Keys for editing and moving text and graphics

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Delete text and graphics

Press	To
DELETE	Delete one character to the left
⌘+DELETE	Delete one word to the left
DEL or CLEAR	Delete one character to the right
⌘+DEL	Delete one word to the right
⌘+X or F2	Cut selected text to the Clipboard
⌘+Z	Undo the last action
⌘+F3	Cut to the Spike

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Copy and move text and graphics

Press	To
⌘+C or F3	Copy text or graphics
⌘+SHIFT+C	Copy text or graphics to the Scrapbook
⌘+X or F2 (then move the insertion point and press ⌘+V or F4)	Move text or graphics
OPTION+F3	Create AutoText
⌘+V or F4	Paste the Clipboard contents
⌘+SHIFT+V	Paste the selected clipping from the Scrapbook
⌘+SHIFT+F3	Paste the Spike contents

Insert special characters

Press	To insert
⌘+F9	A field
SHIFT+RETURN	A line break
SHIFT+ENTER	A page break
⌘+SHIFT+RETURN	A column break
OPTION+SPACEBAR	A nonbreaking hyphen
OPTION+G	The copyright symbol
OPTION+R	The registered trademark symbol
OPTION+2	The trademark symbol
OPTION+SEMICOLON	An ellipsis

Select text and graphics

Select text by holding down SHIFT and pressing the key that moves the insertion point.

Press	To extend a selection
SHIFT+RIGHT ARROW	One character to the right
SHIFT+LEFT ARROW	One character to the left
SHIFT+OPTION+RIGHT ARROW	One word to the right
SHIFT+OPTION+LEFT ARROW	One word to the left
⌘+SHIFT+RIGHT ARROW or SHIFT+END	To the end of a line
⌘+SHIFT+LEFT ARROW or SHIFT+HOME	To the beginning of a line
SHIFT+DOWN ARROW	One line down
SHIFT+UP ARROW	One line up
⌘+SHIFT+DOWN ARROW	To the end of a paragraph
⌘+SHIFT+UP ARROW	To the beginning of a paragraph
SHIFT+PAGE DOWN	One screen down
SHIFT+PAGE UP	One screen up
⌘+SHIFT+HOME	To the beginning of a document
⌘+SHIFT+END	To the end of a document
OPTION+⌘+SHIFT+PAGE DOWN	To the end of a window
⌘+A	To include the entire document
⌘+SHIFT+F8, and then use the arrow keys; press ⌘+PERIOD to cancel selection mode	To a vertical block of text
F8, and then use the arrow keys; press ⌘+PERIOD to cancel selection mode	To a specific location in a document

Tip   If you know the key combination to move the insertion point, you can generally select the text by using the same key combination while holding down SHIFT. For example, ⌘+RIGHT ARROW moves the insertion point to the next word, and ⌘+SHIFT+RIGHT ARROW selects the text from the insertion point to the beginning of the next word.

Select text and graphics in a table

Press	To
TAB	Select the next cell's contents
SHIFT+TAB	Select the preceding cell's contents
Hold down SHIFT and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly	Select a column
⌘+SHIFT+F8, and then use the arrow keys; press ⌘+PERIOD to cancel selection mode	Extend a selection (or block)
SHIFT+F8	Reduce the selection size
Select the first item you want, hold down ⌘, and then select any additional items you want	Select multiple cells, columns, or rows that are not next to each other

Select multiple items

Press	To
Select the first item you want, hold down ⌘, and then select any additional items you want.	Select multiple items that are not next to each other

Extend a selection

Press	To
F8	Turn extend mode on
F8, and then press LEFT ARROW or RIGHT ARROW	Select the nearest character
F8 (press once to select a word, twice to select a sentence, and so forth)	Increase the size of a selection
SHIFT+F8	Reduce the size of a selection
⌘+PERIOD	Turn extend mode off

Move the insertion point

Press	To move
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right
OPTION+LEFT ARROW	One word to the left
OPTION+RIGHT ARROW	One word to the right
⌘+UP ARROW	One paragraph up
⌘+DOWN ARROW	One paragraph down
SHIFT+TAB	One cell to the left (in a table)
TAB	One cell to the right (in a table)
UP ARROW	Up one line
DOWN ARROW	Down one line
⌘+RIGHT ARROW or END	To the end of a line
⌘+LEFT ARROW or HOME	To the beginning of a line
PAGE UP	Up one screen (scrolling)
PAGE DOWN	Down one screen (scrolling)
⌘+PAGE DOWN	To the top of the next page
⌘+PAGE UP	To the top of the previous page
⌘+END	To the end of a document
⌘+HOME	To the beginning of a document
SHIFT+F5	To a previous edit, or the location of the most recent edit when the document was last saved.

Move around in a table

Press	To move to the
TAB	Next cell in a row
SHIFT+TAB	Previous cell in a row
CONTROL+HOME	First cell in a row
CONTROL+END	Last cell in a row
CONTROL+PAGE UP	First cell in a column
CONTROL+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row

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Insert paragraphs and tab characters in a table

Press	To insert
RETURN	New paragraphs in a cell
OPTION+TAB	Tab characters in a cell

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