



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 + 1	DOS text (CR+LF)
Ctrl + 2	Unix text (LF)
Ctrl + 3	Unicode
Ctrl + 4	Unicode (Big Endian)
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Alt + D	Insert file
Ctrl + F9	Commit word wrap
Ctrl + A	Select all
Ctrl + Space	Select word
Ctrl + G	Go to a line
Ctrl + F	Find
F3	Find next
Ctrl + F3	Find next word
Shift + F3	Find previous
Ctrl + H	Replace

Blocks

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

Convert selected

Alt + U	Uppercase
Alt + L	Lowercase
Alt + I	Inverted case
Alt + T	Title case
Alt + S	Sentence case
F8	Tabified
Ctrl + F8	Untabified
F11	OEM format
Ctrl + F11	ANSI format

Options

Ctrl + W	Word wrap
Ctrl + R	Primary font
Alt + Home	Always on top
Ctrl + M	Smart select
Ctrl + U	Transparent mode
Ctrl + T	Show toolbar
Ctrl + B	Show status bar
Ctrl + K	Show hyperlinks
Alt + Enter	Settings

Insert date/time

F6	Short format
F7	Long format

Last modification: 11/11/2019 8:10:27 PM

More information: defkey.com/metapad-shortcuts

[Customize this PDF...](#)