Keyword 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.