



# FileMaker cheat sheet

## General

Esc	Cancel an operation or dialog box
Space	Click a selected button on a layout with the keyboard
Esc	Close a dialog box
Shift + Esc	Close certain dialog boxes without confirmation and discard changes
Ctrl + W or Ctrl + F4	Close a file or window
Ctrl + Alt + W	Close all files or windows
Alt + F4 or Ctrl + Q	Exit or quit FileMaker Pro
F1	Open FileMaker Pro Help
Ctrl + O	Open a file
Shift	(While opening the file) Use a specified account name and password to open a file
Ctrl + Shift + O	Open a remote file
Ctrl + Shift + D	Open the Manage Database dialog box
Ctrl + Shift + F	Open the Find/Replace dialog box
Ctrl + Shift + L	Open the Manage Layouts dialog box
F2	Open the Layout pop-up menu
Space	Play or edit a sound in a container field
Ctrl + P	Print
Ctrl + Alt + P	Print without the Print dialog box
Ctrl +	Up
Ctrl + Down arrow	Reorder items in a list box, such as Script steps, Fields, Parts
Ctrl + S	Sort
Ctrl + Z	Undo the last command
Ctrl + Shift + S	Open the Manage Scripts dialog box
Ctrl + S	Save a script
Ctrl + [Num 0 - 9]	Perform one of the first ten scripts listed in the Scripts menu

## Modes

Ctrl + B	Browse mode
Ctrl + F	Find mode
Ctrl + L	Layout mode
Ctrl + U	Preview mode

## Text

Del	Next character
Ctrl + Del or Ctrl + Backspace	Next word
Backspace	Previous character
Del	Clear selected text
Ctrl + Insert or Ctrl + C	Copy selected text
Ctrl + C	(with no objects selected) Copy all text in a record
Ctrl + Shift + C	(with no objects selected) Copy all records in the found set to the Clipboard in text form
Shift + Del or Ctrl + X	Cut selected text
Ctrl + V	Paste
Alt + Backspace or Ctrl + Z	Undo
Ctrl + Y or Ctrl + Shift + Z	Redo
Num Enter	Exit text edit mode
Ctrl + Shift + F	Find/replace data
Ctrl + G	Find the next occurrence of the specified data
Ctrl + Shift + G	Reverse the current direction of a Find Again operation
Alt + Ctrl + G	Replace the Find what data with the Replace with data, then search for and select the next occurrence
Shift + Alt + Ctrl + G	Reverse the current direction of a Replace & Find Again operation
Alt + Ctrl + H	Find the next occurrence of the selected data in the database
Shift + Alt + Ctrl + H	Reverse the current direction of a Find Selected operation

Ctrl + Space	Insert a non-breaking space
Ctrl + Tab	Insert a tab in a field
Ctrl + Shift + Y	Open the Spelling dialog box when alerted of a misspelled word (A Check spelling as you type file option must be enabled. For more information, see Setting file options)
Ctrl + \	Align center
Ctrl + [	Align left
Ctrl + ]	Align right
Ctrl + Shift + \	Justified
Ctrl + Shift + >	The next point size up on the Format menu
Ctrl + Shift + <	The next point size down on the menu
Ctrl + Alt + Shift + >	Text size - Up one point
Ctrl + Alt + Shift + <	Text size - Down one point

## Text navigation

Ctrl + Home	Beginning of the text
Ctrl + End	End of the text
Home	Beginning of the line
End	End of the line
Ctrl + Left arrow	Beginning of the previous word
Ctrl + Right arrow	End of the next word
Left arrow	Previous character
Right arrow	Next character
Up arrow	Previous line
Down arrow	Next line

## Text selection

Shift + Home	Beginning of line
Ctrl + Shift + Left arrow	Beginning of previous word
Ctrl + Shift + Home	Beginning of text
Shift + End	End of line
Ctrl + Shift + Right arrow	End of next word

Ctrl + Shift + End	End of text
Shift + Right arrow	Next character
Shift + Down arrow	Next line
Shift + Left arrow	Previous character
Shift + Up arrow	Previous line

## Field type

Ctrl + T	Text
Ctrl + N	Number
Ctrl + D	Date
Ctrl + I	Time
Ctrl + M	Timestamp
Ctrl + R	Container
Ctrl + L	Calculation
Ctrl + S	Summary

## Table and relationship selection and arrangement

Arrow keys	Move the selection around the relationships graph, individually selecting tables, notes, or relationships
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Shift + Arrow keys Move the selection incrementally between objects

Type the characters: Move the selection to an object that includes text beginning with specific characters

Note: If multiple objects share initial characters, you can move the selection to the next occurrence by pressing Ctrl + G or typing the characters again.

Ctrl + Arrow keys	(after selecting a table, or drag the selected table) Move the selected object
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Ctrl + Shift + Arrow keys (after selecting a fully expanded table) Resize the selected object

Shift + Left click	(then drag selection around multiple tables) Select multiple tables. Note: To select by partially dragging around tables, press Ctrl while dragging.
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Ctrl + A Select all tables. Note: In Note mode, this command selects all notes, not tables

Ctrl + Y	Select all tables directly related to the currently selected table
Ctrl + U	Select tables with the same source table
Ctrl + T	Toggle the display state of selected tables or notes (Tables can be displayed fully expanded, by table name alone, and by table name and related fields. Notes can be displayed expanded or collapsed)

## Relationships graph shortcuts

Ctrl + Shift + T	Add a table
Ctrl + O	when one table is selected Edit a table
Del	when one or more tables are selected Delete a table
Ctrl + Shift + R	Add a relationship
Ctrl + O	when one relationship is selected Edit a relationship
Del	when one or more relationships are selected Delete a relationship
Ctrl + Shift + N	Add a text note
Ctrl + D,	or Ctrl while dragging Duplicate a selection
Ctrl + R	Change to Pointer mode
Ctrl + =	(equals) Change to Zoom In mode
Note Alt + Left click	temporarily changes to Zoom Out mode.
Ctrl + -	Change to Zoom Out mode
Note Alt + Left click	temporarily changes to Zoom In mode.
Ctrl + N	Change to Note mode
Tab	Move the selection from the relationships graph to the command buttons and proceed from left to right
Shift + Tab	Move the selection through the command buttons from right to left and to the relationships graph from the Add Table command

Ctrl + I	Snap to fit
Ctrl + E	Turn page guides on and off
Ctrl + Shift + P	Display print setup options
Tab,	Left Arrow, Right Arrow Select a different button
Space	Issue a selected command button
Enter	or Space bar to display the menu, Up Arrow or Down Arrow to make a selection in the menu, then Enter to issue the command Issue a command in a selected button's menu
Ctrl + Z	Undo the last command

## FileMaker Pro Advanced: Script Debugger

F5	Step Over command
F6	Step Into command
F7	Step Out command
Alt + F8	Run to Breakpoint command
Ctrl + F8	Halt Script command
Ctrl + Shift + F5	Set Next Step command
Ctrl + F9	Set/Clear Breakpoint command (toggle the breakpoint)
Ctrl + Shift + F9	Remove Breakpoints command
Ctrl + F10	Edit Script command

## FileMaker Pro Advanced: Copy, paste, duplicate

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + D	Duplicate

## Alert message

Use the following keyboard shortcuts for buttons on alert messages

Esc	Cancel
Enter	Save
Alt + D	Don't Save

### Scroll wheel support (Windows)

Ctrl + Wheel up and wheel down	Enlarge or reduce the image on your screen (zoom in or out)
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To get more information about mouse wheel behavior, please refer to FileMaker documentation.

*Last modification: 11.11.2019 20:10:22*

*More information:* [defkey.com/kk/filemaker-shortcuts](https://defkey.com/kk/filemaker-shortcuts)

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