



# FileMaker Pro 5.5

## Macintosh Keyboard Shortcuts

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### Working With Files

Open Dialog	⌘ + O
Print Dialog	⌘ + P
Print without Print Dialog	⌘ + Option + P
Close the Database	⌘ + W
Exit FileMaker Pro	⌘ + Q

### Switching Between Modes

Go to Browse Mode	⌘ + B
Go to Find Mode	⌘ + F
Go to Layout Mode	⌘ + L
Go to Preview Mode	⌘ + U

### Controlling Windows

Show/Hide Status Area	⌘ + Option + S
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### Formatting Layout Objects (Layout)

Align objects with current settings	⌘ + K
Bring object forward	⌘ + Shift + F
Bring object to the front	⌘ + Shift + Option + F
Send object backward	⌘ + Shift + J
Send object to the back	⌘ + Shift + Option + J
Duplicate by dragging	Option + drag mouse
Field Format dialog box	⌘ + Option - F
Group objects	⌘ + G
Ungroup objects	⌘ + Shift + G
Lock an object	⌘ + H
Unlock an object	⌘ + Shift + H

### Editing

Bold selected text or object	⌘ + Shift + B
Delete record, layout, request	⌘ + E
Duplicate record, object, request	⌘ + D
Insert current date	⌘ + - (hyphen)
Insert current time	⌘ + ;
Insert from the last record	⌘ + Shift + ‘
Insert merge vield (Layout)	⌘ + M
Insert tab character in text	Option + Tab
Italicize the selected word	⌘ + Shift + I
New record, layout, request	⌘ + N
Next record, layout, request	Ctrl + ↓
Previous record, layout, request	Ctrl + ↑
Replace contents of current field in all records of found set	⌘ + =
Remove all style to plain text	⌘ + Shift + P
Spell check the selected word	⌘ + Shift + Y
Underline the selected word	⌘ + Shift + U

### Miscellaneous Commands

Show all records	⌘ + J
Sort	⌘ + S

### Selecting Text (Layout and Browse)

Move cursor to end of text	⌘ + ↑
Move cursor to end of word	Option + →
Move cursor to beginning of word	Option + ←
Move cursor to start of text	⌘ + ↓