



# Shortcut Keys and Mouse Usage

This document lists some useful shortcut keys and mouse/pointer usage that you can use to speed up development in Omnis Studio. Keyboard commands for the standard Omnis menu options are shown in the menus themselves and will vary across the different platforms.



The usage described below applies to all platforms unless indicated. In general, the Ctrl key under Windows corresponds to the Cmnd key under macOS, while F[number] keys under Windows correspond to Cmnd+[number] under macOS. For example, F9 corresponds to Cmnd+9, which opens the Catalog.

Note that the term "Right-click" is used throughout the Omnis manuals and means you click with the Right mouse button under Windows, or hold down the Ctrl key and click the pointer under macOS.

## Launching Omnis & Opening Libraries



Action		
Launch Omnis	Double-click on the Omnis icon	
Launch Omnis and open a library	Double-click on the Library icon	
Open a library (the Browser must be open)	Ctrl/Cmnd-O, or Library>>Open in Browser, or Drop the library's icon onto the Studio Browser from your Desktop or anywhere in your system	
Open library but <i>do not</i> run Startup task	Hold down Alt and open library	Hold down Option and open library
Close the selected library	Library>>Close in Browser	

# Omnis Tools

Action		
Open the Browser	F2	Cmnd-2
Open the Component Store	F3	Cmnd-3
Open the Notation Inspector	F4	Cmnd-4
Open the Inheritance Tree	F5	Cmnd-5
Open the Property Manager	F6	Cmnd-6
Open the Browser Options	F7	Cmnd-7
Open the Catalog	F9	Cmnd-9
Open Find and Replace	Ctrl-F	Cmnd-F



## Hide/Show Classes

When the contents of a library is displayed in the Studio Browser, you can hide and show different types of class by pressing the Shift and Control/Command keys plus the appropriate letter key. For example, pressing Shift+Ctrl+W causes only windows to be displayed, or Shift-Ctrl/Cmnd-A shows all classes. The following keyboard shortcuts are available:



<b>Action:</b>		
Code classes only	Shift + Ctrl/Cmnd + <b>C</b>	
File classes only	Shift + Ctrl/Cmnd + <b>F</b>	
Menu classes only	Shift + Ctrl/Cmnd + <b>M</b>	
Object classes only	Shift + Ctrl/Cmnd + <b>O</b>	
Remote form classes only	Shift + Ctrl/Cmnd + <b>I</b>	
Remote task classes only	Shift + Ctrl/Cmnd + <b>K</b>	
Report classes only	Shift + Ctrl/Cmnd + <b>R</b>	
Schema classes only	Shift + Ctrl/Cmnd + <b>S</b>	
Search classes only	Shift + Ctrl/Cmnd + <b>L</b>	
Table classes only	Shift + Ctrl/Cmnd + <b>B</b>	
Task classes only	Shift + Ctrl/Cmnd + <b>J</b>	
Window classes only	Shift + Ctrl/Cmnd + <b>W</b>	
All classes	Shift + Ctrl/Cmnd + <b>A</b>	

The above key presses activate the Class Filter, but you can set the filter manually. To open the Class Filter, press the F7 key or click on the Class Filter (on/off) option in the Studio Browser.



## General

Action		
Save the current class	Ctrl+S	Cmd-S
Open the Print Destination dialog	Shift-Ctrl-P	Shift-Cmd-P
Print the current selected object (report, method, field, or class); e.g. prints complete list of properties and methods for a class	Ctrl-P	Cmd-P
Close the top window	Ctrl-W	Cmd-W
Instantiate a class, e.g. open a window, print a report, install a menu or toolbar	Shift-select class in View menu	
Interrupt current processing, such as method execution, or report printing	Ctrl+Break	Cmd- (period)
Exit/Quit Omnis	Alt+F4	Cmd-Q



## Help

Action		
Get help on currently selected item	F1	
Get 'What's This?' cursor, then click on object to get help	Shift-F1	

## Window and Report Design



Action		
Switch between design and open window to test the window	Ctrl+T	Cmnd-T
Make an exact square; or circle; or a line at an angle of 0, 45 or 90 degrees	Ctrl-/ Cmnd-drag (select the object(s) prior to pressing the Ctrl/Cmnd Key )	
Duplicate a selected object	Ctrl-drag	Option-drag
Select multiple objects for moving, grouping, locking, or cutting and pasting	Shift-click	
Select all the objects on a window or report	Ctrl+A	Cmnd-A
Lock cursor movement to X/Y direction when sizing or moving object(s)	Shift-drag ( Select the object(s) prior to pressing the Shift Key )	
Open the specified class or method editor for the current class	F8	Cmnd-8

## Moving and Sizing Objects

Action		
Move object by one pixel, or by grid amount if grid is enabled	< > ^ v (arrow keys)	
Move object by a greater amount; uses the current grid setting*	Shift- < > ^ v	
Size an object by one pixel on its <i>right</i> or <i>bottom</i> edge	Ctrl+ < > Ctrl+ ^ v	Cmnd- < > Cmnd- ^ v
Size an object by a larger amount on its <i>right</i> or <i>bottom</i> edge; uses the current grid setting*	Shift-Ctrl+ < > Shift-Ctrl+ ^ v	Shift-Cmnd- < > Shift-Cmnd- ^ v

\* Uses current window **horzgrid** and **vertgrid** properties regardless of the status of the showgrid, sizetogrid, aligntogrid properties.



## List and Grid Fields

Action		
Select multiple <i>non-consecutive</i> lines	Ctrl-click	Cmnd-click
Deselect selected line	Ctrl-click	Cmnd-click
Select multiple <i>consecutive</i> lines	Shift-click	
Deselect all lines (user-defined lists only)	Click on white space at end of list	



The lists key usage applies to most built-in Omnis lists, as well as your own lists.

## Container Fields



Container fields are window fields that contain other fields, such as complex grids.

<b>Action</b>		
To select an object in a selected container field	Ctrl/Cmnd-click on object	
To select all objects in a container field	First select all objects on the window using Ctrl/Cmnd-A, then Ctrl/Cmnd-click inside one of the objects inside the container field	
To drag select a number of objects inside a container field	Ctrl/Cmnd & drag around objects inside the container field	
To copy a container field, including its internal fields	Ctrl/Option-drag on empty part of container field	

## Property Manager

<b>Action</b>		
Open droplist or dialog in Property Manager	Alt-Down arrow, use Return key to confirm choice	
To toggle value of property in the Property Manager, e.g. to toggle true/false value or cycle through multiple values	Double-click on value	

## Method Editor and Debugger

Action		
Set a go point on a method line	Double-click	
Set a breakpoint	Ctrl+Shift+B	Cmnd-Shift-B
Set a one-time breakpoint	Ctrl+Shift+O	Cmnd-Shift-O
Clear breakpoints	Ctrl+Shift+C	Cmnd-Shift-C
Clear field breakpoints	Ctrl+Shift+F	Cmnd-Shift-F
Stop debugger during execution	Pause	Cmnd-Alt-Backspace
Display the variable context menu for variable or field	Right-click on variable or field	Ctrl-click on variable or field
Expand box in calculation field	Ctrl+U	Cmnd-U
Comment selected method line(s) Uncomment selected method line(s)	Ctrl+; (semi-colon) Ctrl+' (apostrophe)	Cmnd-; Cmnd-'
Add <i>new</i> line below current line in method	Ctrl+N	Cmnd-N
<i>Insert</i> line above current line in method	Ctrl+I	Cmnd-I
Open the window or report design screen for the current method or method(s)	F3	Cmnd-3
Open the method editor for a custom menu installed on menu bar	Shift-select menu option	
Wild card when typing commands, for example, typing o*w finds the <i>Open window instance</i> command	* character	
Find next or previous line in list when used with search string, for example, *cur+, +,... finds all strings containing "current"	+ or - keys	

You can change the keys assigned to the debug functions in the **Edit Keys** option under the **Debug** menu in the Method Editor.