
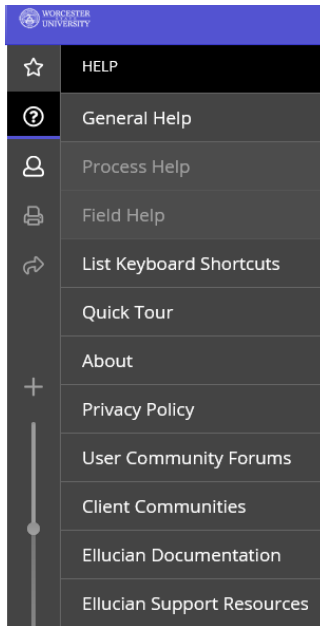


TIRED OF MOUSING AROUND? TRY USING THE KEYBOARD SHORTCUTS!



For a list of the available shortcuts, click on  and select *List Keyboard Shortcuts* from the dropdown:



A sample:

- Move to the next field: **Tab**
- Move to the previous field: **Shift+Tab**
- Open a drop-down list to select a value: **Down Arrow**
- Scroll through the values in a drop-down list: **Up/Down Arrow**
- Select the highlighted value in the drop-down list: **Enter**
- Move forward one row in a table: **Down Arrow***
- Move back one row in a table: **Up Arrow***
- Move forward one page in a table: **Page Up**
- Move backward one page in a table: **Page Down**
- Move to the previous form: **Ctrl+Page Up**
- Move to the next form: **Ctrl+Page Down**
- Move to the beginning of the current field: **Home**
- Move to the end of the current field: **End**
- Move to the first row of a table: **Ctrl+Home**
- Move to the last row of a table: **Ctrl+End**
- Field insert in a table: **Insert**
- Field delete in a table: **Ctrl+Alt+D**
- Export table contents to Excel: **Ctrl+Alt+E**
- Cancel from current form: **F8**
- Cancel from all forms: **Shift+F8**
- Finish from current form: **Ctrl+F9**
- Save current form: **F9** | **Ctrl+0** (zero, not the letter o)
- Save all open forms: **Shift+F9**
- Detail: **F2**
- Print active form: **Ctrl+Alt+P**
- Help: **Ctrl+Alt+H** | **F1** (shows help for area currently in focus; **F1** may not work in all instances)
- Change focus to UI Form Menu Bar (then use tab and arrow keys to access menu items): **Ctrl+U**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**