

Keyboard shortcuts

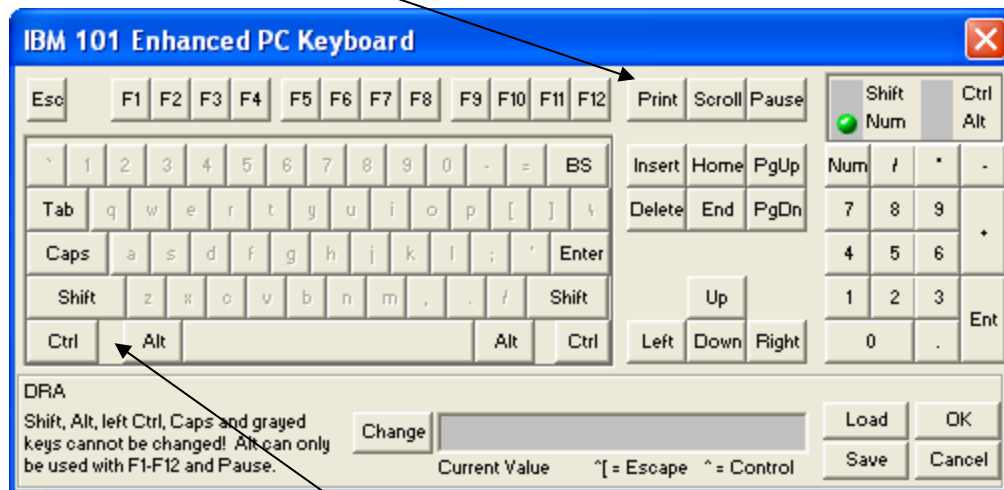
• Now that we are working in a Windows environment, there are keyboard shortcuts that save time, keystrokes, and mouse clicks.

- Copy → Ctrl + c
- Paste → Ctrl + v
- Cut → Ctrl + x

- Double clicking in a word will highlight the entire word.
- Clicking in the left hand margin of a line, will highlight the entire line.

• Find a word/phrase on the page → Ctrl + f

• Activate PrintKey - Print Screen function



• See your desk top in one keystroke - Windows button + d
(press again to open your active windows)

• Use keyboard keys instead of your mouse → press Alt and a single letter in each function in the top menu bar will be underlined, press that letter, and the menu for that function will unfold.

• F5 in OPAC “refreshes” view