MONTCLAIR STATE UNIVERSITY

Banner 9: Keyboard Shortcuts for the Mac

Action	Banner 9 Key Stroke
Application Navigator Display Open Items	CTRL + Y
Application Navigator Search	CRTL + Shift + Y
Application Navigator Help	CTRL + Shift + L
Application Navigator Sign Out	CTRL + Shift + F
Opens the Main Menu	CTRL + M
Closes Main Menu	Ctrl + Alt + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
GO Button /Choose / Submit/Action	Return/Enter
Next Section	ALT + Page Down
Previous Section	ALT + Page Up
Cancel form, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q
Cancel Action	Esc
Next Field/Item	Tab
Page Tab 1, Page Tab 2, Page Tab 3, …	CTRL + Shift + 1, CTRL + Shift + 2, CTRL + Shift + 3, et…
Previous Field/Item	Shift + Tab

Action	Banner 9 Key Stroke
Export	Shift + fn + F1
Duplicate Item	fn + F3
Duplicate Selected Record	fn + F4
Clear Page/Start Over/Refresh/Rollback	F5
Clear All in Section	Shift + F5
Insert/Create Record	F6
Delete Record	Shift + F6
Search/Open Filter Query	fn + F7
Execute Filter Query	fn + F8
List of Values	fn + F9
Save	fn + F10
Print	CTRL + P
Next Page Down	Page Down
Edit	CTRL + E
Copy	Fn + F4
Cut	CTRL + X
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Shift + Z
Select on a Called Page	ALT + S
More Information	CTRL + Shift + U

Action	Banner 9 Key Stroke
Retrieve BDM Documents	ALT + R
Add BDM Documents	ALT + A