

Fast-Class File

Client Data System

Volume 105: Keyboard Shortcuts

Keyboard Shortcuts

- **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.