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**User-Friendly**

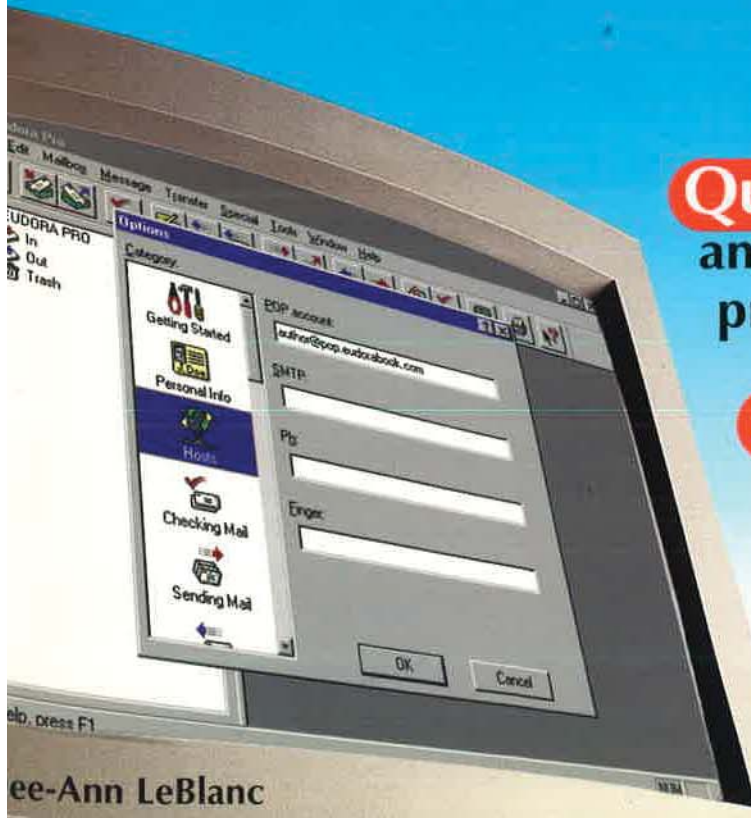
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Latest coverage  
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*Using*

# Eudora™

Second Edition

*The Fast and Easy Way to Learn*



**Quick**

answers to everyday  
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**Simple**

step-by-step examples

**Essential**

tips and shortcuts

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**DOCKET  
ALARM**

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# Windows

## Shortcut Keys for Windows Users

### Moving and copying

	Shortcut
Copy selection to Clipboard	Ctrl+C
Cut selection to Clipboard	Ctrl+X
Delete selection	Del
Paste from Clipboard	Ctrl+V
Paste from Clipboard as Quotation	Ctrl+'

### Editing

	Shortcut
Undo last action	Ctrl+Z
Select all of the message	Ctrl+A

### Managing mail

	Shortcut
Attach file to mail	Ctrl+H
Check your mail	Ctrl+M
Close a message	Ctrl+W
Create a new message	Ctrl+N
Delete the current message	Ctrl+D
Filter messages	Ctrl+J
Open the In mailbox	Ctrl+I
Queue the current message	Ctrl+E
Reply to the current message	Ctrl+B
Save the current message	Ctrl+S
Send message	Ctrl+E
Send queued message	Ctrl+T

### Finding messages and text

	Shortcut
Find a message or text in a message	Ctrl+F
Find again	F3

### Moving between messages in a mailbox

	Shortcut
Go to the previous message	↑ or ←
Go to the next message	↓ or →
Move to the end of the current mailbox	End
Move to the beginning of the current mailbox	Home
Move up one "screen" in current mailbox	PgUp
Move down one "screen" in current mailbox	PgDn

### Moving between messages from message windows

	Shortcut
Go to the previous message	Ctrl+↑ or Ctrl+←
Go to the next message	Ctrl+↓ or Ctrl+→

### Address Book

	Shortcut
Open the Nickname window	Ctrl+L
Make Address Book entry	Ctrl+K

### Other shortcuts

	Shortcut
Help	F1
Open a file	Ctrl+O
Print a message	Ctrl+P
Quit Eudora	Ctrl+Q
Stop what Eudora is doing	Esc
Directory Services	Ctrl+Y

**Using**

**Eudora<sup>®</sup>**  
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Using

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*Dee-Ann LeBlanc*

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