

The Raiser's Edge cheat sheet

Navigation: Ctrl shortcuts

Ctrl + N	New
Ctrl + O	Open
Ctrl + I	Open in new window
Ctrl + S	Save
Ctrl + W	Save and new
Ctrl + L	Save and close
Ctrl + T	Annotate
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + P	Print
Ctrl + F	Find

Navigation: Function keys

These function keys will make data entry faster and easier. In some screens, you can see the available function key in the status bar at the bottom of the screen.

In some screens the status bar may not be visible but you can still use function keys.

F1	Access help for the screen you are currently on
F2	Insert the default value of a field (if exist). The default entry replaces existing entries
Shift + F2	Load all values from a default set into a new record, do not overwrite existing entries
F3	(in date fields) Insert the current date
F4	(in dropdown fields) Access the list
F5	Refresh some grids, time or date stamps and notepads
F7	(in tables) Access lookups
F7	(in date fields) Access calendars
F7	(in currency fields) Access calculators
F7	(in note fields) Zoom in

Navigation: Misc.

Tab	Navigate through all fields, buttons, etc.
Alt	Show hotkeys (by underlining buttons, tabs, or items in menu bar
Shift + F10 or Right click	Access shortcut menu in certain fields

Source: Manual

Last modification: 6/2/2021 12:12:14 PM

More information: defkey.com/the-raisers-edge-shortcuts

[Customize this PDF...](#)