



Banner 9 Shortcuts for Windows & Mac

No.	Action	Mac Shortcuts	Windows Shortcuts	Section
1	Submit Workflow	Option + W	Alt + W	Most used Banner 9 Shortcuts
2	Release Workflow	Option + Q	Alt + Q	Most used Banner 9 Shortcuts
3	Expand/Collapse a Drop-down Field	Option + Down Arrow key	Alt + Down Arrow key	Most used Banner 9 Shortcuts
4	Change MEP Context	Option + Shift + C	Alt + Shift + C	Most used Banner 9 Shortcuts
5	Open Related Menu	Option + Shift + R	Alt + Shift + R	Most used Banner 9 Shortcuts
6	Open Tools Menu	Option + Shift + T	Alt + Shift + T	Most used Banner 9 Shortcuts
7	Last Page	Command + End	Ctrl + End	Most used Banner 9 Shortcuts
8	First Page	Command + Home	Ctrl + Home	Most used Banner 9 Shortcuts
9	Page Tab (number)	Command + Shift + 1-9	Ctrl + Shift + 1-9	Most used Banner 9 Shortcuts
10	Sign Out	Command + Shift + F	Ctrl + Shift + F	Most used Banner 9 Shortcuts
11	Open Help for the current page	Command + Shift + L	Ctrl + Shift + L	Most used Banner 9 Shortcuts
12	Open Search	Command + Shift + Y	Ctrl + Shift + Y	Most used Banner 9 Shortcuts
13	Toggle Accessibility Mode for current session	Command + B	Ctrl + B	Most used Banner 9 Shortcuts
14	Toggle Multi/Single Records View	Command + G	Ctrl + G	Most used Banner 9 Shortcuts
15	Open Menu	Command + M	Ctrl + M	Most used Banner 9 Shortcuts
16	Close Menu	Command + Option + M	Ctrl + Alt + M	Most used Banner 9 Shortcuts
17	View Recently Opened Pages Menu	Command + Y	Ctrl + Y	Most used Banner 9 Shortcuts
18	Export	Shift + F1	Shift + F1	Most used Banner 9 Shortcuts
19	Edit	Command + E	Ctrl + E	Most used Banner 9 Shortcuts
20	Cancel Page, Close Current Page, Cancel Search/Query, or Exit	Command + Q	Ctrl + Q	Most used Banner 9 Shortcuts
21	Down/Next Record	Down Arrow key	Down Arrow key	Most used Banner 9 Shortcuts
22	Choose/Submit	Enter	Enter	Most used Banner 9 Shortcuts
23	Duplicate Item	F3	F3	Most used Banner 9 Shortcuts
24	Duplicate Selected Record	F4	F4	Most used Banner 9 Shortcuts
25	Insert/Create Record	F6	F6	Most used Banner 9 Shortcuts
26	Search/Open Filter Query	F7	F7	Most used Banner 9 Shortcuts
27	Execute Query	F8	F8	Most used Banner 9 Shortcuts
28	List Values	F9	F9	Most used Banner 9 Shortcuts
29	Save	F10	F10	Most used Banner 9 Shortcuts
30	Next Page Down	Page Down key	Page Down key	Most used Banner 9 Shortcuts
31	Previous Page Up	Page Up key	Page Up key	Most used Banner 9 Shortcuts
32	Count Query	Shift + F2	Shift + F2	Most used Banner 9 Shortcuts
33	Clear One Record	Shift + F4	Shift + F4	Most used Banner 9 Shortcuts
34	Clear All in Section	Shift + F5	Shift + F5	Most used Banner 9 Shortcuts
35	Delete Record	Shift + F6	Shift + F6	Most used Banner 9 Shortcuts
36	Previous Field/Item	Shift + Tab	Shift + Tab	Most used Banner 9 Shortcuts
37	Next Field/Item	Tab	Tab	Most used Banner 9 Shortcuts
38	Up/Previous Record	Up Arrow key	Up Arrow key	Most used Banner 9 Shortcuts
39	More Information	Command + Shift + U	Ctrl + Shift + U	Most used Banner 9 Shortcuts
40	Next Block or Section	Option + Page Down key	Alt + Page Down key	Most used Banner 9 Shortcuts
41	Previous Block or Section	Option + Page Up key	Alt + Page Up key	Most used Banner 9 Shortcuts
42	Open Menu	Command + M	Ctrl + M	Most used Banner 9 Shortcuts
43	Select on a Called Page	Option + S	Alt + S	Most used Banner 9 Shortcuts
44	Rollback or Clear Page	F5	F5	Most used Banner 9 Shortcuts
45	Print	Command + P	Ctrl + P	Most used Banner 9 Shortcuts

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