

# FileMaker® Pro 12 Keyboard Shortcuts (Windows)

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 a dialog box	Esc
Close a file or window	Ctrl+W or Ctrl+F4
Close all files or windows	Ctrl+Alt+W
Exit or quit FileMaker Pro	Alt+F4 or Ctrl+Q
Open FileMaker Pro Help	F1
Open a file	Ctrl+O
Use a specified account name and password to open a file	Shift key while opening the file
Open a remote file	Ctrl+Shift+O
Open the Manage Database dialog box	Ctrl+Shift+D
Open the Find/Replace dialog box	Ctrl+Shift+F
Open the Manage Layouts dialog box	Ctrl+Shift+L
Open the Layout pop-up menu	F2
Play or edit a sound in a container field	Space bar
Print	Ctrl+P
Print without the Print dialog box	Ctrl+Alt+P
Reorder items in a list box, such as Script steps, Fields, Parts	Ctrl+Up Arrow or Ctrl+Down Arrow
Save	(By default, FileMaker Pro saves your record data automatically.)
Sort	Ctrl+S
Undo the last command	Ctrl+Z
Open the Manage Scripts dialog box	Ctrl+Shift+S
Save a script	Ctrl+S
Perform one of the first ten scripts listed in the Scripts menu	Ctrl+1 through Ctrl+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	Ctrl+Down Arrow or Shift+PgDn
Previous record, request, layout, or page	Ctrl+Up Arrow or Shift+PgUp
Next tab (When a tab is selected)	Right Arrow
Previous tab (When a tab is selected)	Left Arrow

## Window display

To	Press
Cascade document windows	Shift+F5
Close a window	Ctrl+Shift+F4
Cycle through document windows	Ctrl+Tab
Does not apply to "scripting" windows	
Resize window; full screen or previous size	Ctrl+Alt+Z
Scroll the document down	PgDn
Scroll the document up	PgUp
Scroll the document to the left	Ctrl+PgUp
Scroll the document to the right	Ctrl+PgDn
Show/hide the status toolbar	Ctrl+Alt+S
Tile (arrange) document windows horizontally	Shift+F4
Zoom document larger	F3
Zoom document smaller	Shift+F3

## Create, delete, and duplicate records

To	Press
Create a new record, request, or layout	Ctrl+N
Delete a record, request, or layout	Ctrl+E
Delete a record without confirmation	Ctrl+Shift+E
Duplicate a record, request, or layout object	Ctrl+D
Save a layout	Ctrl+S

## Paste, select, and replace values

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

To paste	Press
Text from the Clipboard	Ctrl+V
Text without styles	Ctrl+Shift+V

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

## Mode

To switch to	Press
Browse mode	Ctrl+B
Find mode	Ctrl+F
Layout mode	Ctrl+L
Preview mode	Ctrl+U

## Browse mode

To	Press
Create a record	Ctrl+N
Duplicate a record	Ctrl+D
Delete a record	Ctrl+E
Delete a record without confirmation	Ctrl+Shift+E
Modify last find	Ctrl+R
Show all records	Ctrl+J
Sort records	Ctrl+S
Go to the next record	Ctrl+Down Arrow or Shift+PgDn
Go to the previous record	Ctrl+Up Arrow or Shift+PgUp
Move to a specific record	Esc (to activate the book icon), type the record number, then press Enter
Omit a record	Ctrl+T
Omit multiple records	Ctrl+Shift+T
Open the Layout pop-up menu and switch layouts	F2
Open or close a drop-down list or calendar for an active field	Esc
Print records	Ctrl+P
Print without Print dialog box	Ctrl+Alt+P
Refresh a window	Ctrl+Shift+R
Activate the quick find box	Ctrl+Alt+F


## Find mode

To	Press
Create a find request	Ctrl+N
Delete a find request	Ctrl+E
Duplicate a find request	Ctrl+D
Show all records	Ctrl+J
Perform a find	Enter (disabled when a script is paused)
Insert from index	Ctrl+I
Move to next find request	Ctrl+Down Arrow or Shift+PgDn
Move to previous find request	Ctrl+Up Arrow or Shift+PgUp
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	Ctrl+N
Go to the next layout	Ctrl+Down Arrow or Shift+PgDn
Go to the previous layout	Ctrl+Up Arrow or Shift+PgUp
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	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 <b>Inspector</b>  in the formatting bar)	Ctrl+1 to move to the <b>Position</b> 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	Ctrl+Alt+C
Paste the style of another object	Ctrl+Alt+V
Align left edges	Ctrl+Alt+Left Arrow
Align right edges	Ctrl+Alt+Right Arrow
Align top edges	Ctrl+Alt+Up Arrow
Align bottom edges	Ctrl+Alt+Down Arrow
Show or hide rulers	Ctrl+Alt+Shift+R
Show or hide the object grid	Ctrl+Alt+Y
Turn off the snap-to effect for grid, guides, or dynamic guides while resizing an object	Alt and drag the object's handle
Turn off the snap-to effect for grid, guides, or dynamic guides while dragging an object	Alt and drag the object
Toggle snapping objects to the grid	Ctrl+Alt+Shift+Y
Show or hide guides when creating or editing objects	Ctrl+Alt+;
Toggle snapping objects to guides	Ctrl+Alt+Shift+;
Toggle dynamic guides when creating or editing objects	Ctrl+Alt+'
Bring the selected object forward	Ctrl+Shift+[
Bring the selected object to the front	Ctrl+Alt+[
Change part labels from horizontal to vertical or vertical to horizontal	Ctrl and click the label
Drag the selected layout part past an object	Alt and drag the part
Duplicate the selected object	Ctrl+D
Duplicate an object by dragging it	Ctrl and drag the object
Group objects	Ctrl+R
Lock an object	Ctrl+Alt+L
Move the selected object one point at a time	Arrow keys

To	Press
Reorder the selected part	Shift and drag the part
Rotate an object	Ctrl+Alt+R
Send the selected object backward	Ctrl+Shift+]
Send the selected object to the back	Ctrl+Alt+]
Ungroup objects	Ctrl+Shift+R
Unlock an object	Ctrl+Alt+Shift+L

## Text editing

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

## Text alignment

To align selected text	Press
Center	Ctrl+ \
Left	Ctrl+ [
Right	Ctrl+] ]
Justified	Ctrl+Shift+ \

## Text style

To style selected text	Press
Bold	Ctrl+Shift+B
Italic	Ctrl+Shift+I
Plain	Ctrl+Shift+P
Underline	Ctrl+Shift+U

## Text size

To change the point size of selected text	Press
The next point size up on the Format menu	Ctrl+Shift+>
The next point size down on the menu	Ctrl+Shift+<
Up one point	Ctrl+Alt+Shift+>
Down one point	Ctrl+Alt+Shift+<

## Text navigation

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