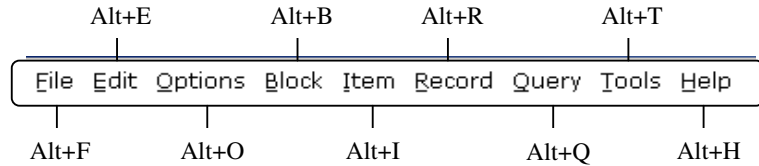


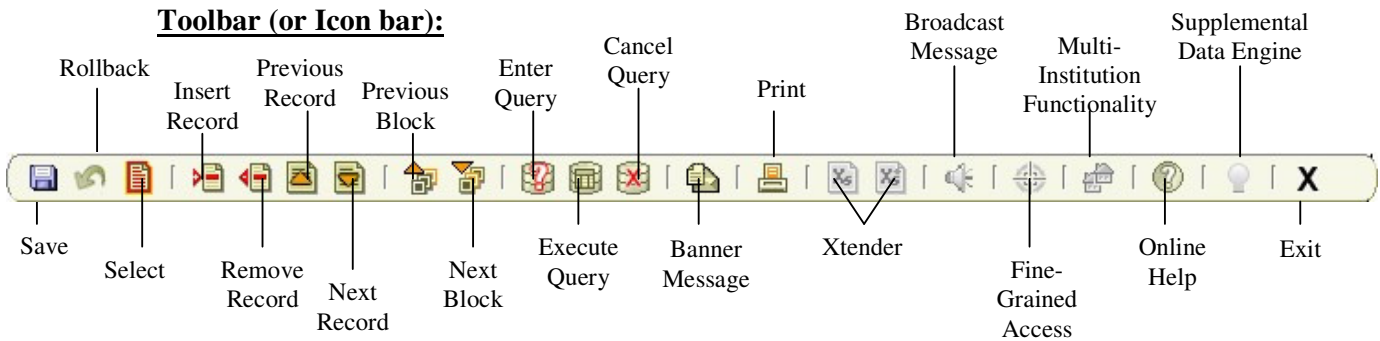
Banner Navigation Short Cut Keys

There are numerous keyboard short cuts available in BANNER. The specific keystrokes for a function depend on your environment. The Show Keys command in the Help Menu lists the keyboard equivalents available in your environment for the current form, window and field. In addition, the **Alt** key gives quick access to the Menu Bar items.

Menu Bar:



Toolbar (or Icon bar):



Below is a list of some of the more common shortcut keys used.

Banner Shortcut Keys			
<i>Function</i>	<i>Shortcut Key</i>	<i>Function</i>	<i>Shortcut Key</i>
File Save	F10	Block Next	Ctrl + PageDn
File Rollback	Shift + F7	Block Previous	Ctrl + PageUp
File Exit	Ctrl + Q	Block Clear	Shift + F5
Query Enter	F7	List of Values	F9
Query Execute	F8	Display Error	Shift + F1
Query Cancel	Ctrl + Q	Show Keys	Ctrl + F1
Query Count Hits	Shift + F2	Print Screen	Shift + F8
Record Next	↓ or PageDn	Field Next	Tab
Record Previous	↑ or PageUp	Field Previous	Shift + Tab
Record Insert	F6	Field Clear	Ctrl + U
Record Duplicate	F4	Field Duplicate	F3
Record Clear	Shift + F4	Save	F10
Record Remove (delete)	Shift + F6	Rollback	Shift + F7
Select Record	Shift + F3	Options Menu	Right Click or F2
		Direct Access bar	F5