



FileMaker Pro 5.5

PC Keyboard Shortcuts

Working With Files

Open Dialog	Ctrl + O
Print Dialog	Ctrl + P
Print without Print Dialog	Ctrl + Shift + T
Close the Database	Ctrl + W, Ctrl + F4
Exit FileMaker Pro	Ctrl + Q, Alt + F4

Switching Between Modes

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

Editing

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

Controlling Windows

Scroll left in window	Ctrl + Page Up
Scroll right in window	Ctrl + Page Dn
Show/Hide Status Area	Ctrl + Shift + S
Zoom in	F3
Zoom out	Shift + F3

Formatting Layout Objects (Layout)

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

Miscellaneous Commands

Show all records	Ctrl + J
Sort	Ctrl + S
Layout pop-up menu	F2, then \uparrow or \downarrow
Symbols pop-up menu	Alt + B, then \uparrow or \downarrow

Selecting Text (Layout and Browse)

Move cursor to end of text	Ctrl + End
Move cursor to end of word	Ctrl + \rightarrow
Move cursor to beginning of word	Ctrl + \leftarrow
Move cursor to start of text	Ctrl + Home