

Figure 12M AIM Keyboard Shortcuts - Mac OS

Group Key Name	Key Definition	Group Key Name	Key Definition	Group Key Name	Key Definition
Troubleshooting		Command-T	Omits the current record from the found set.	Text Selection	
Enter	If AIM appears to be stuck or unresponsive pressing the Enter key a few times can resolve the problem.	Command-Shift-T	Omits multiple records starting with the currently selected record.	Command-A	Selects all the text within a text block, a field or a dialog text area.
Help		Command-Option-F	Displays the Find window with additional Find options.	Click & Drag Selection	Drag and drop text if drag and drop preference is turned on in FileMaker preferences.
Command-? Help	Launches the FileMaker Help program.	Command-Option-Shift-F	Enters Find mode on the current layout.	Double Click-[word]	Selects the entire word.
General		Command-N	Creates a new find request when in Find mode.	Double Click-[word] & Drag	Selects text word by word.
Command-(period)	Cancels some lengthy operations such as sorting a large number of records.	Command-D	Duplicates a find request when in Find mode.	Triple Click	Selects the entire line of text.
Esc	Quits FileMaker Pro.	Command-R	Enters Find mode with the find criteria from the last find performed. It allows search criteria to quickly be redefined.	Quadruple Click	Selects all the text in a paragraph.
Command-Q	Closes (actually hides) the current window. To close a module use the Close <module> command under the <module> menu.	Record Editing		Quintuple Click	Selects all the text in a text block or field.
Command-W	Closes (actually hides) the current window. To close a module use the Close <module> command under the <module> menu.	Command-N	Creates a new record.	Shift-Up Arrow	Extend text selection up one line.
Command-0-9	Opens the module listed in the Home window or in the AIM menu.	Command-D	Duplicates a record.	Shift-Down Arrow	Extends the selection down one line.
Command-L	Changes the view to list.	Field Navigation		Shift-Right Arrow	Extends the selection to the next letter.
Command-O	Changes the view to form.	Enter	Exits all fields if no pop-up list is present. When in a drop-down list field hitting Enter will enter the selected value and remain in the current field.	Shift-Option-Right Arrow	Extends selection to the end of the next word.
Command-[Moves to the previous tab.	Return	When in a drop-down list field hitting Return will enter the selected value and advance to the next field.	Shift-Left Arrow	Extends the selection to the previous letter.
Command-]	Moves to the next tab.	Esc	When in a drop-down menu field hitting Esc will show or hide the list values and remain in the current field.	Shift-Option-Left Arrow	Extends selection to the beginning of the previous word.
Command-+ (=)	Zooms in, enlarging the current window, view except when cursor is in a date field.	Tab	Moves to the next field set in the tab order.	Shift-Click	Extends selection from the current cursor location to the click location.
Command-- (hyphen)	Zooms out, reducing the current window view, except when cursor is in a date field.	Shift-Tab	Moves to the previous field in the tab order.	Text Entry	
Command-\	Zooms the current window view to 100%.	Text Navigation		Option-Tab	Puts a tab character in a text field or text block.
Page Down	Scrolls the window down one screen at a time.	Down Arrow	Move text cursor down one line. In drop-down lists moves the selection down one line.	Command-Option-V	Pastes the copied text without any style (i.e. bold or italic). Useful when copying from other applications that can apply style to text.
Page Up	Scrolls the window up one screen at a time.	Up Arrow	Move text cursor up one line. Moves the selection up one line in drop-down lists.	Command-V	Paste from clipboard.
Down Arrow	Scrolls the window down when the cursor is not in a field.	Left Arrow	Moves the cursor one character to the left. In drop-down lists moves the selection up one line.	Command-Minus (hyphen)	Pastes the current date into a date field as set by the internal clock of the computer.
Up Arrow	Scrolls the window up when the cursor is not in a field.	Right Arrow	Moves the cursor one character to the right. Moves the selection down one line in drop-down lists.	Command-+ (=)	Inserts the current date from the system clock when in a date field.
Right Arrow	Scrolls the window right when the cursor is not in a field.	Option-Left Arrow	Moves the cursor one word to the left.	Command-;	Pastes the current time as set by the internal clock of the computer.
Left Arrow	Scrolls the window left when the cursor is not in a field.	Option-Right Arrow	Moves the cursor one word to the right.	Command-I	Presents a dialog with an index of everything that has ever been entered into the currently selected field. Once a choice is selected, it will be pasted
Command-Shift-Up Arrow	Moves to the first record.	Text Selection		Command-'	Pastes whatever was entered into the field from the previously selected record.
Command-Up Arrow	Moves to the previous record.	Text Selection		Command-Shift-'	Pastes whatever was entered into the field on the previously selected record and moves to the next field. See Command-'.
Command-Down Arrow	Moves to the next record.	Text Selection			
Command-Shift-Down Arrow	Moves to the last record.	Text Selection			
Finding		Text Selection			
Command-F	Displays the simple find dialog.	Text Selection			
Command-J	Finds all records.	Text Selection			

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Command-'	Pastes whatever was entered into the field from the previously selected request.	Printing Command-P	Previews the current document or presents the Reports window.		
Command-Shift-N	Pastes the current user name.				
Command-Click	Select or deselect discontinuous items in a drop-down list.				
Shift-Click	Select continuous items in a drop-down list.				
Text Editing					
Command-Z	Undoes the last action. The last action may not always be undoable. No typing can be undone once the Enter key on the keypad is typed then.				
Command-C	Copies the selected text to the clipboard. If no fields are selected or active the command will copy the ENTIRE RECORD. If there are multiple				
Delete (backspace)	Deletes the selected text or the character to the left of the cursor.				
Option-Delete	Deletes one word to the left of the cursor.				
Forward Delete	This is the key on extended keyboards just under the Help key. It deletes one character to the right of the cursor.				
Option-Forward Delete	Deletes one word to the right of the cursor.				
Command-Forward Delete	Deletes one line to the right of the cursor. Not be confused with command-delete.				
Command-Option-Forward Delete	Deletes one paragraph to the right of the cursor.				
Command-S	Saves changes to the current record and updates and refreshes the current view.				
Text Styling					
Command-Shift-B	Toggles style of selected text to or from Bold.				
Command-Shift-I	Toggles style of selected text to or from Italic.				
Command-Shift-O	Sets the style of selected text to Outline.				
Command-Shift-P	Sets the style of selected text to Plain Text.				
Command-Shift-S	Sets the style of selected text to Shadow.				
Command-Shift-U	Sets the style of selected text to Underline.				
Command-Shift-\	Full-justifies a text block.				
Command-Shift-<	Adjusts the selected text down to next smaller point size.				
Command-Shift-Option-<	Adjusts the selected text size down by 1 point.				