



# Workbench (AmigaOS) cheat sheet

## Workbench menu

Amiga + B	Switch on or off the backdrop feature of the Workbench root window
Amiga + E	Execute a command
Amiga + ?	Opens the About requester with version info etc.
Amiga + Q	Quit Workbench

## Window menu

Amiga + K	Closes the selected drawer window
Amiga + A	Selects the contents in the selected window
Amiga + Z	Clears the selection
Amiga + .	Cleans up the window contents by column
Amiga + 6	Cleans up the window contents by name
Amiga + 7	Cleans up the window contents by date
Amiga + 8	Cleans up the window contents by size
Amiga + 9	Cleans up the window contents by type
Amiga + -	Shows only files with an associated icon in the selected window's drawer
Amiga + +	Show All Files in the selected window's drawer (even files with no associated icon)
Amiga + 1	Displays files in icon mode (the default)
Amiga + 2	Displays files by name, sorted in alphabetical order
Amiga + 3	Displays files by name, sorted by date (older to more recent)
Amiga + 4	Displays files by name, sorted by size (smaller to bigger)
Amiga + 5	Displays files by name, sorted by Type (directories first, then files)
Amiga + F	Runs the Find utility allowing you to search for files

## Icons menu

Amiga + O	Open selected file(s)
Amiga + C	Clone selected file(s)
Amiga + R	Rename selected file(s)
Amiga + I	Displays all information on the selected icon(s)
Amiga + S	Stores the position(s) of the selected icon(s)
Amiga + U	Clears the stored position(s) of the selected icon(s)
Amiga + L	Moves the selected file(s) from its/their location(s) to the desktop
Amiga + P	Puts the selected left out file(s) back in its/their original place(s)
Amiga + D	Deletes the selected file(s) directly

## Mouse - System shortcuts

Amiga + Left Alt	Same as clicking left mouse button
Amiga + Right Alt	Same as clicking right mouse button
Amiga + Arrow keys	Moves mouse pointer
Amiga + Shift + Arrow keys	Moves mouse pointer in larger steps
Five additional Amiga system functions also have keyboard shortcuts:	
LeftAmiga + N	Workbench screen to front
LeftAmiga + M	Front screen to back
LeftAmiga + B	Requester OK (leftmost gadget)
LeftAmiga + V	Requester Cancel (rightmost gadget)
LeftAmiga + SelectionButton	Drag the screen whether the pointer is on the title bar or not

## Mouse qualifiers

RightAmiga + Left click	(click Close Gadget) Closes all open drawer windows
Shift + Left click	(click Zoom gadget) Maximizes a window to full screen without covering the Workbench title bar

Shift + Left click + Move the mouse	(drag window) Forces window to stay within the WB screen (when "Off-screen windows dragging" is enabled in Prefs/GUI)
Ctrl + Alt + Left click + Move the mouse	(drag window frame) Resizes a window from any edge or corner
Ctrl + Amiga + Left click + Move the mouse	(drag window) Moves a window by clicking it anywhere (except active text editors)
LeftAmiga + Left click + Move the mouse	(drag screen) Moves or drags down a screen by clicking it anywhere. This can be redefined in Prefs/GUI, where you can also change other aspects of screen dragging

## Mouse substitution

LeftAmiga + N	Flips to the Workbench screen
LeftAmiga + V	Activates the leftmost button in a requester.
LeftAmiga + B	Activates the rightmost button in a requester with more than one button
Amiga + Arrow keys	Moves the pointer
Amiga + Shift + Arrow keys	Moves the pointer faster
Amiga + Right Alt	Performs a RMB (right mouse button) click
Amiga + Left Alt	Performs a LMB (left mouse button) click

## Standard menu shortcuts

These shortcut keys are used by many programs, therefore it is worth learning.

Project menu:

Amiga + O	Open...
Amiga + S	Save
Amiga + A	Save As...
Amiga + P	Print
Amiga + ?	About... (not listed in the official standard, but anyway almost always used)

Amiga + Q Quit

Edit menu:

Amiga + X	Cut
Amiga + C	Copy
Amiga + V	Paste
Amiga + Z	Undo

## Boot modifier keys

Help or Left click + Right click	(hold during bootup) Early Startup Menu
Scroll Lock	(on PC keyboard, hold during bootup) Early Startup Menu
Ctrl or Middle click	(hold during bootup) System boot without Startup-Sequence
Shift or Alt or AltGr	Boot without starting anything from the WBStartup drawer

Note: The system doesn't determine whether it should start with or without WBStartup until the Workbench is actually being loaded. Therefore you need to keep pressing Alt or Shift key until you see Workbench screen appear.

## Special shell keys

Ctrl + C	Break signal. It will make a shell program stop immediately
Ctrl + D	Similar to Ctrl + C, except that it breaks a running AmigaDOS script. Normally, a Ctrl + C will break the currently executing command, but if it is running as part of a script, this will just let the next command in the script run
Ctrl + \	Exit the shell. It does the same as hitting the close gadget or typing EndCLI as a command

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More information: [defkey.com/ru/workbench-amigaos-shortcuts](https://defkey.com/ru/workbench-amigaos-shortcuts)

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