

# The Raiser's Edge Keyboard Shortcuts

## Function Keys

Use function keys on your keyboard to quickly enter and access information throughout *The Raiser's Edge*.

**F1** - access the help file to a topic with information for the screen you are currently on

**F2** - insert default value of a field in *Batch*.

**F3** - insert current date into a field

**F4** - accesses list in a dropdown field

**F5** - time or date stamp notepads

**F5** - refresh batches and some grids

**F7** - access lookups in tables

**F7** - access calendars in date fields

**F7** - access calculators in currency fields

**F7** - zoom in on some fields to view larger text entry area

**F8** - toggle between constituent window and data entry grid in *Batch*

## General Task Shortcut Keys

New - **CTRL** + **N**

Open - **CTRL** + **O**

Open in new window - **CTRL** + **I**

Save - **CTRL** + **S**

Save and new - **CTRL** + **W**

Save and close - **CTRL** + **L**

Cut - **CTRL** + **X**

Copy - **CTRL** + **C**

Paste - **CTRL** + **V**

Undo - **CTRL** + **Z**

Print - **CTRL** + **P**

Find - **CTRL** + **F**

Select All - **CTRL** + **A**

Annotate - **CTRL** + **T**

Go to File menu - **ALT** + **F**

Go to Help menu - **ALT** + **H**

Add to Favorites - **ALT** + **A**

## Other Tips and Shortcuts

Close the active window or application - **ALT** + **F4**

Switch between open applications - **ALT** + **Tab** key

To change tabs without using the mouse, press - **ALT** + **Underlined Letter in the tab name**

To access menu items without using the mouse, press - **ALT** + **Underlined Letter in the menu name**. Then use the arrow keys to select a submenu item.

When selecting from a dropdown list - press the **First letter** in an entry to view that entry

To mark checkboxes without using the mouse, press the **Space bar**

To move from one field to the next on a tab, press the **Tab** key

To move backward through the fields, press **SHIFT** + **Tab** key

Most keyboards include two Microsoft *Windows* keys. These keys show the *Windows* logo and are usually located toward the lower left and right on the bottom row of keys.

Minimize all windows - **Windows Key** + **M**

Launch *Windows* search - **Windows Key** + **F**

Launch File Explorer - **Windows Key** + **E**

Use the following commands to create a "screenshot" you can paste into a *Word* document or e-mail:

Print screen of active window - **ALT** + **Print Screen** key

Print entire screen - **CTRL** + **Print Screen** key

After you create a "picture" of a screen using these shortcuts, you can use the **CTRL** + **V** shortcut to paste it into a document.

## Support Resources

- **User guides and Help File:** For step-by-step instructions and in-depth explanations, select User Guides or The Raiser's Edge Help Topics from the **Help** menu in the software.
- **Knowledgebase:** Visit [kb.blackbaud.com](http://kb.blackbaud.com) and enter a question or error message in the Ask a Question box.
- **Forums:** Visit [forums.blackbaud.com](http://forums.blackbaud.com) to post questions and share ideas with your peers in the nonprofit community.
- **Blogs:** Visit [www.blackbaudknowhow.com](http://www.blackbaudknowhow.com) where we post the latest software news and best practices for using your Blackbaud products effectively.