



Handy Reference Card #9

AppleWorks 6.2.9 | Painting

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

Action	Press
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

Action	Press
Show/Hide Styles	⇧⌘W
Copy Ruler	⇧⌘C

Format Menu (continued)

Action	Press
Apply Ruler	⇧ ⌘ V
Show/Hide Rulers	⇧ ⌘ U
Insert Page Break	⇧ ⇧
Insert SectionBreak	⌘ ⇧
Insert Column Break	⇧
Insert Blank Footnote	⇧ ⌘ F
Show/Hide Links Window	⇧ ⌘ M

Transform Menu

Action	Press
Free Rotate	⇧ ⌘ R

Options Menu

Action	Press
Turn Autogrid On/Off	⌘ Y

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