



## Shortcuts available at all times

Ctrl+N	Create a new record.	Ctrl+P	Print current tab.
Ctrl+Tab	Cycle through all open module windows and the Command Centre.	Ctrl+T	Move to tab label.
F1	Get Field Level Help (if cursor in a field), otherwise open Vitalware Help.	Ctrl+Z	Undo
		Shift+Ctrl+Z	Redo

## Working with fields

F3	Find a field.	Ctrl+C	Copy
F11	Open the attachment module for the current field.	Ctrl+X	Cut
		Ctrl+V	Paste
F12	Display current field's Lookup List.	Ctrl+;	Insert current date.
		Shift+Ctrl+;	Insert current time.

## Searching / Wildcards

Ctrl+F	Search	*	Return all records where field has a value.
Shift+Del	Clear all fields of search terms.	!*	Return all records where field is empty.
>=	Range - From.	+	Return all records with attachments.
<=	Range - To.	!+	Return all records with no attachments.

## After Searching

### Navigation

F5	Move to the previous record.
F6	Move to the next record.
Ctrl+G	Go to a record.
F4	Display reverse attachment tabs (if another record is attached to the current record).

### Selecting records

F8	Select current record.
Ctrl+F8	Add current record to selection.
Shift+F8	Select all records in search results.
Ctrl+D	Discard current record.

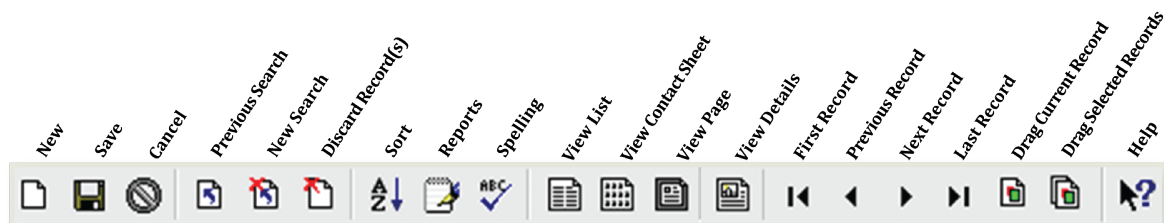
## Editing & Saving records

Ctrl+S	Save changes.
Esc	Cancel changes (Edit Mode). Discard New Record (New Mode).
Ctrl+R	Refresh data to reflect any changes.
Ctrl+H	Open the Replace dialogue box.
F7	Spell check

## Ditto

Ctrl+F9	Use current record for Ditto.
F9	Paste data into the current field from the same Ditto record field.
Shift+Ctrl+F9	Paste data into the current tab from the same Ditto record tab.
Shift+F9	Paste all data from the Ditto record into the current record.

## Insert / Edit / Display Toolbar



## Search



## Multimedia



## Multimedia Tab

