



## **Shortcut Keys**

[Shift] + Key Equivalents

[Ctrl] + Key Equivalents

Other Important Keys

### **[Shift] + Key Equivalents**

The **[Shift]** key is usually used to make an operation more sophisticated or to reverse option settings.

**[Shift] + Queue** or **Send** displays the Change Queuing dialog.

**[Shift] + Reply** toggles the Reply to all option in the Switches... dialog. If Reply to all is turned on, **[Shift] + Reply** generates a reply to the sender only. If Reply to all is turned off, **[Shift] + Reply** generates a reply to all addresses in the message header.

**[Shift] + Transfer** sends a copy of the current message to the selected mailbox and retains the original message in the original mailbox.

**[Shift] + Close** closes all open windows.

## **[Ctrl] + Key Equivalents**

- [Ctrl] + [A]** Select all
- [Ctrl] + [B]** Move window behind another window
- [Ctrl] + [C]** Copy
- [Ctrl] + [D]** Delete message
- [Ctrl] + [E]** Queue an outgoing message
- [Ctrl] + [F]** Open Find window (search for message)
- [Ctrl] + [G]** Find again
- [Ctrl] + [H]** Attach document to outgoing message
- [Ctrl] + [I]** Open In mailbox
- [Ctrl] + [K]** Make nickname
- [Ctrl] + [L]** Open Nicknames window
- [Ctrl] + [M]** Check mail
- [Ctrl] + [N]** New message
- [Ctrl] + [O]** Open message
- [Ctrl] + [P]** Print message
- [Ctrl] + [Q]** Quit Eudora
- [Ctrl] + [R]** Reply to message
- [Ctrl] + [S]** Save contents of top window
- [Ctrl] + [T]** Send queued messages
- [Ctrl] + [U]** Open Ph window
- [Ctrl] + [V]** Paste
- [Ctrl] + [W]** Close message
- [Ctrl] + [X]** Cut
- [Ctrl] + [Z]** Undo
- [Ctrl] + [']** Paste as quotation
- [Ctrl] + [=]** Enter selection
- [Ctrl] + [;]** Next (Find)

## Other Important Keys

The **arrow keys**, depending on the settings in the Switches... dialog, can move you from one message to another in a mailbox. If the Plain Arrows or Ctrl-Arrows option in the Switches dialog is turned on:

- o **Up Arrow/Left Arrow** or **[Ctrl] + Up Arrow/Left Arrow** takes you to the previous message.
- o **Down Arrow/Right Arrow** or **[Ctrl] + Down Arrow/Right Arrow** takes you to the next message.

The **[Enter]** key performs several different functions, as follows:

- o It selects the outlined button in any dialog, alert, or window.
- o It opens the selected message(s).
- o It lets you begin or end editing the subject of a message.

The **[Esc]** key stops any operation currently in progress.

The **[F1]** key displays the Eudora Help menu.

The following keys are also useful:

- o **[Del]** deletes the character to the right of the insertion point.
- o **[Home]** scrolls the window to the beginning.
- o **[End]** scrolls the window to the end.
- o **[Page Up]**, **[Page Down]** scrolls up or down through the window.



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