



Handy Reference Card #7a

AppleWorks 6.2.9 | Database – part 1

AppleWorks Menu

Action	Press
Hide AppleWorks	⌘H
Hide Others (Applications)	⇧⌘H
Quit AppleWorks	⌘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

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

Edit Menu (continued)

Action	Press
New Record	⌘R
Duplicate Record	⌘D
Smooth (in Layout View only)	⌘(
Unsmooth (in Layout View only)	⌘)
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
Size Smaller	⇧⌘,
Size Larger	⇧⌘.
Style Plain Text	⌘T
Style Bold	⌘B
Style Italic	⌘I
Style Underline	⌘U
Superscript	⇧⌘+
Subscript	⇧⌘-
Left	⌘[
Centre	⌘\
Right	⌘]
Justify	⇧⌘\
Show/Hide Links Window	⇧⌘M

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