



Handy Reference Card #7b

AppleWorks 6.2.9 | Database – part 2

Layout Menu

Action	Press
Browse	⇧ ⌘ B
Find	⇧ ⌘ F
Layout	⇧ ⌘ L
List	⇧ ⌘ I
Define Fields...	⇧ ⌘ D

Organise Menu (in Browse, Find & List View only)

Action	Press
Show All Records	⇧ ⌘ A
Hide Selected	⌘ (
Hide Unselected	⌘)
Go To Record...	⌘ G
Sort Records...	⌘ J
Match Records...	⌘ M

Arrange Menu (in Layout View only)

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

Options Menu (in Layout View only)

Action	Press
Turn Autogrid On/Off	⌘Y
Frame Links	⌘L

Window Menu

Action	Press
Page View	⇧ ⌘P
Show/Hide Button Bar	⇧ ⌘X
Show/Hide Tools	⇧ ⌘T
Show/Hide Accents	⌘K

Help Menu

Action	Press
AppleWorks Help	⇧ ⌘?

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