

FileMaker® Pro 12 Keyboard Shortcuts (Mac OS)

For a complete list of keyboard shortcuts, see FileMaker Pro Help.

General

To	Press
Cancel an operation or dialog box	Esc
Click a selected button on a layout with the keyboard	Space bar
Close dialog box	Esc
Close a file	⌘-W
Close all files	Option-⌘-W
Quit	⌘-Q
Open FileMaker Pro Help	⌘-/
Open a file	⌘-O
Use a specified account name and password to open a file	Option key while opening the file
Open a remote file	⌘-Shift-O
Open the Manage Database dialog box	⌘-Shift-D
Open the Find/Replace dialog box	⌘-Shift-F
Open the Manage Layouts dialog box	⌘-Shift-L
Open the Preferences dialog box	⌘-,
Play or edit a sound in a container field	Space bar
Print	⌘-P
Print without the Print dialog box	⌘-Option-P
Reorder items in a list box, such as Script step, Fields, Parts	Control-Up Arrow or Control-Down Arrow
Save	(By default, FileMaker Pro saves your record data automatically.)
Sort	⌘-S
Undo the last command	⌘-Z
Open the Manage Scripts dialog box	⌘-Shift-S
Save a script	⌘-S
Perform one of the first ten scripts listed in the Scripts menu	⌘-1 through ⌘-0

Navigation

To move to	Press
Next object (field, button, or tab)	Tab
Previous object (field, button, or tab)	Shift-Tab
Next record, request, layout, or page	Control-Down Arrow
Previous record, request, layout, or page	Control-Up Arrow
Next tab (When a tab is selected)	Right Arrow
Previous tab (When a tab is selected)	Left Arrow

Window display

To	Press
Close a window	⌘-W
Resize the window; full screen or previous size	⌘-Option-Z
Scroll the document down	Page Down
Scroll the document up	Page Up
Scroll to the beginning of the document	Home
Scroll to the end of the document	End
Show or hide the status toolbar	⌘-Option-S
Minimize the current window	⌘-M
Hide the FileMaker Pro application	⌘-H

Create, delete, duplicate, and save records

To	Press
Create a record, request, or layout	⌘-N
Delete a record, request, or layout	⌘-E
Delete a record without confirmation	⌘-Option-E
Duplicate a record, request, or layout object	⌘-D
Save a layout	⌘-S

Paste, select, and replace values

To insert	Press
The current date	⌘- - (hyphen)
The current time	⌘-;
The current time and date in a timestamp field	⌘-;
The current user name	⌘-Shift-N
Information from the index	⌘-I
Information from the last visited record	⌘-' (apostrophe)
Information from the last record and move to the next field	⌘-Shift-' (apostrophe)
Merge fields	⌘-Option-M

To paste	Press
Text from the Clipboard	⌘-V
Text without styles	⌘-Option-Shift-V

To	Press
Replace a field's value	⌘-=
Select all fields	⌘-A
Select multiple objects	Shift-click, drag selection to include multiple objects
Select objects of the same type when an object is selected	⌘-Option-A
Select items in a list	Up Arrow, Down Arrow
Move a selected item in a list	Control-Up Arrow, Control-Down Arrow

Mode

To switch to	Press
Browse mode	⌘-B
Find mode	⌘-F
Layout mode	⌘-L
Preview mode	⌘-U

Browse mode

To	Press
Create a record	⌘-N
Duplicate a record	⌘-D
Delete a record	⌘-E
Delete a record without confirmation	⌘-Option-E
Modify last find	⌘-R
Show all records	⌘-J
Sort records	⌘-S
Go to the next record	Control-Down Arrow
Go to the previous record	Control-Up Arrow
Move to a specific record	Esc (to activate the book icon), type the record number, then press Enter
Omit a record	⌘-T
Omit multiple records	⌘-Shift-T
Open or close a drop-down list or calendar for an active field	Esc
Print records	⌘-P
Print records without dialog box	⌘-Option-P
Refresh a window	⌘-Shift-R
Activate the quick find box	⌘-Option-F




























Find mode

To	Press
Select/deselect Omit button	⌘-T
Create a find request	⌘-N
Delete a find request	⌘-E
Duplicate a find request	⌘-D
Show all records	⌘-J
Perform a find request	Enter (disabled when a script is paused)
Paste from the index	⌘-I
Move to next find request	Control-Down Arrow
Move to previous find request	Control-Up Arrow
Move to a specific find request	Esc (to activate the book icon), type the request number, then press Enter


















Layout mode

To	Press
Create a new layout	⌘-N
Go to the next layout	Control-Down Arrow
Go to the previous layout	Control-Up Arrow
Move to a specific layout	Esc (to activate the book icon), type the layout number, then press Enter





Object selection and modification

To	Press
Select an object on the layout	Tab or Shift-Tab repeatedly until the desired object is selected.
Select multiple objects	Shift as you click each object individually.
Resize a selected object when the Inspector is open (click Inspector  in the formatting bar)	 -1 to move to the Position tab of the Inspector. Then Tab to the desired sizing action and enter the size value you want. Press Enter on the numeric keypad to return to the Layout window.
Copy the style of a selected object	 -Option-C
Paste the style of another object	 -Option-V
Align left edges	 -Option-Left Arrow
Align right edges	 -Option-Right Arrow
Align top edges	 -Option-Up Arrow
Align bottom edges	 -Option-Down Arrow
Show or hide rulers	 -Option-Shift-R
Show or hide the object grid	 -Option-Y
Turn off the snap-to effect for grid, guides, or dynamic guides while resizing an object	 and drag the object's handle
Turn off the snap-to effect for grid, guides or dynamic guides while dragging an object	 and drag the object
Toggle snapping objects to the grid	 -Option-Shift-Y
Show or hide guides when creating or editing objects	 -Option-;
Toggle snapping objects to guides	 -Option-Shift-;
Toggle dynamic guides when creating or editing objects	 -Option-'
Bring the selected object forward	 -Shift-[
Bring the selected object to the front	 -Option-[
Change part labels from horizontal to vertical or vertical to horizontal	 and click the label
Drag the selected layout part past an object	Option and drag the part
Duplicate the selected object	 -D
Duplicate an object by dragging it	Option and drag the object
Group objects	 -R
Lock an object	 -Option-L
Move the selected object one point at a time	Arrow keys
Reorder the selected part	Shift and drag the part
Rotate an object	 -Option-R
Send the selected object backward	 -Shift-]
Send the object to the back	 -Option-]
Ungroup objects	 -Shift-R
Unlock an object	 -Shift-Option-L







Text editing

To	Press
Clear selected text	Delete
Copy selected text	 -C
Copy all text in a record	 -C with no objects selected
Copy all records in the found set to the Clipboard in text form	 -Option-C with no objects selected
Cut selected text	 -X
Paste	 -V
Paste text only	 -Shift-Option-V
Undo	 -Z
Redo	 -Y or  -Shift-Z
Exit text edit mode	Enter (numeric keypad)
Find/replace data	 -Shift-F
Find the next occurrence of the specified data	 -G
Reverse the current direction of a Find Again operation	 -Shift-G
Replace the Find what data with the Replace with data, then search for and select the next occurrence	 -Option-G
Reverse the current direction of a Replace & Find Again operation	 -Shift-Option-G
Find the next occurrence of the selected data in the database	 -Option-I
Reverse the current direction of a Find Selected operation	 -Shift-Option-I
Insert a non-breaking space	Option-Space bar
Insert a tab in a field or move the insertion point to the next tab stop	Option-Tab
Open the Spelling dialog box when alerted of a misspelled word	 -Shift-Y





Text alignment

To align text	Press
Center	 \
Left	 [
Right	]
Justified	 -Shift- \





Text style

To style text	Press
Bold	 -Shift-B
Italic	 -Shift-I
Plain	 -Shift-P
Subscript	 -Shift- - (hyphen)
Superscript	 -Shift- =
Underline	 -Shift-U

Text size

To change point size	Press
Up one point	 -Option-Shift->
Down one point	 -Option-Shift-<
The next point size up on the menu	 -Shift->
The next point size down on the menu	 -Shift-<

Text navigation

To move the insertion point to the	Press
Beginning of the text	 -Up Arrow
End of the text	 -Down Arrow
Beginning of the line	 -Left Arrow
End of the line	 -Right Arrow
Beginning of the previous word	Option-Left Arrow
End of the next word	Option-Right Arrow
Previous character	Left Arrow
Next character	Right Arrow
Previous line	Up Arrow
Next line	Down Arrow