



## **Shortcut Keys**

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### **[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**

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