

# Banner Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner versions 8 and 9. Actions with new or updated keyboard combinations in Banner 9 are indicated by bold entries.

Action	Banner 8	Banner 9
<b>Application Navigator</b>		
<b>Access Help</b>	Banner 9 keyboard shortcuts will work in Banner 8 if you are running Banner 8 with Application Navigator and have applied the keyboard shortcut configuration settings.	CTRL+M
<b>Access Menu</b>		CTRL+Y
<b>Display recently opened items</b>		CTRL+SHIFT+L
<b>Search</b>		CTRL+SHIFT+Y
<b>Sign out</b>		CTRL+SHIFT+F
<b>Banner Document Management (BDM)</b>		
<b>Add BDM Documents</b>	Icon or Menu	ALT+A
<b>Retrieve BDM Documents</b>	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
<b>Change MEP Context</b>	Not applicable	ALT+SHIFT+C
Choose/Submit	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
<b>Clear Page or Start Over</b>	SHIFT+F7	F5
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F6	SHIFT+F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
<b>Expand/Collapse Drop-down Field</b>	Click field	ALT+Down Arrow
<b>Export</b>	Extract Data with Key or Extract Data no Key	SHIFT+F1
<b>First Page</b>	Not applicable	CTRL+Home

<b>Action</b>	<b>Banner 8</b>	<b>Banner 9</b>
Insert/Create Record	F6	F6
<b>Last Page</b>	Not applicable	CTRL+End
List of Values	F9	F9
<b>More Information</b>	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
<b>Next Section</b>	CTRL+Page Down	ALT+Page Down
<b>Open Menu Directly</b>	F5	CTRL+M
<b>Open Related Menu</b>	Not applicable	ALT+SHIFT+R
<b>Open Tools Menu</b>	Not applicable	ALT+SHIFT+T
<b>Page Tab 1 Page Tab 2 and so on</b>	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
<b>Previous Section</b>	CTRL+Page Up	ALT+Page Up
<b>Print</b>	SHIFT+F8	CTRL+P
<b>Refresh or Rollback</b>	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
<b>Select on a Called Page</b>	SHIFT+F3	ALT+S
<b>Toggle Multi/Single Records View</b>	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
<b>Workflow</b>		
<b>Release Workflow</b>	Icon or Menu	ALT+Q
<b>Submit Workflow</b>	Icon or Menu	ALT+W