# Claws Mail cheat sheet

## Main window

| | |
|---|---|
| Ctrl + P | Print. |
| Ctrl + W | Work offline |
| Ctrl + Shift + S | Synchronise folders |
| Ctrl + S | Save as... |
| Ctrl + Q | Exit |
| Ctrl + C | Copy |
| Ctrl + A | Select all |
| Ctrl + F | Find in current message... |
| Shift + Ctrl + F | Search folder... |
| Ctrl + T | Toggle threaded display |
| N or Down arrow | Go to next mail in Message List. The Down arrow does the same. |
| P or Up arrow | Go to previous mail. The Up arrow is a synonym. |
| Shift + N | Go to next unread mail. |
| Shift + P | Go to previous unread mail. |
| G | Go to other folder… |
| Ctrl + U | Show message source |
| Ctrl + H | Show all message headers |
| V | Toggles the message view panel visibility. When invisible, Message List expands itself to fill the full window height and more summary lines are displayed |
| / | Positions the cursor on the Quicksearch field, also opening the Quicksearch panel if needed |
| Ctrl + Alt + U | Update summary |
| Ctrl + I | Get mail from current account |
| Shift + Ctrl + I | Get mail from all accounts |
| Ctrl + M | Compose a new message |
| Ctrl + R | Reply |
| Shift + Ctrl + R | Reply to all |
| Ctrl + L | Reply to mailing list |
| Ctrl + Alt + F | Forward message |
| Ctrl + O | Move... |
| Shift + Ctrl + O | Copy... |
| Ctrl + D | Move to trash |
| Shift + D | Empty all Trash folders |
| Shift + * | Mark message |
| U | Unmark message |
| Shift + ! | Mark message as unread |
| Shift + Ctrl + A | Open address book |
| X | Execute |
| Shift + Ctrl + L | Open log window |
| Ctrl + F12 | Toggles menu bar visibility |
| F11 | Full screen |

## Compose window

| | |
|---|---|
| Ctrl + Enter | Send |
| Shift + Ctrl + S | Send later |
| Ctrl + M | Attach file |
| Ctrl + I | Insert file |
| Ctrl + G | Insert signature |
| Ctrl + S | Save |
| Ctrl + W | Close |
| Ctrl + Z | Undo |
| Ctrl + Y | Redo |
| Ctrl + X | Cut |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + A | Select all |
| Ctrl + B | Move a character backward |
| Ctrl + F | Move a character forward |
| Ctrl + E | Move to end of line |
| Ctrl + P | Move a previous line |
| Ctrl + N | Move a next line |
| Ctrl + H | Delete a character backward |
| Ctrl + D | Delete a character forward |
| Ctrl + U | Delete line |
| Ctrl + K | Delete to end of line |
| Ctrl + L | Wrap current paragraph |
| Ctrl + Alt + L | Wrap all long lines |
| Shift + Ctrl + L | Toggle auto wrapping |
| Shift + Ctrl + X | Edit with external editor |
| Shift + Ctrl + A | Open address book |

Source: Claws Mail manual

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*More information:* *defkey.com/claws-mail-shortcuts*

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