

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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