



General Shortcuts & Navigation

General Actions

Cmd/Ctrl + N	Create a New Document or Spreadsheet
Cmd/Ctrl + P	Print the current document
Cmd/Ctrl + F	Find in the current document
Esc	Exit full-screen or close pop-up windows
Cmd/Ctrl + Z	Undo last action
Cmd/Ctrl + Shift + Z	Redo last action
Cmd/Ctrl + /	Show/Hide Keyboard Shortcuts modal
Cmd/Ctrl + Shift + C	Copy link to the current document
Cmd/Ctrl + K	Open Document or Folder search

Navigation Shortcuts

Cmd/Ctrl + G	Go to Inbox
Cmd/Ctrl + Shift + G	Go to Sent Items
Cmd/Ctrl + [Go back in history
Cmd/Ctrl +]	Go forward in history
Cmd/Ctrl + Up Arrow	Go to the top of the document
Cmd/Ctrl + Down Arrow	Go to the bottom of the document
Cmd/Ctrl + Shift + K	Open Recent Documents
Tab (in lists)	Indent list item
Shift + Tab (in lists)	Outdent list item

Getting Help

Use <code>Cmd/Ctrl + /</code> to quickly access the built-in list of keyboard shortcuts.
Quip's help center provides extensive documentation and guides.
For specific feature questions, check the "Help" menu within the Quip application.

Editing & Formatting

Text Formatting

Cmd/Ctrl + B	Bold text
Cmd/Ctrl + I	<i>Italicize</i> text
Cmd/Ctrl + U	<u>Underline</u> text
Cmd/Ctrl + Shift + X	Strikethrough text
Cmd/Ctrl + \	Clear formatting (bold, italic, etc.)
`Text`	Inline code formatting
```	Start a multi-line code block (type ``` and press Enter)
> Quote	Start a quote block (type > and space)
---	Insert a horizontal rule (type — and press Enter)

## Headings & Lists

Cmd/Ctrl + Opt/Alt + 1-6	Apply Heading Style 1-6
Cmd/Ctrl + Opt/Alt + 0	Apply Normal Paragraph Style
* or - or +	Start a bulleted list (type character and space)
1. or a. or i.	Start a numbered list (type character(s) and space)
[]	Start a checklist (type [] and space)
Cmd/Ctrl + Shift + L	Toggle between different list types (bullet, numbered, checklist)
Cmd/Ctrl + Enter	Complete a checklist item (when cursor is on the line)
Shift + Enter	Insert a soft line break (new line without new paragraph)
Enter	Insert a new paragraph or new list item

## Inserting Elements

@	Mention a person, document, or folder
//	Insert a date (e.g., //today, //tomorrow, //2023-12-31)
++	Insert an image (paste or select file)
--	Insert a Salesforce record link
\$\$	Insert a mathematical formula (using LaTeX syntax)
mermaid	Insert a Mermaid diagram block (type mermaid and hit Enter)
Video URL	Paste a URL for YouTube, Vimeo, etc. on a new line to embed a video.
Link (any URL)	Paste any URL on a new line to create a smart link preview.
Type "@" and search	Insert various elements like Live Apps, images, files, etc.

## Collaboration Features

### Comments & Conversation

Select text	Select any text to reveal the comment bubble for inline commenting.
Cmd/Ctrl + Shift + M	Add a comment on the currently selected text or line.
Cmd/Ctrl + Enter (in comment box)	Submit your comment or reply.
Hover over comment bubble	View the comment thread associated with that text.
Click comment bubble	Expand the comment thread in the sidebar.
Click "Resolve Thread"	Mark a comment thread as resolved (UI action).
@person or @document	Mention users or link to other documents within comments to notify them.
Email address or Phone #	Type an email or phone number in a comment to share the document instantly.
Highlighting	Text highlighted in blue indicates a comment thread exists on that text.

### Sharing & Permissions

Click the <b>Share</b> button in the top right corner of any document.
Share with individuals or groups by typing their name, email, or group name.
Choose permission levels: <ul style="list-style-type: none"><li>• <b>Read-only:</b> Can view the document.</li><li>• <b>Edit:</b> Can view and edit the document.</li><li>• <b>Owner:</b> Has full control, including managing permissions and deleting.</li></ul>
You can share a read-only link externally with anyone, even if they don't have Quip (for public documents).
Manage permissions for existing shared users or groups from the Share menu.
Move documents between shared folders to adjust access based on folder permissions.
Admins can manage organization-wide sharing settings.

## Productivity Boosters

### Tasks & Workflow

Create a task list item	Type [] followed by a space and your task description.
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Assign a task	Type <b>@</b> within or after a task and select the user.
Set a due date	Type <b>//</b> within or after a task and select or type the date (e.g., <b>//next monday</b> , <b>//2024-01-01</b> ).
Mark task complete	Click the checkbox <b>[ ]</b> or place your cursor on the task line and press <b>Cmd/Ctrl + Enter</b> .
Filter task lists	Use the filter options at the top of the task list section to show/hide completed, assigned tasks, etc.
Tasks in Inbox	Tasks assigned to you appear in your Quip Inbox.
Section Tasks	Create tasks within specific sections of a document using the <b>@</b> menu and selecting 'Task'.

## Templates & Live Apps

**Using Templates:** Access templates when creating a new document ( **Cmd/Ctrl + N** ) or by clicking the **+** button in a folder and selecting "New from Template".

**Creating Custom Templates:** Save any document as a template via the Document menu ( **...** ) -> "Advanced" -> "Save as Template".

Templates enforce consistency for recurring documents like meeting notes, project plans, or reports.

**Live Apps:** Live Apps add interactive functionality.

Type **@** and search for apps like Calendar, Poll, Project Tracker, Salesforce Record, etc.

Live Apps allow real-time collaboration on structured data or interactive content within documents.

Salesforce Record Live App allows viewing and editing Salesforce data directly in Quip.

## Integration & Offline Access

**Salesforce:** Deep integration allows linking Salesforce records, reports, and lists directly into Quip documents using **@** or the **--** shortcut. Edits in Quip can update Salesforce data.

**Slack:** Quip integrates with Slack for notifications about document activity and sharing. You can create new Quip documents directly from Slack.

**Other Integrations:** Quip integrates with various other services like Jira, Zoom, etc. Check the **@** menu or Quip settings for available integrations.

**Offline Access:** Quip syncs your recent and starred documents for offline access automatically.

You can edit documents offline. Changes are saved locally and automatically synced when you reconnect to the internet.

Ensure you open or star documents you know you'll need offline beforehand to ensure they are synced.