

FileMaker Pro Keyboard Shortcuts for Macintosh

MODE KEYBOARD COMMANDS	
To Go To	Press
Browse Mode	Cmd+B
Find mode	Cmd+F
Layout mode	Cmd+L
Preview mode	Cmd+U

BROWSE MODE KEYBOARD COMMAND	
To	Press
Create a record	Cmd+N
Duplicate a record	Cmd+D
Delete a record	Cmd+E
Delete a record without confirmation	Cmd+Shift+E
Sort records	Cmd+S
Omit a record	Cmd+T
Omit multiple records	Cmd+Shift+T
Open the Define Fields dialog box	Cmd+Shift+D
Print records	Cmd+P
Print without Print dialog box	Cmd+Shift+T

FIND MODE KEYBOARD COMMANDS	
To	Press
Delete a find request	Cmd+E
Delete a request without confirmation	Cmd+Shift+E
Duplicate a find request	Cmd+D
Show all records	Cmd+J
Perform a find	Enter
Insert from index	Cmd+I
Move to next find request	Cmd+Down Arrow
Move to previous find request	Cmd+Up Arrow
Move to a specific find request	Esc, to activate the book icon Type the request number Enter

LAYOUT MODE KEYBOARD COMMANDS	
To	Press
To create a layout	Press Cmd+N
OBJECT SELECTION AND MODIFICATION KEYBOARD COMMANDS	
Select an object	Tab or Shift+Tab repeatedly until the desired object is selected
Resize an object	Cmd+Opt+Tab to move to the Size palette, then Tab to the desired sizing action. Press Enter on the numeric keypad to return to the Layout window
Select the book icon	Esc

OBJECT ALIGNMENT KEYBOARD COMMANDS	
To	Press
Align selected objects	Cmd+K
Force objects to align to the grid when creating a new layout	Cmd+Finish button in the New Layout/Report dialog
Open the Alignment dialog box	Cmd+Shift+K
Toggle the object grid	Cmd+Y
Toggle the T square	Cmd+T
Turn grid alignment off while resizing an object	Opt and drag the object's handle
Turn grid alignment off while dragging an object	Opt and drag the object

OBJECT ARRANGEMENT KEYBOARD COMMANDS	
To	Press
Bring the selected object forward	Cmd+Shift+[
Bring the selected object to the front	Cmd+Opt+[
Change part labels from horizontal to vertical	Cmd and click the label
Drag the selected layout part past an object	Opt and drag the part
Duplicate the selected object	Cmd+D
Duplicate an object by dragging it	Cmd and drag the object
Group objects	Cmd+R
Lock an object	Cmd+Opt+L
Move the selected object one pixel at a time	Arrow keys
Reorder the selected part	Shift and drag the part
Rotate an object	Cmd+Opt+R
Send the selected object backward	Cmd+Shift+]
Send the selected object to the back	Cmd+Opt+]
Ungroup objects	Cmd+Shift+R
Unlock an object	Cmd+Opt+Shift+L

FIELD FORMAT KEYBOARD COMMANDS	
To	Press
Display the format options for the field type	Opt and double-click the field
Set the default field format	Cmd and click the field
Specify a field on a layout	Double-click the field

LAYOUT TOOLS KEYBOARD COMMANDS	
To	Press
Toggle the current tool with the Pointer tool	Enter (numeric keypad, or Cmd+Enter for computers with no numeric keypad)
Constrain the line tool horizontally or vertically	Shift and drag the tool
Constrain movement horizontally or vertically	Shift and drag the tool
Constrain the oval tool to a circle	Cmd and drag the tool
Constrain the rectangle tool to a square	Cmd and drag the tool
Constrain resizing to horizontal or vertical	Shift and drag a handle
Constrain resizing a line to 45-degree increments	Cmd and then resize the line
Constrain an object to a square or circle	Cmd and then resize the object

GENERAL KEYBOARD COMMANDS		
To	Press	Mode
Cancel an operation or dialog box	Esc	All
Close a file	Cmd+W or Cmd+F4	All
Exit	Cmd+Q	All
Open a file	Cmd+O	All
Open the Define Fields dialog box	Cmd+Shift+D	All
Open the Find/Replace dialog box	Cmd+Shift+F	Browse , Find , Layout
Open the Hosts dialog box	Cmd+Shift+O	All
Play or edit a sound in a container field	Space bar	Browse
Print	Cmd+P	All
Print without the Print dialog box	Cmd+Shift+T	All
Reorder items in a list box, such as Script steps, Fields, Parts	Cmd+Arrow	All
Save	(FileMaker Pro saves automatically)	All
Sort	Cmd+S	Browse, Preview
Quit	Cmd+Q	All
Switch to the status area book icon when nothing is selected	Esc	All

CREATE, DELETE, AND DUPLICATE KEYBOARD COMMANDS		
To	Press	Mode
Create a new record, request, or layout	Cmd+N	Browse, Find, Layout
Delete a record, request, or layout	Cmd+E	Browse, Find, Layout
Delete a record or request without confirmation	Cmd+Shift+E	Browse, Find
Duplicate a record, request, or layout object	Cmd+D	Browse, Find, Layout

NAVIGATION KEYBOARD COMMANDS		
To Go To	Press	Mode
Next field	Tab or Enter	Browse, Find
Previous field	Shift-Tab or Shift-Enter	Browse, Find
Next record, request, or layout	Cmd+Down Arrow or Shift+PgDn	All
Previous record, request, or layout	Cmd+Up Arrow or Shift+PgUp	All

PASTE, SELECT, AND REPLACE KEYBOARD COMMANDS		
To insert	Press	In mode
The current date	Cmd+-	Browse, Find, Layout
The current time	Cmd+;	Browse, Find, Layout
The current user name	Cmd+Shift+N	Browse, Find, Layout
Information from the index	Cmd+I	Browse, Find
Information from the last record	Cmd+' (apostrophe)	Browse, Find
Information from the last record and move to next field	Cmd+Shift+' (apostrophe)	Browse, Find
Merge fields	Cmd+Opt+M	Layout

To paste	Press	In mode
Text without styles	Cmd+Shift+V	Browse, Find, Layout
Text from the Clipboard	Cmd+V	Browse, Find, Layout
A bitmap when both bitmap and metafile formats are on the Clipboard	Cmd+Shift+V	Browse, Layout

To	Press	In mode
Replace a field's value	Cmd+ =	Browse
Select all fields	Cmd+A	Layout
Select objects by type when an object is selected	Cmd+Shift+A	Layout

WINDOW DISPLAY KEYBOARD COMMANDS	
To	Press
Close a window	Cmd+Shift+F4
Resize window; full screen or previous size	Cmd+Shift+Z
Scroll the document down	PgDn
Scroll the document up	PgUp
Scroll the document to the left	Cmd+PgUp
Scroll the document to the right	Cmd+PgDn
Show/hide status area	Cmd+Shift+S
Tile document windows	Shift+F4

Text Keyboard Command

TEXT DELETION KEYBOARD COMMANDS	
To delete	Press
Next character	Delete
Next word	Cmd+Backspace
Previous character	Backspace

TEXT EDITING KEYBOARD COMMANDS		
To	Press	For mode
Check the spelling of a word	Cmd+Shift+Y (Only available if Spell check as you type is selected)	Browse, Layout
Clear text	Delete	Browse, Find, Layout
Copy selected text	Cmd+C	Browse, Find, Layout
Copy all text in a record	Cmd+C with no objects selected	Browse
Copy all records in the found set to the Clipboard in text form	Cmd+Shift+C (All fields must be deselected.)	Browse
Cut	Cmd+X	Browse, Find, Layout
Undo	Cmd+Z	Browse, Find, Layout
Exit text edit mode	Enter (numeric keypad)	All
Find/replace data	Cmd+Shift+F	Browse, Find, Layout
Find the next occurrence of the specified data	Cmd+G	Browse, Find, Layout
Reverse the current direction of a Find Again operation	Cmd+Shift+G	Browse, Find, Layout
Replace the Find what data with the Replace with data, then search for and select the next occurrence	Opt+Cmd+G	Browse, Find, Layout
Reverse the current direction of a Replace & Find Again operation	Shift+Opt+Cmd+G	Browse, Find, Layout
Find the next occurrence of the selected data in the database	Opt+Cmd+H	Browse, Find, Layout
Reverse the current direction of a Find Selected operation	Shift+Opt+Cmd+H	Browse, Find, Layout

TEXT FORMATTING KEYBOARD COMMANDS	
To insert a nonbreaking space	Press Cmd+Space bar.
To insert a tab in a field	Press Cmd+Tab
To align text	Press
Center	Cmd+ \
Left	Cmd+ [
Right	Cmd+]

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

To change the point size	Press
Up	Cmd+Shift+>
Down	Cmd+Shift+<

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

TEXT SELECTION KEYBOARD COMMANDS	
To extend selection to the	Press
Beginning of line	Shift+Home
Beginning of previous word	Cmd+Shift+Left Arrow
Beginning of text	Cmd+Shift+Home
End of line	Shift+End
End of next word	Cmd+Shift+Right Arrow
End of text	Cmd+Shift+End
Next character	Shift+Right Arrow
Next line	Shift+Down Arrow
Previous character	Shift+Left Arrow
Previous line	Shift+Up Arrow