



General Navigation

Global Shortcuts

<code>g + h</code>	Go to Home.
<code>g + a</code>	Go to All Projects.
<code>g + m</code>	Go to My Stuff.
<code>g + @</code>	Go to Mentions.
<code>g + d</code>	Go to the Daily Recap.
<code>?</code>	Show keyboard shortcuts help.

Project Navigation

<code>t</code>	Jump to the Campfire (chat).
<code>b</code>	Go to the Message Board.
<code>o</code>	Open the To-do list.
<code>w</code>	Access the Schedule.
<code>d</code>	Go to Docs & Files.
<code>a</code>	Open the project Admin page (if you have admin rights).

Writing and Formatting

Text Formatting

<code>*text*</code>	Italicize text.
<code>**text**</code>	Bold text.
<code>_text_</code>	Underline text.
<code>[text](url)</code>	Create a link with <code>text</code> pointing to <code>url</code> .
<code>> text</code>	Create a blockquote for <code>text</code> .
<code>- text</code>	Create a bullet point list item.

Code Snippets

Use backticks (``) to create code blocks:
<pre>function helloWorld() { console.log("Hello, world!"); }</pre>
Inline code can be formatted using single backticks: <code>code example</code>

To-Do Lists

Creating and Managing To-Dos

<code>Ctrl/Cmd + Enter</code>	Create a new to-do while typing.
<code>Enter</code>	In a to-do list, pressing Enter creates a new to-do item below the current one.
<code>Shift + Enter</code>	Add new line in the same To-Do item
<code>Tab</code>	Indent a to-do item to create a sub-item.
<code>Shift + Tab</code>	Outdent a to-do item.
<code>Up/Down Arrows</code>	Navigate between to-do items.

Completing To-Dos

<code>Spacebar</code>	Check or uncheck a to-do item.
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Campfire (Chat)

Chatting Shortcuts

<code>Enter</code>	Send a message.
<code>Shift + Enter</code>	Insert a new line in your message.
<code>Up Arrow</code>	Edit your last message.
<code>@username</code>	Mention a user in the chat.
<code>:(shortcut):</code>	Use emoji shortcuts. Example: <code>:smile:</code>