



## Forte Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Exit agent	Alt + F4	All Window Shortcuts
2	Choose bookmark	F9	All Window Shortcuts
3	Manage bookmark	Ctrl + F9	All Window Shortcuts
4	New email message	Ctrl + M	All Window Shortcuts
5	Get new email	Ctrl + E	All Window Shortcuts
6	Open news group directory	Ctrl + Shift + N	All Window Shortcuts
7	Open address book	Ctrl + Shift + B	All Window Shortcuts
8	Open task manager window	Ctrl + Shift + T	All Window Shortcuts
9	Cascade	Shift + F5	All Window Shortcuts
10	Tile vertically	Shift + F4	All Window Shortcuts
11	Tile horizontally	Ctrl + Shift + F4	All Window Shortcuts
12	Help contents	F1	All Window Shortcuts
13	Cycle through all windows	Ctrl + Tab	All Window Shortcuts
14	Print Message	Ctrl + P	Main Browser Window Shortcuts
15	Launch Attachment	L	Main Browser Window Shortcuts
16	Open Attachment Folder	Ctrl + Shift + F	Main Browser Window Shortcuts
17	Save All Attachments	Ctrl + Shift + A	Main Browser Window Shortcuts
18	Save Attachment to Default Directory	A	Main Browser Window Shortcuts
19	Undo	Ctrl + Z	Main Browser Window Shortcuts
20	Delete	Delete	Main Browser Window Shortcuts
21	Find	Ctrl + F	Main Browser Window Shortcuts
22	Find Next	F3	Main Browser Window Shortcuts
23	Find Global	Ctrl + G	Main Browser Window Shortcuts
24	Find Global next	G	Main Browser Window Shortcuts
25	Apply ROT13	Ctrl + 3	Main Browser Window Shortcuts
26	Select all	Ctrl + A	Main Browser Window Shortcuts
27	Bookmark Selected	Shift + F9	Main Browser Window Shortcuts
28	Refresh View	F5	Main Browser Window Shortcuts
29	New Usenet Post	P	Main Browser Window Shortcuts
30	Reply to Message	R	Main Browser Window Shortcuts
31	Reply to All	Shift + R	Main Browser Window Shortcuts
32	Get New Headers in Desks	Ctrl + H	Main Browser Window Shortcuts
33	View Message	Enter	Main Browser Window Shortcuts
34	Go Back to Previous Message	Backspace	Main Browser Window Shortcuts
35	Go Forward to Message	Shift + Backspace	Main Browser Window Shortcuts
36	View Next Unread Message	Ctrl + N	Main Browser Window Shortcuts
37	View Next Unread Message in Thread	Ctrl + T	Main Browser Window Shortcuts
38	View Next Unread Body	Ctrl + B	Main Browser Window Shortcuts
39	Single Key Read	Spacebar	Main Browser Window Shortcuts
40	Skip to Next Unread Message	N	Main Browser Window Shortcuts
41	Skip to Next Unread Message in Thread	T	Main Browser Window Shortcuts
42	Skip to Next Unread Body	B	Main Browser Window Shortcuts
43	Skip to Next Unread Folder	S	Main Browser Window Shortcuts
44	Up to Previous Message	U	Main Browser Window Shortcuts
45	Down to Next Message	D	Main Browser Window Shortcuts
46	Expand Thread	+	Main Browser Window Shortcuts
47	Expand All	Shift + +	Main Browser Window Shortcuts
48	Collapse	-	Main Browser Window Shortcuts
49	Collapse All	Shift + -	Main Browser Window Shortcuts
50	Show Full Thread	*	Main Browser Window Shortcuts
51	Launch URL	Ctrl + U	Main Browser Window Shortcuts
52	Select and Copy URL	Ctrl + Shift + U	Main Browser Window Shortcuts
53	Jump to URL	Ctrl + Shift + J	Main Browser Window Shortcuts
54	Go to Folders Pane	1	Main Browser Window Shortcuts
55	Go to Message List Pane	2	Main Browser Window Shortcuts
56	Go to Message Pane	3	Main Browser Window Shortcuts
57	Cycle Through Panes (Clockwise)	Tab	Main Browser Window Shortcuts
58	Cycle Through Panes (Counter Clockwise)	Shift + Tab	Main Browser Window Shortcuts
59	Properties	Alt + Enter	Main Browser Window Shortcuts
60	Rename	F2	Main Browser Window Shortcuts



No.	Action	Windows Shortcuts	Section
61	Message Index	Ctrl + I	Main Browser Window Shortcuts
62	Mark Message	M	Main Browser Window Shortcuts
63	Watch Message	W	Main Browser Window Shortcuts
64	Ignore Message	I	Main Browser Window Shortcuts
65	Keep Message	K	Main Browser Window Shortcuts
66	Delete Message to Trash Folder	Delete	Main Browser Window Shortcuts
67	Delete Message permanently	Shift + Delete	Main Browser Window Shortcuts
68	Delete Message Body	Ctrl + Delete	Main Browser Window Shortcuts
69	Explain Routing	?	Main Browser Window Shortcuts
70	Move to Junk Folder	Ctrl + J	Main Browser Window Shortcuts
71	Move to Folder, All Folders	Ctrl + Shift + X	Main Browser Window Shortcuts
72	Copy to Folder, All Folders	Ctrl + Shift + C	Main Browser Window Shortcuts
73	Mark Message Read / Unread	X	Main Browser Window Shortcuts
74	Launch in Browser	Ctrl + L	Main Browser Window Shortcuts
75	Download HTML Images	Ctrl + Enter	Main Browser Window Shortcuts
76	New Watch Filter	Ctrl + W	Main Browser Window Shortcuts
77	New Kill Filter	Ctrl + K	Main Browser Window Shortcuts
78	Undo	Ctrl + Z	Composition Window Shortcuts
79	Redo	Ctrl + R	Composition Window Shortcuts
80	Cut	Ctrl + X	Composition Window Shortcuts
81	Copy	Ctrl + C	Composition Window Shortcuts
82	Paste	Ctrl + V	Composition Window Shortcuts
83	Paste as Quote	Ctrl + Q	Composition Window Shortcuts
84	Paste as Quote Custom	Ctrl + Shift + Q	Composition Window Shortcuts
85	Delete	Delete	Composition Window Shortcuts
86	Find	Ctrl + F	Composition Window Shortcuts
87	Find Next	F3	Composition Window Shortcuts
88	Apply ROT13	Ctrl + 3	Composition Window Shortcuts
89	Select All	Ctrl + A	Composition Window Shortcuts
90	Show All Fields	Ctrl + D	Composition Window Shortcuts
91	Manage Attachments	Ctrl + T	Composition Window Shortcuts
92	Insert Header from Original Message	Ctrl + H	Composition Window Shortcuts
93	Signature	Ctrl + I	Composition Window Shortcuts
94	Send Now	Ctrl + N	Composition Window Shortcuts
95	Send Later	Ctrl + L	Composition Window Shortcuts
96	Save as Draft	Ctrl + S	Composition Window Shortcuts
97	Message Properties	Alt + Enter	Composition Window Shortcuts
98	Pick address	Ctrl + K	Composition Window Shortcuts
99	Check addresses	F8	Composition Window Shortcuts
100	Spelling	F7	Composition Window Shortcuts
101	Zoom	Z	Task Manager Shortcuts
102	Pause	P	Task Manager Shortcuts
103	Resume	R	Task Manager Shortcuts
104	Stop	Delete	Task Manager Shortcuts
105	Pause all	Shift + P	Task Manager Shortcuts
106	Resume all	Shift + R	Task Manager Shortcuts
107	Stop all	Shift + Delete	Task Manager Shortcuts
108	Move up	U	Task Manager Shortcuts
109	Move down	D	Task Manager Shortcuts
110	Move to top	T	Task Manager Shortcuts
111	Move to bottom	B	Task Manager Shortcuts
112	Find	Ctrl + F	Usenet or Email Filter Window Shortcuts
113	Find next	F3	Usenet or Email Filter Window Shortcuts
114	Select view	V	Usenet or Email Filter Window Shortcuts
115	New kill filter	Ctrl + K	Usenet or Email Filter Window Shortcuts
116	New watch filter	Ctrl + W	Usenet or Email Filter Window Shortcuts
117	New copy filter	Ctrl + C	Usenet or Email Filter Window Shortcuts
118	Delete filter	Ctrl + D	Usenet or Email Filter Window Shortcuts
119	Edit filter	Enter	Usenet or Email Filter Window Shortcuts

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