CLARIS®

ClarisWorks™
Quick Reference

Most Documents

View Controls

Click to choose zoom percentage.
Click to zoom in or out.

`100` — Click to show or hide tools.

Click to expand window.

Drag to split window horizontally into panes.
Drag to scroll vertically.

`Page 1` — Click to scroll one screenful.
Double-click to go to specific page (Page View on).
Drag to scroll horizontally.
Drag to split window vertically into panes.
Click to scroll one screenful.

Click to close a palette.
Option-click to close all palettes.
Click to collapse or expand a palette.
Option-click to collapse or expand all palettes.

Environment Tools

Pointer — Text tool
Spreadsheet tool — Paint tool

Keyboard and Mouse Commands

A command on ClarisWorks menus may have a keyboard equivalent displayed to the right of the command it represents in the menu. Other actions and commands can be carried out by clicking the mouse or by combining keystrokes and mouse-clicks.

Align text around center	⌘-\ (backslash)
Align text to left edge, to right edge	⌘-[(left bracket), ⌘-] (right bracket)
Align text to both edges (justify)	Shift-⌘-\ (backslash)
Cancel printing and most dialog boxes	⌘- . (period)
Change to frame's environment	Double-click inside the frame
Clear	Clear
Close	⌘-W
Copy	⌘-C, F3
Cut	⌘-X, F2
Delete	Delete
Find Again	⌘-E
Find/Change	⌘-F
Find Selection	Shift-⌘-E
Help	⌘-? (question mark), Help
Mail Merge	Shift-⌘-M
Mail Merge: enter opening delimiter	Option-\ (backslash)
Mail Merge: enter closing delimiter	Shift-Option-\ (backslash)
Move to next field in most dialog boxes	Tab

New	⌘-N
Open	⌘-O
Page View	Shift-⌘-P
Paste	⌘-V, F4
Print	⌘-P
Print without displaying print dialog box	Option-choose Print
Quit	⌘-Q
Record Macro/Stop Recording	Shift-⌘-J
Save, Save As	⌘-S, Shift-⌘-S
Select All	⌘-A
Select button in New dialog box (File menu)	Click button, ↓, ↑, →, ←, Tab, Shift-Tab, ⌘-1–6
Scroll down one screenful, scroll up one screenful	Page down, Page up
Show/Hide Rulers	Shift-⌘-U
Show/Hide Shortcuts	Shift-⌘-X
Show/Hide Tools	Shift-⌘-T
Spelling: Check Document, Check Selection	⌘-= (equal), Shift-⌘-Y
Thesaurus	Shift-⌘-Z
Tile Windows vertically	Option-choose Tile Windows
Undo	⌘-Z, F1

Slide Show

First slide, last slide	Home, End
Next slide	Click, →, ↓, Page Down, Return, Tab, Space bar
Previous slide	←, ↑, Page Up, Shift-Return, Shift-Tab, Shift-Space bar
Start without displaying dialog box	Option-choose Slide Show
Stop	Q, Esc, ⌘-. (period)

Button Shortcuts

Open a file	Copy	Open a new document:	Word processing (text)
Save the file	Paste		Draw
Print the document	**B** Bold		Paint
Undo	*I* Italic		Spreadsheet
Cut	U̲ Underline		Database
			Communications
			Open a file

Text

Text Ruler Controls (Word Processing Environment)

Drag to set indentation of the first line.
Hold down Option and drag to set left indentation of the paragraph.
Drag to set right indentation of the paragraph.

Left Center Right Decimal — Drag a tab control to the ruler to set a tab.
Double-click to display the Tab dialog box.

Click to decrease line spacing.
Current line spacing
Click to increase line spacing.
Click to decrease number of columns.
Click to increase number of columns.

Left Center Right Justify — Click an alignment control to align selected text.
Double-click to display the Paragraph dialog box.

Keyboard and Mouse Commands

Apply Ruler	Shift-⌘-V
Bold (boldface type)	⌘-B
Copy Ruler	Shift-⌘-C
Delete the next character	Del
Delete the previous character	Delete
Insert Footnote	Shift-⌘-F
Italic (italic type)	⌘-I
Move selected text	⌘-Option-click at destination
Other (font size)	Shift-⌘-O
Plain Text	⌘-T
Show/Hide formatting characters ("invisibles")	⌘-; (semicolon)
Subscript	Shift-⌘- – (minus sign)
Superscript	Shift-⌘- + (plus sign)
Underline	⌘-U

Moving the Insertion Point

One character left, one character right	←, →
To beginning of word, to end of word	Option-←, Option-→
One line up, one line down	↑, ↓
To beginning of line, to end of line	⌘-←, ⌘-→
To beginning of paragraph, to end of paragraph	Option-↑, Option-↓
To beginning of document, to end of document	⌘-↑, ⌘-↓

Outlining

Collapse/Expand	Control-Space bar, double-click label
Move Left	Shift-⌘-L, Control-←
Move Right	Shift-⌘-R, Control-→
Move Above	Shift-⌘-A, Control-↑, drag label up
Move Below	Shift-⌘-B, Control-↓, drag label down

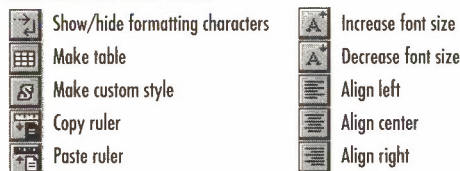|	
Move topic only	Option-select command from menu
New topic at same level	⌘-Return
New Topic Left, New Topic Right	⌘-L, ⌘-R
New topic in style of previous topic	Return
Outline View	Shift-⌘-I
Select a topic and its subtopics	Click label, Shift-Control-Space bar
Select a topic without its subtopics	Click topic three or four times

Selecting Text

Word	Double-click word
Line	Click line three times
Paragraph	Click paragraph four times
From insertion point to beginning, to end, of paragraph	Shift-Option-↑, Shift-Option-↓
Extended selection	Click at one end of selection, and then Shift-click at other end, or Shift-↑, Shift-↓
Whole document	⌘-A
From insertion point to beginning, to end, of document	Shift-⌘-↑, Shift-⌘-↓

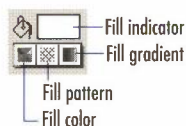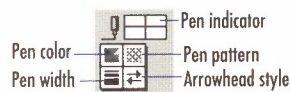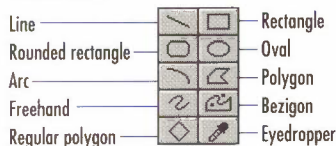## Typing and Finding Formatting Characters and Special Text

To create this character...	Press, type, or choose:	What you see in the document:	To find the character, type this in Find box:	What you see in Find box:
Space	Space bar	·	Space bar	(nothing)
Non-breaking space	Option-Space bar	(nothing)	Option-Space bar	(nothing)
Tab	Tab	→	\t or ⌘-Tab	\t
Paragraph return	Return	↵	\p or ⌘-Return	\p
Line break (soft return)	Shift-Return	↵	\n	\n
Column or page break	Enter	↓	\c or ⌘-Enter	\c
Automatic date	Insert Date	updated date	\d	\d
Fixed date	Option-Insert Date	fixed date	(text)	(text)
Automatic time	Insert Time	updated time	\h	\h
Fixed time	Option-Insert Time	fixed time	(text)	(text)
Automatic page number	Insert Page #	page number	\#	\#
Fixed page number	Option-Insert Page #	page number	(text)	(text)
Backslash (\)	\	\	\\	\\

Text Button Shortcuts

- Show/hide formatting characters
- Make table
- Make custom style
- Copy ruler
- Paste ruler
- Increase font size
- Decrease font size
- Align left
- Align center
- Align right

Draw

Tool Panel

Line — Rectangle
Rounded rectangle — Oval
Arc — Polygon
Freehand — Bezigon
Regular polygon — Eyedropper

Fill indicator
Fill gradient
Fill pattern
Fill color

Pen indicator
Pen color — Pen pattern
Pen width — Arrowhead style

Keyboard and Mouse Commands

Align Objects	Shift-⌘-K
Align To Grid	⌘-K
Constrain direction of line tool or rotation of regular polygon tool	Shift-drag tool
Constrain movement to vertical or horizontal direction	Shift while dragging object
Constrain resizing to vertical or horizontal direction	Shift-drag handle
Constrain the oval tool to a circle, the rectangle tool to a square, the rounded rectangle tool to a round-cornered square, or the arc tool to a quarter-circle	Shift-drag tool
Complete open or closed polygon or bezigon	Double-click, Enter
Create a smooth point on a polygon	Option-drag tool
Create an unsmooth point on a bezigon	Option-drag tool
Duplicate	⌘-D
Frame Links	⌘-L
Group	⌘-G
Lock	⌘-H
Lock a tool to use it several times	Double-click the tool
Modify Arc	Shift-⌘-I
Modify Frame	Shift-⌘-I

Move Backward	Shift-⌘- − (minus sign)
Move Forward	Shift-⌘- + (plus sign)
Move selected object one pixel or gridpoint	←, →, ↑, ↓
Reshape	⌘-R
Reshape straight line segment to a curve in a polygon, regular polygon, freehand shape, or bezigon	Option-drag handle (in reshape mode)
Reshape: add/delete control handle	Option-click
Reshape: select multiple control handles	Shift-click
Resize proportionally	Shift-drag handle
Rotate	Shift-⌘-R
Round Corners	Shift-⌘-I
Select eyedropper	Tab
Select same tool again	Enter
Select several objects	Shift-click each object, drag pointer, ⌘-drag pointer
Smooth	⌘-(, Shift-⌘-9
Ungroup	Shift-⌘-G
Unlock	Shift-⌘-H
Unsmooth	⌘-), Shift-⌘-0
Turn Autogrid Off/On	⌘-Y

Draw Button Shortcuts

Align top edges
Align left edges
Align bottom edges
Align right edges
Align centers horizontally

Align centers vertically
Move forward
Move backward
Irregular text wrap
Rotate object 90˚

Paint

Tool Panel

Painting tools include all the tools used in the draw environment plus these:

Selection rectangle ——— Lasso
Magic wand ——— Brush
Pencil ——— Paint bucket
Spray can ——— Eraser

Keyboard and Mouse Commands

Constrain direction of line tool, pencil, or rotation of regular polygon tool	Shift-drag tool
Constrain movement to vertical or horizontal direction	Shift-drag selected image
Constrain the oval tool to a circle, the rectangle tool to a square, the rounded rectangle tool to a round-cornered square, or the arc tool to a quarter-circle	Shift-drag tool
Complete open or closed polygon or bezigon	Double-click, Enter
Display options dialog boxes for rounded rectangle, arc, regular polygon, spray can, or brush	Double-click the tool
Duplicate image	$\mathcal{H}$-D, Option-drag selected image
Duplicate image continuously	$\mathcal{H}$-Option-drag selected image
Erase entire document	Double-click the eraser
Move selected image one pixel or gridpoint	$\leftarrow, \rightarrow, \uparrow, \downarrow$
Pick up a color for the fill or pen indicator	Position eyedropper over color and then Option-click

Select all images without background	Double-click the lasso, $\mathcal{H}$-double-click the selection rectangle
Select entire document	Double-click the selection rectangle
Select eyedropper	Tab
Select smallest possible area that contains the image	$\mathcal{H}$-drag the selection rectangle
Turn Autogrid Off/On	$\mathcal{H}$-Y
Zoom from 100% to 800% view, or from any zoom view to 100%	Double-click the pencil

Paint Button Shortcuts

	Rotate image 90°		Darken image
	Opaque mode		Tint image
	Transparent pattern mode		Fill image
	Tint mode		Blend colors
	Lighten image		Invert

Spreadsheet

Entry Bar

Address of
selected cell   Click to accept entry.

| A 1 | × | ✓ | ─── Type data here.

Click to cancel entry.
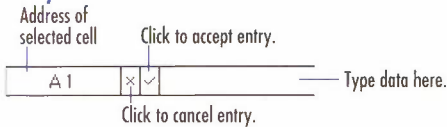
Keyboard and Mouse Commands

Calculate Now	Shift-⌘-= (equal sign)
Cancel entry	Esc
Clear cell contents and format	Clear
Delete cell contents	Delete, Del
Delete Cells	Shift-⌘-K
Enter absolute cell reference in formula	⌘-Option-click cell
Explode/collapse pie slice	Option-click series in chart legend
Fill Down	⌘-D
Fill Right	⌘-R
Go To Cell	⌘-G
Insert Cells	Shift-⌘-I
Make Chart	⌘-M
Modify a chart element	Double-click element
Modify Chart	Shift-⌘-I, double-click chart
Move selected cells to another location	⌘-Option-click destination
Number (format)	Shift-⌘-N, double-click cell
Paste Function: go to a function	Type first few letters of function
Protect Cells	⌘-H
Sort	⌘-J
Unprotect Cells	Shift-⌘-H

Navigation Techniques

To accept current entry and...	Press:
Move one cell down	Return, ↓
Move one cell left	Shift-Tab, ←
Move one cell right	Tab, →
Move one cell up	Shift-Return, ↑
Stay in current cell	Enter
In entry bar, to:	**Press:**
Move one character left	Option-←
Move one character right	Option-→

Spreadsheet Button Shortcuts

Align left	Percent format	Insert row or column
Align center	Commas format	Delete row or column
Align right	Outline border	Bar chart
Sort ascending	Right border	Pie chart
Sort descending	Bottom border	Area chart
Total selected rows/cols	Show/hide formulas	Line chart
Currency format	Wrap text	

Database

Status Area

Browse

- Drag to display a record.
- Click to go to next or previous record.
- Click and enter record number to go to a specific record.
- Number of records in document
- Sort status

Records: 6
Unsorted

Find

Requests: 1
Find from
Visible
All
☐ Omit

- Number of find requests
- Click to search visible records only.
- Click to search all records.
- Click to hide found records.

Keyboard and Mouse Commands

You can use most of the Draw keyboard and mouse commands to work in Layout.

Activate a field	Tab, click inside field
Browse	Shift-⌘-B
Define Fields	Shift-⌘-D
Deselect records	Enter
Display or change a field's format (Layout)	Double-click the field, Shift-⌘-I
Duplicate Record or Duplicate Find Request	⌘-D
Find (display a find request)	Shift-⌘-F
Go To Record	⌘-G
Hide Selected, Hide Unselected	⌘-(, ⌘-)
Insert Tab in a text field	⌘-Tab
Layout	Shift-⌘-L
Match Records	⌘-M
New Record (Browse)	⌘-R
New Request (Find)	⌘-R
Paste current date, time, or record number (Browse and Find)	⌘- – (hyphen)
Select a record	Click record outside a field
Select contiguous records	Click at one end of selection, and then Shift-click at other end
Select or deselect records individually	⌘-click
Show All Records	Shift-⌘-A
Sort Records	⌘-J

Navigation Techniques (Browse and Find)

Move to first character in field	⌘-↑, ⌘-←
Move to last character in field	⌘-↓, ⌘-→
Move to next field	Tab
Move to next record (same field)	⌘-Return
Move to previous field	Shift-Tab
Move to previous record (same field)	Shift-⌘-Return

Database Button Shortcuts

	Sort ascending		Show records less than value
	Sort descending		Show records greater than value
	Sort again		Create new record
	Show records that match value		Show all records
	Show records that do not match value		Hide selected records

Communications

Status Area

00:16:04 Connected

- Session status
- Click to display the phone book.
- Click to reset session clock.

View Controls

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Sports Net

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read the fo
the Motor S
welcome as

- Scrollback pane
- Drag to see data in scrollback pane.
- Work area

Keyboard and Mouse Commands

Information	⌘-I
Open/Close Connection	Shift-⌘-O
Phone Book	⌘-B
Save Lines Off Top	⌘-T
Select text block	⌘-drag mouse
Show Scrollback	⌘-L
Wait for Connection	Shift-⌘-W

Communications Button Shortcuts

	Open a file		Open connection
	Save the file		Close connection
	Print the document		Wait for connection
	Copy		Send a file
	Paste		Receive a file