



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. |
| | | Ctrl+Z | Undo |
| F1 | Get Field Level Help (if cursor in a field), otherwise open EMU Help. | 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

