

## Banner 8 & 9 Keyboard Shortcuts

Actions with new or updated keyboard combinations in Banner 9 are in bold.

Action	Banner 8	Banner 9
Save	F10	F10
<b>Start Over</b> (formerly Rollback)	Shift+F7	F5
Quit/Close	Ctrl+Q	Ctrl+Q
Lookup (formerly List of Values)	F9	F9
<b>Sign Out</b>	Ctrl+Q	Ctrl+Shift+F
<b>Next Section; Go</b> (formerly Next Block)	Ctrl+PgDwn	Alt+PgDwn
<b>Previous Section</b> (formerly Previous Block)	Ctrl+PgUp	Alt+PgUp
Clear Section (formerly Clear Block)	Shift+F5	Shift+F5
Next Field	Tab	Tab
Previous Field	Shift+Tab	Shift+Tab
Checkbox toggle	Spacebar	Spacebar
Radio Group toggle	Left/Right Arrow	Left/Right Arrow
<b>Search</b> (formerly Go To)	F5	Ctrl+Shift+Y
<b>Recently Opened</b>	F5+Up/Down	Ctrl+Y+Up/Down
<b>Forms w/Tabs Direct to Tab</b>	F2	Ctrl+Shift+1, 2, 3, 4
Filter (formerly Enter Query)	F7	F7
Go on Filter (formerly Execute Query)	F8	F8
Select Record		Alt + S
Cancel Query	Ctrl+Q	Ctrl+Q
Count Query Hits		Shift + F2
Insert Record	F6	F6
Delete Record	Shift+F6	Shift+F6
Copy Record/Section	F4	F4
Clear Record	Shift+F4	Shift+F4
Next Record	Down Arrow	Down Arrow
Previous Record	Up Arrow	Up Arrow
Cut	Ctrl+X	Ctrl+X
Copy	Ctrl+C	Ctrl+C
Paste	Ctrl+V	Ctrl+V
Open Related Menu (formerly Options)	Alt+O	Alt+Shift+R
<b>Open Tools Menu</b> (formerly Options)	Alt+O	Alt+Shift+T
<b>Help</b>	Alt+H+H	Ctrl+Shift+L
<b>Print Page</b>	Shift+F8	Ctrl+P
<b>Data Export</b> (formerly Extract)	Alt+H+X	Shift+F1
<b>BDM: Add Document</b>		Alt+A
<b>BDM: Retrieve Document</b>		Alt+R
<b>Close Notification Center</b>		Enter
<b>Make Screen LARGER</b>		Ctrl =
<b>Make Screen SMALLER</b>		Ctrl -
<b>Reset Screen to 100%</b>		Ctrl 0