AppleWorks 5

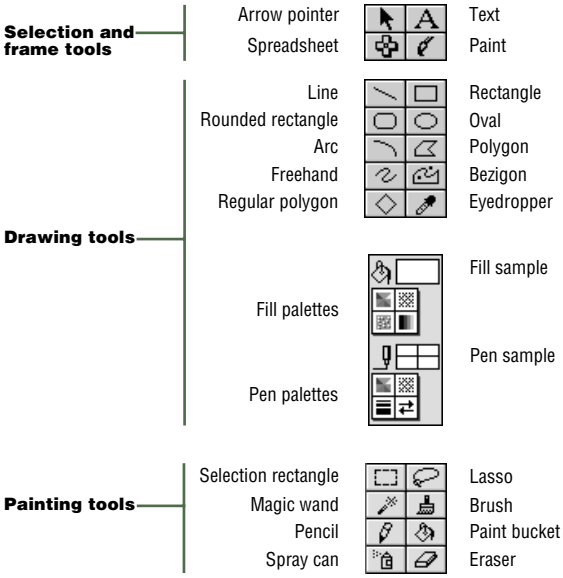
Quick Reference for Mac OS

General

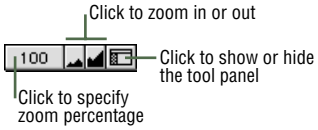
Shortcuts

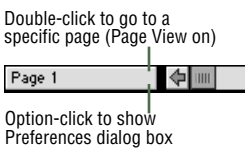
Close	⌘-W
Copy	⌘-C or F3
Cut	⌘-X or F2
Delete	Delete
Find/Change	⌘-F
Find Again (Find dialog box closed)	⌘-E
Help	⌘-? (question mark) or Help
New	⌘-N
Open	⌘-O
Page View	Shift-⌘-P
Paste	⌘-V or F4
Print	⌘-P
Quit	⌘-Q
Save	⌘-S
Save As	Shift-⌘-S
Select All	⌘-A
Show/Hide button bar	Shift-⌘-X
Show/Hide Styles	Shift-⌘-W
Show keyboard shortcuts in dialog boxes	⌘
Spelling: Check Document	⌘-= (equal sign)
Spelling: Check Selection	Shift-⌘-Y
Thesaurus	Shift-⌘-Z
Undo/Redo	⌘-Z or F1

Tool panel



View controls





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-Option-↑
From insertion point to end of paragraph	Shift-Option-↓
Extended selection	Click at one end of selection, then Shift-click the other. Click at one end, then press Shift-↑ or Shift-↓
Whole document	⌘-A
From insertion point to beginning of document	Shift-⌘-↑
From insertion point to end of document	Shift-⌘-↓

Typing special characters

For this character	Press	Text symbol[1]
Space	Space bar	·
Non-breaking space	Option-Space bar	·
Tab	Tab	→
Paragraph return	Return	↵
Line break (soft return)	Shift-Return	↵
Column break	Enter	
Page break	Shift-Enter	
Section break	Option-Enter	

[1]To show text symbols, click ¶ or press ⌘-; (semicolon).

Entering special text

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

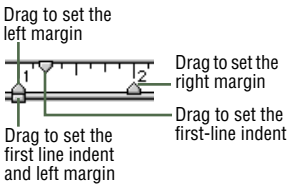
Finding special characters and text

To find text, choose Find from the Edit menu or press ⌘-F.

To find this text	Type this in the Find box
Space	Space bar
Non-breaking space	Option-Space bar
Tab	\t or ⌘-Tab
Paragraph return	\p or ⌘-Return
Line break (soft return)	\n or Shift-⌘-Return
Column break	\c or ⌘-Enter
Page break	\b or Shift-⌘-Enter
Section break	⌘-Option-Enter
Automatic date	\d
Fixed date	(Date)
Automatic time	\h
Fixed time	(Time)
Automatic page number	\#
Fixed page number	(Number)
Backslash (\)	\\

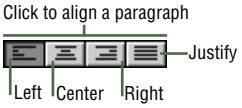
Text ruler controls

Paragraph margin

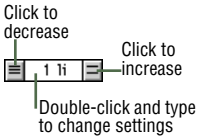


Paragraph style

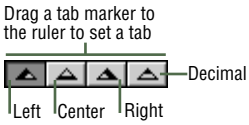
Paragraph alignment



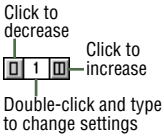
Line spacing



Tab markers



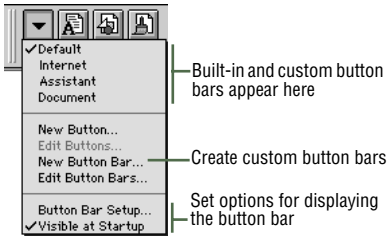
Number of columns

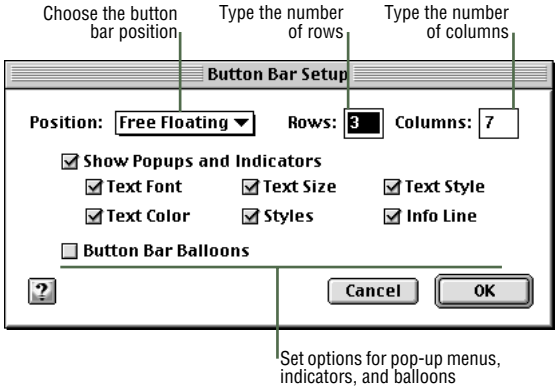


Button bar

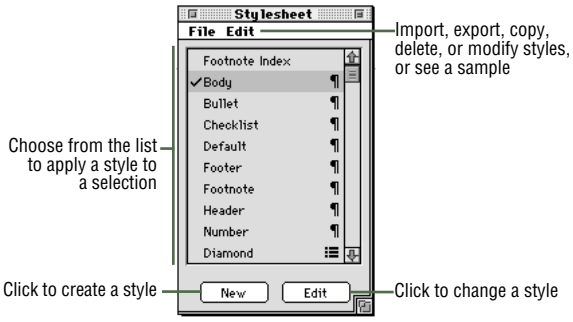
Button tips

Button bar setup

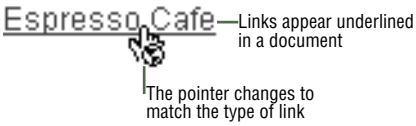


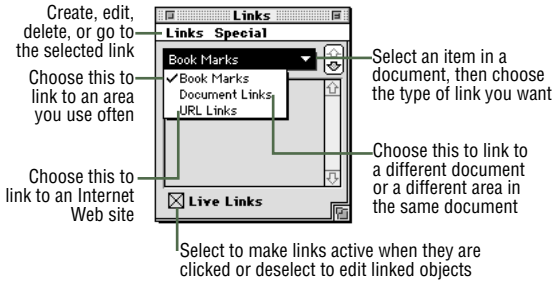


Stylesheet palette

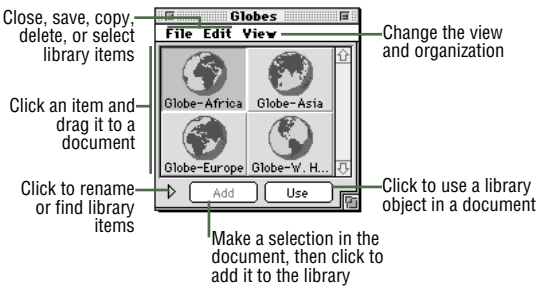


Links palette



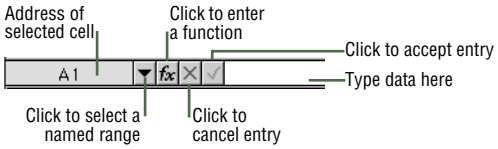


Library palette



Spreadsheet

Entry bar



Keyboard and mouse shortcuts

Fill down	⌘-D
Fill right	⌘-R
Insert cells	Shift-⌘-I
Delete cells	Shift-⌘-K
Modify a chart element	Double-click chart element
Format a number	Shift-⌘-N, or double-click cell
Sort	⌘-J

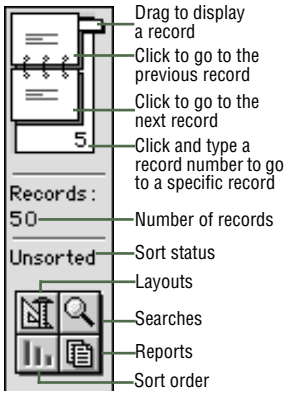
Navigation techniques

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

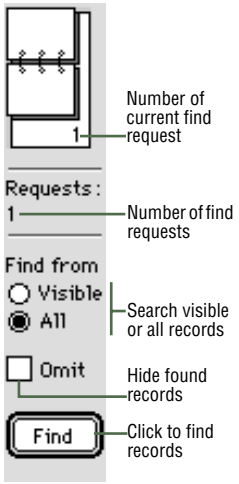
Database

Status panels

Browse and List



Find



Keyboard and mouse shortcuts

Select a field	Click in the field
Deselect records	Enter
Find (display a find request)	Shift-⌘-F
Go to a record	⌘-G
Insert Tab in a text field	⌘-Tab
New record	⌘-R
Select a record	Click the record outside a field
Select contiguous records	Click the first record you want to select, then Shift-click the last record
Select or deselect records individually	⌘-click

Navigation techniques

Move to the first character in a field	⌘-↑ or ⌘-←
Move to the last character in a field	⌘-↓ or ⌘-→
Move to the next field	Tab
Move to the previous field	Shift-Tab
Move to the next record (same field)	⌘-Return
Move to the previous record (same field)	Shift-⌘-Return

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