Shortcut 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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