

Shortcuts in 4D v11 SQL

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Abstract

This Technical Note offers 4D Developers a comprehensive list of the shortcuts available in 4D v11 SQL. Shortcuts eliminate the need to select menu items or click on buttons to perform tasks within the application. In other words, shortcuts save time by replacing the use of the mouse with the keyboard.

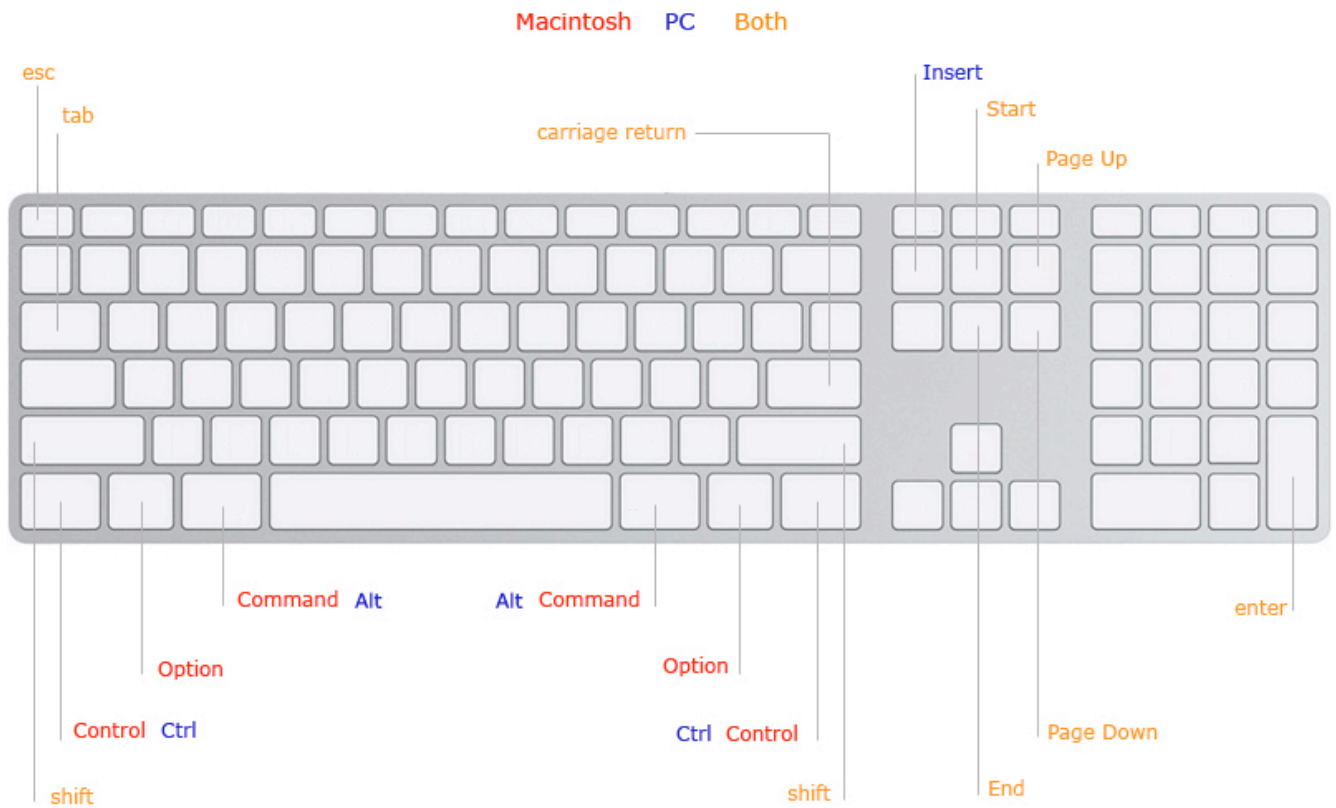
Introduction

The shortcuts described in this Technical Note are organized by topic. In addition, each shortcut are listed for both platforms, Mac OS and Windows.

Note that the shortcuts listed here are 4D's default. You can change most shortcuts by editing the shortcuts.xml file found inside the 4D Extensions folder next to your 4D application.

US Keyboard Keys

Here is a diagram of the names and locations of the main keys on a Macintosh and PC extended US keyboards.



4D Shortcuts

The following are 4D shortcuts listed by topic. Commands are listed with the key for PC and the equivalent for Macintosh in parentheses.

Opening a 4D Database

Shortcut	Action
Alt (Option)	Select a different data file
Ctrl (Command)	Check structure file
Shift	Display the user dialog box
Select Reference and press delete	Delete a reference in Welcome dialog

General

Shortcut	Action
Alt (Option) on a Window	Close all opened windows in Design Mode (Except Structure Window)
Shift + Change Mode	Close all opened windows in Design Mode when changing to User/Custom Menu mode
Ctrl (Command) + R	Display the Execute Method dialog
Alt (Option) + Shift + Ctrl (Command) + F9	Display the Runtime Explorer windows in a floating palette
Alt (Option) + Shift + Right Click (Click)	Display the process pop up menu (Allow stopping of database execution)
Esc	Force closing of the search in database window
Alt (Option) + click or two click on an object name	Rename object in the Toolbox or the Explorer (forms, methods, etc.)
Right click (Control + click) on an Object	Display a contextual menu
Ctrl + Insert	Create a new table

Shift + Insert	Display the Form Wizard
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Design – 4D Menu

Shortcut	Action
Ctrl (Command) + ,	Preferences...
Ctrl (Command) + H	Hide 4D
Alt (Option) + Ctrl (Command) + H	Hide Others
Ctrl (Command) + Q	Quit 4D

Design – File Menu

Shortcut	Action
Ctrl (Command) + N	New Database
Shift + Ctrl (Command) + L	New Form
Shift + Ctrl (Command) + K	New Method
Ctrl (Command) + O	Open Local Database
Shift + Ctrl (Command) + O	Open Remote Database
Ctrl (Command) + L	Open Form
Ctrl (Command) + K	Open Method
Alt (Option) + Shift + Ctrl (Command) + W	Close Database
Ctrl (Command) + W	Close Window
Alt (Option) + Ctrl (Command) + W	Close All Windows
Ctrl (Command) + S	Save Window
Alt (Option) + Ctrl (Command) + S	Save All
Alt (Option) + Shift + Ctrl (Command) + S	Flush Data Buffers
Shift + Ctrl (Command) + P	Page Setup
Ctrl (Command) + P	Print

Design – Edit Menu

Shortcut	Action
Ctrl (Command) + Z	Undo
Shift + Ctrl (Command) + Z	Redo
Ctrl (Command) + X	Cut
Ctrl (Command) + C	Copy
Ctrl (Command) + V	Paste
Ctrl (Command) + A	Select All
Ctrl (Command) + D	Duplicated
Shift +Ctrl (Command) + F	Find in Design
Ctrl (Command) + F	Find
Ctrl (Command) + G	Find Next
Shift +Ctrl (Command) + G	Find Previous
Ctrl (Command) + E	Find Same
Alt (Option) + Ctrl (Command) + F	Replace
Alt (Option) + Ctrl (Command) + G	Replace Next
Alt (Option) + Shift + Ctrl (Command) + G	Replace Previous

Design – Run Menu

Shortcut	Action
Ctrl (Command) + I	Test Application
Ctrl (Command) + R	Method
Alt (Option) + Ctrl (Command) + I	Restart Interpreted
Shift + Ctrl (Command) + I	Restart Compiled

Design – Design Menu

Shortcut	Action
Alt (Option) + Shift + Ctrl (Command) + E	Explorer
Shift + Ctrl (Command) + T	Tool Box
Ctrl (Command) + *	Compiler
Shift + Ctrl (Command) + *	Start Compiler

Design – Records Menu

Shortcut	Action
Ctrl (Command) + U	Show Current Table
Shift + Ctrl (Command) + U	List of Tables
Shift + Ctrl (Command) + N	New Record in List
Alt (Option) + Ctrl (Command) + N	New Record
Ctrl (Command) + +	Show All
Ctrl (Command) + -	Show Subset
Ctrl (Command) + Y	Query
Alt (Option) + Ctrl (Command) + Y	Order By...
Shift + Ctrl (Command) + R	Apply Formula...

Design – Window Menu

Shortcut	Action
Ctrl (Command) + M	Minimize Window
Alt (Option) + Shift + Ctrl (Command) + M	Minimize All Windows

Structure Window

Shortcut	Action
Alt (Option) + Double-click on the table name	Display the forms of a table in the Explorer window
↑↓ Keys	Select each field of a table
Home	Select the first field of a table
End	Select the last field of a table

Explorer

Shortcut	Action
Alt (Option) + Click or two clicks on object name	Rename a folder, a form or a project method
↑↓ Keys	Navigate through list items
Shift + Click	Select multiple adjacent list items
→ ← Keys	Expand/Collapse an element

Method Editor

Shortcut	Action
Drag and Drop from the Explorer window	Insert a 4D command from the Explorer window with syntax
Alt (Option) + Drag and Drop	Insert a 4D command from the Explorer window without syntax
Insert a space after the command name	Display the syntax of a selected command
F1 (Once a command name is selected)	Display on-line help for the selected command
[first letters] + Tab or [first letters] + @ + Enter	Shortcut for entering a command or a constant name

? + Enter	Insert a null hour
! + Enter	Insert a null date
Alt (Option) + click on a break point	Display Break points properties dialog
Ctrl (Command) + K	Open the method whose name is currently selected
Ctrl (Command) + L	Open the form whose name is currently selected
Enter	Parse the currently selected line (without adding a line)
Ctrl (Command) + Enter	Parse the whole method
Shift + →	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, to the right, or reduce the selection, character by character, from 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
Ctrl (Command) + Shift + →	Create and enlarge the selection, word by word, from the right
Ctrl (Command) + Shift + ←	Reduce the selection, word by word, from the right, or Create and enlarge the selection, word by word, from the left
Ctrl (Option) + Drag and Drop	Copy selected text during drag and drop operation
Ctrl (Control) + Shift + 1 to 9	Copy selection into a specific clipboard (1 -9)
Ctrl (Control) + 1 to 9	Paste contents of a specific clipboard (1 -9)

Ctrl (Command) + →	Move the insertion point, word by word, from left to right
Ctrl (Command) + ←	Move the insertion point, word by word, from right to left
Home	Place the insertion point at the beginning of the line
End	Place the insertion point at the end of the line
Ctrl (Command) + Home	Place the insertion point at the beginning of the method
Ctrl (Command) + End	Place the insertion point at the end of the method
Ctrl (Command) + E	Find Same
Shift + Home	Select all the characters in the line that are to the left of the cursor
Shift + End	Select all the characters in the line that are to the right of the cursor
Ctrl (Command) + Shift + B	Deselect the last enclosing block of text (selected using Select Enclosing Block command)
Use mouse wheel	Scroll the contents of the method (does not modify the insertion point)
Page Up	Scroll the contents of the method, page by page, from the bottom to the top (does not modify the insertion point)
Page Down	Scroll the contents of the method, page by page, from the top to the bottom (does not modify the insertion point)

Form Editor

Shortcut	Action
Ctrl (Command) + Shift + space bar	Display/hide the Properties List palette

Shift + H	Select the Move icon
Shift + A	Select the Arrow icon
Shift + Z	Select the Zoom Icon
Alt (Option) + click on an object	Open/Create an object method
T	Select Text group icon in object bar
F	Select Field group icon in object bar
L	Select List group icon in object bar
P	Select Pop-up group icon in object bar
B	Select Button group icon in object bar
R	Select Radio button group icon in object bar
C	Select Check Box group icon in object bar
I	Select Indicator group icon in object bar
S	Select Shape group icon in object bar
D	Select Divider group icon in object bar
X	Select External Area group icon in object bar
Shift + Letter (T, F, L, P, B, R, C, I, S, D, X)	Scroll through the objects belonging to a group icon
Alt (Option) + click on any object belonging to page 0 (zero)	Display current form's page 0 (zero)
Shift + Click on each object	Select/Deselect several objects
Ctrl (Command) + click on a grouped object	Select an object belonging to a group without ungrouping
Ctrl (Command) + click on the object stack	Select each object when different objects are superimposed
Hold down Ctrl (Control)	Deactivate magnetic grid when moving an object
Alt (Option) + draw a marquee	Draw a marquee that selects only completely enclosed objects

Ctrl (Command) + G	Group selected objects
Ctrl (Command) + Shift + G	Ungroup selected objects
Ctrl (Command) + D	Duplicate a selection
Ctrl (Command) + N	Move a selection to foreground
Alt (Option) + click in the Area (Text tool)	Insert a field from the current table into a Text Area
Alt (Option) + Shift + click in the Area (Text tool)	Insert a field from the any table into a Text Area
Enter	Change the selected Text Area or Group Box to editing mode
Ctrl (Command) + ↑↓→←	Resize an object one pixel at the time
Ctrl (Command) + Shift + ↑↓→←	Resize and object in user-defined increments established in the Grid Definition dialog box
Shift + Click + Drag a handle	Resize with a constraint
Shift + Draw	Draw with a constraint
Ctrl (Command) + click on a loser right corner of the picture	Reset a picture to 100%
Drag and Drop from the Library	Crate a picture button menu by drag and drop from the Picture library (he picture is defined a s sequence of frames)
Shift + Drag and Drop from the Library	Crate a picture pop up menu by drag and drop from the Picture library (he picture is defined a s sequence of frames)
Alt (Option) + Drag and Drop from the Library	Crate a picture by drag and drop from the Picture library (he picture is defined a s sequence of frames)
Drag and Drop the Subform	Add a "List" subform to a form from the Explorer window
Shift + Drag and Drop the Subform	Add a "Detail" subform to a form from the Explorer window
Drag and Drop the list from the List editor	Create a hierarchical list

Shift+ Drag and Drop the list from the List editor	Create a hierarchical menu
Shift + Select Duplicate on Matrix Menu command	Number variables on matrix from top to bottom
Ctrl (Command) + Alt (Option) + click	Renumber a selection of variables
Alt (Option) + click on a Header marker	Add a Header marker
Alt (Option) + click on a Break marker	Add a Break marker
Ctrl (Command) + click on the marker to remove	Remove a user-added Header or Break marker
Shift + Move the Marker	Simultaneously move all markers below the marker currently being moved

Property List

Shortcut	Action
Ctrl (Command) + Click on a theme	Expand/Collapse all themes
Ctrl (Command) + Click on an event	Select/Deselect all events
↑↓→← keys	Navigate between cells
Page Up / Page Down	Select the first/last visible cell of the displayed list
Home / End	Select the first/last cell of the list

Menu Bar Editor

Shortcut	Action
Ctrl (Command) + K	Open the method attached to a menu command

List Editor

Shortcut	Action
Shift + Sort command in contextual menu	Sort a list in reverse alphabetical order (Z - A)

Picture Library

Shortcut	Action
Alt (Option) + Click on the area	Pick the color above which the cursor is located (Pen Tool)
Shift + Draw	Draw an object with a constraint
Ctrl (Command) + Draw	Draw a rectangle starting from the center
Ctrl (Command) + Draw	Draw an oval starting from the center
Shift + Ctrl (Command) + Draw	Draw a circle starting from the center

Web Services Wizard

Shortcut	Action
Shift + Discover button	Display XML source code of WSDL file

Debugger

Shortcut	Action
Ctrl (Command) + Alt (Option) + Shift	Interrupt communication initiated by RECEIVE PACKET, RECEIVE BUFFER, RECEIVE VARIABLE or RECEIVE RECORD
Ctrl+ Shift + Backspace (Command) + (Option) + (Shift) + (Control) + Backspace	Convert the Event Manager process (installed by ON EVENT CALL) into a normal process
Alt+ Shift + Backspace (Control) + (Option) + (Command) + click	Display the debugger window during execution (selecting the process to trace)
Drag and drop or Ctrl (Command) + D or Ctrl (Command) + click on the object	Copy the selected expression or the object into the Custom Watch Pane

Double-click on an element of the Watch Pane	Copy an element from the Watch Pane into the Custom Watch Pane
Double-click in the Custom Watch Pane	Create a new expression
F5 or Ctrl (Command) + R	Resume execution
Shift + F5 or Shift + click on No trace button	Resume execution and disable all pending TRACE call for the current process
F6 or Ctrl (Command) + K	Abort execution
F2 or Ctrl (Command) + E	Edit executing method
F3	Save settings
F4 or Ctrl (Command) + S	Step over
F8 or Ctrl (Command) + T	Step into
F7 or Ctrl (Command) + U	Step out
Alt (Option) + click in the left margin	Set a temporary Break point
Alt (Option) + click on a break point	Display the Edit Break window
Double-click on a method name in the Call chain pane	Display method in Source Code pane at line corresponding to the call in the call chain
Ctrl (Command) + *	Force update of Watch pane
Tab	Navigate through pane
↑↓ keys	Navigate through pane items

User / Runtime Mode

Shortcut	Action
Ctrl (Command) + Shift + F9	Display Runtime Explorer in a floating window
Ctrl (Command) + 0	Select/Deselect all events
Alt (Option) + Ctrl (Command) + Shift + S	Flush cache to disk
Alt + Ctrl + Shift + S (Control) + (Option) + (Command) + click	Display the process pop up menu (allows exiting of the Custom menus mode)

Entry / Editing in Forms

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

Lists (Data Entry)

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

Label Editor

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

4D Chart

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

Export Editor

Shortcut	Action
Right-click (Control) + click in the column header	View available formats for an export column

Conclusion

This Technical Note offers a comprehensive list of the keyboard shortcuts available in 4D v11 SQL. Shortcuts represent an important asset in the Developer's quest gain accuracy and efficiency while saving valuable time.