



Appendix B

Built-in Commands



Appendix B - Built-in Commands

Built-in commands correspond to the commands and settings that are built into Informed Filler. As described in Chapter 3, “Customizing Menus,” you can add or remove menu items that invoke built-in commands to help create a simpler and more familiar environment for the Informed Filler user. You can also configure buttons to trigger built-in commands. See Chapter 4, “Using Buttons” for more information.

The following table lists each of Informed’s built-in commands and explains which menu items or actions that they correspond to.

Built-in Commands

Built-in Command	Corresponding Menu Item or Action
About Informed Filler	About command under the Help (Windows) or Apple (Mac OS) menu
Actual Size	Actual Size command under the View menu
Add Columns	Add Columns command under the List menu
Add Record	Add Record command under the Database menu
Add To Record List	Add To Record List command under the Cell menu
Align Column Center	Center menu item in Alignment submenu under List
Align Column Left	Left menu item in Alignment submenu under List
Align Column Right	Right menu item in Alignment submenu under List
Assign Next Value	Assign Next Value command under the Cell menu
Attach File	Attach command under the File menu
Cascade Windows	Cascade command under the Window menu
Check Current Record	Check Current Record item in Spelling submenu under Edit
Check Collected Records	Check Collected Records item in Spelling submenu under Edit
Check Selection	Check Selection item in Spelling submenu under Edit
Clear	Clear command under the Edit menu
Clear Record	Clear Record command under the Database menu
Close	Close command under the File menu
Column Title	Column Title command under the List menu
Copy	Copy command under the Edit menu
Cut	Cut command under the Edit menu
Duplicate Record	Duplicate command under the Database menu
Enlarged Size	Enlarged Size command under the View menu
Export	Export command under the File menu
Extra Choices	Extra Choices command under the Cell menu
Extract Attachment	Extract command under the File menu
Find	Find command under the Database menu
Find Again	Find Again command under the Database menu
Find All	Find All command under the Database menu
First Record	First item in the Go To submenu under Database

Built-in Commands (continued)

Built-in Command	Corresponding Menu Item or Action
Go To Record	Record command in the Go To submenu under Database - same as double-clicking the record information box to display the Change Record dialog box
Help	Help command under the Cell menu
Import	Import command under the File menu
Insert Date	Insert Date command under the Edit menu
Insert File	Insert File command under the Cell menu
Insert Row	Insert Row command under the Edit menu
Last Record	Last item in the Go To submenu under Database
Log Off Service	Log Off Service command in the Signatures submenu under Edit
Memorize	Memorize command under the Cell menu
New Document	New Document command under the File menu
Next Record	Next item in the Go To submenu under Database - same as clicking the right arrow in the record information box
Omit	Omit command under the Database menu
Omit Others	Omit Others command under the Database menu
Open	Open command under the File menu
Open Mail	Open Mail command under the File menu - available only for Informed mail plug-ins that allow opening mail from within Informed Filler
Page Setup	Page Setup command under the File menu
Paste	Paste command under the Edit menu
Place Note	Place Note command under the Edit menu
Preferences	Preferences command under the Edit menu
Previous Record	Previous item in the Go To submenu under Database - same as clicking the left arrow in the record information box
Print	Print command under the File menu
Quit	Exit (Windows) or Quit (Mac OS) command under the File menu
Record Information	Record Information command under the View menu
Reduced Size	Reduced Size command under the View menu
Register	Register command under the Help (Windows) or Apple (Mac OS) menu
Remove Record	Remove command under the Database menu
Remove Column	Remove Column command under the List menu
Remove Format	Remove Format command in the Formats submenu under List
Remove Row	Remove Row command under the Edit menu
Remove Tag	Remove Tag command in the Tags submenu under Database
Revert	Revert command under the Database menu
Revision Status	Revision Status command under the View menu
Save	Save command under the File menu
Save As	Save As command under the File menu
Save Format	Save Format command in the Formats submenu under List

Built-in Commands (continued)

Built-in Command	Corresponding Menu Item or Action
Select All	Select All command under the Edit menu
Send Mail	Send command under the File menu
Set Value	Set Value command under the Cell menu
Show Attachments	Show/Hide Attachments command under the Window menu
Show Choices	Show/Hide Choices command under the View menu
Show Clipboard	Show/Hide Clipboard command under the Edit menu (Mac OS only)
Show Record List	Show/Hide Record List command under the Window menu
Show Signed Cells	Show/Hide Signed Cells command in the Signatures submenu under Edit
Show Totals	Show/Hide Totals command under the List menu
Sign	Sign command in the Signatures submenu under Edit
Sort	Sort command under the Database menu
Submit	Submit command under the File menu
Tag Records	Tag Records command in the Tags submenu under Database
Template Information	Template Information command under the View menu
Tile Windows	Tile command under the Window menu
Totals	Totals command under the List menu
Tracking Status	Tracking Status command under the View menu
Undo	Undo command under the Edit menu
Verify Signature	Verify command in the Signatures submenu under Edit
Verify Template	Verify Template command in the Signatures submenu under Edit