

# Fast•Class File

Client Data System

## Volume 61: Keyboard Shortcuts

**Right-click:** Right-click in a field or on the Desktop to open a shortcut menu with context-sensitive commands.

**Tabbed windows:** Move to adjacent horizontal tabs with the **ALT+right arrow** and the **ALT+left arrow**. Move up or down the vertical tabs with the **ALT+down arrow** and the **ALT+up arrow**.

**Dialog boxes:** Standard Windows conventions are supported in dialog boxes. For example, the **ENTER** key is equivalent to clicking the **OK** button in a dialog box; the up and down arrow keys select records in a list window.

**Keyboard Navigation:** Most of the menu commands have Control-Key equivalents. To locate and learn about the Control-Key navigation options, open any program menu and look for items with the **CTRL+[text]** next to the menu item.

**F2 key:** The F2 key is a shortcut to open the **Choice Options** dialog box to create a drop-down list of choices for most data fields.

**F3 Key:** From an open Contact record, the F3 key opens the **Dialing** dialog box for placing a phone call.

**F7 Key:** From an open Contact record, the F7 key opens the Contact's **SmartPad**.

**F8 Key:** From an open Contact record, the F8 key opens the **Activity log**.

**CTRL + E:** Opens the **Messages** window.

**CTRL + F:** Opens the **Find Contact Information** dialog box.

**CTRL + G:** From any Calendar view, opens the **Date Selection** dialog box.

**CTRL + D:** Opens the **DayView** window.

**CTRL + TAB:** Move to each open window in succession.

**CTRL + P:** Opens the **Find Policy** dialog box.