Keyboard Shortcuts

Hot Keys	Description
Alt+End	Access Application Navigator
Alt+(Underlined Letter)	Access drop-down menus at top of screen
Alt+Tab	Move through open windows
Ctrl+A	Add new record
Ctrl+S	Open new search screen
Ctrl+B	Browse backward
Ctrl+F	Browse forward
Ctrl+C	Copy highlighted text
Ctrl+X	Cut highlighted text
Ctrl+V	Paste text
Ctrl+Z	Undo current field
Ctrl+Enter	Move to next required field
Ctrl+Home	Highlight first item in list or first cell in table
Ctrl+Tab	Move forward through tabs on screen
Ctrl+Shift+Tab	Move backward through tabs on screen
Page Down	Move forward through subscreens
Page Up	Move backward through subscreens
Home	Move to first item in drop-down list
End	Move to last item in drop-down list
Esc	Close active subscreen window
Shift+Right Arrow	Expand current selection
Shift+Left Arrow	Collapse current selection
Tab	Move forward one field at a time
Shift+Tab	Move backward one field at a time
Spacebar	Toggle items on/off (radio button or checkbox)

If you have additional questions, please contact the
Technical Assistance Center at 800.767.0080.

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