

Section 22 Using Shortcut Keys in HUDCAPS

- A. HUDCAPS for Windows includes several shortcut keys that allow the user to execute an action without having to access the menu items. These actions can be executed by pressing the Ctrl (Control) key plus the corresponding key on the keyboard simultaneously. The following table lists the actions that can be executed by pressing the shortcut key listed:

Action	Shortcut Key
Go to the Associated Batch Ticket	Ctrl + B
Copy data from a field (after highlighting)	Ctrl + C
Edit a Document	Ctrl + E
Close any Table or Document	Ctrl + F4
Go to a Specific Document Line (Documents Only)	Ctrl + G
Get a Specific Record (on Tables and Queries Only)	Ctrl + G
Put a Document on Hold	Ctrl + H
Access the Action Line	Ctrl + L
Open the Tables/Queries Listing	Ctrl + N
Print Screen	Ctrl + P
Go to the Next Document	Ctrl + PgDn
Go to the Previous Document	Ctrl + PgUp
Process a Document	Ctrl + R
Display the next Record	Ctrl + R
Display a Record	Ctrl + S
Find the first Record	Ctrl + T
Cut data from a field (after highlighting)	Ctrl + X
Paste data to a field after Cutting or Copying	Ctrl + Y
Reset radio buttons to their original state	Del
Approve and Process a Document in One Step	F3
Scroll to the next record	PgDn
Scroll to the Previous Record	PgUp

Section 22. Using Shortcut Keys in HUDCAPS (continued)

- B. In addition to executing actions by using key strokes, users can access the items on the main menu by using key strokes instead of the mouse. Any items on the main menu can be accessed by pressing the Alt key and then pressing the underlined letter of the menu you want to access. The following table lists the shortcut keys that can be selected to choose a menu:

- C. Once the item on the main menu has been chosen, users can choose any item in that menu by pressing the key that is underlined. For example, selecting Alt + D will access the Document menu. The user can then press the “E” key to select the Edit menu items from the Document menu.