



# AppleWorks 5

## Quick Reference for Windows 95/NT 4.0

### General

#### Shortcuts






Close	Ctrl+W or Ctrl+F4
Copy	Ctrl+C or Ctrl+Ins
Cut	Ctrl+X or Shift+Del
Delete	Delete
Exit	Ctrl+Q or Alt+F4
Find/Change	Ctrl+F
Find Again (Find dialog box closed)	Ctrl+E
Help	F1
New	Ctrl+N
Open	Ctrl+O
Page View	Shift+Ctrl+P
Paste	Ctrl+V or Shift+Ins
Print	Ctrl+P
Save, Save As	Ctrl+S, Shift+Ctrl+S
Select All	Ctrl+A
Show/Hide shortcuts palette	Shift+Ctrl+X
Show/Hide Styles	Shift+Ctrl+W
Spelling: Check Document	Ctrl+= (equal sign)
Spelling: Check Selection	Shift+Ctrl+Y
Thesaurus	Shift+Ctrl+Z
Undo/Redo	Ctrl+Z or Alt+Backspace

### Tool panel







#### Selection and frame tools

Arrow pointer  Text  
 Spreadsheet  Paint

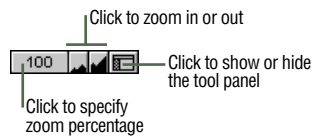
#### Drawing tools

Line  Rectangle  
 Rounded rectangle  Oval  
 Arc  Polygon  
 Freehand  Bezigon  
 Regular polygon  Eyedropper

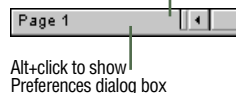
#### Painting tools

Fill palettes  Fill sample  
 Pen palettes  Pen sample  
 Selection rectangle  Lasso  
 Magic wand  Brush  
 Pencil  Paint bucket  
 Spray can  Eraser

### View controls



Double-click to go to a specific page (Page View on)



# Text

## Selecting text shortcuts

Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning of paragraph	Shift+Ctrl+↑
From insertion point to end of paragraph	Shift+Ctrl+↓
Extended selection	Click at one end of selection, then Shift+click the other; or click at one end, then Shift+↑ or Shift+↓
Whole document	Ctrl+A

## Typing special characters

For this character	Press or type	Text symbol <sup>1</sup>
Space	Space bar	·
Non-breaking space	Ctrl+Space bar	·
Tab	Tab	→
Paragraph return	Enter	↵
Line break (soft return)	Shift+Enter	↵
Column break	Enter (keypad)	⇨
Page break	Ctrl+Enter (keypad)	⏎
Section break	Shift+Ctrl+Enter (keypad)	⏏

<sup>1</sup>To show text symbols, click  or press **⌘-;** (semicolon).

## Typing and finding formatting characters and special text

For this text	Choose from the Edit menu	In the document you see
Automatic date	Insert Date	Updated date
Fixed date	Alt+Insert Date	Fixed date
Automatic time	Insert Time	Updated time
Fixed time	Alt+Insert Time	Fixed time
Automatic page number	Insert Page #	Page number
Fixed page number	Alt+Insert Page #	Page number

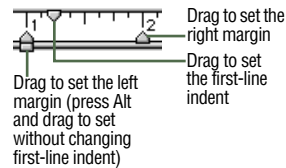
## Finding special characters and text

To find text, choose Find from the Edit menu or press Ctrl+E.

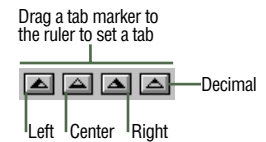
To find this text	Type this in the Find box
Space	Space bar
Non-breaking space	Ctrl+Space bar
Tab	\t
Paragraph return	\p
Line break (soft return)	\n
Column break	\c
Page break	\b
Section break	\§ (Alt+0167 on keypad)
Automatic date	\d
Fixed date	(Date)
Automatic time	\h
Fixed time	(Time)
Automatic page number	\#
Fixed page number	(Number)
Backslash (\)	\\

## Text ruler controls

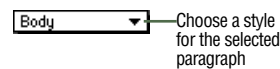
### Paragraph margin



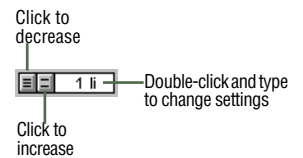
### Tab markers



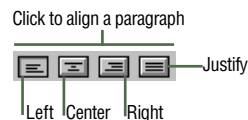
### Paragraph style



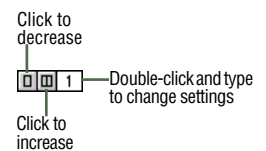
### Number of columns



### Paragraph alignment

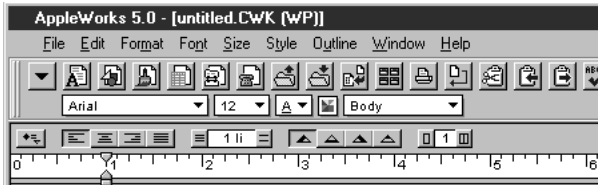


### Number of columns

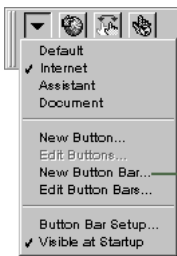


# Button bar

## Button tips



## Button bar setup



Built-in and custom button bars appear here

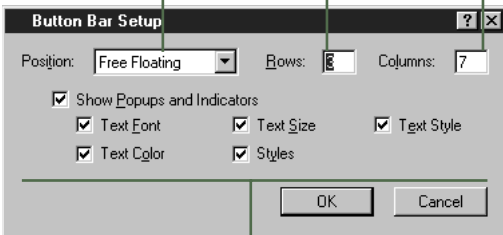
Create custom button bars

Set options for displaying the button bar

Choose the button bar position

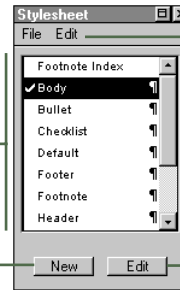
Type the number of rows

Type the number of columns



Set options for pop-up menus and indicators

# Stylesheet palette



Import, export, copy, delete, or modify styles, or change the view

Choose from the list to apply a style to a selection

Click to create a style

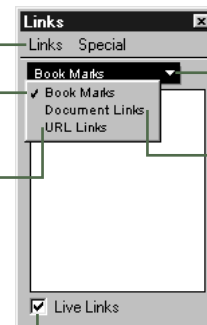
Click to expand the palette to change a style

# Links palette

Espresso Cafe

Links appear underlined in a document

The pointer changes to match the type of link



Create, edit, delete, or go to the selected link

Choose this to link to an area you use often

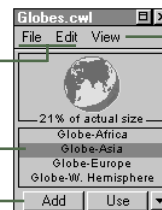
Choose this to link to an Internet Web

Select an item in a document, then choose the type of link you want

Choose this to link to a different document or a different area in the same document

Select to make links active when they are clicked or deselect to edit linked objects

# Library palette



Change the view and organization

Close, save, copy, delete, or select library items

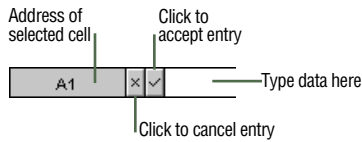
Click an item and drag it to a document

Make a selection in a document, then click to add it to the library

Click to rename or find library items

# Spreadsheet

## Entry bar



## Keyboard and mouse shortcuts

Fill down	Ctrl+D
Fill right	Ctrl+R
Insert cells	Shift+Ctrl+I
Delete cells	Shift+Ctrl+K
Modify a chart element	Double-click element
Format a number	Shift+Ctrl+N, or double-click cell
Move selected cells to another location	Ctrl+Alt+click destination
Sort	Ctrl+J

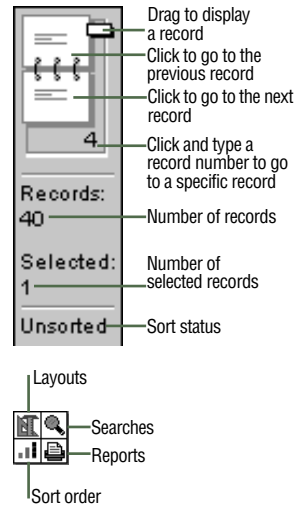
## Navigation techniques

To accept current entry...	...then press
Move one cell down	Enter
Move one cell up	Shift+Enter
Move one cell right	Tab
Move one cell left	Shift+Tab

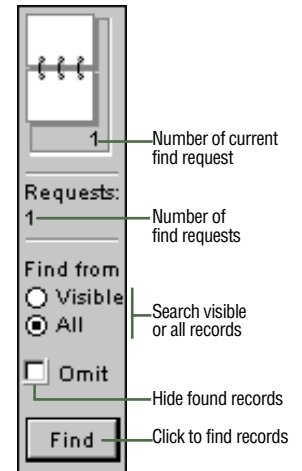
# Database

## Status panels

### Browse and List



### Find



## Keyboard and mouse shortcuts

Activate a field	Tab or click inside field
Deselect records	Enter (on numeric keypad)
Find (display a find request)	Shift+Ctrl+F
Go to a record	Ctrl+G
Insert Tab in a text field	Ctrl+Alt+Tab
New record	Ctrl+R
Select a record	Click record outside a field
Select contiguous records	Click the first record you want to select, then Shift+click the last record you want
Select or deselect records individually	Ctrl+click

## Navigation techniques (Browse, Find, and List)

Move to first character in field	Ctrl+↑
Move to last character in field	Ctrl+↓
Move to next word	Ctrl+→
Move to previous word	Ctrl+←
Move to next field	Tab
Move to previous field	Shift+Tab
Move to next record (same field)	Ctrl+Enter
Move to previous record (same field)	Shift+Ctrl+Enter