4th Dimension and 4D Server 2004
KEYBOARD SHORTCUTS

This document provides a comprehensive list of keyboard shortcuts available in 4D applications (4th Dimension, 4D Server and 4D Client).

In this document, shortcuts are listed in the following order:

■ **Shortcuts when opening a database**

■ **Design Mode Shortcuts**

■ **Debugger Shortcuts**

■ **User/Runtime Mode Shortcuts**

Keyboard keys

The following diagram shows the names and locations of the main command keys on PC and Macintosh extended keyboards:
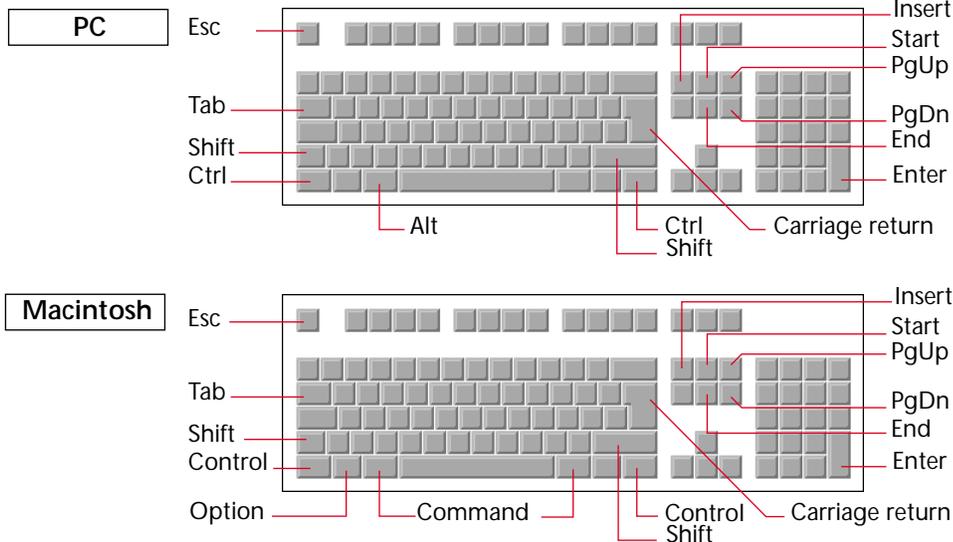
Note **Enter** denotes the Enter key of the numeric keypad, which may produce a different effect from that of the standard **Carriage Return** key.

Shortcuts when opening a database

	Windows	*MacOS*
Select a different data file/ Segment the data file	Alt when opening a database	Option when opening a database
Check structure file	Ctrl when opening a database	Command when opening a database
Display the Password dialog box (when a Default user has been defined)	Shift when opening a database	
Delete a database reference in the 4D Open/Create Database dialog box	Select a reference and press Delete or Backspace	

Design Mode Shortcuts

General	Windows	MacOS
Close all open windows in Design Mode (except the Structure window)	Alt+Click on a window close box	Option+click on a window close box
Close all open windows in Design Mode when changing to User/Custom Menus mode	Shift+Change mode	
Display the Execute Method dialog box	Ctrl+E	Command+E
Display the Runtime Explorer windows in a floating palette	Ctrl+Shift+F9	Command+Shift+F9
Display the process pop up menu (allows stopping of database execution)	Alt+Shift+Right click	Control+Option+Command+click
Rename objects in the Toolbox or the Explorer (forms, project methods, etc.)	Ctrl+click or two clicks on object name	Command+click or two clicks on object name
Display a contextual menu	Right click on an object/area	Control+click on an object/area
Create a new table	Ctrl+Insert	Command+Insert
Display the New Form Wizard	Shift+Insert	
Create a new project method	Ctrl+M	Command+M
Display the Toolbox window	Ctrl+;	Command+;
Display the Explorer window	Ctrl+,	Command+,
Display Explorer window Methods page	Ctrl+P	Command+P
Display Explorer window Forms page	Ctrl+L	Command+L

Structure window	Windows	MacOS
Create/Open a trigger	Alt+double-click on table name	Option+double-click on table name
Display the forms of a table the Explorer window	Ctrl+double-click on table name	Command+double-click on table name
Select each table	Tab	
Select each field of a table	↑↓ Keys	
Select the first field of a table	Start	
Select the last field of a table	End	

Explorer	Windows	MacOS
Rename a folder, a form, a project method	Ctrl+click or two clicks on object name	Command+click or two clicks on object name
Navigate through list items	Use mouse wheel or ↑↓ Keys	
Expand/Collapse an element	→ ← Keys	

Method Editor	Windows	MacOS
Insert a 4D command from the Explorer window with syntax	Drag and drop from the Explorer window	
Insert a 4D command from the Explorer window without syntax	Alt+Drag and drop	Option+Drag and drop
Display the syntax of a selected command	Insert a space after the command name	
Display on-line help for a selected command	F1 (once command name is selected)	
Shortcut for entering a command or a constant name	[first letters]+Tab or [first letters]+@+Enter	
Insert a null hour	?+Enter	
Insert a null date	!+Enter	
Display Break points properties dialog box	Alt+click on a break point	Option+click on a break point
Open the method whose name is currently selected	Ctrl+P	Command+P
Open the form whose name is currently selected	Ctrl+L	Command+L
Parse the currently selected line (without adding a line)	Enter	
Parse the whole method	Ctrl+Enter	Command+Enter
Create and enlarge the selection, character by character, to the right, or Reduce the selection, character by character, from the left	Shift+→	
Reduce the selection, character by character, from the right or Create and enlarging the selection, character by character, to the left	Shift+←	
Create and enlarge a selection, line by line, from the top to the bottom	Shift+↓	
Create and enlarge a selection, line by line, from the bottom to the top	Shift+↑	
Create and enlarge the selection, word by word, from the right	Ctrl+Shift +→	Command+Shift +→
Reduce the selection, word for word, from the right, or Create and enlarge the selection, word by word, from the left	Ctrl+Shift+ ←	Command+Shift + ←

Copy selected text during drag and drop operation	Ctrl+drag and drop	Option+drag and drop
Copy selection into a specific clipboard (1 to 9)	Ctrl+Shift+1 to 9	Control+Shift+1 to 9
Paste contents of a specific clipboard (1 to 9)	Ctrl+1 to 9	Control+1 to 9
Move the insertion point, word by word, from left to right	Ctrl+ →	Command+ →
Move the insertion point, word by word, from right to left	Ctrl+ ←	Command+ ←
Place the insertion point at the beginning of the line	Home	
Place the insertion point at the end of the line	End	
Place the insertion point at the beginning of the method	Ctrl+Home	Command+Home
Place the insertion point at the end of the method	Ctrl+End	Command+End
Select all the characters in the line that are to the left of the cursor	Shift+Home	
Select all the characters in the line that are to the right of the cursor	Shift+End	
Deselect last enclosing block of text (selected using Select Enclosing Block command)	Ctrl+Shift+B	Command+Shift+B
Scroll the contents of the method (doesn't modify the insertion point)	Use mouse wheel	
Scroll the contents of the method, page by page, from the bottom to the top (doesn't modify the insertion point)	PgUp	
Scroll the contents of the method, page by page, from the top to the bottom (doesn't modify the insertion point)	PgDn	

Form Editor	*Windows*	*MacOS*
Display/hide the Property List palette	Ctrl+Shift+Space bar	Command+ Shift+Space bar
Open/Create an object method	Alt+click on an object	Option+click on an object
Display current form's page 0	Alt+click on any object belonging to page 0	Option+click on any object belonging to page 0
Select/deselect several objects	Shift+click on each object	
Select an object belonging to a group without ungrouping	Ctrl+click on the grouped object	Command+click on the grouped object

Select each object when different objects are superimposed	Ctrl+click on the object stack	Command+click on the object stack
Draw a marquee that selects only completely enclosed objects	Alt+draw a marquee	Option+draw a marquee
Group selected objects	Ctrl+G	Command+G
Ungroup objects	Ctrl+Shift+G	Command+Shift+G
Duplicate a selection	Ctrl+D	Command+D
Move a selection to foreground	Ctrl+N	Command+N
Move a selection to background	Ctrl+Maj+N	Command+Maj+N
Insert a field from the current table into a Text area	Alt+click in the area (Text tool)	Option+click in the area (Text tool)
Insert a field from any table into a Text area	Alt+Shift+click in the area (Text tool)	Option+Shift+click in the area (Text tool)
Change the selected Text area or Group box to editing mode	Enter	
Resize an object one pixel at a time	Ctrl+ ↑↓→←	Command+ ↑↓→←
Resize an object in user-defined increments established in the Grid Definition dialog box	Ctrl+Shift+↑↓→←	Command+ Shift+↑↓→←
Resize with a constraint (*)	Shift+click and drag a handle	
Draw with a constraint (*)	Shift+draw	
Reset a picture at 100%	Ctrl+click on the lower right corner of the picture	Command+click on the lower right corner of the picture
Create a picture button by drag and drop from the Picture library (the picture is defined as a sequence of frames)	Drag and drop from the library	
Create a picture pop up menu by drag and drop from the Picture library (the picture is defined as a sequence of frames)	Shift+drag and drop from the library	
Create a library picture by drag and drop from the Picture library (the picture is defined as a sequence of frames)	Alt+ drag and drop from the library	Option+drag and drop from the library
Add a "List" subform to a form from the Explorer window	Drag and drop the subform	
Add a "Detail " subform to a form from the Explorer window	Shift+Drag and drop the subform	
Create a hierarchical list	Drag and drop the list from the List editor	
Create hierachical menu	Shift+Drag and drop the list from the List editor	

Number variables on matrix from top to bottom	Shift+Select Duplicate on Matrix menu command	
Add a Header marker	Alt+click on a Header marker	Option+click on a Header marker
Add a Break marker	Alt+click on a Break marker	Option+click on a Break marker
Remove a user-added Header or Break marker	Ctrl+click on the marker to remove	Command+click on the marker to remove
Simultaneously move all markers below the marker currently being moved	Shift+Move the marker	

Property List	Windows	MacOS
Expand/Collapse all themes	Ctrl+click on a theme	Command+click on a theme
Select/Deselect all events	Ctrl+click on an event	Command+click on an event
Navigate between cells	↑↓→ ← keys	
Select the first/the last visible cell of the displayed list	PgUp / PgDn	
Select the first/the last cell of the list	Home / End	

Menu Bar Editor	Windows	MacOS
Open the method attached to a menu command	Ctrl+P	Command+P

List Editor	Windows	MacOS
Sort a list in reverse alphabetical order (Z –> A)	Shift+Sort command in the contextual menu	

Picture Library	Windows	MacOS
Pick the color above which the cursor is located (Pen tool)	Alt+click on the area	Option+click on the area
Draw an object with a constraint(*)	Shift+Draw	
Draw a rectangle starting from its center	Ctrl+Draw	Command+Draw
Draw an oval starting from its center	Ctrl+Draw	Command+Draw

Web Services Wizard	Windows	MacOS
Display XML source code of WSDL file	Shift+Discover button	

Debugger Shortcuts

	Windows	MacOS
Interrupt communication initiated by RECEIVE PACKET, RECEIVE BUFFER, RECEIVE VARIABLE or RECEIVE RECORD	Ctrl+Alt+Shift	Command+ Option+Shift
Convert the Event Manager process (installed by ON EVENT CALL) into a normal process	Ctrl+Shift+Backspace	Command+Option+ Shift+Control+ Backspace
Display the debugger window during execution (selecting the process to trace)	Alt+Shift+Right click	Control+Option+ Command+click
Copy the selected expression or object into the Custom Watch Pane	Drag and drop or Ctrl+D or Ctrl+click on the object	Drag and drop or Command+D or Command+click on the object
Copy an element from the Watch Pane into the Custom Watch Pane	Double-click on an element of the Watch Pane	
Create a new expression	Double-click in the Custom Watch Pane	
Resume execution	F5 or Ctrl+R	F5 or Command+R
Resume execution and disable all pending TRACE calls for the current process	Shift+F5 or Shift+click on No trace button	
Abort execution	F6 or Ctrl+K	F6 or Command+K
Edit executing method	F2 or Ctrl+E	F2 or Command+E
Save settings	F3	
Step over	F4 or Ctrl+S	F4 or Command+S
Step into	F8 or Ctrl+T	F8 or Command+T
Step out	F7 or Ctrl+U	F7 or Command+U
Set a temporary Break point	Alt+Shift+click in the left margin	Option+Shift+click in the left margin
Display the Edit Break window	Alt+click on a break point	Option+click on a break point
Display method in Source Code pane at line corresponding to the call in the call chain	Double–click on a method name in the Call chain pane	
Force update of Watch pane	Ctrl+*	Command+*
Navigate through panes	Tab	
Navigate through pane items	↑↓ keys	

User/Runtime Mode Shortcuts

General	Windows	MacOS
Display Runtime Explorer in a floating palette	Ctrl+Shift+F9	Command+Shift+F9
Display the Table List window	Ctrl+0	Command+0
Flush cache to disk	Alt+Ctrl+Shift+s	Option+Command+ Shift+s
Flush cache to disk	Alt+Ctrl+Shift+s	Option+Command+ Shift+s
Display the process pop up menu (allows exiting of the Custom menus mode)	Alt+Shift+Right click	Control+Option+ Command+click

Entry/Edition in forms	Windows	MacOS
Create a subrecord(**)	Ctrl+Shift+/	Command+Shift+/
Validate a record or start a Query by Example / a Query and Modify (**)	Enter	
Cancel an entry or a Query by Example / a Query and Modify (**)	Esc	
Select several adjacent records (output form with multiple selection mode)	Click on the first record then Shift+click on the last one	
Select several non-adjacent records (output form with multiple selection mode)	Ctrl+click on each record to select	Command+click on each record to select
Proceed to the next area in the form entry order	Tab	
Proceed to the previous area in the form entry order	Shift+Tab	
Display the previous picture in the series of a picture button	Shift+click on the picture button	
Customize Quicktime settings for a picture	Alt+Paste a picture in the field	Option+Paste a picture in the field

Lists (Data entry)	Windows	MacOS
Modify a list item (both List and List item must have been set to "editable")	Alt+click on the item in the Edit dialog box	Option+click on the item in the Edit dialog box
Navigate within the Choice list window	[Type the first letters of the required item]	
Close the Choice list window and leave the field unchanged	Esc	

Label Editor	Windows	MacOS
Draw a marquee that selects only completely enclosed objects	Alt+draw a marquee	Option+draw a marquee
Distribute the tops of objects vertically	Shift+click on the Distribute Vertically button	
Distribute the bottoms of objects vertically	Alt+click on the Distribute Vertically button	Option+click on the Distribute Vertically button
Distribute the centers of objects vertically	Shift+Alt+click on the Distribute Vertically button	Shift+Option+click on the Distribute Vertically button
Distribute the left sides of objects horizontally	Shift+click on the Distribute Horizontally button	
Distribute the right sides of objects horizontally	Alt+click on the Distribute Horizontally button	Option+click on the Distribute Horizontally button
Distribute the centers of objects horizontally	Shift+Alt+click on the Distribute Horizontally button	Shift+Option+click on the Distribute Horizontally button
Resize an object one pixel at a time	Alt+↑↓→←	Option+↑↓→←
Resize an object 10 pixels at a time	Alt+Ctrl+↑↓→←	Option+Command+↑↓→←
Concatenate two fields using the Carriage Return as separator	Shift+Drag and drop the field	
Resize a group of concatenated fields to default size	Ctrl+click on the lower right handle of the group	Command+click on the lower right handle of the group
Add a border to an object	Ctrl+1 to 9	Command+1 to 9
Draw an object with a constraint(*)	Shift+Draw	
Select several objects	Shift+click on each object to select	
Move an object one pixel at a time	↑↓→← keys	
Move an object 10 pixels at a time	Ctrl+↑↓→←	Command+↑↓→←
Move an object one layer forward or backward	Shift+click on the Move to Front or Move to Back button	
Add a color to an object border	Shift+select a color	

Graphs (4D Chart)	Windows	MacOS
Insert a field from the current form table (Text tool)	Alt+click in the graph area (included area)	Option+click in the graph area (included area)
Insert a field from any table (Text tool)	Shift+Alt+click in the graph area	Shift+Option+click in the graph area
Close a polygon	Alt+Ctrl+Enter	Option+Enter
Resize an object while displaying its border	Alt+Resize	Option+Resize
Resize an object while keeping the same proportions	Shift+Resize	
Display the 4D Chart Menu bar	Ctrl+Shift+M	Command+Shift+M
Select plots associated with a line (2D XY graphs)	Ctrl+click	Command+click
Select an element of a graph	Ctrl+click	Command+click
Explode a wedge from a Pie chart	Ctrl+drag a wedge	Command+drag a wedge
Paste a picture from the Clipboard into a 2D Picture graph	Ctrl+click on a column, then paste the picture	Command+click on a column, then paste the picture
Move a chart legend	Ctrl+drag the legend	Command+drag the legend
Display tips optionally in graphs (using "On request" option)	Ctrl+position mouse over object	Command+position mouse over object
Draw an object with a constraint(*)	Shift+Draw	

Export Editor	Windows	MacOS
View available formats for an export column	Right-click in the column header	Control+click in the column header

(*) When you use a constraint, you can only draw vertical, horizontal or 45° oblique lines, square rectangles, and circular ovals. When you resize an existing object using a constraint, the original proportions of the object are kept.

(**) These default shortcuts can be modified in the Preferences dialog box.