























Barista Toolbar Keyboard Shortcut Reference Guide

Button	Menu Equivalent	Shortcut	Notes
	New/Clear	Ctrl+N	
	Add to End	Ctrl+N	In maintenance grids.
	Insert Before	Ctrl+Shift+N	In maintenance grids.
	Edit	F2	Edit grid cell.
	Copy	Ctrl+C	Copy control/cell contents.
	Undo	Ctrl+Z	
	Convert Case	Ctrl+Alt+C	Toggle case between upper, lower, and title.
	Record Delete	Ctrl+D	Delete current record.
	Record Save	Ctrl+S	Save current record.
	Record Save As	Ctrl+Shift+S	Save record with new key.
	Notify	Ctrl+Shift+A	Notify when locked record is available.
	Refresh Data	Alt+F5	Reload record.
	Execute Process	F5	Execute/submit the current process.
	Print Current Record	Ctrl+P	Print currently displayed record.
	Print All Records	Ctrl+Shift+P	Print all records on file.
	First Record	Alt+PageUp	Move to first record.
	Previous Record	PageUp	Move to previous record.
	Next Record	PageDn	Move to next record.
	Last Record	Alt+PageDn	Move to last record.
	View Query	Ctrl+Q	Launch record query.
	Filter Query	Ctrl+T	Launch filter window in inquiry system.
	View Find	Ctrl+F	Launch field query.
	Fit Columns to Grid	Ctrl+G	Resizes all grid columns to fit into displayed grid width.

	Display Master Record	Ctrl+R	Display master record form for selected data..
	Expand Grid Record	Ctrl+E	Expand grid row to full record form.
	Calendar	Ctrl+L	Display calendar.
	Launch Link		Launch link.
	Drilldown		Launch field drilldown.
	Record Notes		Launch record notes form.
	Additional Options	Ctrl+O	Display additional options menu.
	Toggle Panel	F7	Toggle between header and detail panels.
	Help	F1	Launch Barista/Application help system
	Close form	Ctrl+F4	Closes form currently in focus.
	Close All Forms	Ctrl+Shift+F4	Closes all forms in the MDI.
	Exit	Alt+F4	Exits the Barista /Application MDI.