

# gmail graphical cheat sheet

**Esc**  
Focus  
last chat

~	! spam	@	# trash	\$	%	^	&	*. select	(	)	_	+
`	1	2	3	4	5	6	7	8	9	0	-	=
Q	W	E	R reply (win)	T tasks	Y	U mark unread	I mark read	O	P	{	}	
q contact search	w	e archive	r reply	t	y remove label	u return to list	i	o open	p prev msg	[ archive + next	] archive + prev	
A	^s save draft	D	F	G	H	J	K	L	:	"		
a reply all	s star	d	f forward	g go to	h	j prev thread	k next thread	l label	;	'	\	
Z	X	C compose (win)	V	B	N update thread	M	<	>	?	help		
Z undo	X mark	C compose	V move	b	n next msg	m mute	,	. actions	/ search			

**navigate**

moves between threads or messages

**modify**

modifies a message or conversation

**combo**

requires a second keystroke to define scope

**general**

other functions

**g** go to...

**a** all mail  
**s** starred  
**c** contacts  
**d** drafts  
**i** inbox  
**t** sent  
**l** label

**\*** select...

**a** all  
**n** none  
**r** read  
**u** unread  
**s** starred  
**t** unstarred