

Command Key Key Commands

STYLING

I.5-line-Spaced Paragraph
All Caps¹
Apply list Bullet
Change Case¹

Display Style Toolbar
Double Underline¹
Double-Spaced Paragraph
Grow Font²
Grow Font One Point²
Shrink Font²
Shrink Font One Point²
Single-Spaced Paragraph
Small Caps¹
Subscript
Superscript
Underline Entire Word¹

Command-5
Command-Shift-A
Command-Shift-L
Shift-F3
Command-Option-C
Command-Shift-S
Command-Shift-D
Command-2
Command-Shift-. (period)
Command-]
Command-Shift-, (comma)
Command-[
Command-l
Command-Shift-K
Command-=
Command-Shift=
Command-Shift-W

INSERT ...

Comment

Command- Option-A

JUMP TO ...

Bottom of Window
End of Column
End of Document

End of line

Next Misspelled Word
Next Open Document

One Paragraph Down
Other Pane in Split Document
One line Up
One Paragraph Down

One Paragraph Up

One Word Left

Command-Option-Page Down
Control-Page Down
Command-End
Option-End
End
Command-Right Arrow
Control-Down Arrow
Option-F7
Command-F6
Option-F6
Command-Down Arrow
Shift-F6
Shift-Up Arrow
Command-Shift-Down Arrow
Option-Shift-Down Arrow
Command-Shift-Up Arrow
Option-Shift-Up Arrow
Option-Shift-Left Arrow

One Word Right
To Bottom of Window

To End of Document
To End of line

To Start of Document
To Start of line

Previous Open Document

Start of Document

Start of line

Option-Shift-Right Arrow
Command-Option-Shift-
Page Down
Command-Shift-End
Shift-End
Command-Shift-Right Arrow
Command-Shift-Home
Shift-Home
Command-Shift-Left Arrow
Command-Shift-F6
Option-Shift-F6
Command-Home
Option-Home
Home
Command-Left Arrow
Control-Up Arrow

MOVE CURSOR ...

One line Down
One line Up
One Paragraph Down
One Paragraph Up

One Word Left
One Word Right

Down Arrow
Up Arrow
Option-Down Arrow
Command-Up Arrow
Option-Up Arrow
Option-Left Arrow
Option-Right Arrow

OPEN ...

Find Dialog
Font Dialog

Go-To Dialog
Help
Hyperlink Dialog
Macro Dialog
Notebook-Layout Dialog
Paragraph Dialog
Preferences Dialog
Print-Preview Window

Project-Gallery Dialog

Command-F
Command-D
Command-Shift-F
Command-G
Command-J
Command-K
Option-F8
Command-Option-B
Command-Option-M
Command-, (comma)
Command-F2
Command-Option-I
Command-Shift-P

ALIGN PARAGRAPH ...

Center
justified
Left
Right

Command-E
Command-j
Command-L
Command-R

DELETE ...

Next Word	Command-Option-G
Previous Word	Command-Delete
	Option-Delete

EXTEND SELECTION ...

One Character Left	Shift-Right Arrow
One Character Right	Shift-Left Arrow
One line Down	Shift-Down Arrow
Date	Control-Shift-D
Hanging Indent	Command-T
Indent	Control-Shift-M
Page Break	Shift-Enter
Section Break	Command-Enter
Time	Control-Shift-T

TABLES

Delete Row	Command-Control-X
Extend Selection to End of Row	Option-Shift-End
Insert Row	Command-Control-V
jump to End of Row	Control-End
Select Entire Column	Option-Shift-Page Down
Select Entire Table	Option-Clear
	Command-Option-T

ET CETERA

Copy to Scrapbook ³	Command-Shift-C
Create a Footnote	Command-Option-F
Create an Endnote	Command-Option-E
Hide Text ¹	Control-Shift-H
Look Up in Reference Tools ²	Option-Shift-F7
Minimize Document	Command-M
Paste Selected Scrapbook Item ³	Command-Shift-V
Repeat Find	Shift-F4
	Command-Shift F4
	Command-Option-Y
Show Thesaurus Entry ⁴	Shift-F7
	Command-Option-R
Split Document ¹	Command-Option-S

¹*Toggle*

²*Selection or word cursor is in*

³*Only when Scrapbook is open*

⁴*Selection or adjacent word*