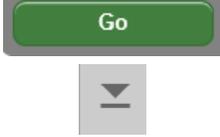
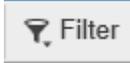
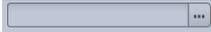


Banner 8 vs Banner 9 Shortcut Reference

Banner 8				Banner 9	
Icon	Keyboard	Menu	Explanation	Icon	Keyboard
	Save (F10)	File, Save	Saves all changes made in a form since the last time you saved. Banner also refers to save as Commit in some messages.	 Lower right hand corner of screen	Save (F10)
	Rollback (Shift+F7)	File, Rollback	Clears all information and returns you to the Key Block of a form.		Rollback/Refresh (F5)
	Select (Shift+F3)	File, Select	Enters the highlighted value into the current field of the form you are working from. List of values uses OK as the select.		
	Insert Record (F6)	Record insert	Inserts a new blank record into a group of existing records.		Insert Record (F6)
	Remove Record (Shift+F6)	Record, Remove	Removes all information for the record. When you Save, the record will be deleted from the database.		Remove Record (SHIFT+F6)
	Previous Record (Up Arrow)	Record, Previous	Moves the cursor to the first enterable field in the previous record.		Previous Record (UP ARROW)
	Next Record (Down Arrow)	Record, Next	Moves the cursor to the next enterable field in the next record. If the cursor is at the last record, a new record is created.		Next Record (DOWN ARROW)
	Previous Block (Ctrl+Pg Up)	Block, Previous	Moves the cursor to the previous information block in a form.		Previous Block/Section (ALT+PG UP)
	Next Block (Ctrl+Pg Down)	Block, Next	Moves the cursor to the next information block in a form. If the next block is in another window of the form, that window will be opened.		Next Block/Section (ALT+PG DOWN)
	Enter Query (F7)	Query, Enter	Puts the form into query mode and lets you enter search criteria to see what information is already in the database.	  Opens new form to add fields for querying – more options.	Enter Query/Filter (F7)
	Execute (F8)	Query, Execute	In query mode, searches the database and displays any records that match the search criteria.		Execute Query/Filter (F8)

Banner 8 vs Banner 9 Shortcut Reference

Banner 8				Banner 9	
Icon	Keyboard	Menu	Explanation	Icon	Keyboard
	Cancel (Ctrl+Q)	Query, Cancel	Cancels a query and takes a form out of query mode.		Cancel (CTRL+Q)
	Print (Shift+F8)	File, Print	Captures the active screen (only what you can see) and prints it to your local printer.		Print (CTRL+P)
	Online Help (F1)	Help, Online Help	Displays the Help window for the current field		Help (CTRL+SHIFT+L)
	Exit (Ctrl+Q)	File, Exit	In a menu, the Exit command takes you out of Banner. In a form, the Exit command takes you out of the form. In a query mode, the Exit command cancels the query.	 Appears on the left side of the screen instead of the right.	Exit (CTRL + Q)
	F5	File, Direct Access	Activates a "Go To..." window, where users can navigate to another form without having to return to the main menu.		Search (CTRL+SHIFT+Y)
		Help, Extract Data	Extracts data to an excel spreadsheet.		Export (SHIFT+F1)
	F9	List of values	Lookup Values		List of values (F9)
	F4	Record, Duplicate	Copy Record		Copy Record (F4)
	F3	Options, form	Drills down on some forms		Drills Down on some forms (F3)
		Options menu	Related Forms		Related (ALT+SHIFT+R)
			Toggle Menu	 Brings up Main Menu	Toggle Menu (CTRL+M)
			Toggle Open Applications	 Forms previously opened in Banner	Toggle Open Applications (CTRL+Y)