

## Microsoft Entourage keyboard shortcuts

You can quickly accomplish tasks you perform frequently by using shortcut keys — one or more keys you press on the keyboard to complete a task. For example, pressing  $\text{⌘}+\text{F}$  opens the **Find** dialog box, just as clicking **Find** on the **Edit** menu opens the **Find** dialog box.

**Note** Settings in some versions of the Macintosh operating system and some utility programs might conflict with keyboard shortcuts and function key operations in Microsoft Office. See Help for your version of the Macintosh operating system or your utility program for information about changing their keyboard shortcuts and function key settings.

### Keyboard shortcuts for working with items

#### Keys for common Microsoft Entourage functions

Press	To
SHIFT (when starting Entourage)	Starts Entourage without running schedules or attempting to connect to a mail server. Use this option to prevent getting connection errors when using Entourage while you are not connected to the network.
OPTION+ $\text{⌘}+\text{Q}$	Switch to a different identity.
$\text{⌘}+\text{S}$	Save an item.
$\text{⌘}+\text{P}$	Print an item.
OPTION+ $\text{⌘}+\text{P}$	Print one copy of an item, without selecting printing options.
$\text{⌘}+\text{Z}$	Undo the last action.

⌘+Y Redo the last action.

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SHIFT+⌘+P Open the Project Gallery.

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⌘+M Minimize the active window.

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⌘+H Hide Entourage.

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⌘+Q Quit Entourage.

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### Keys for working in windows and dialog boxes

**Press**

**To**

⌘+SHIFT+OPTION+N Open a new Entourage window.

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⌘+1 Go to the Message list.

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⌘+OPTION+1 Open the Message list in a new window.

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⌘+2 Go to the Address Book. Press again to cycle through custom views in the Views list.

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⌘+OPTION+2 Open the Address Book in a new window.

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⌘+3 Go to the Calendar. Press again to cycle through Day, Work Week, Week, and Month views.

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⌘+OPTION+3 Open the Calendar in a new window.

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⌘+4 Open the Notes list. Press again to cycle through custom views in the Views list.

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⌘+OPTION+4 Open the Notes list in a new window.

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⌘+5 Open the Tasks list. Press again to cycle through custom views in the Views list.

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⌘+OPTION+5 Open the Tasks list in a new window.

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⌘+6 Open the Project Center. Press again to cycle through custom views in the Views list.

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⌘+OPTION+6 Open the Project Center in a new window.

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⌘+7 Open the Progress window or make it the active window.

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⌘+8 Open the Error Log or make it the active window.

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⌘+comma (,) Open the **Preferences** dialog box.

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⌘+~ Cycle forward through open windows.

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SHIFT+⌘+~ Cycle back through open windows.

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⌘+W Close the active window.

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⌘+O Open the selected item.

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SHIFT+OPTION+F7 Open the definition dictionary.

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TAB Move forward through boxes in a dialog box.

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SHIFT+TAB Move back through boxes in a dialog box.

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CONTROL+TAB Move forward through tabs in a dialog box.

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SHIFT+CONTROL+TAB Move back through tabs in a dialog box.

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### Keys for working with the Message list

**Press**

**To**

⌘+SHIFT+OPTION+N Open the Message list in a new window.

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⌘+N Create a new message.

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SHIFT+⌘+N

Create a new folder.

---

⌘+O

Open the selected message.

---

⌘+\

Show or hide the Preview pane.

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⌘+A

Select all messages, if the Message list is the active pane.

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SHIFT+⌘+A

Deselect all messages.

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⌘+D

Duplicate the message.

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⌘+DELETE

Delete the message.

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SHIFT+⌘+O

Turn on or off displaying unread messages only.

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⌘+OPTION+O

Turn on or off displaying flagged messages only.

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⌘+T

Mark selected messages as read.

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SHIFT+⌘+T

Mark selected messages as unread.

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OPTION+⌘+T

Mark all messages in a folder as read.

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⌘+L Refresh the Message list. (IMAP, Hotmail, News, and online POP accounts only.)

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OPTION+⌘+L Synchronize the contents of the selected mail folder with the server (IMAP accounts only).

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### Keys for assigning items to categories

**Press**

**To**

⌘+; Assign the selected item to categories.

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SHIFT+⌘+; Open the **Categories** dialog box.

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⌘+S Designate the selected category as the primary category.

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## Keys for searching

Press	To
⌘+F	Find text in items.
⌘+G	Find the next instance of the text you searched for in an item.
⌘+SHIFT+G	Find the next instance of the selected text.
⌘+PERIOD	Cancel a search in progress.
OPTION+⌘+F	Perform an Advanced Find.
⌘+SHIFT+F	Perform a search on an IMAP server (IMAP accounts only).

## Keys for working with notes

**Press****To**

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⌘+N

Create a new note.

---

⌘+O

Open the selected note.

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⌘+A

Select all notes, if the Notes list is the active pane.

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SHIFT+⌘+A

Deselect all notes.

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⌘+D

Duplicate the note.

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⌘+DELETE

Delete the note.

---

⌘+[

Close the current open note and open the previous note in the Notes list.

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⌘+]

Close the current open note and open the next note in the Notes list.

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## Keys for working with tasks

Press	To
⌘+N	Create a new task.
⌘+O	Open the selected task.
⌘+A	Select all tasks, if the Tasks list is the active pane.
SHIFT+⌘+A	Deselect all tasks.
⌘+D	Duplicate the task.
⌘+DELETE	Delete the task.
⌘+[	Close the current open task and open the previous task in the Tasks list.
⌘+]	Close the current open task and open the next task in the Tasks list.

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## Keys for using the Calendar

Press	To
⌘+N	Create a new calendar event.
⌘+O	Open the selected calendar event.
⌘+DELETE	Delete the calendar event.
⌘+T	Switch the view to include today.
⌘+[	In Day view, move to the previous day. In Week and Work Week views, move to the previous week. In Month view, move to the previous month.
⌘+]	In Day view, move to the next day. In Week and Work Week views, move to the next week. In Month view, move to the next month.

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## Keys for using the Address Book

Press	To
⌘+N	Create a new contact.
⌘+O	Open the selected contact.

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⌘+\	Show or hide the Preview pane.
⌘+A	Select all contacts, if the Address Book is the active pane.
SHIFT+⌘+A	Deselect all contacts.
⌘+D	Duplicate the contact.
⌘+DELETE	Delete the contact.
⌘+[	Close the current open contact and open the previous contact in the Address Book list.
⌘+]	Close the current open contact and open the next contact in the Address Book list.
⌘+'	Flag the selected contact.
OPTION+⌘+'	Clear the selected contact's flag.

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## Keys for using the Project Center

Press	To
⌘+N	Create a new project.
⌘+O	Open the selected project.
⌘+D	Duplicate the project.
⌘+DELETE	Delete the project.

## Keys for using the Help window

Press	To
⌘+?	Open Entourage Help.
PAGE UP	Scroll toward the beginning of a Help topic one screen at a time.
PAGE DOWN	Scroll toward the end of a Help topic one screen at a time.
UP ARROW	Scroll toward the beginning of a Help topic one line at a time.
DOWN ARROW	Scroll toward the end of a Help topic one line at a time.
⌘+LEFT ARROW	Go to the previous Help topic.
⌘+RIGHT ARROW	Go to the next Help topic.
⌘+C	Copy the selection to the Clipboard.
⌘+W	Close the Help window.

## Keyboard shortcuts for messages

[Keys for reading messages](#)

**Press****To**

⌘+O Open the selected message in a separate window.

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⌘+' Flag the selected message.

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⌘+SHIFT+' Flag the selected message for follow-up.

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OPTION+⌘+' Clear the flag for the selected message

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⌘+SHIFT+J Mark the selected message as junk mail

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⌘+SHIFT+OPTION+J Mark the selected message as not junk mail.

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⌘+[ Display the previous message.

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⌘+] Display the next message.

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⌘+= Add the sender of the selected message to the Address Book.

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SHIFT+⌘+M Move the selected message to a folder.

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SHIFT+⌘+HYPHEN Decrease the display size of text in an open message or in the Preview pane.

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SHIFT+⌘+= Increase the display size of text in an open message or in the Preview pane.

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SHIFT+⌘+H Show or hide Internet headers.

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CTRL+[ Display the previous unread message.

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CTRL+] Display the next unread message.

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SPACEBAR Scroll down to the next screen of text or, if you are at the end of a message, display the next unread message.

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SHIFT+SPACEBAR Scroll up to the previous screen of text.

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OPTION+SPACEBAR Scroll down to the next screen of text or, if you are at the end of a message, delete the current message and display the next unread message.

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Hold down the SPACEBAR Scroll down through a message slowly and continuously.

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OPTION+⌘+[ Delete the current message and display the previous message.

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OPTION+⌘+] Delete the current message and display the next message.

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CTRL+OPTION+[ Delete the current message and display the previous unread message.

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CTRL+OPTION+] Delete the current message and display the next unread message.

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DELETE Delete the selected message.  
or  
DEL

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OPTION+⌘+DELETE Delete the current message, and, if the message window is open, close it.  
or  
OPTION+⌘+DEL

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### Keys for reading grouped messages

**Press**

**To**

CONTROL+SHIFT+[ Read the last unread message of a previous group that contains an unread message.

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CONTROL+SHIFT+] Read the first unread message of the next group that contains an unread message.

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SHIFT+⌘+[ Read the last message in the previous group.

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SHIFT+⌘+] Read the first message in the next group.

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SHIFT+OPTION+⌘+[ Delete the current message and read the last message in the previous group.

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SHIFT+OPTION+⌘+] Delete the current message and read the first message in the next group.

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OPTION+CONTROL+SHIFT+[ Delete the current message and open the last unread message in a previous group that contains an unread message.

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OPTION+CONTROL+SHIFT+] Delete the current message and open the first unread message in the next group that contains an unread message.

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OPTION+⌘+DELETE Delete all the messages in the group.

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[Keys for creating, addressing, and sending messages](#)

**Press****To**

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**⌘+N**

Create a new message.

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**⌘+OPTION+N**

In the Message list for a newsgroup, create a new mail message.

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**⌘+RETURN**

Send the open message.

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**⌘+SHIFT+RETURN**

Move the open message to the Outbox, so it will be sent the next time you connect to the server.

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**⌘+K**

Send all messages in the Outbox and receive all incoming messages.

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**SHIFT+⌘+K**

Send all the messages in the Outbox.

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**⌘+S**

Save the open message and store it in the Drafts folder.

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**⌘+E**

Add an attachment to the open message.

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**OPTION+⌘+L**

Check spelling in the open message.

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**OPTION+⌘+C**Check recipient names in the open messages.

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## Keys for responding to messages

Press	To
⌘+R	Reply to the sender of the message or, if the message is from a mailing list, reply to the mailing list.
SHIFT+⌘+R	Reply to all.
OPTION+⌘+R	Reply only to the sender of a mailing list message.
⌘+J	Forward the message.
OPTION+⌘+J	Redirect the message.

## Keyboard shortcuts for editing text

Keys for cutting, copying, and pasting text

**Press****To**

⌘+X

Cut the selected text to the Clipboard.

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⌘+C

Copy a selection to the Clipboard.

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⌘+SHIFT+C

Copy the selection to the Scrapbook.

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⌘+V

Paste a selection from the Clipboard.

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⌘+SHIFT+V

Paste a clipping from the Scrapbook.

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⌘+CONTROL+V

Paste a selection from the Clipboard as a quotation.

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⌘+OPTION+V

Paste as plain text.

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## Keys for formatting text

Press	To
⌘+B	Make the selected text bold in a note or in an HTML message or signature.
⌘+I	Make the selected text italic in a note or in an HTML message or signature.
⌘+U	Underline the selected text in a note or in an HTML message or signature.

## Keys for Microsoft Office–style text editing

For the following editing tasks, you can use Microsoft Office–style keyboard shortcuts. To turn Microsoft Office keyboard shortcuts on, click **Preferences** on the **Entourage** menu. Under **General** Preferences, click **General**, and then select the **Use Microsoft Office keyboard shortcuts for editing text** check box.

Press	To
⌘+A	Select all text.
LEFT ARROW	Move the insertion point left one character.
RIGHT ARROW	Move the insertion point right one character.
UP ARROW	Move the insertion point up one line.

DOWN ARROW	Move the insertion point down one line.
OPTION+UP ARROW	Move the insertion point to the top of the current or previous screen, or to the beginning of the current selection.
OPTION+DOWN ARROW	Move the insertion point to the bottom of the current or next screen, or to the end of the current selection.
OPTION+LEFT ARROW	Move the insertion point to the beginning of the current or previous word, or to the beginning of the current selection.
OPTION+RIGHT ARROW	Move the insertion point to the end of the current or next word, or to the end of the current selection.
DELETE	Delete the character to the left of the insertion point, or delete the selected text.
DEL	Delete the character to the right of the insertion point, or delete the selected text.
TAB	Insert spaces up to the next tab stop or every fifth character position.
⌘+LEFT ARROW	Move the insertion point to the beginning of the previous word or to the beginning of the selected text.

⌘+RIGHT ARROW                      Move the insertion point to the end of the next word or to the end of the selected text.

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⌘+UP ARROW                            Move the insertion point to the beginning of the previous paragraph.

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⌘+DOWN ARROW                        Move the insertion point to the beginning of the next paragraph.

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CONTROL+UP ARROW  
or  
HOME                                      Move the insertion point to the beginning of the line or to the beginning of the selected text.

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CONTROL+DOWN  
ARROW  
or  
END                                        Move the insertion point to the end of the line or to the end of the selected text.

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⌘+HOME                                 Move the insertion point to the beginning of the message.

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⌘+END                                    Move the insertion point to the end of the message.

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PAGE UP                                 Move the insertion point up one screen.

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PAGE DOWN                             Move the insertion point down one screen.

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## Keys for Macintosh–style text editing

For the following editing tasks, you can use standard Macintosh–style keyboard shortcuts by turning off Microsoft Office keyboard shortcuts.

To turn Microsoft Office keyboard shortcuts off, click **Preferences** on the **Entourage** menu. Under **General Preferences**, click **General**, and then clear the **Use Microsoft Office keyboard shortcuts for editing text** check box.

Press	To
⌘+A	Select all text.
LEFT ARROW	Move the insertion point left one character.
RIGHT ARROW	Move the insertion point right one character.
UP ARROW	Move the insertion point up one line.
DOWN ARROW	Move the insertion point down one line.
OPTION+UP ARROW	Move the insertion point to the top of the current or previous screen, or to the beginning of the current selection.
OPTION+DOWN ARROW	Move the insertion point to the bottom of the current or next screen, or to the end of the current selection.
OPTION+LEFT ARROW	Move the insertion point to the beginning of the current or previous word, or to the beginning of the current selection.



PAGE UP

Scroll up one screen.

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PAGE DOWN

Scroll down one screen.

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