
























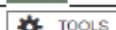


<b>Banner 8 and 9 Keyboard and Toolbar Guide</b>		
<b>Banner 8</b>	<b>Command</b>	<b>Banner 9 (XE)</b>
Ctrl + U	Clear Field	Backspace
Shift + F4	Clear Record	Shift + F4
Ctrl + C (or Ctrl + Insert)	Copy	Ctrl + C
Ctrl + X (or Ctrl + Delete)	Cut	Ctrl + X
F5	Direct Access / Go To	Ctrl + Shift + Y
F4	Duplicate Record	F4 
Help Menu	Dynamic Help	Tools Menu > Item Properties
 F7	Enter Query	F7 
 F8	Execute Query	F8
(top right)  Ctrl + Q	Exit	Ctrl + Q  (top left)
 F6	Insert Record	F6 
F9	List of Values / Lookup	F9
 Ctrl + Page Down	Next Block	Alt + Page Down 
Tab	Next Field	Tab
 Down Arrow	Next Record	Down Arrow 
Ctrl + V (or Shift + Insert)	Paste	Ctrl + V
 Ctrl + Page Up	Previous Block	Alt + Page Up 
Shift + Tab	Previous Field	Shift + Tab
 Up Arrow	Previous Record	Up Arrow 
Shift + F8	Print	Ctrl + P 
 Shift + F6	Remove Record	Shift + F6 
 Shift + F7	Rollback	F5 
 F10	Save	F10 
 Double Click	Select	Double Click 
Ctrl + F1	Show Keyboard Shortcuts	<i>Hover with Mouse</i> 
Ctrl + Z	Undo	Ctrl + Z
<i>No equivalent</i>	Zoom (Increase)	Ctrl + =
<i>No equivalent</i>	Zoom (Decrease)	Ctrl + -
<i>No equivalent</i>	Zoom (Reset)	Ctrl + 0