



AppleWorks 6

Quick Reference

FOR MAC OS

AppleWorks Help

Step-by-step instructions and many more keyboard shortcuts are in AppleWorks Help.

Open AppleWorks Help in any of the following ways:

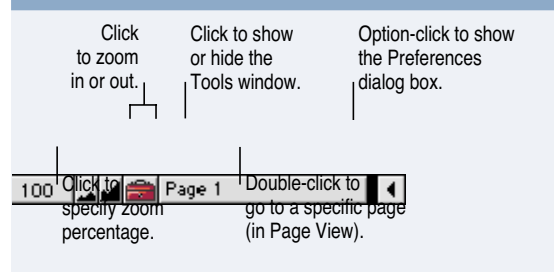
- Press **⌘-?** (question mark).
- Choose AppleWorks Help from the Help menu.
- Press the Help button (available on many keyboards).
- In a dialog box, click the “?” button (if available).



To get information (“tooltips”) about an item in the Button Bar or Tools window, let the pointer rest over the item.

Note: For the Button Bar, you can turn tooltips off and on in the Customize Button Bar dialog box.

View controls



Show/Hide window shortcuts

| | |
|---------------------------|-----------|
| Show/Hide Accents | ⌘-K |
| Show/Hide Button Bar | Shift-⌘-X |
| Show/Hide Clippings | ⌘-2 |
| Show/Hide Links | Shift-⌘-M |
| Show/Hide Rulers | Shift-⌘-U |
| Show/Hide Starting Points | ⌘-1 |
| Show/Hide Tools | Shift-⌘-T |

General keyboard shortcuts

| | |
|--|------------------|
| Close | ⌘-W |
| Copy | ⌘-C or F3 |
| Cut | ⌘-X or F2 |
| Find/Change | ⌘-F |
| Find Again (With the Find dialog box closed) | ⌘-E |
| Help | ⌘-? or Help |
| New (Opens a new word-processing document. Choose a different document type in the General Preferences dialog box.) | ⌘-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 keyboard shortcuts in dialog boxes | ⌘ |
| Spelling: Check Document | ⌘-= (equal sign) |
| Spelling: Check Selection | Shift-⌘-Y |
| Thesaurus | Shift-⌘-Z |
| Undo/Redo | ⌘-Z or F1 |

Tools window

To open the Tools window, choose Show Tools from the Window menu or press Shift-⌘-T.

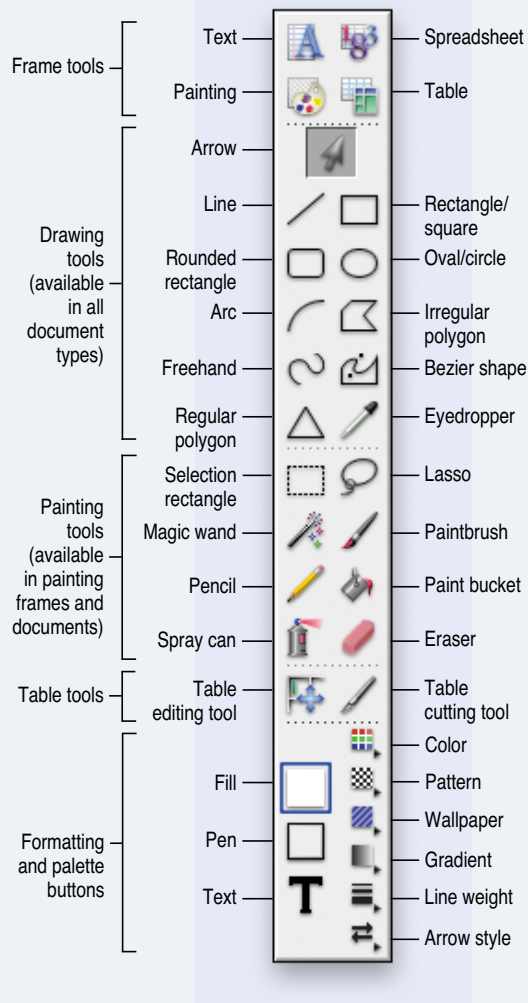


Table keyboard shortcuts

| Action or command | Keyboard shortcut |
|-------------------|-------------------|
|-------------------|-------------------|

| | |
|--------------|-----|
| Insert table | ⌘-Y |
|--------------|-----|

| | |
|---|-----------|
| Insert cells (above selected row or to left of selected column) | Shift-⌘-I |
|---|-----------|

| | |
|----------------------------------|-----------|
| Delete selected row or column | Shift-⌘-K |
|----------------------------------|-----------|

| | |
|----------------------|-----|
| Merge selected cells | ⌘-M |
|----------------------|-----|

| | |
|-------------------------------------|-----|
| Subdivide selected cell or cells | ⌘-J |
|-------------------------------------|-----|

Typing and moving around in a table

| To move | Do this |
|---------|---------|
|---------|---------|

| | |
|-------------|---|
| To any cell | Click inside the cell. (Double-click if the table is not selected.) |
|-------------|---|

| | |
|----------------------|--|
| One cell to the left | Press the Command (⌘) key and the Left Arrow key. |
|----------------------|--|

| | |
|-----------------------|---|
| One cell to the right | Press the Command (⌘) key and the Right Arrow key. |
|-----------------------|---|

| | |
|-------------|--|
| One cell up | Press the Command (⌘) key and the Up Arrow key. |
|-------------|--|

| | |
|---------------|--|
| One cell down | Press the Command (⌘) key and the Down Arrow key. |
|---------------|--|

Word processing

Shortcuts for selecting text

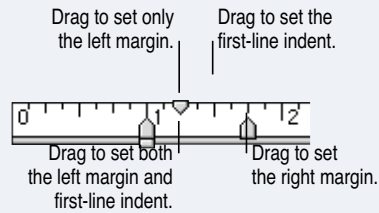
| | |
|--|--|
| Word | Double-click word |
| Line | Click line three times |
| Paragraph | Click paragraph four times |
| From insertion point to beginning of paragraph | Shift-Option-Up Arrow |
| From insertion point to end of paragraph | Shift-Option-Down Arrow |
| Extend selection | Click one end of selection, then Shift-click the other |
| Extend selection a paragraph at a time | Click one end, then press Shift-Up Arrow or Shift-Down Arrow |
| Whole document | ⌘-A |
| From insertion point to beginning of document | Shift-⌘-Up Arrow |
| From insertion point to end of document | Shift-⌘-Down Arrow |

Entering special characters

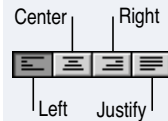
| | |
|--------------------------|------------------|
| Nonbreaking space | Option-Space bar |
| Line break (soft return) | Shift-Return |
| Column break | Enter |
| Page break | Shift-Enter |
| Section break | Option-Enter |

Text ruler controls

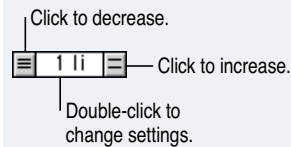
Paragraph margin



Paragraph alignment

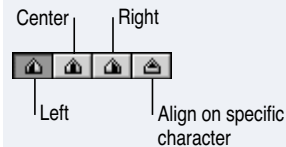


Line spacing

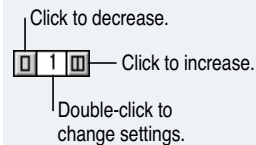


Tab markers

To set a tab, drag a tab marker to the text ruler.

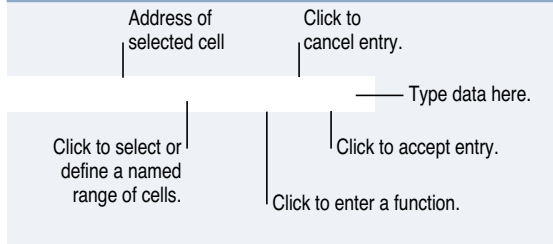


Number of columns



Spreadsheet

Entry bar



Keyboard and mouse shortcuts

| | |
|------------------------|----------------------------|
| Fill Down | ⌘-D |
| Fill Right | ⌘-R |
| Insert Cells | Shift-⌘-I |
| Make Chart | ⌘-M |
| Modify a chart element | Double-click chart element |
| Sort | ⌘-J |

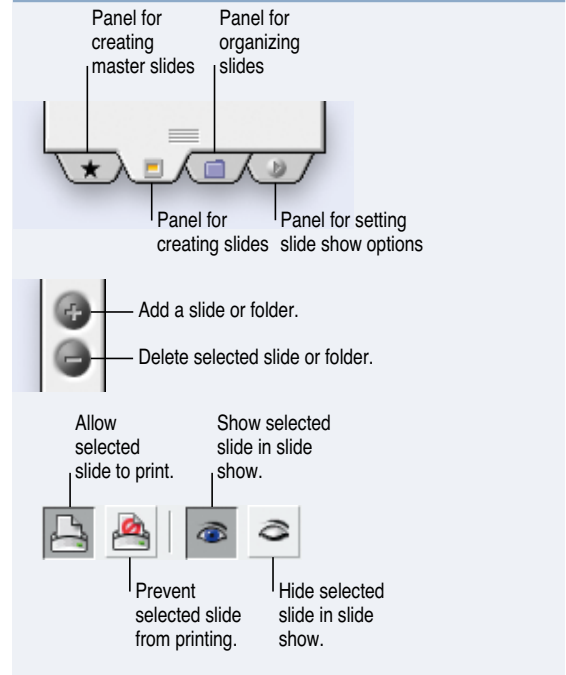
Navigation

| To accept current entry and | Press |
|-----------------------------|--------------------------|
| Move one cell down | Return or Down Arrow |
| Move one cell up | Shift-Return or Up Arrow |
| Move one cell right | Tab or Right Arrow |
| Move one cell left | Shift-Tab or Left Arrow |
| Remain in current cell | Enter |

Note: You can change some of these navigation techniques in the General Preferences dialog box.

Presentation

Controls window



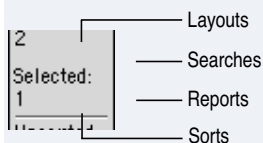
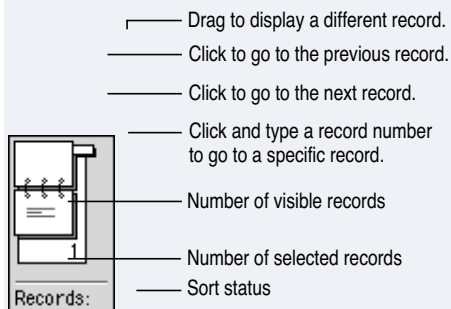
Navigation in slide show mode

| | |
|--------------------------|-------------------------|
| Go to first slide | Home |
| Go to last slide | End |
| Go to next slide | Page Down or Tab |
| Return to previous slide | Page Up or Shift-Tab |
| Stop slide show | Esc, Q, or ⌘-. (period) |

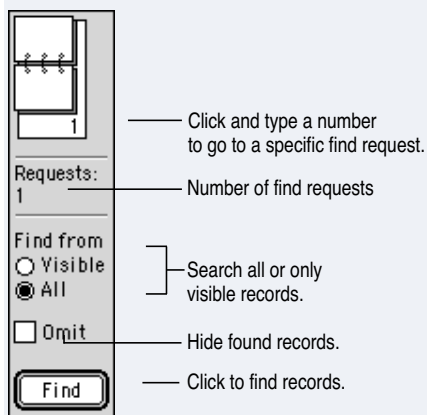
Database

Status panel

Browse and List modes



Find mode



Keyboard and mouse shortcuts

| | |
|---|--|
| Activate a field | Tab, or click inside the field |
| Deselect all records | Enter |
| Find (create a find request) | Shift-⌘-F |
| Go to a record | ⌘-G |
| New record | ⌘-R |
| Select a record | Click the record outside a field |
| Select contiguous records | Click the first record, then Shift-click the last record |
| Select or deselect records individually | ⌘-click |

Navigation

| | |
|--|----------------|
| 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 |

www.apple.com

© 2001 Apple Computer, Inc. All rights reserved. Apple, the Apple logo, AppleWorks, and Mac are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

034-2018-A
Printed in U.S.A.