General

**Shortcuts**

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

**Tool panel**

- **Selection and frame tools**
  - Arrow pointer
  - Spreadsheet

- **Drawing tools**
  - Line
  - Rounded rectangle
  - Arc
  - Frehand
  - Regular polygon

- **Painting tools**
  - Fill palettes
  - Pen palettes
  - Selection rectangle
  - Magic wand
  - Pencil
  - Spray can
  - Lasso
  - Brush
  - Paint bucket
  - Eraser

**View controls**

- Click to zoom in or out
- Click to show or hide the tool panel
- Click to specify the tool panel
- Double-click to go to a specific page (Page View on)
- Alt+click to show Preferences dialog box
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

<table>
<thead>
<tr>
<th>For this character</th>
<th>Press or type</th>
<th>Text symbol¹</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Space</strong></td>
<td>Space bar</td>
<td>.</td>
</tr>
<tr>
<td><strong>Non-breaking space</strong></td>
<td>Ctrl+Space bar</td>
<td>.</td>
</tr>
<tr>
<td><strong>Tab</strong></td>
<td>Tab</td>
<td>→</td>
</tr>
<tr>
<td><strong>Paragraph return</strong></td>
<td>Enter</td>
<td>↙</td>
</tr>
<tr>
<td><strong>Line break (soft return)</strong></td>
<td>Shift+Enter</td>
<td>↩</td>
</tr>
<tr>
<td><strong>Column break</strong></td>
<td>Enter (keypad)</td>
<td>⇢</td>
</tr>
<tr>
<td><strong>Page break</strong></td>
<td>Ctrl+Enter (keypad)</td>
<td>⇣</td>
</tr>
<tr>
<td><strong>Section break</strong></td>
<td>Shift+Ctrl+Enter (keypad)</td>
<td>⇤</td>
</tr>
</tbody>
</table>

¹To show text symbols, click  or press ; (semicolon).

Typing and finding formatting characters and special text

<table>
<thead>
<tr>
<th>For this text</th>
<th>Choose from the Edit menu</th>
<th>In the document you see</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic date</td>
<td>Insert Date</td>
<td>Updated date</td>
</tr>
<tr>
<td>Fixed date</td>
<td>Alt+Insert Date</td>
<td>Fixed date</td>
</tr>
<tr>
<td>Automatic time</td>
<td>Insert Time</td>
<td>Updated time</td>
</tr>
<tr>
<td>Fixed time</td>
<td>Alt+Insert Time</td>
<td>Fixed time</td>
</tr>
<tr>
<td>Automatic page number</td>
<td>Insert Page #</td>
<td>Page number</td>
</tr>
<tr>
<td>Fixed page number</td>
<td>Alt+Insert Page #</td>
<td>Page number</td>
</tr>
</tbody>
</table>

Finding special characters and text

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

<table>
<thead>
<tr>
<th>To find this text</th>
<th>Type this in the Find box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space</td>
<td>Space bar</td>
</tr>
<tr>
<td>Non-breaking space</td>
<td>Ctrl+Space bar</td>
</tr>
<tr>
<td>Tab</td>
<td>↑</td>
</tr>
<tr>
<td>Paragraph return</td>
<td>↓</td>
</tr>
<tr>
<td>Line break (soft return)</td>
<td>\n</td>
</tr>
<tr>
<td>Column break</td>
<td>\c</td>
</tr>
<tr>
<td>Page break</td>
<td>\b</td>
</tr>
<tr>
<td>Section break</td>
<td>\§ (Alt+0167 on keypad)</td>
</tr>
<tr>
<td>Automatic date</td>
<td>\d</td>
</tr>
<tr>
<td>Fixed date</td>
<td>(Date)</td>
</tr>
<tr>
<td>Automatic time</td>
<td>\h</td>
</tr>
<tr>
<td>Fixed time</td>
<td>(Time)</td>
</tr>
<tr>
<td>Automatic page number</td>
<td>#</td>
</tr>
<tr>
<td>Fixed page number</td>
<td>(Number)</td>
</tr>
<tr>
<td>Backslash ()</td>
<td>\</td>
</tr>
</tbody>
</table>

Text ruler controls

**Paragraph margin**

- Drag to set the left margin (press Alt and drag to set without changing first-line indent)
- Drag to set the right margin (press Alt and drag to set)

**Paragraph style**

- Click to change style

**Paragraph alignment**

- Click to align a paragraph

**Number of columns**

- Click to change columns
Button bar

**Button tips**

- AppleWorks 5.0 - Untitled.CKW [WP]

**Button bar setup**

- Default
  - Internet
  - Acrobat Document

- New Button
- Edit Button Bar
- Edit Button Bar...
- Button Bar Setup...
- Window and Setup...

- Choose the button bar position
- Type the number of rows
- Type the number of columns

- Show Popups and Indicators
  - Text Size
  - Text Style
  - Styles

- 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

- 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
- Change the view and organization
- Click to rename or find library items
Spreadsheet

Entry bar
- Address of selected cell
- Type data here
- Click to accept entry
- Click to cancel entry

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
- 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
  - Drag to display a record
  - Click to go to the previous record
  - Click to go to the next record
  - Click and type a record number to go to a specific record
  - Format a number: Shift+Ctrl+F
  - Number of records
  - Number of selected records
  - Sort status
  - Layouts: Searches, Reports
  - Sort order

Find
- Number of current find request
- Number of find requests
- Search visible or all records
- Hide found records
- Click to find records

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

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