

PC Keyboard Shortcuts

When in the client windows, the following key combinations can be used instead of your mouse.

For this task	Use
Access Windows menu items	ALT+Underlined character
Perform various client tasks	ALT+[key]
Move through wizard tables, lists, and drop-down lists	ARROW Keys
Insert and delete fields	CTRL+[key]
Select default button	ENTER
Access Help	F1
Move forward thru Tabs	SHIFT+PAGE UP
Move backward thru Tabs	SHIFT+PAGE DOWN
Select or clear check boxes and radio buttons	SPACEBAR
Move forward thru text boxes, check boxes, and radio buttons	TAB
Move backward thru text boxes, check boxes, and radio buttons	SHIFT+TAB

ALT+Underlined character

Press ALT with the appropriate underlined character to access basic Windows commands (such as File, Edit, etc.) from the menu bar.

Additionally when using a wizard, **press** ALT with the underlined character in the wizard next step buttons to perform next step functions. In order for this to work properly, you may need to make a modification to the Windows Control Panel/Display selections. Follow these steps.

1. **Click** the **Windows Start** menu button.
2. Point to **Settings**, then **click Control Panel** .
3. **Double-click** the **Display** icon.
4. **Click** the **Effects** tab.
5. On the Effects tab, make certain the **Hide Keyboard Navigation Indicators Until I Use the Alt Key** option is **not selected**. If it is selected, clear the check box, then click **Apply**.
6. If you cleared the check box while the client was open, you will need to **restart** the client for this change to take effect.

ALT+[key]

ALT in combination with different keys can perform various tasks in the client.

- **Press** ALT+C to cancel an operation.
- **Press** ALT+F4 to close a wizard window.
- **Press** ALT+F4 to close Workflows (after all wizards are closed)

ARROW Keys

Use the UP and DOWN ARROW keys to move through a drop-down list; the UP and DOWN ARROW keys sometimes open this list as well. **Selecting** a letter or starting to type an entry name jumps to that entry in the list. When the list is open, you can also **highlight** a value and press ENTER to select the value.

When you search for an item in the catalog, you can use the UP and DOWN ARROW keys to move the highlight to an entry in the search results list. Pressing ENTER selects that entry.

CTRL+[key]

CTRL in combination with different keys can perform various tasks in the client.

- **Press** CTRL+DELETE to delete a field.

ENTER

Pressing ENTER in a client window selects the default action (typically the left-most button).

Note: *Pressing ENTER in a drop-down list selects the highlighted value.*

F1

Press F1 to access the Help. F1 is the standard for accessing help files.

SHIFT+PAGE UP or PAGE DOWN

Use the SHIFT and PAGE UP (PAGE DOWN) keys to tab between text boxes.

- **Press** SHIFT+PAGE UP to tab forward.
- **Press** SHIFT+PAGE DOWN to tab backward.

SPACEBAR

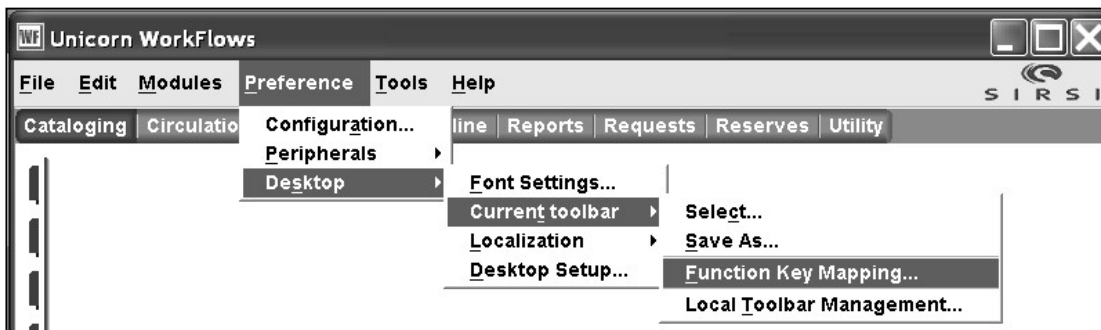
Press the SPACEBAR to select or clear a check box or radio button.

TAB and SHIFT+TAB

The TAB and SHIFT+TAB with different keys can perform various tasks in the client.

- **Press** TAB to move between writable fields, check boxes, and buttons. A button appears as active when a dotted outline appears around the button text.

- **Press** SHIFT+TAB to move backward between active, input text boxes, check boxes, and buttons.
- **TAB** to a check box or radio button, then **press** SPACE to select the check box or radio button.
- **TAB** to a gadget, then **press** ENTER to open the gadget.



Notes

- *For information about how to create keyboard shortcuts for wizards, refer to the [Toolbar Management: Modifying a Toolbar](#) topic in online help.*
- *For a listing of default wizard toolbar keyboard shortcuts, see [Toolbar Wizard Keyboard Shortcuts](#) in online Help.*