



The Bat! cheat sheet

General

Alt + X	Quit The Bat!
Esc	Close active window

Invoking tools

F8	Address Book
F7	Message Finder
F6	SmartBat
Alt + F11	Scheduler
Shift + Ctrl + Q	Quick Templates
Shift + Ctrl + S	Sorting Office/Filters

Working with Messages

Ctrl + N	Create new message
Ctrl + F5 or Ctrl + Enter	Reply
Shift + Ctrl + F5	Reply to all
Shift + F5 or Ctrl + O	Forward
Shift + F6	Resend
Ctrl + F6 or Ctrl + E	Redirect
Alt + F5 or Ctrl + S	Save to file
Alt + F6	Edit as new
F4	Reply quoting selected text
Shift + F4	Reply without quotation
Ctrl + F4	Reply to the sender
Shift + Alt + F5	Alternative Forward
F9	View Source
Ctrl + Alt + Right arrow	Move to next unread
Ctrl + Alt + Left arrow	Move to previous unread
Alt + Right arrow	Move to next viewed
Alt + Left arrow	Move to previous viewed
Enter	Open message in new window
Ctrl + C	Copy message to folder
Ctrl + V	Move message to folder
Del	Delete message
Ctrl + U	Mark as unread

Ctrl + M	Mark as read
Ctrl + J	Park
Ctrl + Alt + J	Unpark
Ctrl + G	Flag
Ctrl + P	Print message
Ctrl + A	Select all messages
Ctrl + W	Add sender to Address Book
Shift + Ctrl + W	Add recipient to Address Book
Ctrl + B	Delete sender from Address Book
Shift + Ctrl + B	Delete recipient from Address Book
Ctrl + Backspace	Open reply
Shift + Ctrl + F	Create filter
Shift + Ctrl + C	Verify signature
Shift + Ctrl + D	Decipher
Shift + Ctrl + G	Decipher and save
Ctrl + T	Copy thread
Shift + Ctrl + V	Move thread
Shift + Ctrl + Del	Delete thread
Shift + Ctrl + M	Mark thread as read
Shift + Ctrl + U	Mark thread as unread

Using the account

F2	Get new mail
Shift + F2	Send queued mail
Ctrl + F12	Set access password
Shift + Ctrl + A	View Log
Ctrl + F9	Refresh folder list
Ctrl + F2	Dispatch new messages
Shift + Ctrl + F2	Dispatch all messages
Shift + Ctrl + S	Sorting Office/Filter settings
Shift + Ctrl + P	Account properties
Shift + Ctrl + Q	Quick Templates

Working with the Folder Tree

Alt + Enter	Folder properties
Ctrl + M	Mark all messages as read
Shift + Ctrl + Up arrow	Move up

Shift + Ctrl + Down arrow	Move down
Shift + Ctrl + Right arrow	Move in
Shift + Ctrl + Left arrow	Move out
Ctrl + R	Refresh message list
Ctrl + F	Refilter messages
Ctrl + D	Delete message duplicates
Ctrl + B	Browse deleted messages
Ctrl + C	Purge and compact
Insert	Create new folder
Alt + Insert	Create new common folder
Del	Delete folder

Message Editor

Ctrl + Enter	Send message
Alt + F2	Save message as draft
Ctrl + S	Save message and continue editing
Ctrl + F2	Save message as...
Shift + F2	Put message in queue
Ctrl + P	Print message
Ctrl + C	Copy text to clipboard
Ctrl + X	Cut text to clipboard
Ctrl + V	Paste text from clipboard
Ctrl + A	Select all
Alt + Insert	Paste as quote
Shift + Ctrl + Insert	Paste with formatting
Ctrl + F	Find text
Ctrl + F7	Find and replace
F3	Continue search or replace
Alt + F7	Reverse search
Ctrl + [Upper case
Ctrl +]	Lower case
Ctrl + \	Invert case
Ctrl + /	Capitalise
Shift + Ctrl + =	Calculate
Ctrl + =	Search address (forward)
Ctrl + Space	Insert quick template

Shift + Ctrl + F	AutoFormat
Shift + Ctrl + W	AutoWrap
Shift + Ctrl + J	Justify on autowrap
Alt + L	Left alignment
Alt + C	Center alignment
Alt + R	Right alignment
Alt + J	Justify
Ctrl + F4	Automatic spell checking
F4	Check entire text
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Q	D Insert current date
Ctrl + Q	T Insert current time
Ctrl + [Convert current word to upper case
Ctrl +]	Convert current word to lower case
Esc	Cancel

Other

F1	Help
Alt + F1	About

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More information: defkey.com/hi/the-bat-shortcuts

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