

Features

| Feature | Keystrokes |
|----------------------------|----------------|
| Attributes | Shift-F6 |
| Auto Help | Ctrl-F3, 1 |
| Block | Alt-F4 |
| Bold | Shift-F6 or F6 |
| Cancel | F1 |
| Cancel Print Job | Ctrl-F1, 7 |
| Character Sort Order | Shift-F9, 3 |
| Clear Field | Ctrl-PgDn |
| Colors, Menus, and Reports | Ctrl-F3, 2 |
| Copy | Ctrl-F4 |
| Create Record | F9 |
| Ctrl/Alt Key Map | Ctrl-F3, 3 |
| Date Format | Shift-F9, 2 |
| Delete Character at Cursor | Del |
| Delete Character Left | Backspace |
| Delete Record | Shift-F5 |
| Display Date Sequence | Ctrl-F3, 5 |
| Display Print Job | Ctrl-F1, 7 |
| Edit | F6 |
| Exit | F7 |
| Export | Shift-F7 |
| Format Defaults | Shift-F9, 2 |
| † Get Field | Shift-F1 |
| † Get Record | Alt-F1 |
| Help | F3 |
| Import | Ctrl-F5 |
| Import Transaction Log | Shift-F9, 8 |
| Index Recovery | Shift-F9, 1 |
| Insert On/Off | Ins |

| Feature | Keystrokes |
|-----------------------|----------------|
| Lookup | F8 or ↑ |
| Map Uppercase | Shift-F9, 4 |
| Move | Ctrl-F4 |
| Multiple Remove | Alt-F5 |
| ↓Panel | F5 or ↓ |
| ↑Panel | Exit(F7) |
| Passwords | Shift-F9, 5 |
| Printer Map | Ctrl-F3, 6 |
| Printer Selection | Ctrl-F1, 7 |
| † Put Field | Shift-F10 |
| † PutPanel | Ctrl-F10 |
| † Put Record | Alt-F10 |
| Remove | Shift-F5 |
| Report/Export | Shift-F7 |
| Report Options | Ctrl-F7 |
| Report Record | Alt-F7 |
| Restore Field Value | F1 |
| Reveal | Alt-F3 |
| Save | F10 |
| Select | F2 |
| Search Forward | F2 |
| Search Backward | Shift-F2 |
| Select | F4 |
| † Shell | Ctrl-F1 |
| † Shell Macro | Alt-F10 |
| † Shell Marco Define | Shift-Ctrl-F10 |
| Start Transaction Log | Shift-F9, 6 |
| Stop Transaction Log | Shift-F9, 7 |
| System | Shift-F9 |
| Top Line Display | Ctrl-F3, 4 |
| Underline | F8 |

Colors

Features on the keyboard template are color coded:

- A black feature means to press the given key.
- A blue feature means to hold down **Alt** and press the given key.
- A green feature means to hold down **Shift** and press the given key.
- A red feature means to hold down **Ctrl** and press the given key.

Cursor Control

| | |
|-----------------|----------------------|
| Character Left | ← |
| Character Right | → |
| Field Above | Shift-↑ |
| Field Below | Shift-↓ |
| Field Left | Shift-← |
| Field Right | Shift-→ |
| First Field | Ctrl-Home |
| First Record | Shift-PgUp |
| Next Link | ↓ or ↑ Panel |
| Next Field | Tab, Enter, or + |
| Next Record | PgDn |
| Last Record | Shift-PgDn |
| Previous Field | Shift-Tab, Esc, or - |
| Previous Record | PgUp |

Cursor Control in a Text Field

| | |
|--------------------|----------------|
| A Few Lines Down | Home, ↓ |
| A Few Lines Up | Home, ↑ |
| Beginning of Field | Home, Home, ↑ |
| Beginning of Line | Home, ← |
| Character Above | ↑ |
| Character Below | ↓ |
| End of Field | Home, Home, ↓ |
| End of Line | End or Home, → |
| Word Right | Ctrl-→ |
| Word Left | Ctrl-← |

Cursor Control in a Non-Text Field

| | |
|--------------------|--------|
| Beginning of Field | Home |
| End of Field | End |
| Word Left | Ctrl-← |
| Word Right | Ctrl-→ |

Cursor Control in a Lookup List

| | |
|--------------------------------------|-----------------|
| Up/Down to the Next Record | ↑/↓ |
| Top/Bottom of the Displayed List | Home, ↑/↓ |
| Beginning/End of the List of Records | Home, Home, ↑/↓ |

† For use with WordPerfect Library/Office

Starting DataPerfect

Two Disk Drives

With DOS running:

1. Place the DataPerfect Program diskette in drive A and the DataPerfect Applications diskette (or another database diskette) in drive B.
2. Enter **b:** to change the default drive to B.
3. Enter **a:dp** to start the program from drive A and to use the database files from drive B.

Hard Disk

With DOS running:

1. Enter **cd\pathname** (where *pathname* is the name of the subdirectory that contains the application or database files).
2. Enter **dp** to start DataPerfect.

Under Windows

Exiting DataPerfect

Always exit DataPerfect properly before turning off the computer.

1. Press **Exit** (F7) to exit the program. Depending on where you are in the program, Exit, or F7, may have to be pressed more than once.

When the DOS prompt (A>, B>, C>, etc.), is displayed, turn off the computer or load another program.

DataPerfect

for IBM PCs

and PC Networks

DRAFT

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Quick Reference