

# Cindex for Windows and Publishers' Edition



## Shortcuts for managing text in the record entry window

See also Hot Keys; Abbreviations; Windows extended character key strokes; "Jump" keys

Key(s)	Action
↓	Moves cursor to next line [plus SHIFT to select]
↑	Moves insertion point to previous line [plus SHIFT to select]
CONTROL ↓	Moves insertion point to last line
CONTROL ↑	Moves insertion point to first line
←	Moves insertion point back one character [plus SHIFT to select]
→	Moves insertion point forward one character [plus SHIFT to select]
CONTROL ←	Moves insertion point back one word [plus SHIFT to select]
CONTROL →	Moves insertion point forward one word [plus SHIFT to select]
END	Moves insertion point to end of field (or next field if at end) [plus SHIFT to select]
HOME	Moves insertion point to start of field (or previous field if at start) [plus SHIFT to select]
TAB	Moves insertion point to start of next field
SHIFT TAB	Moves insertion point to start of previous field
CONTROL BACKSPACE	Deletes text to start of word
CONTROL DELETE	Deletes text to end of word
CONTROL SHIFT BACKSPACE	Deletes text to start of field
CONTROL SHIFT DELETE	Deletes text to end of field
CONTROL +	Exchanges heading at insertion point and the one below it (Full flip) [with SHIFT reverses the Smart Flip preference setting]
CONTROL -	Replaces heading at insertion point with the one below it (Half flip)
CONTROL ]	Increases by 1 the last page reference in the locator field
CONTROL [	Decreases by 1 the last page reference in the locator field
CONTROL ALT S	Exchanges the leading text in a field with parenthesized text that follows
CONTROL SHIFT I	Inverts a proper name.
CONTROL N (N is a number key).	Inserts text of heading level N from the last-edited record
CONTROL O	Inserts text of locator field from the last-edited record
CONTROL RETURN	Enters new/changed record in index, close window
ENTER (keypad)	Enters new/changed record in index, close window
PAGE DOWN	Enters new/changed record, move to next
SHIFT PAGE DOWN	Enters new/changed record, leave a copy as a new record
PAGE UP	Enters new/changed record, move to previous
ESC	Discards changes to record, close window
CONTROL SHIFT O	Restores record to its initial state
Mouse	To select a word, double-click it. To select a whole field, triple-click it. To extend the current selection in a unit of the size last selected, SHIFT-click.

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Navigation Shortcuts (in a view):

Key(s)	Action
↓	Moves selection (if any) down one record or entry.
↑	Moves selection (if any) up one record or entry.
SHIFT ↓	Extends selection (if any) down one record or entry.
SHIFT ↑	Extends selection (if any) up one record or entry.
TAB	Brings selection (if any) into view.
SHIFT TAB	Selects record at top of window.
ESC	Removes highlighting from selected records.
PAGE DOWN	Moves display down one page (does not affect selection).
PAGE UP	Moves display up one page (does not affect selection).
HOME	Moves display to head of index (does not affect selection).
END	Moves display to foot of index (does not affect selection).
RETURN	Opens the selected record for editing.
Other characters	Treated as the leading text in a record (or a record number, if digits). Cindex brings the matching record into view. Text you type appears in the status bar at the foot of the index window.