Section 7 Edit Menu

<table>
<thead>
<tr>
<th>Menu Selection</th>
<th>Keyboard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Ctrl + X</td>
<td>Copies the selected data to the clipboard and then deletes the data in the field</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl + C</td>
<td>Copies the selected data to the clipboard without deleting the data from the field</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl + V</td>
<td>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.</td>
</tr>
<tr>
<td>Reset</td>
<td>Del</td>
<td>Resets radio buttons to their original state when the table was first opened</td>
</tr>
<tr>
<td>Select all</td>
<td>—</td>
<td>Selects all lines on the current table or query. Select all can be used before an Add, Change, or Delete action</td>
</tr>
<tr>
<td>Deselect all</td>
<td>—</td>
<td>Deselects all selected lines on the current table or query</td>
</tr>
</tbody>
</table>
Section 6. Edit Menu (continued)

<table>
<thead>
<tr>
<th>Menu Selection</th>
<th>Keyboard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select changed</td>
<td>—</td>
<td>Selects all lines that have been changed</td>
</tr>
<tr>
<td>Duplicate line</td>
<td>Ctrl + D</td>
<td>Copies the selected line to a new line</td>
</tr>
<tr>
<td>Insert line</td>
<td>—</td>
<td>Places an empty line above the line where the cursor is placed</td>
</tr>
<tr>
<td>Delete line</td>
<td>—</td>
<td>Removes the selected line(s)</td>
</tr>
<tr>
<td>Go To…</td>
<td>Ctrl + G</td>
<td>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</td>
</tr>
</tbody>
</table>