

R:BASE X.5
and
R:BASE X.5 Enterprise

Hot Keys





R:BASE X.5 and R:BASE X.5 Enterprise

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 X.5 and R:BASE X.5 Enterprise Hot Keys

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First Edition

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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) |
| [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+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 |
| [Shift]+Mouse wheel scroll | Moves page to page in the Print Preview screen |

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 |
| [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 |
| [Ctrl+A] | Select All |
| [Ctrl+C] | Copy |
| [Ctrl+F] | Launches the Find in R> 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 |
| [Page Down] | Displays the first command entered |
| [Page Up] | Repeats the last command entered |
| [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 |
| [F6] | Add/Remove a Watch Variable |
| [F8] | Show the Call Tree |
| [F9] | Add a Breakpoint |
| [F10] | Single Step through Commands |
| [F11] | Jump to Line |
| [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+E] or [Ctrl+L] | Find Next Text |
| [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/rbgx5>
- . 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