

# PASSWORD SAFE














## Shortcuts

### THE MOST IMPORTANT SHORTCUTS AT A GLANCE

#### Getting there faster with Shortcuts

Use Password Safe even more efficiently by using shortcuts!  
Here you will find an overview of the most important shortcuts.

Shortcut	Function
<b>General</b>	
CTRL+ Q	Focus on Quick Search
CTRL + Shift + K	Open on-screen Keyboard
CTRL + Shift + P	Open Password Generator
CTRL + A	Select All
CTRL + Space	Deselect
CTRL + N	Create new Object
CTRL + C	Copy
CTRL + V	Insert
DEL	Delete Object
Spacebar	Call up Quick View
ENTER/Return	Open selected Objects
F5	Refresh
CTRL + F5	Reload all Data
CTRL + W	Close current Tab in the LightClient
ESC	Exit Edit Mode/Reject Changes
CTRL + S	Save
CTRL + F	Focus Search Field
<b>Create Documents</b>	
CTRL + DEL	Remove all Documents from the List
CTRL + F	Open Search Window for File Selection

Shortcut		Function
<b>Edit Formulars</b>		
CTRL + N		Add new Form Field
<b>Edit Passwords</b>		
CTRL + U		Add URL form Field
CTRL + M		Add Memo Form Field
CTRL + O		Open Report Query
<b>Authorize Records</b>		
ENTER/Return		Search and add
DEL		Remove Role/User
<b>Seal Templates</b>		
CTRL + O		Open Seal Template
<b>Password Module</b>		
F12		Uncover Password
<b>Application Module</b>		
CTRL + O		Open Application in new Tab
<b>Configurable</b>		
CTRL + ALT + U		Enter Username as Script
CTRL + ALT + P		Enter Password as Script
CTRL + ALT + S		Enter Username and Password as Script
CTRL + ALT + R		Enter User name and Password as Script (with ENTER)

