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.
- F6 - refresh batches and some grids.
- F7 - access lookups in tables.
- F8 - access calendars in date fields.
- F9 - access calculators in currency fields.
- F10 - zoom in on some fields to view larger text entry area.

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] + U
Print - [CTRL] + P
Find - [CTRL] + F
Select All - [CTRL] + A
Add to Favorites - [ALT] + A
Annotate - [CTRL] + T
Go to File menu - [ALT] + F
Go to Help menu - [ALT] + H

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

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 and enter a question or error message in the Ask a Question box.
- Forums: Visit forums.blackbaud.com to post questions and share ideas with your peers in the nonprofit community.
- Blogs: Visit www.blackbaudknowhow.com where we post the latest software news and best practices for using your Blackbaud products effectively.