

Mail & Scanner Keyboard Shortcut Keys

The following are a few shortcut key combinations that might help you work more efficiently. As convenient as a mouse is, most people who can type better than 25 words a minute actually work faster with the keyboard shortcuts than with switching between keyboard and mouse. Shortcut key combinations require you to hold down each key until all required keys are pressed together, then release.

These shortcuts work in the programs listed, or in all Windows compliant programs if no specific program is listed. Milquote II is NOT Windows compliant, don't bother trying any of these in it.

WINDOWS		
Alt + Tab	Lets you move between open programs.	If you press the Alt key, then the Tab and release, you move to the next program in order opened. If you continue to hold the Alt key down and tap the Tab key you will see the selection of programs cycle through all open programs. Release the Alt key when you reach the program you want.
Ctrl + Alt + Delete	Forces computer to restart.	When your computer freezes and you cannot get it to respond in any way, this shortcut will normally force the computer to restart. If it doesn't work, you have to disconnect the power and wait at least 30 seconds before plugging it back in and restarting.
Print Screen	Copies everything you can see on the monitor to the Windows clipboard.	When you press this key, it appears that nothing happens. But, in fact, the computer has taken a snap shot of everything currently on your monitor. If you open MS Word, you will be able to paste (see Ctrl + V) this picture into a document. Very useful if you are asked to send the exact error message seen in a program.

OUTLOOK		
Ctrl + N	Opens a new mail.	Opens a new mail and places cursor in the To field.
Ctrl + F	Forward a selected mail.	Opens a selected mail for forwarding and places cursor in the To field.
Ctrl + R	Reply to the sender of a selected mail.	Opens the selected mail, places the senders address in the To field and places the cursor in the Body area for you to begin typing your reply.
Ctrl + Shift + R	Reply to ALL addressees on a selected mail.	As Ctrl + R above, but it inserts all addresses from the original mail.
Ctrl + Shift + B	Open Address book.	Open address book so you can add, delete, or modify information therein.
Ctrl + Enter	Send.	Sends the current message to your outbox.

Paper Pore & OTHERS		
F1	Help	Opens the help menu of the current program.
Alt + Letter	Open menu.	Each menu across the top of an open program has an underlined letter in its title. Pressing the Alt key and the underlined letter will open that menu.
Arrow Keys	Move in the indicated direction.	Lets you move through a menu you have opened, and move around letter by letter or line by line in an area of text.
Ctrl + S	Save	Save your work, currently open document.
Alt + F4	Exit	Close the current window or exit current program.

Ctrl + O	Open	Open a new document or workspace within the current program.
Ctrl + P	Print	Print the currently selected document, picture, mail, etc. to the printer.
Enter	Execute selected command	When a message box opens asking you to click on a button, simply pressing Enter will execute the highlighted or outlined command, usually OK or Yes. It can also be used to open a program or file you have clicked on once on your desktop.
Tab	Move through fields.	When working with fields on a form, as in Sales Track or on a web page, pressing tab will move you to the next field input area.
Shift + Tab	Move back through fields.	As Tab above, but moves you to the PREVIOUS field input area.
Alt + Down Arrow	Open drop down box.	When a field required you to choose an input from a list it contains, you can either open that list by clicking the mouse on the small arrow at the right end of the field or using this shortcut key combo. You then use the down and up arrows to move to the input you want, and Enter key to input your selection.
Shift + Left or Right Arrow Keys	Select text.	Highlights each letter you pass through selecting it so you can delete, copy, etc.
Shift + Up or Down Arrow Keys	Select lines.	Highlights each line of text you pass through selecting it so you can delete, copy, etc.
Ctrl + A	Select all.	Selects everything, pictures, text, tables, etc. in the current document.
Ctrl + C	Copy.	Copies selected text or picture so you can place it in other documents or areas of the same document.
Ctrl + X	Cut.	Cuts the selected text or picture out of the current document. You can paste it into another area or another document. It remains in the clipboard memory until you close the program you cut it from.
Ctrl + V	Paste.	If you have copied or cut items from another area or document, this control will paste them into your current work at the cursor location, or at the top left corner if there is no cursor in place.
F7	Spelling & Grammar	Opens and runs the spell checker.