FileMaker Pro 12 Keyboard Shortcuts (Mac OS)

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

Window display

To	Press
Close a window	⌘-W
Resize the window; full screen or previous size	⌘-Option-Z
Scroll the document down	Page Down
Scroll the document up	Page Up
Scroll to the beginning of the document	Home
Scroll to the end of the document	End
Show or hide the status toolbar	⌘-Option-S
Minimize the current window	⌘-M
Hide the FileMaker Pro application	⌘-H

Create, delete, duplicate, and save records

To	Press
Create a record, request, or layout	⌘-N
Delete a record, request, or layout	⌘-E
Delete a record without confirmation	⌘-Option-E
Duplicate a record, request, or layout object	⌘-D
Save a layout	⌘-S

Paste, select, and replace values

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

To paste	Press
Text from the Clipboard	⌘-V
Text without styles	⌘-Option-Shift-V

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

Mode

To switch to	Press
Browse mode	⌘-B
Find mode	⌘-F
Layout mode	⌘-L
Preview mode	⌘-U

Browse mode

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

Find mode

To	Press
Select/deselect Omit button	⌘-T
Create a find request	⌘-N
Delete a find request	⌘-E
Duplicate a find request	⌘-D
Show all records	⌘-J
Perform a find request	Enter (disabled when a script is paused)
Paste from the index	⌘-I
Move to next find request	Control-Down Arrow
Move to previous find request	Control-Up Arrow
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	⌘-N
Go to the next layout	Control-Down Arrow
Go to the previous layout	Control-Up Arrow
Move to a specific layout	Esc (to activate the book icon), type the layout number, then press Enter

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H Kauffman

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