

NASIS 6.3 Shortcut Keys and Hot Keys

Shortcut keys are keys combinations that perform some action without going through a menu. They are used by pressing a letter while holding down some combination of the Ctrl, Shift or Alt keys. This can be done at any time as long as the action is appropriate in the current context.

Hot keys are single letters that allow you to pick an option from a menu while the menu is open. To activate a menu without using the mouse, press the Alt key in combination with the menu's hot key. Then press the hot key for the menu item you want to select. When using the Alt key, the hot key for each menu item will be underlined. In some cases, two or more items on a menu will have the same hot key. In that case, continue pressing the hot key until the menu item you want is highlighted, then press Enter. To leave a menu without selecting an action press Alt.

General Navigation	
Toggle between Menus and Explorer/Editor	Alt
Select an editor tab or status panel (uses a popup selection box; hold down Ctrl key while selecting)	Ctrl + Tab

NASIS Menu		
Action	Shortcut	Hot key
NASIS menu		N
Clear selected set		C
Setup Local Database		L
Refresh Local Database		R
Upload All Changes to National Database		N
Discard All Changes		D
Check In All		I
Clear Local Database		C
Prepare for Disconnected Editing		P
View Status Messages		M
View Upload Conflicts		O
View Validation Results		V
Manage User Profile		U
Manage Table Layouts		T
Select Table Layouts		L
Save Table Layouts		S
Save Table Layouts As...		A
Restore Table Layouts to Defaults		D
Manage Choice Lists		C
Select Choice List Set		S
Apply Default Choice Lists		A
Create New Choice List Set		C
Manage Choice List Set		M
Manage Toolbars...		B

Import Pedons...		I
Import GPS Site Data		G
Import Excel File		I
Exit		X
Explorers and Explorer Menu		
Action	Shortcut	Hot key
Main Explorer menu		X
Explore sub-menu		X
Queries	Ctrl + Shift + Q	Q
Tables	Ctrl + Shift + T	T
Reports	Ctrl + Shift + R	R
Interpretations	Ctrl + Shift + I	I
Calculations/Validations	Ctrl + Shift + C	C
Exports	Ctrl + Shift + E	E
Add New Query (in Queries Explorer)		Q
Add New Report (in Reports Explorer)		R
Add New Rule (in Interps Explorer)		R
Add New Evaluation (in Interps Explorer)		E
Add New Property (in Interps Explorer)		P
Add New Calculation (in Calcs Explorer)		C
Add New Validation (in Calcs Explorer)		V
Add New Export (in Exports Explorer)		E
Open	Ctrl + Shift + O	O
Check Out	Ctrl + Shift + K	O
Mark for Deletion	Ctrl + Shift + M	M
Remove Deletion Mark	Ctrl + Shift + M	M
Discard Changes		D
Check In	Ctrl + Shift + J	I
View Checkout Status	Ctrl + Shift + G	S
Run Against Local Database	Ctrl + Shift + L	L
Run Against National Database	Ctrl + Shift + N	N
Run Offline Against National Database	Ctrl + Shift + D	N
Run for Highlighted Rows	Ctrl + Shift + B	H
Run for All Rows in Selected Set	Ctrl + Shift + S	R
View Where Used	Ctrl + Shift + W	W
View Information	Ctrl + Shift + H	I
Add / Remove Favorites	Ctrl + Shift + F	F
Move to next section of Explorer	Tab	
Select next item in the Explorer Tree	Down/ Up Arrow	
Open the selected item	Enter	
Expand selected folder	Plus (number pad)	
Collapse selected folder	Minus (number pad)	

Form-style Editors and Editor Menus		
Action	Shortcut	Hot key
Main Editor Menu		E
Add New Query (in Query Editor)		Q
Add New Report (in Report Editor)		R
Add New Rule (in Interp Editor)		R
Add New Evaluation (in Interp Editor)		E
Add New Property (in Interp Editor)		P
Add New Calculation (in Calc Editor)		C
Add New Validation (in Calc Editor)		V
Add New Export (in Export Editor)		E
Check Out	Ctrl + K	O
Mark / Unmark for Deletion	Ctrl + M	M
Save	Ctrl + S	S
Save As...		A
Discard Changes		D
Check In	Ctrl + J	I
View Checkout Status	Ctrl + G	S
Close editor tab		C
Copy (for text)	Ctrl + C	Y
Cut (for text)	Ctrl + X	T
Paste (for text)	Ctrl + V	P
Undo (for text)	Ctrl + Z	U
Redo (for text)	Ctrl + Y	R
Find / Replace (for text)	Ctrl + R	F
Select All Rows (for tables)	Ctrl + A	A
Add New Row (for tables)	Ctrl+ Ins	R
Clear Cell (for tables)	Ctrl + Del	C
Mark Selected Rows for Deletion	Alt + Shift + D	D
Remove Deletion Mark from Rows	Alt + Shift + U	D
Run Against Local Database	Ctrl + L	L
Run Against National Database	Ctrl + N	N
Run Offline Against National Database	Ctrl + Alt + N	N
Run for Highlighted Rows	Ctrl + B	H
Run for All Rows in Selected Set	Ctrl + S	R
View Where Used	Ctrl + W	W
View Information	Ctrl + H	I
Add / Remove Favorites	Ctrl + F	F
Move to next field in the form	Tab	
Select General sub-tab	Alt + G	
Select Query sub-tab (in Query editor)	Alt + Q	
Select Report sub-tab (in Report editor)	Alt + R	
Select Rule sub-tab (in Rule editor)	Alt + R	
Select Property sub-tab (in Property editor)	Alt + P	
Select Evaluation sub-tab (in Eval editor)	Alt + V	

Select Calculation/Validation sub-tab	Alt + C	
Select Rating Classes tab (in Rule editor)	Alt + C	
Select Text sub-tab	Alt + T	

Table Editors and Table Menu		
Action	Shortcut	Hot key
Main Editor Menu		E
Close editor tab		C
Copy (for text)	Ctrl + C	Y
Cut (for text)	Ctrl + X	T
Paste (for text)	Ctrl + V	P
Undo (for text)	Ctrl + Z	U
Select All Rows	Ctrl + A	A
Add New Row	Ctrl+ Ins	R
Check Out Selected Trees	Alt + Shift + K	O
Clear Cell	Ctrl + Del	C
Mark Selected Rows for Deletion	Alt + Shift + D	D
Remove Deletion Mark from Rows	Alt + Shift + U	D
Copy Selected Rows	F5	Y
Copy Selected Trees	F6	Y
Cut Selected Rows	Shift + F5	T
Cut Selected Trees	Shift + F6	T
Paste Rows/Trees(insert)	F7	P
Paste Rows/Trees(replace)	Shift + F7	P
Discard Changes in Selected Trees		
Check In Selected Trees	Alt + Shift + J	I
View Checkout Status	Alt + Shift + G	S
Find Related for Selected Row		F
Load Related for Selected Rows		L
Download Related for Selected Rows		D
Change Owner of Selected Rows		O
Remove Rows from Selected Set		R
View Where Used for Selected Row	Alt + Shift + W	W
View Information	Ctrl + H	I
Cancel editing of current row	Esc	
* Move to next column in the same row	Tab	
* Move to previous column in the same row	Shift + Tab	
Move to next row	Down/ Up Arrow	
* Display child tables of the selected rows	Ctrl + Plus	
* Hide child tables of the selected rows	Ctrl + Minus	
* Select the next child table tab	Ctrl + Space	
* Toggle selection of cell contents	F2	
* Open/Close Choice List	F4	

* Functions not listed on the menus or toolbars

Drag and Drop Editor Tabs

NASIS 6.3 has movable tabs in the editor panel. When you start to drag a tab heading, a set of position icons will pop up. When the mouse hovers over a position icon an outline of the new position appears. Release the mouse button to drop the tab at the new position. Editor tabs can be dropped in one of these locations:

- In the tab headings (for changing the order of the displayed tabs)
- Upper or lower half of the editor area (creates a vertically split screen)
- Left or right half of the editor area (creates a horizontally split screen)

Each editor tab has a small x in the heading for closing the tab.