

The Claude Cheat Sheet

Every command, shortcut, and prompting move on one page — built for researchers, writers, and students who'd rather work than wrestle the tool.

/ Slash Commands

<code>/help</code>	List all available commands in your interface
<code>/clear</code>	Wipe context and start a fresh conversation
<code>/model</code>	Switch between Opus, Sonnet, and Haiku
<code>/style</code>	Apply a writing style (formal, concise, explanatory)
<code>@</code>	Mention a tool, connector, or skill mid-prompt

⌘ Keyboard Shortcuts

<code>Shift + Enter</code>	New line without sending the message
<code>⌘ + K</code>	Open a new chat instantly
<code>⌘ + /</code>	Open the command menu
<code>↑</code>	Edit your last message (on empty input)
<code>Esc</code>	Stop a response while it's generating

★ Power Features

Projects	Bundle chats around one body of work with shared context
Artifacts	Standalone docs, code, or visuals you can iterate on
Skills	Reusable instructions that trigger on the right tasks
Styles	Lock in voice — academic, plain language, your own
Memory	Persistent context across conversations (toggle in settings)

↷ Connectors Worth Using

Drive	Pull docs, sheets, and slides directly into chat
Gmail	Draft, search threads, and compose with your voice
Calendar	Schedule, summarize, and prep for what's next
PubMed	Search biomedical literature without leaving chat
Scholar	Full-text academic search with citations

"The teacher is no longer merely the one-who-teaches, but one who is herself taught in dialogue with the students."

PAULO FREIRE • PEDAGOGY OF THE OPPRESSED

Prompting Moves — The Real Power Lives Here

MOVE 01

Give Claude a Role

Open with who Claude is in this conversation. Researcher, copy editor, devil's advocate, dissertation reader. Roles set tone, vocabulary, and standards in one line.

"You're a peer reviewer for a qualitative health equity journal..."

MOVE 02

Show, Don't Tell

One good example beats three paragraphs of instructions. Paste a sentence you love, a tone you want to match, or a structure that worked before.

"Match the rhythm of this paragraph: [paste]. Now write the next one."

MOVE 03

Ask for the Thinking First

Before the deliverable, ask Claude to outline its approach. Catches misreads of your intent before they cost you a full draft.

"Before you write, share your outline and the assumptions you're making."

MOVE 04

Constrain the Output

Length, format, audience, what to leave out — name them upfront. "200 words, no bullets, for a nurse with no research background" works better than "short."

"500 words, three subheadings, written for grant reviewers, no jargon."

MOVE 05

Iterate, Don't Restart

When a draft is close but off, name the specific gap. "Tighten the second paragraph" beats starting over. Claude carries the prior context forward.

"Keep everything else. Rewrite paragraph two with more warmth."

MOVE 06

Push Back When It's Wrong

If a citation, claim, or framing feels off, say so. Claude can verify, correct, and explain — but only if you flag it. Your expertise is the check.

"That citation looks wrong. Verify the author and year."

✓ Do This

- ✓ Bring your real voice and let Claude match it
- ✓ Paste source material instead of describing it
- ✓ Use Projects for ongoing research threads
- ✓ Verify every citation against the original source
- ✓ Save reusable instructions as a Style or Skill

✗ Skip This

- ✗ Asking for "a good response" — name what good means
- ✗ Trusting any citation without checking it yourself
- ✗ Cramming six unrelated tasks into one prompt
- ✗ Letting a long thread drift — start fresh when it bloats
- ✗ Sharing data you wouldn't email a colleague