

WordPerfect Works

Key Shortcuts

Key Legend

Command	⌘
Shift	⇧
Option	⌥
Return	↵

Filing and Printing Commands

New	⌘N
New (current module)	⌘⇧N
Open	⌘O
Close	⌘W
Close All	⌘⇧W
Save	⌘S
Save As	⌘⇧S
Print	⌘P
Print Preview	⌘⇧P
Quit	⌘Q

Window Commands

Show/Hide Ruler	⌘R
Show/Hide Tool Bar	⌘T
Snap To Grid	⌘⇧G
Magnification 25%	⌘3
Magnification 50%	⌘5
Magnification 100%	⌘1
Magnification 200%	⌘2
Magnification 400%	⌘4
Magnification 800%	⌘8

Miscellaneous Commands

Help	⌘?
Preferences	⌘⇧P

Editing Commands

Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	⌘Y
Select All	⌘A
Quick Publish	⌘⇧C
Quick Subscribe	⌘⇧U
Find/Replace	⌘F
Thesaurus	⌘'

Formatting Commands

Plain Text	⌘⇧T
Bold	⌘⇧B
Italic	⌘⇧I
Underline	⌘⇧U
Character	⌘E
Create Type Style	⌘⇧E
Left Justify	⌘⇧L
Center Justify	⌘⇧C
Right Justify	⌘⇧R
Picture Options	⌘⇧O

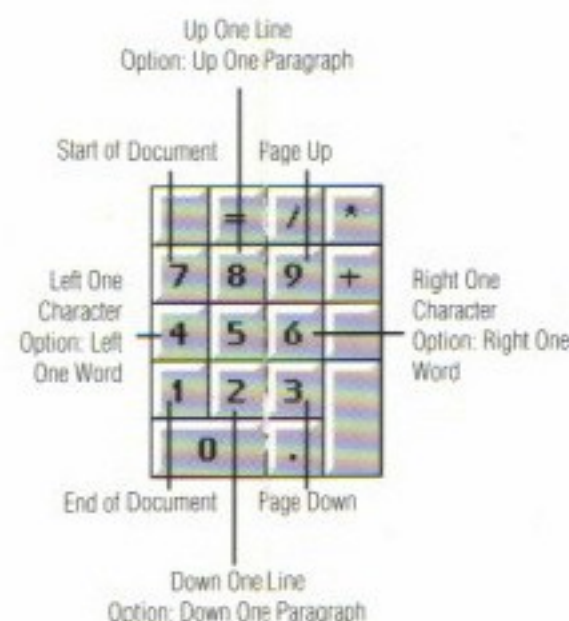
Word Processor

Spell Check Selection	⌘;
Full Justify	⌘⇧F
Insert Page Break	⌘↵
Insert Section Break	⌘⇧↵
Paragraph Styles	⌘⇧H
Paragraph Ruler	⌘H
Section Layout	⌘L
Show/Hide Invisibles	⌘I
Soft Hyphen	⌘-
Word Count	⌘⇧W

Word Processor (continued)

Go To Page	⌘G
Go Back	⌘⇧G
Left One Character	←
Right One Character	→
Left One Word	⇧←
Right One Word	⇧→
Start of Line	⌘←
End of Line	⌘→
Up One Line	↑
Down One Line	↓
Up One Paragraph	⇧↑
Down One Paragraph	⇧↓
Page Up	⌘⇧↑
Page Down	⌘⇧↓
Start of Document	⌘↑
End of Document	⌘↓

Hold down the Control key to use these numeric keypad shortcuts:



Spreadsheet

Calculate Now	⌘=
Delete	⌘K
Fill Down	⌘⇧D
Fill Right	⌘⇧R
Fill Justify	⌘⇧F
Go To Cell	⌘G
Insert	⌘I
Move Cells	⌘M
Open Cell Note	⌘⇧N
Paste Function	⌘⇧V

Database

Define Fields	⌘⇧D
Delete	⌘K
Modify Content	⌘M
New Record	⌘⇧N
Select Layout	⌘L
Select Records	⌘⇧A
Show All Records	⌘⇧A
Previous Record	⌘I
Next Record	⌘J
First Record	⌘⇧I
Last Record	⌘⇧J

Form Layouts:

Previous Field	↑, ←, ⇧Tab, ⇧↵
Next Field	↓, →, Tab, ↵
Previous Record	⇧↵ in first field
Next Record	⇧↵ in last field

List Layouts:

Previous Field	←, ⇧Tab
Next Field	→, Tab
Previous Record	⇧↑, ⇧↵
Next Record	⇧↓, ⇧↵

Draw

Align	⌘K
Alignment	⌘⇧K
Duplicate	⌘D
Duplication	⌘⇧D
Flip Horizontal	⌘⇧H
Flip Vertical	⌘⇧V
Group	⌘G
Lock	⌘L
Move Backward	⌘⇧J
Move Forward	⌘⇧F
Move to Back	⌘⇧J
Move to Front	⌘⇧F
Object Info	⌘I
Reshape	⌘⇧R
Ungroup	⌘U

Paint

Brush Shape	⌘B
Fat Bits	⌘⇧F
Flip Horizontal	⌘⇧H
Flip Vertical	⌘⇧V
Invert	⌘I
Rotate	⌘⇧T

Communications

Open/Close Connection	⌘K
Phone Book	⌘B
Quick Dial	⌘D

WordPerfect Works

Tool Bar Shortcuts

Common Tools

- New Frame**
To create a frame, click this icon, then drag to draw a frame where you want new material to appear.
- Left Justify**
Aligns text left.
- Center Justify**
Centers text.
- Right Justify**
Aligns text right.
- Bold**
Applies or removes Bold text style.
- Italic**
Applies or removes Italic text style.
- Underline**
Applies or removes underlining.
- Print Preview**
Displays your document a full page at a time.
- Reduce**
Zooms out to show more of the document.
- Enlarge**
Zooms in to magnify part of the document.
- Type Styles**
Use this menu to choose a type style for text. To define a style, select formatted text, then choose Create Type Style in the Type menu.

Word Processor

- Full Justify**
Aligns text flush against left and right margins.
- Superscript**
Raises text and makes it smaller.
- Subscript**
Lowers text and makes it smaller.
- All Caps**
Makes text all UPPERCASE letters.
- All Lowercase**
Makes text all lowercase letters.
- Invisibles**
Displays or hides nonprinting characters such as tabs and paragraph markers.
- Left Tab**
Left-aligns text against the tab.
- Center Tab**
Centers text at the tab.
- Right Tab**
Right-aligns text against the tab.
- Decimal Tab**
Aligns tabbed text on a decimal point.
- Vertical Tab**
Places a vertical line through paragraphs at the tab location.
- Single Space**
Single-spaces lines of paragraphs.
- 1-1/2 Space**
Sets one-and-one-half line spacing for paragraphs.
- Double Space**
Double-spaces lines of paragraphs.
- Closed Paragraph Spacing**
Leaves no vertical space after paragraphs.
- Open Paragraph Spacing**
Adds 16 points of vertical space after paragraphs.
- Page Number**
Inserts an automatic page number.
- Date**
Inserts the current date.
- Time**
Inserts the current time.
- Font**
Use this menu to choose a font for text.
- Size**
Use this menu to choose a point size for text.
- Columns**
Use this menu to format a section in multiple text columns.

Spreadsheet

- Accept Entry**
Enters the entry bar's contents into the active cell or field.
- Cancel Entry**
Cancels changes made in the entry bar and leaves the cell or field contents intact.
- Live Editing**
Switches between tool bar editing and live cell or field editing. You can also press Command-Space Bar.
- General Justify**
Aligns text to the left, numbers to the right.
- Sum**
Totals selected cells. Totals appear below the range. Option-click to make totals appear to the right.
- Sort**
Sorts rows in the selection on one to three key columns.
- Border Cells**
Borders selected cells.
- Outline**
Applies a border around a range.
- Shade Cells**
Applies gray shading to cells.
- Chart**
Updates the active chart with current spreadsheet data. If no chart is active, the New Chart dialog box appears.

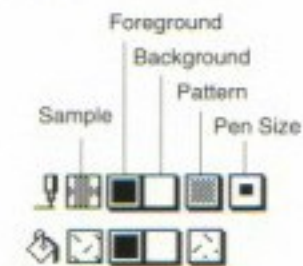
Database

- Sort**
Sorts database records based on sort keys chosen in the Set Sort/Totals dialog box. If no sort keys have been chosen, the Set Sort/Totals dialog box appears.
- Border Fields**
Borders the selected field in all records (list layouts only).
- Show All Records**
Displays all records regardless of selection rules.
- Show Selected Records**
Shows only records that match current record selection rules. If there are no rules, the Select Records dialog box appears.
- Cycle Layouts**
Switches to the next layout. If only two layouts are defined, clicking this button toggles between each layout.
- First Record**
Scrolls to the first record in the document.
- Previous Record**
Scrolls to the previous record.
- Next Record**
Scrolls to the next record.
- Last Record**
Scrolls to the last record in the document.

Draw and Paint

- Grabber**
Drag to scroll the document within the window.
- Zoom**
Click the area you want to magnify. Shift-click to zoom out.
- Dropper**
Click the area whose color you want to "suck up" and make the new pen color.
- Text**
Click in the document and begin typing to add text.
- Line**
Drag to draw a straight line. Shift-drag to draw lines at 45 or 90 degree angles.
- Arc**
Drag to shape an arc. Shift-drag to draw a quarter circle.
- Rectangle**
Drag to shape a rectangle. Shift-drag to draw a square.
- Rounded Rectangle**
Drag to shape a rectangle with rounded corners. Shift-drag to draw a square with rounded corners.
- Oval**
Drag to shape an oval. Shift-drag to draw a circle.
- Polygon**
Click in the document, move to another location, click again, and repeat to shape a polygon. Double-click to complete the shape.
- Freehand**
Drag to draw a curving or irregular freehand line.
- Freehand Shape**
Drag to draw an irregular freehand shape.
- Selection Pointer**
Click the object you want to select. To select multiple objects, drag to surround the objects you want to select. To select all objects, double-click this icon.
- Arrowhead Styles**
Use this pop-up menu to choose where arrowheads appear on straight lines.
- Marquee**
Drag to surround the area you want to select. To select the entire document, double-click this icon.
- Lasso**
Drag around the image you want to select. The lasso tightens to fit the image's shape when you release the button.

- Pencil**
Click pixels or drag over them to change their colors. For Fat Bits view (800%), double-click this icon.
- Paint Bucket**
Click the tip of the bucket on the area you want to fill with a color or pattern.
- Eraser**
Drag over the area you want to erase. To erase the entire document, double-click this icon.
- Brush**
Drag to apply paint. To change the brush shape, double-click this icon.
- Spraycan**
Drag to spray a mist of paint.



Choose pen and fill patterns from the pattern palettes. Choose a color for black dots in a pattern from a foreground palette; choose a color for white dots in a pattern from a background palette. Choose a line height and width from the pen size palette. The sample boxes show the current pen and fill colors and patterns and the pen width and height.

Communications

- Terminal Settings**
Displays the Terminal Emulation Settings dialog box.
- File Transfer Settings**
Displays the File Transfer Settings dialog box.
- Receive File**
Receives (downloads) a file from the remote computer.
- Send File**
Sends (uploads) a file to the remote computer.
- Send Text**
Sends text from a text file to the remote computer.
- Capture Text**
Captures incoming text in a text file.
- Phone Book**
Displays the Phone Book dialog box.
- Quick Dial**
Dials the phone number you provide using the current connection settings.
- Close Connection**
Closes the connection and hangs up the modem.