

## SAGE Knowledgebase – Shortcut Keys

### Function keys

The software uses function keys to access a number of important features, including the calculator and this help system.

The features assigned to function keys are as follows:

F1	The online help file appears.
F2	The system calculator; you can use to perform mathematical calculations and, if needed, paste the result back into a data field.
F3	Displays the Edit Item Line window when entering invoice details. Accounts Professional: You can also use this key to display the Edit Items Line in sales and purchase order processing.
F4	Displays the calendar, calculator or finder search list if the selected text box has any of these special buttons attached. Also, if you select a drop-down list box, pressing F4 displays the list.
F5	Calls the currency calculator when the cursor is in a numeric box. Calls the Spell Checker when pressed while the cursor is in a text box.
F6	The duplicate cell command in the Edit menu.
Shift+F6	Copy the line above but also increment numbers by 1
F7	The insert row command in the Edit menu.
F8	The delete row command in the Edit menu.
F9	The calculate net command button.
F11	This key launches the Windows control panel. Alternatively, you can configure this button to launch another application on your PC.
F12	By default, the F12 key launches the Report Designer. Alternatively, you can configure this button to launch another application on your PC.