

DESKTOP FUNCTIONS

ACTION	METHOD/KEYS
<i>WORKING WITH ITEMS ON THE DESKTOP</i>	
Move iconified item	Click and drag
Move expanded (open) widget	Left click the title bar and drag or Right click anywhere and drag
Zoom In/Out	Ctrl-scroll wheel or use scroll wheel with the scroll button depressed. <i>Keyboard options</i> Ctrl- + / - (minus) or Ctrl- > / <
Open /Close (iconify) Item	Double click or Zoom in/out
<i>USING FOLDERS</i>	
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
<i>DESKTOP</i>	
Resize the desktop (zoom in/out)	Alt-Scroll wheel <i>Keyboard options:</i> Alt- +/- (minus) or Alt- > / <
Restore the desktop to default size	Alt-0 (zero)
<i>OTHER</i>	
Get Context Help	Alt-Click an item
Dismiss memos	Click
Toggle sound on/off	Alt-Ctrl-Shift-M

DATA ENTRY SHORTCUTS

ACTION	SHORTCUT
GENERAL	
Move between fields	Tab or Number Pad Enter key
Clear or reset field to default	Escape
Clear field right of the cursor (Not Quantity or Date)	Ctrl-Shift-R
Create new form	Ctrl-N
File current form and create next new form	Ctrl-Shift-N
File current form	Ctrl-S
QUANTITY FIELDS	
Move to opposite side of the decimal point	. (period)
Change the sign	- (minus sign)
Cycle through available alternate units	Ctrl-T
REFERENCE FIELDS	
Display list of selections /Close list	Ctrl-/
Confirm selection	Enter key
CHECKBOX FIELDS	
Cycle through the choices	Space bar
Check/Uncheck box	Enter key
DETAIL LINES	
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
DATE AND TIME FIELDS	
Position cursor to specific part of field Note: 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
STAPLED FILES	
Staple a file (when no file has been stapled yet)	Ctrl-Shift-Click or Double click to bring up the file chooser or drag the file and drop when the field turns pink.
Replace a stapled file	Ctrl-Shift-Click or drag and drop the file.
View stapled file	Double click to open file preview viewer.