

# Metapad cheat sheet

## File menu

Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + F2	Save As
F12	Calculate size
Ctrl + P	Print dialog
Alt + F4	Exit Metapad

## File format

Ctrl + F9	Commit word wrap
Ctrl + H	Replace

## Blocks

Alt + Q	Quote
Alt + Z	Strip first character
Alt + W	Strip trailing whitespace
Alt + F9	Unwrap lines (with space)

## Convert selected

Alt + U	Uppercase
Alt + T	Title case
Alt + S	Sentence case

## Options

Ctrl + K	Show hyperlinks
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## Insert date/time

F7	Long format
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*Last modification: 11/11/2019 8:10:27 PM*

*More information:* [defkey.com/metapad-shortcuts?filter=basic](https://defkey.com/metapad-shortcuts?filter=basic)

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