















Navigation and Shortcuts Quick Reference Guide

Functions/Icons/Keyboard Shortcuts/Menu shortcuts

Function	Icon	Keyboard shortcut	Menu function
Return to Navigator menu		None	
Switch responsibility		None	File/Switch Responsibility
Save the current record. Look for the message Transaction complete in the message bar to verify that your record was saved.		CTRL-S	File/Save
Clear the current record (does not delete!)		F6	Edit/Clear/Record
Edit the current field		CTRL-E	Edit/Edit Field
Insert a new record in the current block (works differently in different types of blocks.)		CTRL-Down arrow	File/New
Delete the current record. You MUST SAVE after you delete a record or the database is unaffected. Look for the message in the message bar after you save.		CTRL-Up arrow	Edit/Delete
List of values		Ctrl-L	
Enter query mode (works differently in different forms). When you are in query mode, the fields in that block will turn light blue.		F11	View/Query by Example/Enter
Count matching records		F12	View/Query by Example/Count matching records.
Execute query		CTRL-F11	View/Query by Example/Run
Cancel Query (when you are in query mode)		F4	View/Query by Example/Cancel
Close Form		None	File/Close Form
Copy		Ctrl-C	Edit/Copy
Paste		Ctrl-V	Edit/Paste
Attachment		None	View/Attachments
Print		Ctrl-P	File/Print

Note: * You can access keyboard shortcuts at any time by clicking on Help/Keyboard help or pressing CTRL-K.

* If you are looking at the menu for your responsibility and want to see a list of all available functions without expanding the menu, you can press CTRL-L when looking at the menu.