

## B LIST OF SHORTCUTS FOR SOME PROCEDURES AND METHODS

Table 1: List of shortcuts (hotkeys) for some procedures and methods

Shortcut (hot keys)	Procedure, method	Window	Note
<D>	enters current date or takes the entered date one day ahead	search window, editor	entry format <i>dd.mm.yyyy</i>
<W>	enters date which is one week ahead of the current or entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
<M>	enters date which is one month ahead of the current or entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
<Shift> + <D>	enters date which is one day behind the current or entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
<Shift> + <W>	enters date which is one week behind the current or entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
<Shift> + <M>	enters date which is one month behind the current or entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
space bar	deletes the entered date	search window, editor	entry format <i>dd.mm.yyyy</i>
<Alt> + <M>	activates the menu bar and opens the <b>System</b> menu; use arrow keys <left> and <right> to open other menus, use keys <up> and <down> to select the method from the menu and then start it by pressing the space bar or the <Enter> key	browser	
<Alt> + <C>	activates the window containing modules and classes; to select modules and classes use the arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn>	browser	
<Alt> + <W>	activates the workspace; use arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn> to select records for further processing	browser	

<Alt> + <R>	activates the window containing related objects; use arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn> to select records for further processing; double-click to copy the selected record to the workspace	browser	
<Ctrl> + <C>	copies highlighted text to clipboard	editor, search window	
<Alt> + double-click	copies highlighted text to clipboard	browser, search window, viewer	
<Ctrl> + <X>	transfers highlighted text to clipboard	editor, search window	
<Ctrl> + <V>	inserts text from clipboard to selected position	editor, search window	
<Ctrl> + <N>	creates new object; equal to the <b>Class / New object</b> method	browser	
<Ctrl> + <E>	edits object; equal to the <b>Object / Edit</b> method	browser	
<Ctrl> + <P>	prints report on default destination (printer); <i>the destination e-mail address will not be taken into account</i> ; equal to the <b>Object / Print</b> method	browser	
<Ctrl> + <Enter>	searches for objects after entering the search request; equal to the <b>Find</b> button	search window	
<F3>	searches for records in the search window; equal to the <b>Class / Search</b> method	browser	
<F3>	opens the search window for the class of the record you are editing	editor	
<F4>	Searches for records by key; equal to the <b>Class / Search by key</b> method	browser	
<F5>	refreshes list of records in the workspace; equal to the <b>Workspace / Refresh</b> method	browser	
<F7>	removes all objects from the workspace	search window	
<PgUp>	previous page (page up)	print preview, code list, drop-down list	
<PgDn>	next page (page down)	print preview, code list, drop-down list	
<Home>	first page	print preview, code list, drop-down list	
<End>	last page	print preview, code list, drop-down list	
<Ctrl> + <S>	enters diacritical character	editor, search window	

<Tab>, then space bar	opens the window for displaying the code list	editor	
<right> arrow key	moves attribute of object from the list on the left side to the selected attributes or objects on the right side; equal to the <b>Add</b> button	window with two lists	
<left> arrow key	moves attribute of object from the list on the right side to the unselected attributes or objects on the left side; equal to the <b>Remove</b> button	window with two lists	
<Alt> + <up> arrow key	moves selected attribute in the search results display attributes (in the list on the right side) up one row; equal to the <b>Up</b> button	window for editing the display of search results	
<Alt> + <down> arrow key	moves selected attribute in the search results display attributes (in the list on the right side) down one row; equal to the <b>Down</b> button	window for editing the display of search results	