

FileMaker® Pro

Quick Reference

Keyboard Shortcuts

Layout Actions

Alignment dialog box	⌘-Shift- K
Align Objects	⌘- K
Align to Grid on/off	⌘- Y
Bring Forward	⌘- Shift- F
Bring to Front	⌘- Shift- Option- F
Constrain line tool to horizontal or vertical	Option- drag
Constrain movement to horizontal or vertical	Shift- drag
Constrain oval tool to a circle	Option- drag
Constrain rectangle tool to a square	Option- drag
Constrain resizing to horizontal or vertical	Shift- drag a handle
Display an object's format	Double- click
Drag selected layout part past object	Option- drag
Duplicate by dragging	Option- drag an object
Duplicate selection	⌘- D
Field Borders dialog box	⌘- Option- B
Field Format dialog box	⌘- Option- F
Group	⌘- G
Lock	⌘- H
Move selected objects one pixel at a time	Arrow keys
Redefine a field on a layout	Option- Double- click
Release grid while resizing	⌘- resize
Reorder selected part	Shift- drag
Reorient part labels	⌘- click
Reset default format based on object	⌘- click .
Send Backward	⌘- Shift- J
Send to Back	⌘- Shift- Option- J
Squares object being resized	Option- resize
T-Squares on/off	⌘- T
Turn off grid temporarily	⌘- drag
Ungroup	⌘- Shift- G
Unlock	⌘- Shift- H

Browse Actions

Find All	⌘- J
Omit current record	⌘- M
Omit multiple records	⌘- Shift- M
Refind	⌘- R

Edit Actions

Copy	⌘- C
Copy found set	⌘- Option- C
Cut	⌘- X
Delete (Record, Request, or Layout)	⌘- E
Delete without confirmation (Browse only)	⌘- Option- E
Duplicate (Record, Request, or Object)	⌘- D
New (Record, Request, or Layout)	⌘- N
Next field (Browse and Find)	Tab
Next (Record, Request, or Layout)	⌘- Tab
Paste	⌘- V
Paste Current Date	⌘- (hyphen)
Paste Current Time	⌘- ;
Paste Current User Name	⌘- Shift- N
Paste From Index	⌘- I
Paste From Last Record	⌘- '
Paste From Last Record and move to next field	⌘- Shift- '
Paste without style	⌘- Option- V
Previous field (Browse and Find)	Shift or Option- Tab
Previous (Record, Request, or Layout)	⌘- Shift- Tab or ⌘- Option- Tab
Replace a field's value	⌘- =
Select All	⌘- A
Select objects by type (Layout only)	⌘- Option- A
Spell Word	⌘- Shift- Y
Undo	⌘- Z

Switch Modes

Browse	⌘- B
Find	⌘- F
Layout	⌘- L
Preview	⌘- U

Text Formatting (Layout and Browse)

Align center (Layout only)	⌘- \
Align left (Layout only)	⌘- [
Align right (Layout only)	⌘-]
Bold	⌘- Shift- B
Full justify (Layout only)	⌘- Shift- \
Italic	⌘- Shift- I
Next point size down	⌘- Shift- <
Next point size up	⌘- Shift- >
Nonbreaking space	Option- space
One point larger	⌘- Shift- Option- >
One point smaller	⌘- Shift- Option- <
Outline	⌘- Shift- O
Plain text	⌘- Shift- P
Shadow	⌘- Shift- S
Subscript	⌘- Shift- =
Superscript	⌘- Shift- +
Underline	⌘- Shift- U

Text Editing

Delete one character to the right of cursor	Del
Delete one word to the left of cursor	Option- Delete

Delete one word to the right of cursor	Option- Del
Move cursor one word to the left	Option- Left arrow
Move cursor one word to the right	Option- Right arrow
Move cursor to beginning of line	⌘- Left Arrow
Move cursor to end of line	⌘- Right Arrow
Select to where the cursor is	Add Shift to any cursor movement keys

File Actions

Cancel an operation or dialog box	⌘- .
Close	⌘- W
Open	⌘- O
Print	⌘- P
Print without Print dialog box	⌘- Option- P
Quit	⌘- Q
Save	FileMaker Pro saves automatically

Other Actions

Clear	Clear
Help	⌘- ?
Network dialog box	⌘- Option- O
Resize window: full screen or previous size	⌘- Shift- Z
Show/Hide status area	⌘- Option- S
Sort	⌘- S
Switch to book if not in a field	Esc

Status Area

In Browse Mode

Choose a new layout

Click a page or drag the bookmark to move forward or backward in your records

6

Number of the current record (editable)

Records : 8

Number of records in file

Sorted

Shows whether records are unsorted, sorted, or semi-sorted

Shows percent of magnification

Zooms window smaller or larger

Shows or hides the status area

In Layout Mode

1

Number of the current layout (editable)

Layouts : 14

Layout tools

Field tool

Part tool

Fill icon

Fill color palette

Fill pattern palette

Pen icon

Pen pattern palette

Pen color palette

Line width pop-up menu

Preset line width

In Find Mode

1

Number of the current request (editable)

Requests : 1

Number of existing requests

☐ Omit

Click to omit the records found by the current request

Symbols

Click to choose operators (like <, >, =) to paste into a find request

Find

Click to begin the search

100