



Eudora

PC Keyboard Shortcuts

File Menu Commands

Open text file	ctrl + O
Open current selection	enter
Close current window	ctrl + W
Send queued messages	ctrl + T
Check mail	ctrl + M
Print	ctrl + P
Quit	ctrl + Q

Edit Menu Commands

Copy	ctrl + C
Cut	ctrl + X
Paste	ctrl + V
Paste as quotation	ctrl + `
Select all	ctrl + A
Bold	ctrl + B
Italic	ctrl + I
Underline	ctrl + U
Find	ctrl + F
Find next	F3 or ctrl + ;
Spell check	ctrl + 6

Mailbox Menu Commands

Open Inbox	ctrl + 1
Open Outbox	ctrl + 0

Message Menu Commands

New message	ctrl + N
Reply	ctrl + R
Reply-to-all	ctrl + shift + R
Delete message	ctrl + D
Send or queue message	ctrl + E
Attach file	ctrl + H

Special and Tools Menu Commands

Filter messages	ctrl + J
Add to Address Book	ctrl + K
Open Address Book	ctrl + L
Directory services	ctrl + Y

Window Menu Commands

Cascade	shift + F5
Tile horizontal	shift + F4
Switch window	ctrl + F6

Other Menu Commands

Cancel current operation	esc
Help	F1
Next message	↓
Previous message	↑