



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

Command Center

Ctrl+Insert	With the cursor over a button in the Modules section, add the button to Favorites.	Ctrl+Delete	With the cursor over a button in the Favorites section, remove the button from Favorites.
-------------	--	-------------	---

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).	F9	Paste data into the current field from the same Ditto record field.
	Discard New Record (New Mode).		
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

Multimedia tab (all other modules)

