Tips and Shortcuts

The following tips and shortcuts are included for your convenience.

Item selection

There are a few ways to select multiple items:

- Multiple items can be selected by holding down the CTRL key and clicking on each desired item.
- A selection box (lasso select) can be drawn by click-holding the mouse pointer around items to be selected (the items must be completely enclosed to be selected).
- Holding down the SHIFT key while doing the lasso select enables the selection of elements within an element.

> (i) **Note:**
>
> Lasso select only includes items fully enclosed by the marquee, unless this default preference is unchecked in Form Editor Preferences (accessible via the context menu). If unchecked, items partially within the lasso are also selected.

Extended scrolling

To scroll without using the scrollbars:

1. Hold down the space bar.
2. Click and hold the left mouse button.
3. Move the mouse in the direction you want to scroll.

Navigating the Form in Outline View

The form can be navigated, element by element, in the Outline view (usually open on the right side of the workbench). If the view is not open, use the menu item **Window>Show View>Outline.**

The Outline view shows a list of all the elements grouped by element type. Selecting an element in Outline view will also select the element in the Form Editor view.

Key Assist

A list of keyboard shortcuts can be shown via the main menu by clicking Help>Key Assist. Also, the contextual menu shows available keyboard shortcuts relevant to a selected item.

Note: This thread on the ServoyTalk forum lists some of our users' favorite keyboard shortcuts:

http://www.servoy.com/forum/viewtopic.php?f=38&t=10923&st=0&sk=t&sd=a