CDOL Tip of the Week. October 17, 2011

CDOL Keyboard Shortcuts for Windows Operating System (Macintosh functionality not shown)
Knowing and using CDOL keyboard shortcuts, rather than using the mouse for certain actions, may save time.

Keyboard Key(s)	CDOL Screen(s) or location(s) where shortcut functions	Performance
F1 or CTRL+H	Anywhere in CDOL	Displays CDOL keyboard shortcut help screen
CTRL+E	Organization or Individual Summary Page	Navigates to primary edit screen
CTRL+M	Organization or Individual Edit Screen	Navigates to organization or individual summary page
CTRL+Alt+F	Anywhere in CDOL	Moves cursor to search box
CTRL+Alt+O	Anywhere in CDOL	Moves cursor to search box, organization radio button selected
CTRL+Alt+L	Anywhere in CDOL	Moves cursor to search box, leader radio button selected
CTRL+S*	Any screen (except admin screens) where Save button is visible	Save
CTRL+C*	Any selected (highlighted) item(s)	Copies selection to clipboard
CTRL+X*	Any selected (highlighted) item(s)	Cuts and copies selection to clipboard
CTRL+V*	Any text entry field	Pastes current clipboard contents to active cursor location
CTRL+1	Primary organization or individual edit screen	Navigates to General (1st) edit tab
CTRL+2	Primary organization or individual edit screen	Navigates to 2nd edit tab from left
CTRL+3	Primary organization or individual edit screen	Navigates to 3rd edit tab from left
CTRL+4	Primary organization or individual edit screen	Navigates to 4th edit tab from left
CTRL+5	Primary organization or individual edit screen	Navigates to 5th edit tab from left
CTRL+6	Primary organization or individual edit screen	Navigates to 6th edit tab from left
CTRL+7	Primary organization or individual edit screen	Navigates to 7th edit tab from left
CTRL+8	Primary organization or individual edit screen	Navigates to 8th edit tab from left
CTRL+Down Arrow	Any edit screen	Navigates to next edit tab in sequence
CTRL+Up Arrow	Any edit screen	Navigates to previous tab in sequence
Tab*	Most CDOL screens	Navigates to next field/option in sequence and, if a text entry field, highlights field contents
Enter	Some data entry or search fields, specifically • The search field in the upper right of most screens • "Lookup Person" field • Drop-down pick list	Executes search (e.g., if typing in search criteria in the search field, <Enter> performs search) or selects the highlighted item in a pick list
Space bar*	Most screens where using the Tab key moves the cursor to a check-boxed or radio-buttoned item	Toggles the box or button between selected and not selected

*Standard Windows functionality