Keyboard shortcuts & Quick Reference Guide

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.	`F1`	Get Field Level Help (if cursor in a field), otherwise open EMu Help.
`Ctrl+Z`	Undo	`Shift+Ctrl+Z`	Redo

Command Centre

`Ctrl+Insert`	With the cursor over a button in the Modules section of the Command Centre, add the button to Favourites.	`Ctrl+Delete`	With the cursor over a button in the Favourites section of the Command Centre, remove the button from Favourites.

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

Selecting records

`F5`	Move to the previous record.	`F8`	Select current record.
`F6`	Move to the next record.	`Ctrl+F8`	Add current record to selection.
`Ctrl+G`	Go to a record.	`Shift+F8`	Select all records in search results.
`F4`	Display reverse attachment tabs (if another record is attached to the current record).	`Ctrl+D`	Discard current record.

Editing & Saving records

Ditto

`Ctrl+S`	Save changes.	`Ctrl+F9`	Use current record for Ditto.
`Esc`	Cancel changes (Edit Mode). Discard New Record (New Mode).	`F9`	Paste data into the current field from the same Ditto record field.
`Ctrl+R`	Refresh data to reflect any changes.	`Shift+Ctrl+F9`	Paste data into the current tab from the same Ditto record tab.
`Ctrl+H`	Open the Replace dialogue box.		
`F7`	Spell check	`Shift+F9`	Paste all data from the Ditto record into the current record.

Multimedia module toolbar

Add Resource... · File/URL/Reference · Scan · Edit Resource · Launch viewer · Save Resource · Play/Pause · Rewind

Multimedia tab (all other modules)

Attach multimedia · Detach multimedia · View attached multimedia · Launch viewer · Save Resource · View all multimedia · View current multimedia · First · Previous · Next · Last · Play/Pause · Rewind