

FileMaker® Pro

Quick Reference

Keyboard Shortcuts

Layout Actions

Alignment dialog box	⌘-Shift-K
Align Objects	⌘-K
Align to Grid on/off	⌘-Y
Bring Forward	⌘-Shift-F
Bring to Front	⌘-Shift-Option-F
Constrain line tool to horizontal or vertical	Option-drag
Constrain movement to horizontal or vertical	Shift-drag
Constrain oval tool to a circle	Option-drag
Constrain rectangle tool to a square	Option-drag
Constrain resizing to horizontal or vertical	Shift-drag a handle
Display an object's format	Double-click
Drag selected layout part past object	Option-drag
Duplicate by dragging	Option-drag an object
Duplicate selection	⌘-D
Field Borders dialog box	⌘-Option-B
Field Format dialog box	⌘-Option-F
Group	⌘-G
Lock	⌘-H
Move selected objects one pixel at a time	Arrow keys
Redefine a field on a layout	Option-Double-click
Release grid while resizing	⌘-resize
Reorder selected part	Shift-drag
Reorient part labels	⌘-click
Reset default format based on object	⌘-click
Send Backward	⌘-Shift-J
Send to Back	⌘-Shift-Option-J
Squares object being resized	Option-resize
T-Squares on/off	⌘-T
Turn off grid temporarily	⌘-drag
Ungroup	⌘-Shift-G
Unlock	⌘-Shift-H

Browse Actions

Find All	⌘-J
Omit current record	⌘-M
Omit multiple records	⌘-Shift-M
Refind	⌘-R

Edit Actions

Copy	⌘-C
Copy found set	⌘-Option-C
Cut	⌘-X
Delete (Record, Request, or Layout)	⌘-E
Delete without confirmation (Browse only)	⌘-Option-E
Duplicate (Record, Request, or Object)	⌘-D
New (Record, Request, or Layout)	⌘-N
Next field (Browse and Find)	Tab
Next (Record, Request, or Layout)	⌘-Tab
Paste	⌘-V
Paste Current Date	⌘-(hyphen)
Paste Current Time	⌘-;
Paste Current User Name	⌘-Shift-N
Paste From Index	⌘-I
Paste From Last Record	⌘-'
Paste From Last Record and move to next field	⌘-Shift-'
Paste without style	⌘-Option-V
Previous field (Browse and Find)	Shift or Option-Tab
Previous (Record, Request, or Layout)	⌘-Shift-Tab or ⌘-Option-Tab
Replace a field's value	⌘-=
Select All	⌘-A
Select objects by type (Layout only)	⌘-Option-A
Spell Word	⌘-Shift-Y
Undo	⌘-Z

Switch Modes

Browse	⌘-B
Find	⌘-F
Layout	⌘-L
Preview	⌘-U

Text Formatting (Layout and Browse)

Align center (Layout only)	⌘- \
Align left (Layout only)	⌘- [
Align right (Layout only)	⌘-]
Bold	⌘- Shift- B
Full justify (Layout only)	⌘- Shift- \
Italic	⌘- Shift- I
Next point size down	⌘- Shift- <
Next point size up	⌘- Shift- >
Nonbreaking space	Option- space
One point larger	⌘- Shift- Option- >
One point smaller	⌘- Shift- Option- <
Outline	⌘- Shift- O
Plain text	⌘- Shift- P
Shadow	⌘- Shift- S
Subscript	⌘- Shift- =
Superscript	⌘- Shift- +
Underline	⌘- Shift- U

Text Editing

Delete one character to the right of cursor	Del
Delete one word to the left of cursor	Option- Delete

Delete one word to the right of cursor	Option- Del
Move cursor one word to the left	Option- Left arrow
Move cursor one word to the right	Option- Right arrow
Move cursor to beginning of line	⌘- Left Arrow
Move cursor to end of line	⌘- Right Arrow
Select to where the cursor is	Add Shift to any cursor movement keys

File Actions

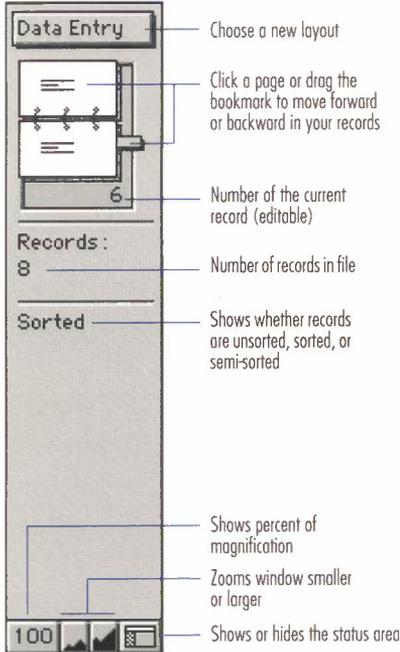
Cancel an operation or dialog box	⌘- .
Close	⌘- W
Open	⌘- O
Print	⌘- P
Print without Print dialog box	⌘- Option- P
Quit	⌘- Q
Save	FileMaker Pro saves automatically

Other Actions

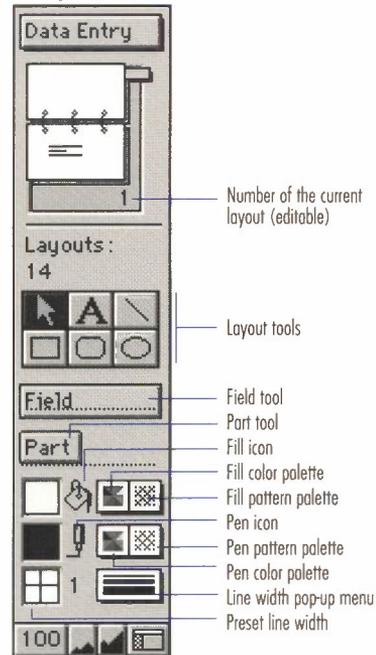
Clear	Clear
Help	⌘- ?
Network dialog box	⌘- Option- O
Resize window: full screen or previous size	⌘- Shift- Z
Show/Hide status area	⌘- Option- S
Sort	⌘- S
Switch to book if not in a field	Esc

Status Area

In Browse Mode



In Layout Mode



In Find Mode

