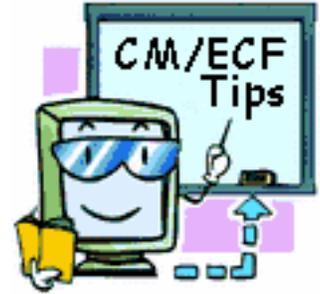


Trainer Tips

SDSD's Training Branch offers a wide variety of classes on CM/ECF application usage, system management, and office automation. However, your training doesn't stop after you receive your class certificate. To keep your skills updated, check out the tips in this column. To learn more about classes and resources offered by the Training Branch, go to:

<http://training.aotx.ao.dcn/training.htm>



CM/ECF Shortcuts

Some CM/ECF users are more comfortable with the keyboard than the mouse. And many laptop users would rather keep their hands on the keyboard than use a trackball or finger pad. If that describes you, take a look at the keyboard shortcuts listed below to minimize the number of times you have to reach for your mouse. These suggestions might make your sessions in CM/ECF more efficient and less frustrating!

To	Press
Go to next field	TAB
Go back a field	SHIFT + TAB
Select Next or Submit key	TAB* + ENTER OR TAB* + SPACEBAR
Go back to the previous screen	ALT + LEFT ARROW
Go forward to the next screen	ALT + RIGHT ARROW
Select from a drop-down list	TAB* + Type the first letter of the desired selection until it is displayed.
Select or clear a check box	TAB* + SPACEBAR
Find word(s) on page	CTRL + F
Open new browser window	CTRL + N
Print	CTRL + P
Go to top of page	CTRL + HOME
Go to end of page	CTRL + END
Select menu from browser menu bar (Example: <u>F</u> ile, <u>E</u> dit, <u>V</u> iew)	ALT + First underlined letter of menu name
Select from a drop-down menu in the browser	DOWN OR UP ARROW + ENTER
Toggle between browser windows	ALT + TAB

* Press TAB until you have selected the desired button or field.