



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

Selection and frame tools	Arrow pointer		Text
	Spreadsheet		Paint
Drawing tools	Line		Rectangle
	Rounded rectangle		Oval
	Arc		Polygon
	Freehand		Bezier
	Regular polygon		Eyedropper
	Painting tools	Selection rectangle	
Magic wand			Brush
Pencil			Paint bucket
	Spray can		Eraser

View controls

Click to zoom in or out

Click to show or hide the tool panel

Click to specify zoom percentage

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

Option-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-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	⇧

¹To 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

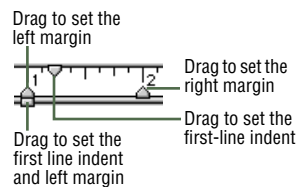
Finding special characters and text

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

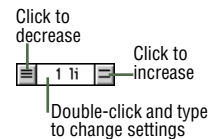
To find this text	Type this in the Find box
Space	Space bar
Non-breaking space	Option-Space bar
Tab	\t or ⌘-Tab
Paragraph return	\p or ⌘-Return
Line break (soft return)	\n or Shift-⌘-Return
Column break	\c or ⌘-Enter
Page break	\b or Shift-⌘-Enter
Section break	⌘-Option-Enter
Automatic date	\d
Fixed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

Text ruler controls

Paragraph margin



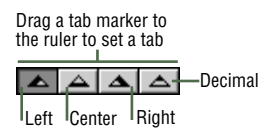
Line spacing



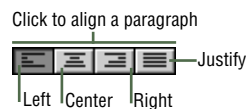
Paragraph style



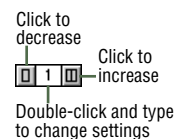
Tab markers



Paragraph alignment



Number of columns



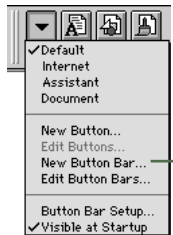
Button bar

Button tips



Button tips appear here when the pointer is over a button

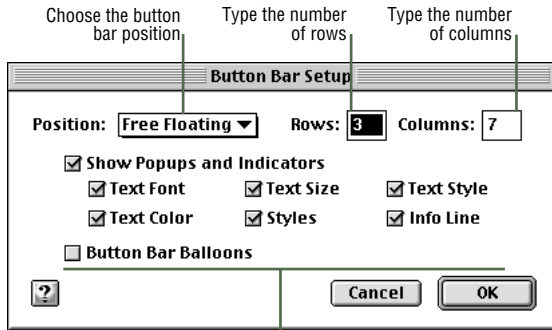
Button bar setup



Built-in and custom button bars appear here

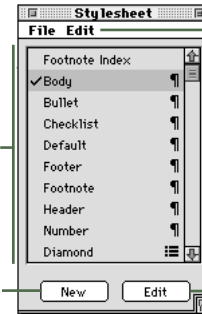
Create custom button bars

Set options for displaying the button bar



Set options for pop-up menus, indicators, and balloons

Stylesheet palette



Import, export, copy, delete, or modify styles, or see a sample

Choose from the list to apply a style to a selection

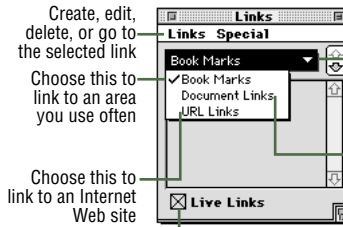
Click to create a style

Click 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

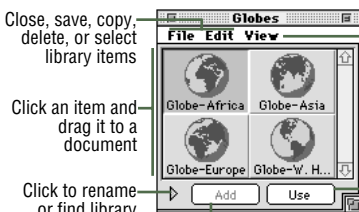
Choose this to link to an Internet Web site

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

Click to rename or find library items

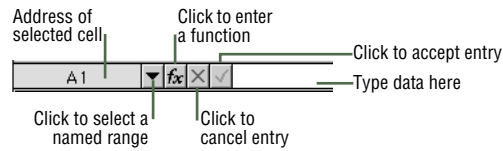
Change the view and organization

Click to use a library object in a document

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

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

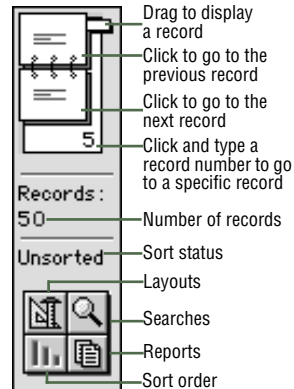
Navigation techniques

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

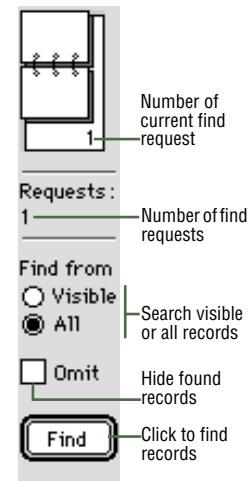
Database

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