



# Handy Reference Card #5

## AppleWorks 6.2.9 | Word Processing

### AppleWorks & File Menu

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
Check Document Spelling...	⌘=
Check Selection Spelling...	⇧⌘Y
Thesaurus...	⇧⌘Z
Find/Change...	⌘F
Find Again	⌘E
Find Selection	⇧⌘E

### Format Menu

Show/Hide Styles	⇧⌘W
Copy Ruler	⇧⌘C
Apply Ruler	⇧⌘V
Show/Hide Rulers	⇧⌘U
Insert Page Break	⇧⌘↵
Insert SectionBreak	⌘↵
Insert Column Break	↵

## Format Menu (continued)

Insert Blank Footnote	⇧ ⌘ F
Show/Hide Links Window	⇧ ⌘ M

## Text Menu

Size Other...	⇧ ⌘ O
Size Smaller	⇧ ⌘ ,
Size Larger	⇧ ⌘ .
Style Plain Text	⌘ T
Style Bold	⌘ B
Style Italic	⌘ I
Style Underline	⌘ U
Superscript	⇧ ⌘ +
Subscript	⇧ ⌘ -

## Outline Menu

New Topic Left	⌘ L
New Topic Right	⌘ R
Move Left With Subtopics	⇧ ⌘ L
Move Right With Subtopics	⇧ ⌘ R

## Table Menu

Insert Table	⌘ Y
Insert Cells	⇧ ⌘ I
Delete Cells	⇧ ⌘ K
Merge Cells	⌘ M
Subdivide Cells...	⌘ J

## 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