

TO DO THIS	PRESS (CLASSIC)	PRESS (ROLETAILORED)
Open help	F1	F1
Edit	F2	F2
Create a new document	F3	CTRL+F2
Create a new record	F3	CTRL+N
Insert new line	F3	CTRL+INSERT
Open a new card	F3	CTRL+SHIFT+C
Delete the selected line	F4	CTRL+DELETE
Look up to the related list	F5	CTRL+F4
Drop down or look up to select	F6	F4
Open a lookup window (from an ellipsis button)	F6	SHIFT+F4
Drop down or look up to view	F6	SHIFT+F8
Select type to filter (field filter)	F7	F3
Filter to the value in the field	F7	ALT+F3
Copy the field above	F8	F8
Display statistics	F9	F7
Select the menu bar and display access keys	F10, ALT	F10, ALT
Post	F11	F9
Select the navigation pane	F12	F12
Close window or close program	ALT+F4	ALT+F4
Open a form in design mode	CTRL+F2	
Open the related card	CTRL+F5	SHIFT+F7
View entries	CTRL+F5	CTRL+F7
Select Show Results (FlowFilter)	CTRL+F7	SHIFT+F3
Open the About this Page/Report window (Zoom)	CTRL+F8	CTRL+ALT+F1
Release document	CTRL+F11	CTRL+F9
Reconcile or split line	CTRL+F11	CTRL+F11
Move to the last line in a list	CTRL+END	CTRL+END
Open a list place in a separate window	CTRL+ENTER	CTRL+SHIFT+W
Move to the first line in a list	CTRL+HOME	CTRL+HOME
Move to the first field on a line	CTRL+LEFT ARROW	CTRL+LEFT ARROW
Go to the next frame	CTRL+PAGE DOWN	F6
Go to the previous frame	CTRL+PAGE UP	SHIFT+F6
Collapse/expand a line in a hierarchy	CTRL+SHIFT+A	CTRL+SHIFT+Q
Show dimensions	CTRL+SHIFT+D	CTRL+SHIFT+D
Clear all filters	CTRL+SHIFT+F7	CTRL+SHIFT+A
Copy	CTRL+C	CTRL+C
Export to Microsoft Office Excel	CTRL+E	CTRL+E
Open the company	CTRL+O, F12	CTRL+O
Print	CTRL+P	CTRL+P
Paste	CTRL+V	CTRL+V
Export to Microsoft Office Word	CTRL+W	CTRL+W
Cut	CTRL+X	CTRL+X
Undo	CTRL+Z	CTRL+Z
Select Limit totals to (table filter)	SHIFT+F7	CTRL+SHIFT+F3
Select Sorting	SHIFT+F8	CTRL+T
Display a shortcut menu	SHIFT+F10	SHIFT+F10
Apply Entries, Get Source Doc, or Get Whse. Doc	SHIFT+F11	SHIFT+F11
Post and Print	SHIFT+F11	SHIFT+F9
Open the Object Designer	SHIFT+F12	
Move to the previous field	ARROW, SHIFT+TAB	SHIFT+Tab
Move to the next field on non-line FastTabs	ARROW, TAB, ENTER	TAB
Move to the field below in the same column	DOWN ARROW	DOWN ARROW
Move to the previous field or character	LEFT ARROW	LEFT ARROW

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Move to the next field or character Move to the field above in the same column	RIGHT ARROW UP ARROW	RIGHT ARROW UP ARROW
Clear selected text Move to the last field on a line	DELETE END	DELETE END
Close the window or undo the data entry Save and close window (equivalent to clicking OK)	ESC ESC	ESC CTRL+ENTER
Move to the first field on a line Display next document or card in a list	HOME PAGE DOWN	HOME
Display previous document or card in a list	PAGE UP	

NEW IN ROLETAILORED

TO DO THIS	PRESS (ROLETAILORED)
Collapse or expand the active frame Display the Actions menu of the active frame	ALT+F6 ALT+F10
Display the Actions menu Display the Related Information menu	ALT+A ALT+I
Display the Reports menu Display the (\$ P_1 Product Name \$) menu	ALT+R ALT+M
Go to the previous window in the navigation history Go to the next window in the navigation history	ALT+LEFT ARROW ALT+RIGHT ARROW
Move to the field below without opening the drop-down menu Switch among open windows	ALT+ENTER ALT+TAB
Move to the next editable field Refresh the active window	ENTER F5
View error message Collapse or expand the Action Pane	SHIFT+F1 CTRL+F1
Select Search pages Select the Action Pane and display key tips	CTRL+F3 CTRL+F10
Select the address bar Show links	CTRL+F12 CTRL+L
Display next document or card in a list Display previous document or card in a list	CTRL+PAGE DOWN CTRL+PAGE UP
Move up while the selected line stays selected Move down while the selected line stays selected	CTRL+UP ARROW CTRL+DOWN ARROW
Move to the last field on a line Edit list	CTRL+RIGHT ARROW CTRL+SHIFT+K
View list Open a card or a document in View mode	CTRL+SHIFT+L CTRL+SHIFT+V
Save and close the window and open a new window	CTRL+SHIFT+ENTER