

Shortcut Keys in HP TRIM



Purpose

To demonstrate how to use keyboard shortcuts to perform TRIM related tasks without using the Mouse



Activity

- Many of the shortcuts may also apply to other Windows applications

- **Window Shortcut Keys**

[Ctrl] [F4]	Closes the current active window within an application
[Ctrl] [C]	Copy - copies the currently highlighted text into the clipboard
[Ctrl] [V]	Paste - pastes the contents of the clipboard into the current application
[Ctrl] [X]	Cut - deletes the currently highlighted text and places a copy into the clipboard
[Ctrl] [Z]	Undo - reverses the last action performed
[Ctrl] [Tab] or [Ctrl] [F6]	Cycles through active windows within an application
[Ctrl] [Esc]	Displays a Task List from which a switch to an active application may be made
[Tab]	Moves the cursor between fields in the active window
[Alt] [Tab]	Moves through active applications - hold down [Alt] and press [Tab] until the desired application is displayed, then release [Alt]
[Alt] [Space]	Accesses an application's control menu
[Alt] [F4]	Closes the current application
[Shift] [Tab]	Moves backwards through fields in the active window
[F5]	Refreshes
[F6]	Reloads
[Double Click]	Toggles between maximum and minimum of an active window when clicking anywhere on the Title Bar

- **TRIM Shortcut Keys :**

[Space Bar]	Tags / Untags the currently highlighted record
[Ctrl] [A]	Tags all records
[Ctrl] [F]	Begins a new Search in a new window

CODICE KEY

Shortcut Keys in HP TRIM

[Ctrl] [G]	Loads a previously saved Search
[Ctrl] [I]	Displays Favourite locations
[Ctrl] [J]	Jumps over one level from a Location
[Ctrl] [M]	Makes a reference to selected item(s)
[Ctrl] [N]	Makes a new record
[Ctrl] [O]	Opens a document for editing
[Ctrl] [S]	Saves the current record
[Ctrl] [U]	Untags all records
[Ctrl] [F2]	Shows a list of Recent Documents
[Alt] [Enter]	Displays Properties of the selected record
[Alt] [W] [A]	Closes all active windows
[Alt] [↑]	Equivalent to selecting the KwikSelect icon
[Alt] [↓]	Equivalent to selecting the Drop-Down List button
[Alt] [F1]	Shows the list of Documents Checked Out
[Alt] [F2]	Shows the list of My Containers
[Alt] [F3]	Shows the list of My Favourite Records
[Alt] [F5]	Finds all records marked to you in your In Tray
[Alt] [F8]	Shows records in the Records Work Tray
[F3]	Adds the current record to the Work Tray
[F4]	Adds the current record to My Favourites
[F7]	Refines the current search criteria



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