

# OpenFox™ Desktop/Messenger Keyboard Shortcuts



## At Any Time

Shortcut	Description
F12	Lock the Desktop software

## In a Window

Shortcut	Description
Ctrl-Tab	Move to the next open window
Ctrl-Shift-Tab	Move to the previous open window
Ctrl-F2	Minimize the current window
Ctrl-F3	Maximize the current window
Ctrl-F4	Close the current window
Ctrl-Shift-F4	Close all open windows
Ctrl-F5	Restore the current window

## In a Messenger Form

Shortcut	Description
Ctrl-Enter	Submit the form
Ctrl-D	Save the form as a draft message
Ctrl-R	Clear the form
Ctrl-P	Print the form
Ctrl-S	Copy (store) all fields on the form Messenger may be configured to automatically copy the fields when you submit a form. See your preferences for more information.
Ctrl-G	Paste (get) all fields from the last form

## In a Messenger Form Text Field

Shortcut	Description
Ctrl-X	Cut the selected text
Ctrl-C	Copy the selected text
Ctrl-V	Paste
Ctrl-A	Select all text in the field
Ctrl-Z	Undo the last change to this field
Ctrl-Shift-Z	Redo the last change to this field
Ctrl-F1	Toggle whether the popup help for this field is displayed or hidden
F1	Access help files for this transaction and field
Ctrl-F	Text search the codes in this drop down list Only valid on drop down list fields
Alt-letter	Jump to the field that has the <i>letter</i> underlined in its name

### From any Messenger Screen

Shortcut	Description
Ctrl-I	Go to the Inbox folder
Ctrl-Y	Go to the Sent folder
Ctrl-E	Go to the Save folder
Ctrl-T	Go to the Trash folder
Ctrl-D	Go to the Drafts folder
Ctrl-H	Go to the Search folder
Ctrl-Q	Go to the Quick Query Bar
Ctrl-O	Go to the Forms Tree
Ctrl-L	Go to the Mail Folder List
Ctrl-M	Go to the List of Messages Doesn't change current folder
Ctrl-K	Go to the Message Preview

### From the List of Messages

Shortcut	Description
Delete	Move the selected message(s) to the Trash folder If in the Trash folder, deletes the selected messages
Ctrl-S	Move the selected message(s) to the Save folder
Ctrl-N	Change the text under the Summary column for the selected message(s)
Ctrl-F	Open the message text search bar
Ctrl-Shift-F	Open the message search window
Enter	View the input form for the selected message Messenger allows the user to change the shortcut for this item
Ctrl-Enter	View the message in a separate window Messenger allows the user to change the shortcut for this item
Alt-Enter	View the message in a new separate window Messenger allows the user to change the shortcut for this item
Ctrl-R	Reply to the selected message(s)
Ctrl-B	Forward the selected message(s)
Ctrl-P	Print the selected message(s)
Ctrl-U	Selects the oldest unread message
Ctrl-G	Selects all messages in the same group. These are messages that have the same value under the ID column.
Ctrl-Shift-A	Selects all messages in the current folder
Ctrl-Shift-C	Clears any current selected
Ctrl-Shift-R	Reverses the current selection
Shift-Click	Selects a range of messages
Ctrl-Click	Toggles whether or not the clicked message is selected or not