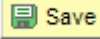
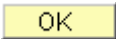
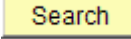
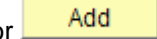
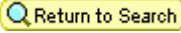

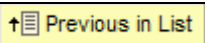



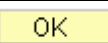
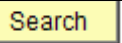
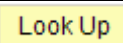


Using Keyboard Shortcuts

A *Hot Key* performs an immediate action when you select certain key combinations. The action it performs must be a valid command for the page on which you are working.

While a hot key performs an immediate action, an *Access Key* is an **ALT** key combination that moves the cursor to a specific field on the current page. It does not perform an action. The access keys apply only to the buttons you find within the page on which you are working and may not be relevant to all pages.

Key Selection	Function
ALT 1 + ENTER	Executes different buttons depending on the page type:  Save,  OK,  Search or  Add
ALT 2 + ENTER	 Return to Search
ALT 3 + ENTER	 Next in List
ALT 4 + ENTER	 Previous in List
ALT 5 + ENTER	Magnifying glass  and calendar  icons when you are on the field
ALT 6 + ENTER	Cancels pop up calendar
ALT 7 + ENTER	Insert Row in grid or scroll area
ALT 8 + ENTER	Delete Row in grid or scroll area
ALT 0+ ENTER	Refreshes the page by invoking the Refresh icon  on the Toolbar
CTRL J	Opens a PeopleTools Info Window. Used with Query
CTRL K	Access Keyboard Shortcut information
CTRL Y	Toggle menu between collapse and expand
ENTER	Invokes the  OK,  Search, or  Look Up buttons where present
ESC	Cancel