Navigation Shortcuts

Move to next record	F8 or Down Arrow	
Move to the previous record	F7 or Up arrow	
Move the cursor to the beginning of a record	Ctrl+Home	
Move the cursor to the beginning of a field	Home	
Activate the next collection	Ctrl+F8	Windows Client Only
Shift the focus on the form	F6	Windows Client Only
Switch between open forms	Ctrl+Tab or Ctrl+F6	Windows Client Only
Navigates to the Form panel	Ctrl+Shift+5	Web Designer only
Navigates to the Main menu	Ctrl+Shift+6	Web Designer only
Navigates to the Properties panel	Ctrl+Shift+7	Web Designer only
Navigates to the Toolbox panel	Ctrl+8	Web Designer only
Navigates to the Details panel	Ctrl+Shift+9	Web Designer only

Unless otherwise indicated, the keyboard shortcut is the same in both the web client and the Windows client.

Form Shortcuts

Open a Form.	Ctrl+O	
Save a Form.	Ctrl+S	
Get Help with the current field	F1	
Close a form	Ctrl+F4	
Toggle Design Mode on/off	Ctrl+E	Windows Client Only
Regenerate the form.	Ctrl+G	Windows Client Only
Unload all global form objects	Ctrl+U	Windows Client Only

Editing Shortcuts

Undo an editing operation.	Ctrl+Z
Cut component or text from a field.	Ctrl+X
Copy component, text from a field, or contents of grid cells.	Ctrl+C
Paste a component or a text into a field.	Ctrl+V

Record/collection shortcuts

Get help with the current field.	F1
Search for records using Filter-in-Place.	F4
Clear a form so a new search can be performed.	F4
Toggle detail-only view on/off.	Shift+Ctrl+1 (Ctrl+1)
Toggle grid-only view on/off.	Shift+Ctrl+2 (Ctrl+2)
Print a record or collection of records.	Ctrl+P
Delete text in a field.	DEL
Search for records using Filter By Query.	Ctrl+Q
Move the focus to the next collection.	Ctrl+F8 (N/A)
Create a record.	Ctrl+N
Delete a record.	Ctrl+D
Refresh a single record.	Ctrl+F5
Clear filter criteria.	F5 (N/A)
Refresh the collection.	F5
Find a value for a drop-down field.	Ctrl+F (N/A)
Repeat the Find.	Ctrl+F2 (N/A)
Find details for a value in a drop-down field.	Ctrl+L (N/A)
Add a new value to a field.	Ctrl+A

Where the key combination is different in the Windows client than in the web client, that combination is given in parentheses ( ). Where there is no equivalent key combination in the web client, it is indicated by (n/a). Otherwise, the key combination is the same in both the Windows client and the web client.