

## Section 21 Keyboard Commands

---

- A. To move to a desired point within a window, either click on that point with the mouse or use the cursor movement keys. To learn about keys that perform actions in HUDCAPS for Windows, see *Using Shortcut Keys in HUDCAPS* in this Procedures Manual.

<b>Key</b>	<b>Action</b>
↑	The <Cursor Up> key moves the cursor up one line within a scrollable window. Within a group of radio buttons, this key moves the cursor to the previous button.
↓	The <Cursor Down> key moves the cursor down one line within a scrollable window. Within a group of radio buttons, this key moves the cursor to the next button.
←	The <Cursor Left> key moves the cursor one character to the left within the current field. It will not move the cursor between fields. Within a group of radio buttons, this key moves the cursor to the previous button.
→	The <Cursor Right> key moves the cursor one character to the right within the current field. It will not move the cursor between fields. Within a group of radio buttons, this key moves the cursor to the next button.
Tab	The <Tab> key moves the cursor to the next field within a window.
Shift-Tab	Holding down the <Shift> key while simultaneously pressing the <Tab> key moves the cursor to the previous field within a window.
Home	Within a text field, the <Home> key moves the cursor to the beginning of that field.
End	Within a text field, the <End> key moves the cursor to the end of that field. It moves you to the right-most choice within a group of choices.
Enter	Performs scan on the active query using the entered required (key) fields.

<b>Desired Menu Item</b>	<b>Shortcut Key</b>
Actions Menu	Alt + A
Batch Menu	Alt + B
Document Menu	Alt + D
Edit Menu	Alt + E
File Menu	Alt + F
Help Menu	Alt + H
Options Menu	Alt + O
Windows Menu	Alt + W