R:BASE 11
for Windows

Hot Keys

R:BASE 11 for Windows

Hot Keys

by R:BASE Technologies, Inc.

This document details the list of hot keys available within the various modules of R:BASE, which provide easier use of the program.

R:BASE 11 Hot Keys

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1   General

Within the various modules of R:BASE there are hot keys that allow easier use with the program.

The following hot keys are supported throughout the entire R:BASE environment:

Common Functionality:

[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+V]	Paste
[Ctrl+X]	Cut
[Ctrl+Z]	Undo

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

The following modules offer many additional hot keys which are specific to their individual environment:

- Database Explorer
- Data Browser/Editor
- Query Builder
- Form Designer / Form Runtime
- Report & Label Designer / Print Preview
- R:BASE Editor
- R> Prompt
- Trace Debugger

2   Data Browser/Editor

The following hot keys are supported within the Data Browser/Editor:

Functionality:

[F2]	Insert Row
[F4]	Toggle Browse/Edit Mode
[F5]	Reset Field (restores changes)
[F7]	Previous Row
[F8]	Next Row
[F9]	Delete Row
[Ctrl+F2]	Duplicate Row
[Ctrl+F5]	Refresh
[Ctrl+F7]	Search Again
[Ctrl+F8]	Move Column
[Ctrl+F9]	Clear data to end of column
[Ctrl+C]	Copy
[Ctrl+D]	Sort
[Ctrl+O] or [Shift+F2]	Display R:BASE BLOB Editor for NOTE/VARCHAR columns
[Ctrl+Q]	Update Query
[Ctrl+V]	Paste
[Ctrl+X]	Cut
[Ctrl+Z]	Undo
[Ctrl+Shift+C]	Copy the field name of the highlighted cell/field
[Ctrl+Shift+D]	Clear Sort
[Ctrl+Shift+F7]	Search in the Current Column
[Shift+F1]	Launches the Data Browser/Editor Help
[Shift+F6]	Toggle Single/Multiple Row View

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

3   Database Explorer

The following hot keys are supported within the Database Explorer:

Functionality:

[F2]	Rename Object
[F5]	WHERE Clause History
[Ctrl+A]	Select All
[Ctrl+C]	Copy (forms, reports, and labels to and from Database Explorer)
[Ctrl+F]	Search for text in form, report, label, application file, and external form file Custom EEPs
[Ctrl+L]	Search for caption/label text in form, report, label, and external form file control properties
[Ctrl+N]	Search for names, comments, driving tables, etc. for Database Explorer objects
[Ctrl+X]	Cut (external forms, command files, and applications into Windows Explorer)
[Ctrl+V]	Paste (forms, reports, and labels to and from Database Explorer)
[Alt+Q]	Places focus within the Find in list filter
[Ctrl+Alt+C]	Connect to Database
[Ctrl+Alt+D]	Disconnect Database
[Ctrl+Alt+Q]	Displays a quick peek of EEP code for the selected form/report/label
[Ctrl+Shift+B]	Browse/Edit Table
[Ctrl+Shift+F]	Search for text in form, report, and label expressions
[Shift+F1]	Launches the Database Explorer Help
[Drag object]	Unloads the selected item(s); tables, views, stored procedures, forms, reports, and labels
[Ctrl+drag table]	Unloads only table structure
[Shift+drag table]	Unloads only table data
[+]	Under Command Files, expands the file selection mask
[-]	Under Command Files, shrinks the file selection mask

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows

| [Shift+F9] | Help Search |

4 Query Builder

The following hot keys are supported within the Query Builder:

Functionality:

[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+N]	New Query
[Ctrl+O]	Open Query
[Ctrl+S]	Save View
[Ctrl+X]	Cut
[Ctrl+V]	Paste
[Ctrl+Z]	Undo
[Shift+F1]	Launches the Query Builder Help

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

5 Forms

The following hot keys are supported within the Form Designer:

Functionality:

[F6]	Display Format / Format Mask examples
[F7]	Switch Between Design/Code tabs
[F8]	Find Next (text search in Code tab)
[F11]	Properties for selected object
[Ctrl+F9]	Run Form
[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+F]	Search for text in form Custom EEPs
[Ctrl+L]	Search for caption/label text in form control properties
[Ctrl+N]	New Form
[Ctrl+O]	Open Form
[Ctrl+S]	Save Form
[Ctrl+X]	Cut
[Ctrl+V]	Paste
[Ctrl+Z]	Undo
[Ctrl+Alt+A]	Launch the Custom Form Action designer
[Ctrl+Alt+B]	Launch the Scrapbook utility
[Ctrl+Alt+P]	Launch the Control List
[Ctrl+Shift+A]	Select All within Parent Object
[Ctrl+Shift+C]	Toggle between arrow and cross cursor (for alignment help)
[Ctrl+Shift+M]	Launch the EEP Map
[Ctrl+Shift+F9]	Run Form (Live)
[Ctrl+Up Arrow]	Move selected object up
[Ctrl+Down Arrow]	Move selected object down
[Ctrl+Left Arrow]	Move selected object left
[Ctrl+Right Arrow]	Move selected object right
[Ctrl+Page Up]	Moves up the pages for a Tab Control object
[Ctrl+Page Down]	Moves down the pages for a Tab Control object
[Ctrl]+<Number>	Moves to the page number for a Tab Control object
[Ctrl+Mouse double click	Properties for selected object
Mouse double click	Default EEP command syntax for selected object
[Shift+F1]	Launch the Form Designer Help
[Shift+F8]	Find (text search in Code tab)
[Shift+F9]	Reload Form
[Shift+Up Arrow]	Shrink height for selected object
[Shift+Down Arrow]	Increase height for selected object
[Shift+Left Arrow]	Shrink width for selected object
[Shift+Right Arrow]	Increase width for selected object

Display and Navigation:

[F1]	Main R:BASE Help

[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

The following hot keys are supported during **Forms Runtime**:

[F2]	Add Row
[F4]	Lowers the List for Drop-Down Controls
[F5]	Reset Field
[F7]	Previous Row
[F8]	Next Row
[F9]	Delete Row
[Ctrl+D]	Multi-Column Sorting (Enhanced DB Grid)
[Ctrl+F]	Record Search (Enhanced DB Grid, Tree View)
[Ctrl+L]	Display Filer (Enhanced DB Grid)
[Ctrl+S]	Show/Hide Columns (Enhanced DB Grid)
[Ctrl+F10]	Refresh Row
[Ctrl+Alt+I]	Provides form information including database (with path), form name, driving table, slave tables, version, and current folder. The dialog also includes a button to save the displayed information to the clipboard.
[Ctrl+Alt+Shift+I]	Performs an image capture of the current form at runtime and launches the BLOB Editor, to alter (image annotations) and save
[Ctrl+Shift+D]	Clear Sorting (Enhanced DB Grid)
[Shift+F3]	Pop-up Menu
[Shift+F7]	Previous Table
[Shift+F8]	Next Table

6   Reports/Labels

The following hot keys are supported within the Report and Label Designers:

[F7]	Switch between Design/Code tabs
[F8]	Find Next (text search in Code tab)
[Ctrl+F9]	Close Designer
[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+F]	Search for text in Custom EEPs
[Ctrl+L]	Search for caption/label text in report control properties
[Ctrl+N]	New Report
[Ctrl+O]	Open Report
[Ctrl+P]	Print Report
[Ctrl+S]	Save Report
[Ctrl+X]	Cut
[Ctrl+V]	Paste
[Ctrl+Z]	Undo
[Ctrl+Alt+B]	Launch the Scrapbook utility
[Ctrl+Alt+P]	Launch the Control List
[Ctrl+Alt+W]	Sets a Design Password
[Ctrl+Delete]	Delete
[Ctrl+Shift+C]	Toggle between arrow and cross cursor (for alignment help)
[Ctrl+Shift+M]	Launch the EEP Map
[Ctrl+Shift+P]	Preview WHERE Clause
[Ctrl+Shift+W]	Sets a Print Password
[Ctrl+Up Arrow]	Move selected object up
[Ctrl+Down Arrow]	Move selected object down
[Ctrl+Left Arrow]	Move selected object left
[Ctrl+Right Arrow]	Move selected object right
[Shift+F1]	Launch the Report/Label Designer Help
[Shift+F8]	Find (text search in Code tab)
[Shift+Up Arrow]	Shrink height for selected object
[Shift+Down Arrow]	Increase height for selected object
[Shift+Left Arrow]	Shrink width for selected object
[Shift+Right Arrow]	Increase width for selected object

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad

[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

The following hot key is supported during the **Report/Label Preview**:

[Ctrl+F]	Toggles display of Find Text utility
[Ctrl+O]	Toggles display of Report Outline
[Ctrl+Alt+I]	Provides report information including database (with path), report name, driving table, slave tables, version, and current folder. The dialog also includes a button to save the displayed information to the clipboard.
[Ctrl+Alt+Shift+I]	Performs an image capture of the current report at runtime and launches the BLOB Editor, to alter (image annotations) and save
[Ctrl]+Mouse wheel	Zoom in/out
[Shift]+Mouse wheel	Moves page to page
[Ctrl]+[Shift]+Mouse wheel	Scroll left/right within page

7   R:BASE Editor

The following hot keys are supported while in the R:BASE Editor:

Functionality:

[F4]	Go to Line Number
[F5]	Displays a pop up of command and function templates
[F6]	Displays text attributes for the Syntax Scheme in use
[F8]	Find Next
[F9]	Delete Line
[F10]	Insert Line
[Ctrl+F5]	Displays the Command Builder with command and function templates
[Ctrl+F8]	Run Selected Code
[Ctrl+F9]	Run File
[Ctrl+n]	Goto Bookmark n (n = 0-9)
[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+F] or [Shift+F8]	Find
[Ctrl+I]	Indent Block
[Ctrl+N]	Create New File
[Ctrl+O]	Open File
[Ctrl+P]	Print File
[Ctrl+S]	Save File
[Ctrl+U]	Outdent Block
[Ctrl+V]	Paste
[Ctrl+X]	Cut
[Ctrl+Y]	Run R:Style
[Ctrl+Z]	Undo
[Ctrl+Alt+G]	Launches R:Style Setup configuration (global)
[Ctrl+Alt+J]	Inserts code, based upon the Code Template name
[Ctrl+Alt+L]	Launches R:Style Setup configuration (local)
[Ctrl+Alt+N] [Ctrl+Alt+,]	Next Tab
[Ctrl+Alt+P] [Ctrl+Alt+.]	Previous Tab
[Ctrl+Alt+Shift+C]	Copy Command (without continuation characters)
[Ctrl+Shift+n]	Toggle Bookmark (n = 0-9)
[Ctrl+Shift+J]	Launches the Code Templates Editor
[Ctrl+Shift+F9]	Trace File
[Ctrl+Up Arrow]	Scroll Up
[Ctrl+Down Arrow]	Scroll Down
[Shift+F1]	Launches the R:BASE Editor Help
[Shift+F7]	Find and Replace
[Shift+F3]	Command/Function Sensitive Help

Display and Navigation:

[F1]	Main R:BASE Help

[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

8   R> Prompt

The following hot keys are supported while at the R> Prompt:

Functionality:

[F3]	Data Dictionary
[F5]	Displays the Command Builder with command and function templates
[Page Down]	Displays the last command entered, and cycles through history
[Page Up]	Displays the first command entered, and cycles through history
[Ctrl+A]	Select All
[Ctrl+C]	Copy
[Ctrl+F]	Launches the Find in R> Prompt Output Console utility
[Ctrl+H]	Launches/Hides the Command History panel
[Ctrl+V]	Paste
[Ctrl+W]	Launches the Watch Variables utility
[Ctrl+X]	Cut
[Ctrl+Z]	Undo
[Ctrl+Alt+F]	Launches the Command Favorites utility
[Ctrl+Backspace]	Deletes one word at a time to the left of the cursor
[Ctrl+Delete]	Deletes one word at a time from the current cursor position
[Ctrl+Insert]	Copies command from Input Console to the clipboard
[Ctrl+Left Arrow]	Skips cursor movement from word to word to the left
[Ctrl+Right Arrow]	Skips cursor movement from word to word to the right
[Ctrl+Page Down]	Places the Command History focus to the bottom of the list
[Ctrl+Page Up]	Places the Command History focus to the top of the list
[Shift+Enter]	Retains the entered command within the Input Console

Display and Navigation:

[F1]	Main R:BASE Help
[F3]	Data Dictionary
[Ctrl+F3]	Help Index
[Ctrl+F4]	Closes an R:BASE module window
[Ctrl+E]	R:BASE Editor
[Ctrl+L]	Database Explorer
[Ctrl+R]	R> Prompt
[Ctrl+W]	Watch Variables
[Ctrl+F11]	Scratch Pad
[Ctrl+Alt+M]	Magnifying Glass
[Ctrl+Tab] or [Ctrl+F6]	Next window for R:BASE module
[Ctrl+Shift+Tab]	Previous window for R:BASE module
[Shift+F1]	Help File for current R:BASE module
[Shift+F4]	Tile Windows
[Shift+F5]	Cascade Windows
[Shift+F9]	Help Search

9   Trace Debugger

The following hot keys are supported in the R:BASE Trace Debugger:

Functionality:

[F1]	Launches the Trace Debugger Help
[F3]	Data Dictionary
[F4]	Go to Line Number
[F5]	Execute to Breakpoint, or within the Trace Prompt, displays the Command Builder with command and function templates
[F6]	Add/Remove a Watch Variable
[F8]	Show the Call Tree
[F9]	Add a Breakpoint
[F10]	Single Step through Commands
[F11]	Jump to Line
[Page Down]	Within the Trace Prompt, displays the last command entered into the R> Prompt Command History, and cycles through history
[Page Up]	Within the Trace Prompt, displays the first command entered into the R> Prompt Command History, and cycles through history
[Ctrl+F2]	Stop Script Debugging
[Ctrl+F5]	No Break on Error
[Ctrl+F7]	Clear all Watch Variables
[Ctrl+F8]	Modify Variable Values
[Ctrl+F9]	Show/Hide Live Variables
[Ctrl+F12]	Next Tab
[Ctrl+F]	Find Text
[Ctrl+H]	Launches/Hides the R> Prompt Command History panel
[Ctrl+E] or [Ctrl+L]	Find Next Text
[Up/Left Arrow]	Moves the Command History focus up one item in the list
[Down/Right Arrow]	Moves the Command History focus down one item in the list
[Ctrl+Page Down]	Places the Command History focus to the bottom of the list
[Ctrl+Page Up]	Places the Command History focus to the top of the list
[Shift+F1]	Context Help (current command)
[Shift+F6]	Remove a Watch Variable
[Shift+F7]	Clear all Breakpoints
[Shift+F9]	Live Variables Count
[Shift+F10]	Execute to Error
[Shift+F11]	Clear Breakpoint

10   Useful Resources

. R:BASE Home Page: https://www.rbase.com

. Up-to-Date R:BASE Updates: https://www.rbaseupdates.com

. Current Product Details and Documentation: https://www.rbase.com/rbg11

. Support Home Page: https://www.rbase.com/support

. Product Registration: https://www.rbase.com/register

. Official R:BASE Facebook Page: https://www.facebook.com/rbase

. Sample Applications: https://www.razzak.com/sampleapplications

. Technical Documents (From the Edge):   https://www.razzak.com/fte

. Education and Training: https://www.rbase.com/training

. Product News: https://www.rbase.com/news

. Upcoming Events: https://www.rbase.com/events

. R:BASE Online Help Manual: https://www.rbase.com/support/rsyntax

. Form Properties Documentation: https://www.rbase.com/support/FormProperties.pdf

. R:BASE Beginners Tutorial: https://www.rbase.com/support/rtutorial

. R:BASE Solutions (Vertical Market Applications):   https://www.rbase.com/products/rbasesolutions

Notes