

## MAS 90 Keyboard Shortcuts

While it's often easier to use your mouse to select buttons and other options, you can also use the following keys to navigate with your keyboard:

Key	Function
Tab	Moves from option to data option (generally, left to right, and top to bottom).
Enter	Moves from option to option or execute the selected command button.
Spacebar	Selects or cancels a selection in a list box. Selects or clears a check box.
Esc	Closes the current dialog box.
F1	Displays help text for the current field.
Shift+F1	Selects the help button (displays help text for the form).
F2	Displays the lookup window for the current field (the magnifying glass icon).
F3	Displays the navigator search window for the current field (the flashlight icon).
F4	Displays the print dialog
Ctrl+F5	Gets the first record
Ctrl+F6	Gets the previous record
Ctrl+F7	Gets the next record
Ctrl+F8	Gets the last record
F9	Enables the main search button
Alt+A	Selects the accept button
Alt+C	Selects the cancel button
Alt+D	Selects the delete button
Alt+P	Selects the print button
Alt+O	Selects the OK button for dialog boxes and line entry
Alt+U	Will undo line changes
Ctrl+Insert	Inserts a line
Ctrl+Delete	Deletes the current line
Alt+N	Inserts a line
Alt+E	Deletes the current line
Alt+1,2,3...	Selects the first tab page, second tab page, third tab page, ...
Alt+B	Selects the batch button
Alt+L	Displays the navigator search window for the current field (the flashlight icon).
Alt+M	Selects the memo button
Alt+Q	Enables the main search button
Alt+S	Selects the transactions search button (the binoculars icon).
Alt+X	Selects the next number button
Alt+Z	Selects the zoom button
Home	Moves to the first record in a list box
End	Moves to the last record in a list box
PgUp	Moves to the previous page in a list box.
PgDn	Moves to the next page in a list box