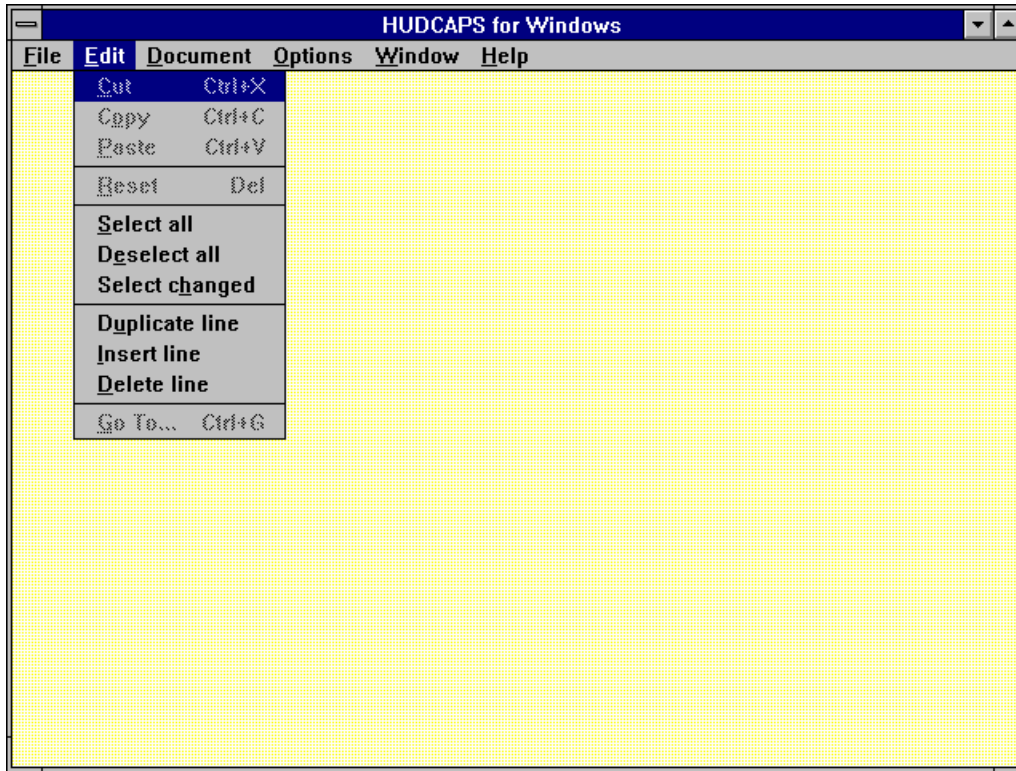


## Section 7 Edit Menu

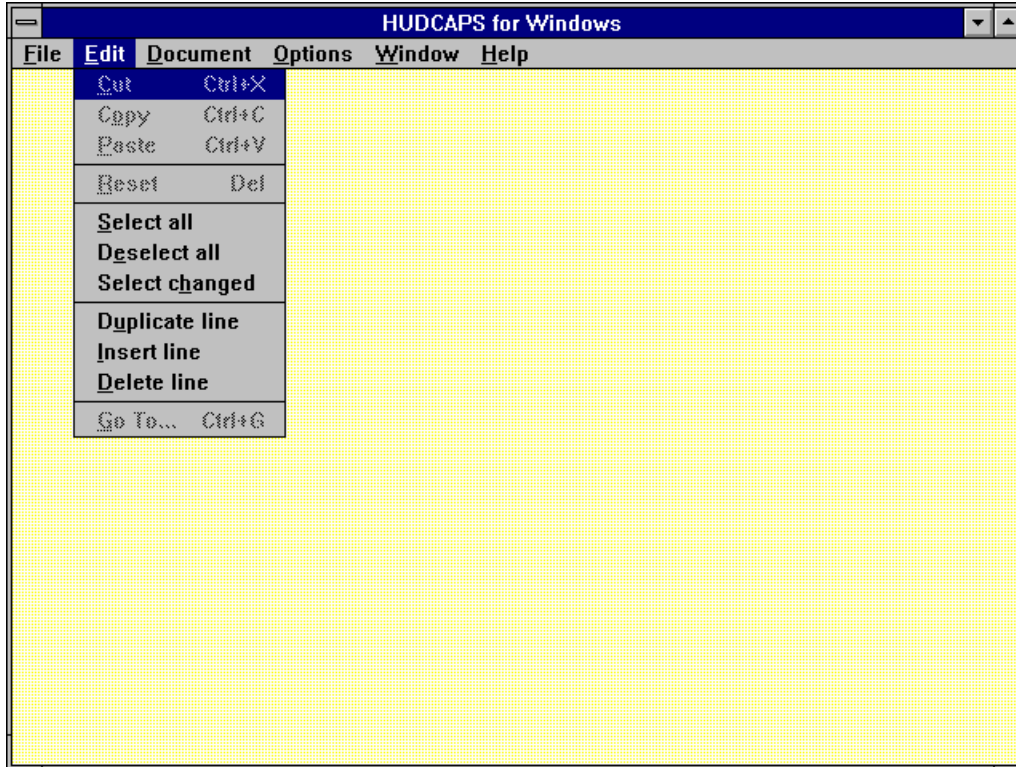


Menu Selection	Keyboard	Description
Cut	Ctrl + X	Copies the selected data to the clipboard and then deletes the data in the field
Copy	Ctrl + C	Copies the selected data to the clipboard without deleting the data from the field
Paste	Ctrl + V	Copies the data previously Cut or Copied onto the clipboard into the selected field. Paste will repeatedly enter the information until a new Cut or Copy is made.
Reset	Del	Resets radio buttons to their original state when the table was first opened
Select all	—	Selects all lines on the current table or query. Select all can be used before an Add, Change, or Delete action
Deselect all	—	Deselects all selected lines on the current table or query



## Section 6. Edit Menu (continued)

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Menu Selection	Keyboard	Description
Select changed	—	Selects all lines that have been changed
Duplicate line	Ctrl + D	Copies the selected line to a new line
Insert line	—	Places an empty line above the line where the cursor is placed
Delete line	—	Removes the selected line(s)
Go To...	Ctrl + G	On a document line window with multiple document lines, this command opens a dialog to allow the user to jump to a specific document line