

Shortcut Keys and Mouse Usage

This document lists some useful shortcut keys and mouse/pointer usage that you can use to speed up development in Omnis Studio. Keyboard commands for the standard Omnis menu options are shown in the menus themselves and will vary across the different platforms.

The usage described below applies to all platforms unless indicated. In general, the Ctrl key under Windows corresponds to the Cmnd key under macOS, while F[number] keys under Windows correspond to Cmnd+[number] under macOS. For example, F9 corresponds to Cmnd+9, which opens the Catalog.

Note that the term "Right-click" is used throughout the Omnis docs and means you click with the Right mouse button under Windows, or hold down the Ctrl key and click the pointer under macOS.

(Updated May 2025.)

Launching Omnis & Opening Libraries

Action		
Launch Omnis	Double-click on the Omnis icon	
Launch Omnis and open a library	Double-click on the Library icon	
Open a library (the Browser must be open)	Ctrl/Cmnd-O, or Library>>Open in Browser, or Drop the library's icon onto the Studio Browser from your Desktop or anywhere in your system	
Open library but <i>do not</i> run Startup task	Hold down Alt and open library	Hold down Option and open library
Close the selected library	Library>>Close in Browser	

Omnis Tools

Action		
Open the Studio Browser	F2	Cmd+2
Open the Component Store*	F3	Cmd+3
Open the Notation Inspector	F4	Cmd+4
Open the Inheritance Tree	F5	Cmd+5
Open the Property Manager	F6	Cmd+6
Open the Class Filter	F7	Cmd+7
Open the Catalog	F9	Cmd+9
Open Find and Replace	Ctrl+Shift+F	Cmd+Shift+F

These tools can also be opened via the **View** menu, or the **Edit** menu for Find and Replace.

*In Studio 11 or above, the Component Store is attached to the design window so it is generally always visible, and therefore F3/Cmd+3 will put the focus on the Component Store which you can then navigate using the arrow keys if required.

Hide/Show Classes

When the contents of a library are displayed in the Studio Browser, you can show different class types by pressing the Shift + Control or Command keys plus a letter key. For example, pressing Shift+Ctrl/Cmnd+W causes only window classes to be displayed, or Shift-Ctrl/Cmnd-A shows all classes.

Action:		
Code classes only	Shift + Ctrl/Cmnd + C	
File classes only	Shift + Ctrl/Cmnd + L	
Menu classes only	Shift + Ctrl/Cmnd + M	
Object classes only	Shift + Ctrl/Cmnd + O	
Remote form classes only	Shift + Ctrl/Cmnd + I	
Remote menu classes only	Shift + Ctrl/Cmnd + N	
Remote object classes only	Shift + Ctrl/Cmnd + E	
Remote task classes only	Shift + Ctrl/Cmnd + K	
Report classes only	Shift + Ctrl/Cmnd + R	
Query classes only	Shift + Ctrl/Cmnd + Y	
Schema classes only	Shift + Ctrl/Cmnd + S	
Search classes only	Shift + Ctrl/Cmnd + H	
Table classes only	Shift + Ctrl/Cmnd + B	
Task classes only	Shift + Ctrl/Cmnd + J	
Toolbar classes only	Shift + Ctrl/Cmnd + T	
UserConstants classes only	Shift + Ctrl/Cmnd + U	
Window classes only	Shift + Ctrl/Cmnd + W	
All classes	Shift + Ctrl/Cmnd + A	

The above key presses activate the Class Filter, but you can set the filter manually by pressing the F7 key or click on the Class Filter (on/off) option in the Studio Browser.

General

Action		
Save the current class	Ctrl+S	Cmnd-S
Open the Print Destination dialog	Shift-Ctrl-P	Shift-Cmnd-P
Print the current selected object (report, method, field, or class); e.g. prints list of properties and methods for a class	Ctrl-P	Cmnd-P
Close the top design window	Ctrl-W	Cmnd-W
Instantiate a class, e.g. test a remote form, print a report, install a menu or toolbar	Shift-select the class in View menu	
Interrupt current processing, such as method execution, or report	Ctrl+Break (may require Fn)	Cmnd- (period)
Exit/Quit Omnis	Alt+F4	Cmnd-Q

Help

Action		
Get help on currently selected item	F1	
Get 'What's This?' cursor, then click on object to get help	Shift-F1	

Remote Form, Window & Report Design

Action		
Switch between design and open window to test the form/window	Ctrl+T	Cmnd-T
Make an exact square, or circle, or set component Height & Width the same	Hold down Ctrl/Cmnd and resize the selected object	
Duplicate a selected object	Ctrl-drag	Option-drag
Select multiple objects for moving, grouping, locking, or cutting and pasting	Shift-click	
Select all the objects on a form, window or report	Ctrl+A	Cmnd-A
Lock cursor movement to X/Y direction when sizing or moving object(s)	Start to Move / Resize the object(s), then press Shift and continue moving / resizing objects	
Open the specified class or method editor for the current class	F8	Cmnd-8

Moving and Resizing Objects

Action		
Move selected object by one pixel, or by grid amount if enabled	< > ^ v (arrow keys)	
Move selected object by a greater amount; uses the current grid setting*	Shift- < > ^ v (arrow keys)	
Resize selected object by one pixel on its <i>right</i> or <i>bottom</i> edge	Ctrl+ < > Ctrl+ ^ v	Cmnd- < > Cmnd- ^ v
Resize an object by a larger amount on its <i>right</i> or <i>bottom</i> edge; uses the current grid setting*	Shift-Ctrl+ < > Shift-Ctrl+ ^ v	Shift-Cmnd- < > Shift-Cmnd- ^ v

* Uses current \$horzgrid and \$vertgrid properties (default is 8 pixels) regardless of \$sizetogrid, \$aligntogrid or \$showgrid (grid is not shown for remote forms).

List and Grid Fields

Action		
Select multiple <i>non-consecutive</i> lines	Ctrl-click	Cmnd-click
Deselect a selected line	Ctrl-click	Cmnd-click
Select multiple <i>consecutive</i> lines	Shift-click on start & end line	
Deselect all lines (user-defined lists only)	Click on white space at end of list	

The lists key usage applies to most built-in Omnis lists, as well as your own lists.

Container Fields

Container fields are components that contain other fields, such as complex grids.

Action		
To select an object in a selected container	Ctrl/Cmnd-click on object	
To select all objects in a container field	First select all objects on the window using Ctrl/Cmnd-A, then Ctrl/Cmnd-click inside one of the objects inside the container field	
To drag select a number of objects inside a container	Ctrl/Cmnd & drag around objects inside the container field	
To copy a container field, including its internal fields	Ctrl/Option-drag on empty part of container field	

Property Manager

Action		
Open droplist (or dialog) in Property Manager	Alt-Down arrow when focus is on the list, use Up or Down keys to select, then Return key to confirm choice	
To toggle value of property in the Property Manager, e.g. to toggle true/false value or cycle through multiple values	Click on switch to toggle true/false value, or Double-click on value	

Method Editor and Debugger

Action		
Set a go point on current method line	Shift+F2	
Set a breakpoint on current method line	Ctrl+Shift+B	Cmnd-Shift-B
Set a one-time breakpoint	Ctrl+Shift+O	Cmnd-Shift-O
Clear breakpoints	Ctrl+Shift+C	Cmnd-Shift-C
Clear field breakpoints	Ctrl+Shift+F	Cmnd-Shift-F
Stop debugger during execution	Pause (may require Fn key)	Cmnd-Alt-Backspace
Display the variable context menu for variable or field	Right-click on variable or field	Ctrl-click on variable or field
Comment or Uncomment the current or selected method line(s)	Ctrl+/ /	Cmnd+/ /
Add <i>new</i> line below current line in method	Ctrl+N	Cmnd-N
<i>Insert</i> line above current line in method	Ctrl+I	Cmnd-I
Open the remote form, window, or report design screen for the current method	F3	Cmnd-3
Open the method editor for a custom menu class installed on menu bar	Shift-select menu option	
Find next or previous line in list when used with search string, for example, *cur+, +,... finds all strings containing "current"	+ or - keys	

You can set keystrokes for various parts of the IDE, including the Method Editor, in the **\$keys** Omnis preference (\$prefs), which can be edited in the Property Manager via the **Preferences** option in the Studio Browser. Go to [Keyboard Shortcuts](#) for more keyboard shortcuts in the Method editor and Code editor.