

# Appendix B – Shortcuts

## Modifier Keys

Many operations in Eudora can be affected by holding down one or more “modifier” keys. Eudora uses the **[shift]**, **[option]** and **[command]** keys as modifiers.

The **[shift]** key is usually used to “constrain” things – to keep them from happening or make them happen in a limited way.

- **[shift] + Opening Eudora** stops Eudora from checking for mail at startup, even if you have a mail checking interval set.
- **[shift] + Reply** instructs Eudora to copy only the selected body text to the new message. This is sometimes easier than having Eudora copy it all and then deleting what you don’t want.
- **[shift] + Delete** or **Transfer** disables Easy Open for that operation; Eudora won’t open the next message.
- **[shift] + To:, Cc:, or Bcc:** in the Nicknames window does not bring the composition window to the front after inserting the name.
- **[shift] + Check Mail** instructs Eudora to check for mail and resets the checking interval (normally, checking mail manually doesn’t affect when the next automatic check is done).
- **[shift] + Print** instructs the printer to print the selected text only.

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

- **[option] + Insert a nickname** inserts the full nickname expansion in the specified field.
- **[option] + finish a nickname** inserts addresses instead of nickname.
- **[option] + Queue** or **Send** button brings up Change Queuing dialog.
- **[option] + Save** instructs Eudora that all open windows are to automatically reopen at the next startup.
- **[option] + Reply** toggles the “Reply to all” option in the Switches... dialog. If the Reply to all option is turned on, Option + Reply generates a reply to the sender only. If the Reply to all option is turned off, Option + Reply generates a reply to all addresses in the message header.
- **[option] + Transfer** sends a copy of the current message to the selected mailbox and retains the original message in the original mailbox.
- **[option] + Open** a message shows all headers.

The **[command]** key is also sometimes used as a modifier.

- **[command]** + drop a document onto Eudora attaches the document to a message, even if the document is one Eudora could have opened.

## 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 Cmd-Arrows option in the Switches... dialog is turned on,

- **up/left arrow** or **[command] + up/left arrow** takes you to the previous message.
- **down/right arrow** or **[command] + down/right arrow** takes you to the next message.

The **[enter]** key performs several different functions:

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

The **[esc]** key (or **[command] + .**) stops any operation currently in progress.

If you have an extended keyboard, the following keys are also useful:

- **[help]** turns Balloon Help on or off.
- **[F1]** is Undo.
- **[F2]** is Cut.
- **[F3]** is Copy.
- **[F4]** is Paste.
- **[del]** deletes the character to the right of the insertion point.
- **[home]** scrolls the window to the beginning.
- **[end]** scrolls the window to the end.
- **[page up]**, **[page down]** scrolls up or down through the window.

## [command] + Key Equivalents

- |                        |                                   |
|------------------------|-----------------------------------|
| <b>[command] + [.]</b> | Stops Eudora 's current action    |
| <b>[command] + [A]</b> | Select all                        |
| <b>[command] + [B]</b> | Move window behind another window |
| <b>[command] + [C]</b> | Copy                              |
| <b>[command] + [D]</b> | Delete message                    |
| <b>[command] + [E]</b> | Queue an outgoing message         |

<b>[command] + [F]</b>	Open Find window (search for message)
<b>[command] + [G]</b>	Find again
<b>[command] + [H]</b>	Attach document to outgoing message
<b>[command] + [I]</b>	Open In mailbox
<b>[command] + [J]</b>	Filter messages
<b>[command] + [K]</b>	Make nickname
<b>[command] + [L]</b>	Open Nicknames window
<b>[command] + [M]</b>	Check mail
<b>[command] + [N]</b>	New message
<b>[command] + [O]</b>	Open message
<b>[command] + [P]</b>	Print message
<b>[command] + [Q]</b>	Quit Eudora
<b>[command] + [R]</b>	Reply to message
<b>[command] + [S]</b>	Save message without sending
<b>[command] + [T]</b>	Send queued messages
<b>[command] + [U]</b>	Open Ph window
<b>[command] + [V]</b>	Paste
<b>[command] + [W]</b>	Close message
<b>[command] + [X]</b>	Cut
<b>[command] + [Z]</b>	Undo

