

# 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     |
|---|---|--------------|
| Application Navigator   |   |              |
| Access Help   | 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       |
| Access Menu   |   | CTRL+Y       |
| Display recently opened items   |   | CTRL+SHIFT+L |
| Search  |   | CTRL+SHIFT+Y |
| Sign out  |   | CTRL+SHIFT+F |
| Banner Document Management (BDM)  |   |              |
| Add BDM Documents   | Icon or Menu  | ALT+A        |
| Retrieve BDM Documents  | Icon or Menu  | ALT+R        |
| Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode) | CTRL+Q  | CTRL+Q       |
| Change MEP Context  | Not applicable  | ALT+SHIFT+C  |
| Choose/Submit   | ENTER   | ENTER        |
| Clear All in Section  | SHIFT+F5  | SHIFT+F5     |
| Clear One Record  | SHIFT+F4  | SHIFT+F4     |
| Clear Page or Start Over  | 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

| Action               | Banner 8       | Banner 9 |
|----------------------|----------------|----------|
| Insert/Create Record | F6             | F6       |
| Last Page            | Not applicable | CTRL+End |