# Appendix B—Shortcuts

## Shortcuts

**option** + Opening Eudora — Eudora will not check for mail at startup, even if you have a mail checking interval set.

**shift** + Check Mail — Checks mail, and resets check interval.  (Normally, checking mail manually doesn't affect when the next automatic check will be done.)

**option** + open a message — Shows all headers.

**option** + Reply — Replies with opposite setting of Reply to All.

**shift** + Reply — Quote only the current selection in the reply.

**<enter>** or **<return>** with selected nicknames in Nicknames window — Start new message to selected nicknames (or insert selected nicknames into To: field of composition window).

**<enter>** with selected message summaries — opens the messages.

**shift** + print — Print selection only.

**option** + anything that inserts or finishes a nickname — The addresses are inserted, instead of the nickname itself.

**option** + Queue/Send — bring up "Change Queuing" dialog.

## Important command-Key Equivalents

**command-N** — New message.

**command-D** — Delete message.

**command-R** — Reply to message.

**command-L** — Open Nicknames window.

**command-E** — Queue/Send message.

**command-,** (comma) — Finish Nickname.

**command-K** — Make Nickname.

**command-M** — Check Mail.

**command-I** — Open In mailbox.

**command-.** (period) — Stop whatever Eudora is currently doing.