortcuts

Remove Branch: **alt** + click **✕**

Insert Branch: **shift** + click **↓**

Transplant Branch: **shift** + drag **↓**

Add [Images](#): drag and drop

Zoom: **ctrl** + mousewheel

Undo: **ctrl** + **Z**

Redo: **ctrl** + **shift** + **Z**

#### Markdown

- [X] to create a ☐ checkbox

`text` to use a fixed width font

#### Icons

Type : while editing or use the button along the top of the item editor.