wrike

Keyboard Shortcuts

AVAILABILITY - LEGACY PLANS

Free	Professional	Business	Enterprise

AVAILABILITY

Free	Professional	Business Plus	Enterprise Standard	Enterprise Pinnacle

Overview

Keyboard shortcuts are available for all users on all account types. Use keyboard shortcuts in the workspace to get work done faster.

Available shortcuts

Function	Shortcut (Windows)	Shortcut (Mac OS)
Creates a new task	Alt+Shift+N	-
Places your cursor in the search box so that you can begin typing	Alt+Shift+S	Cmd+Shift+S
Opens the task you're currently looking at in a new tab (works only in the List view)		Cmd+Shift+O
Opens the task you're currently looking at in fullscreen mode, or exits fullscreen mode if you're already in it	Alt+Shift+F	Cmd+Shift+F
In the List view, selects the task above the task you currently have selected	Up arrow or K	Up arrow or K
In the List view, selects the task below the task you currently have selected	Down arrow or J	Down arrow or J
Collapse a subtask list for the selected task in the List view	Left arrow	Left arrow
Expands a subtask list for the selected task in the List view	Right arrow	Right arrow
In the List view, moves the cursor to the comment section	Alt+Shift+C	Cmd+Shift+C
Opens a list of available keyboard shortcuts	Alt+Shift+?	Cmd+Shift+?
Posts a comment (before using this shortcut: first click the comment section and type your comment)	Enter or Ctrl+Enter depending on what you specified in your Profile settings	Enter or Cmd+Enter depending on what you specified in your Profile settings
Inserts a line break in a comment or description field	Shift+Enter	Shift+Enter
Makes text in a description or comment field bold	Ctrl+B	Cmd+B
Makes text in a description or comment field italic	Ctrl+I	Cmd+I
Makes text in a description or comment field strikethrough	Shift+Ctrl+X	Shift+Cmd+X
Turns text in the comment field into code	Shift+Ctrl+C	Shift+Cmd+C
Turns text in the comment field into a code block	Shift+Alt+Ctrl+C	Shift+Opt+Cmd+C

Function	Shortcut (Windows)	Shortcut (Mac OS)
Creates new browser window in incognito	Ctrl-Shift-N (Ctrl+Shift +P if you're using Firefox browser)	Cmd+Shift+N (Cmd +Shift+P if you're us- ing Firefox browser)

FAQ

Are there any specific keyboard shortcuts for particular views?

Yes, there's a list of shortcuts you can use while working in the Gantt Chart view.