

## DESKTOP FUNCTIONS

ACTION	METHOD/KEYS
<b>WORKING WITH ITEMS ON THE DESKTOP</b>	
Move iconified item	Click and drag
Move expanded (open) widget	Left click the title bar and drag <b>or</b> Right click anywhere and drag
Zoom In/Out	ctrl-scroll wheel or scroll wheel with the scroll button depressed.  <i>Keyboard options</i> ctrl- + / - (minus) <b>or</b> cmd- + / - <b>or</b> ctrl- > / <
Open /Close (iconify) Item	Double click or Zoom in/out
<b>USING FOLDERS</b>	
Create a folder	ctrl-shift-click the desktop <i>Click the gear symbol (bottom right corner) to customize the folder.</i>
Assign a list to a folder	Drag icon version of list over an open folder and drop when the arrow displays.
Reassign the list to the desktop	ctrl-shift-click the icon when it's in the folder.
Open a list /Refile in folder	Double click icon/Double click the title bar
<b>DESKTOP</b>	
Resize the desktop (zoom in/out)	option-scroll wheel <i>Keyboard option:</i> option- + /- (minus) or option- > /<
Restore the desktop to default size	option-0 (zero)
<b>OTHER</b>	
Get Context Help	option-click an item
Dismiss memos	click
Toggle sound on/off	option-ctrl-shift-M

## DATA ENTRY SHORTCUTS

ACTION	SHORTCUT
<b>GENERAL</b>	
Move between fields	tab <b>or</b> number pad enter key
Clear or reset field to default	escape
Clear field right of the cursor (except Quantity and Date fields)	ctrl-shift-R
Create new form	ctrl-N
File current form and create next new form	ctrl-shift-N
File current form	ctrl-S
<b>QUANTITY FIELDS</b>	
Move to opposite side of the decimal point	. (period)
Change the sign	- (minus sign)
Cycle through available alternate units	ctrl-T
<b>REFERENCE FIELDS</b>	
Display list of selections /Close list	ctrl-/
Confirm selection	enter key
<b>CHECKBOX FIELDS</b>	
Cycle through the choices	space bar
Check/Uncheck box	enter key
<b>DETAIL LINES</b>	
Create a new line and position cursor in it	ctrl-F
Delete line (new form) or Void Line (existing form)	ctrl-D
Unvoid line	control-G
Next/Previous detail line	shift-down arrow/shift-up arrow
Tab/Backtab out of detail block	ctrl-M/ctrl-shift-M
<b>DATE AND TIME FIELDS</b>	
Position cursor to specific part of field Notes: If the field has both Months and Minutes, m will move to Month, a second m will move to Minutes.	Year – y    Month – m    Day – d Hour – h    Minute – m    Second – s am – a    pm – p
<b>STAPLED FIELDS</b>	
Staple a file (when no file has been stapled yet)	ctrl-shift-click <b>or</b> double click to bring up the file chooser <b>or</b> drag the file and drop when the field turns pink
Replace a stapled file	ctrl-shift-click <b>or</b> drag and drop the file
View stapled file	double click to open file preview viewer