Standard Banner Navigation Cheat Sheet

Basic Functions

Functions	Keys	Menu Bar	Toolbar
Save Changes	F10	File/Save	
Select Item	Shift F3	File/Select	
Print	Ctrl P	File/Print	
Rollback	Shift F7	File/Rollback	
Exit-Form/Query	Ctrl Q	File/Exit	X
Online Help	F1	Help/Online Help	

Record Functions

Functions	Keys	Menu Bar	Toolbar
Next Record	↓	Record/Next	
Previous Record	↑	Record/Previous	
Clear Record	Shift F4	Record/Clear	N/A
Insert Record	F6	Record/Insert	
Duplicate Record	F4	Record/Duplicate	N/A
Remove Record	Shift F6	Record/Remove	

Block Functions

Functions	Keys	Menu Bar	Toolbar
Next Block	Ctrl Page Down	Block/Next	
Previous Block	Ctrl Page Up	Block/Previous	
Clear Block	Shift F5	Block/Clear	N/A

Item/Field Functions

Functions	Keys	Menu Bar	Toolbar
Next Field	Tab	Item/Next	N/A
Previous Field	Shift Tab	Item/Previous	N/A
List Item Values/Search	F9	Help/List	N/A
Next Primary Key	Shift F3	N/A	N/A
Clear Field	Ctrl U or delete	Item/Clear	N/A
Duplicate Field	F3	Item/Duplicate	N/A
Next Radio Item	→	N/A	N/A
Previous Radio	←	N/A	N/A
Check/Uncheck Checkbox Field	Space Bar	N/A	N/A

Query Functions

Functions	Keys	Menu Bar	Toolbar
Enter Query	F7	Query/Enter	
Execute Query	F8	Query/Execute	
Count Query Hits	Shift F2	Query/Count Hits	N/A
Cancel Query	Ctrl Q	Query/Cancel	

All Banner forms are made up of 3 components:

Blocks - A block is a section of a form or window that contains related information.
Fields - Fields are labeled space within a block. You can enter, query, change and/or display specific information within a field.
Records - A record is a group of fields that make up a logical unit. There may be more then one record in a block.

Menu Options

Option	Keyboard Shortcuts	Purpose
Cut	Ctrl-X	Cuts selected text and places it on the clipboard.
Copy	Ctrl-C	Copies selected text and places it on the clipboard.
Paste	Ctrl-V	Pastes text from the clipboard to the cursor location.
Edit		Displays the editor window, which is used to enter and update text.

Using Wildcards

Searching for items in a database
A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in the search criteria.
- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

Note: ma is used as an example. The wildcard symbols can be used with any combination of letters in any order.

To get these results...	Enter these criteria...
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma
All entries that have m as a second character	_m%