














Functions available via the Themis toolbar

Icon	Name	Use
	New Record	Inserts a new record to allow input of another data record
	Find	Activates the Find window associated with the current form
	Navigator	Activate the navigator window
	Save	Saves all changes since the last Save
	Switch Responsibility	Allows a user to switch between their responsibilities
	Print	Prints the current screen
	Close Form	Closes all windows for the current form
	Cut	Cuts the current selection to the clipboard
	Copy	Copies the current selection into the clipboard
	Paste	Pastes from the clipboard in to the current field
	Clear Record	Clears the current record
	Delete	Deletes the current record
	Attachments	Opens the Attachments window

Themis keyboard short cuts (hot keys)

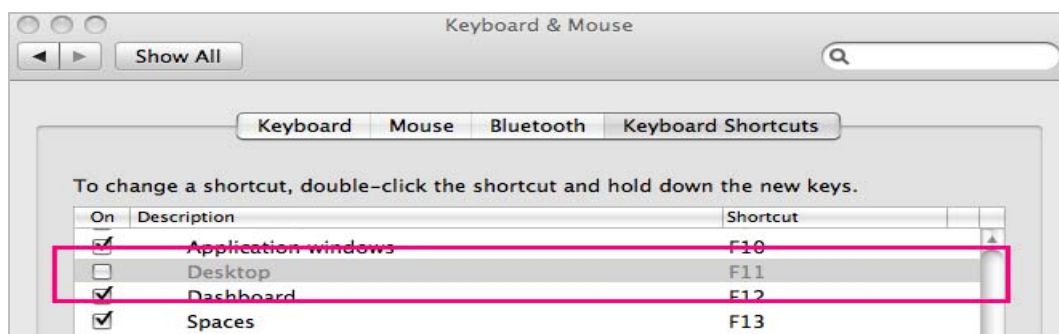
F4	F5	Shift+F5	F6	Shift+F6	F7	F8	F11	Ctrl+F11
Exit	Clear Field	Duplicate Field	Clear Record	Duplicate Record	Clear Block	Clear Form	Enter Query	Execute Query

F12	Tab	Ctrl+↑	Ctrl+↓	Ctrl+E	Ctrl+K	Ctrl+L	Ctrl+P	Ctrl+S
Count Query	Next Field	Delete Record	Insert Record	Edit	Show Keys	List of Values	Print	Commit/ Save

Re-mapping the F11 key on a Mac

If you use a Mac computer you may wish to re-map your **F11** key to perform a query (rather than activate the Desktop).

- 1 Navigate to **Apple Menu > System Preferences**.
The System Preferences screen will display.
- 2 Click on the **Keyboard & Mouse** item in the **Hardware** section.
- 3 Click on **Keyboard Shortcuts** and scroll down to locate the F11 shortcut.



- 4 Un-tick the checkbox for the **Desktop- F11** shortcut then close the screen.