

The Raiser's Edge Keyboard Shortcuts

Function Keys

Use function keys on your keyboard to quickly enter and access information throughout *The Raiser's Edge*.

F1 - access the help file to a topic with information for the screen you are currently on

F2 - insert default value of a field in *Batch*.

F3 - insert current date into a field

F4 - accesses list in a dropdown field

F5 - time or date stamp notepads

F5 - refresh batches and some grids

F7 - access lookups in tables

F7 - access calendars in date fields

F7 - access calculators in currency fields

F7 - zoom in on some fields to view larger text entry area

F8 - toggle between constituent window and data entry grid in *Batch*

General Task Shortcut Keys

New - **CTRL** + **N**

Open - **CTRL** + **O**

Open in new window - **CTRL** + **I**

Save - **CTRL** + **S**

Save and new - **CTRL** + **W**

Save and close - **CTRL** + **L**

Cut - **CTRL** + **X**

Copy - **CTRL** + **C**

Paste - **CTRL** + **V**

Undo - **CTRL** + **Z**

Print - **CTRL** + **P**

Find - **CTRL** + **F**

Select All - **CTRL** + **A**

Annotate - **CTRL** + **T**

Go to File menu - **ALT** + **F**

Go to Help menu- **ALT** + **H**

Add to Favourites - **ALT** + **A**

Other Tips and Shortcuts

Close the active window or application - **ALT** + **F4**

Switch between open applications - **ALT** + **Tab** key

To change tabs without using the mouse, press - **ALT** + **Underlined Letter in the tab name**

To access menu items without using the mouse, press - **ALT** + **Underlined Letter in the menu name**. Then use the arrow keys to select a submenu item.

When selecting from a dropdown list - press the **First letter** in an entry to view that entry

To mark checkboxes without using the mouse, press the **Space bar**

To move from one field to the next on a tab, press the **Tab** key

To move backward through the fields, press **SHIFT** + **Tab** key

Most keyboards include two Microsoft *Windows* keys. These keys show the *Windows* logo and are usually located toward the lower left and right on the bottom row of keys.

Minimise all windows - **Windows Key** + **M**

Launch *Windows* search - **Windows Key** + **F**

Launch File Explorer- **Windows Key** + **E**

Use the following commands to create a "screenshot" you can paste into a *Word* document or email:

Print screen of active window - **ALT** + **Print Screen** key

Print entire screen - **CTRL** + **Print Screen** key

After you create a "picture" of a screen using these shortcuts, you can use the **CTRL** + **V** shortcut to paste it into a document.

Support Resources

- **User guides and Help File:** Available from within the program by selecting the **Help** menu.
- **Knowledgebase:** Visit kb.blackbaud.co.uk and enter a question or error message in the Quick Search field
- **The Raiser's Edge Resource Page:** Visit resupport.blackbaud.co.uk to view the latest news and information about the program.