

Keyboard Shortcuts

Note: Shortcuts for extended keyboards are shown in parentheses.
To view additional keyboard shortcuts, see the MacWrite® Pro menus, or press **⌘** when a dialog box is open.

Getting Online Help

MacWrite Pro Help	⌘-? (Help)
System 7 Balloon Help	Choose Show Balloons from the (?) menu.

Inserting Formatting Characters

New line within a paragraph	Shift-Return
Paragraph	Return
Section break	Option-Enter
Column break	Enter or Control-C
Page break	Shift-Enter or Shift-Control-C
Tab within a table cell	Option-Tab
Nonbreaking space	Option-Space bar
En space	Shift-Space bar
Nonbreaking en space	Option-Shift-Space bar
Discretionary hyphen	⌘-hyphen
Nonbreaking hyphen	⌘-Option-hyphen
Nonbreaking en dash	Option-hyphen
Nonbreaking em dash	Shift-Option-hyphen

Moving the Insertion Point

Next character	Right Arrow
Previous character	Left Arrow
Next word	Option-Right Arrow
Previous word	Option-Left Arrow
End of line	⌘-Right Arrow
Start of line	⌘-Left Arrow
Next line	Down Arrow
Previous line	Up Arrow
Next cell in a table	Tab
Previous cell in a table	Shift-Tab
Next paragraph	Option-Down Arrow
Beginning of previous paragraph	Option-Up Arrow
End of document	⌘-Down Arrow
Start of document	⌘-Up Arrow
Main body from header, footer, frame, or footnote	⌘-Return

Scrolling

Next screen	Control-L (Page Down)
Previous screen	Control-K (Page Up)
Next page	Shift-Control-L (Shift-Page Down)
Previous page	Shift-Control-K (Shift-Page Up)
End of document	Control-D (End)
Start of document	Control-A (Home)

Selecting Text or Extending a Selection

Next character	Shift-Right Arrow
Previous character	Shift-Left Arrow
Current word	Click twice in a word
Next word	Shift-Option-Right Arrow
Previous word	Shift-Option-Left Arrow
Current line	Click three times in a line
Next line	Shift-Down Arrow
Previous line	Shift-Up Arrow
Current paragraph	Click four times in a paragraph
Discontiguous table cells	⌘-click cells
End of current or next paragraph	Shift-Option-Down Arrow
Beginning of current or previous paragraph	Shift-Option-Up Arrow
Entire section except header, footer, or footnote	⌘-Option-A
Entire document except header, footer, or footnote	⌘-A, or click five times in text

Editing

Undo	⌘-Z (F1)
Cut	⌘-X (F2)
Copy	⌘-C (F3)
Paste	⌘-V (F4)
Clear	Clear, Delete, or Backspace

Deleting

Next character	⌘-Delete()
Previous character	Delete
Next word	⌘-Option-Delete (Option- )
Previous word	Option-Delete

Applying Changes

Apply dialog box changes	⌘-A or Return (Enter)
Cancel dialog box changes	⌘-period
Activate Yes button in Save Changes dialog box	⌘-Y or Return (Enter)
Activate No button in Save Changes dialog box	⌘-N
Save changes while within a document	⌘-S or ⌘-Shift-S

Setting Paragraph Alignment

Left alignment	⌘-[
Right alignment	⌘-]
Center alignment	⌘-\
Justified alignment	⌘-Shift-\

Changing Font Size

Increase to next installed font size	⌘-Shift->
Decrease to next installed font size	⌘-Shift-<
Increase by one point	⌘-Option-Shift->
Decrease by one point	⌘-Option-Shift-<

Changing Character Spacing

Increase spacing by 1 Em Unit	⌘-Option-Shift-right arrow
Increase spacing by 5 Em Units	⌘-Option-right arrow
Decrease spacing by 1 Em Unit	⌘-Option-Shift-left arrow
Decrease spacing by 5 Em Units	⌘-Option-left arrow

Opening Dialog Boxes

To Open This Dialog Box:	Do This:
Go to Page	Double-click the page number indicator
Document	Double-click the top half of the ruler
Section	Double-click the column number indicator
Tab	Double-click any tab marker
View	Double-click the Zoom percentage box
Scale	Double-click a graphic
Modify Frame	Option-double click a frame or double-click frame border
Preferences	Option-double-click the page number indicator
Define Styles	Option-double-click a custom style in the Styles palette

Working with the Tools, Text, and Styles Palettes

To Do This:	Press Option, and Then:
Open all palettes	Open a palette using a menu command
Zoom all palettes	Zoom a palette by clicking its Zoom box
Close all palettes	Close a palette by clicking its Close box or using a menu command
Set the gravity point for all collapsed palettes	Drag a collapsed palette to a new position

MacWrite Pro Palettes

