



# Handy Reference Card #4

## Address Book

### Address Book Menu

Action	Press
Show Preferences	⌘,
Hide Preferences	⌘.
Hide Address Book	⌘H
Hide Others (Applications)	⇧⌘H
Quit Address Book	⌘Q
Services – the following keyboard shortcuts are only available if they have been enabled in Services Preferences	
Send File To Bluetooth Device	⇧⌘B
Search With Google	⇧⌘L
Spotlight	⇧⌘F
Make New Sticky Note	⇧⌘Y
Open URL in OmniWeb or Opera	⇧⌘U
Get Result of AppleScript	⇧⌘*

### File Menu

Action	Press
New Card	⌘N
New Group	⇧⌘N
New Smart Group...	⇧⌘N
Close	⌘W
Close All (Windows)	⇧⌘W
Save	⌘S
Import vCards...	⌘O
Subscribe to Address Book...	⌘U
Print...	⌘P

### Help Menu

Action	Press
Address Book Help	⇧⌘?

## Edit Menu

Action	Press
Undo	⌘Z
Redo	⇧ ⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Select All	⌘A
Find	⌘F
Use Selection for Find	⌘E
⌘E	⌘L

## View Menu

Action	Press
Card and Columns	⌘1
Card Only	⌘2
Directories	⌘3
Show Last Import	⌘⇧L

## Card Menu

Action	Press
Go to Next card	⌘]
Go to Previous Card	⌘[
Merge Selected Cards	⇧ ⌘
Mark as a Company	⌘\
Choose Custom Image...	⌘⇧I
Open in Separate Window	⌘I

## Window Menu

Action	Press
Minimise	⌘M
Address Book	⌘O

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