



Handy Reference Card #10

AppleWorks 6.2.9 | Presentation

AppleWorks & File Menu

Action	Press
New Word Processing	⌘N
Open...	⌘O
Show/Hide Starting Points	⌘1
Close	⌘W
Save	⌘S
Save As...	⇧⌘S
Show/Hide Clippings	⌘2
Print...	⌘P

Edit Menu

Undo/Redo...	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Select All	⌘A
Duplicate	⌘D
Smooth	⌘(
Unsmooth	⌘)
Check Document Spelling...	⌘=
Check Selection Spelling...	⇧⌘Y
Thesaurus...	⇧⌘Z
Find/Change...	⌘F
Find Again	⌘E
Find Selection	⇧⌘E

Format Menu

Show/Hide Styles	⇧⌘W
Show/Hide Rulers	⇧⌘U
Size Other...	⇧⌘O

Format Menu (continued)

Size Smaller	⇧ ⌘,
Size Larger	⇧ ⌘.
Style Plain Text	⌘ T
Style Bold	⌘ B
Style Italic	⌘ I
Style Underline	⌘ U
Left	⌘ [
Centre	⌘ \
Right	⌘]
Justify	⇧ ⌘ \
Show/Hide Links Window	⇧ ⌘ M

Arrange Menu

Move Forward	⇧ ⌘ +
Move Backward	⇧ ⌘ -
Align To Grid	⇧ ⌘ L
Align Objects...	⇧ ⌘ K
Free Rotate	⇧ ⌘ R
Free Shape	⌘ R
Group	⌘ G
Ungroup	⇧ ⌘ G

Options Menu

Turn Autogrid On/Off	⌘ Y
Frame Links	⌘ L

Window & Help Menus

Page View	⇧ ⌘ P
Show/Hide Button Bar	⇧ ⌘ X
Show/Hide Tools	⇧ ⌘ T
Show/Hide Accents	⌘ K
AppleWorks Help	⇧ ⌘ ?

Apple Keyboard Shortcut Symbols: “⌘” command “⇧” option “⇧” shift “⇧” shift