Keyboard Shortcuts

This document describes the keyboard shortcuts available in Colleague UI. Many shortcuts work for both Windows machines and Macs. Some sections below are repeated when there are significant differences.

Colleague U**I Feature Shortcuts**

The following shortcuts are available from most places in Colleague UI. **Note:** Some keyboard shortcuts have changed as of UI 5.7. Please review this list carefully.

Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

- Change focus to Search Box: **Ctrl+Alt+S**
- Toggle between Person and Form search in the Search Box: **Ctrl+Alt+S**
- Show Search Results dialog box: **Ctrl+Alt+R**
- Show Advanced Person Search dialog box: **Ctrl+Alt+A**
- Show Navigation dialog box: **Ctrl+Alt+N**
- Show Preferences dialog box: **Ctrl+Alt+C**
- Show the Settings menu: **Ctrl+Alt+U**
- Exit/Logout: **Ctrl+Alt+L**
- Show Favorites dialog box: **Ctrl+Alt+F**
- Show Help (for current UI area in focus): **Ctrl+Alt+H**
- Show the Help menu: **Ctrl+Alt+/ (forward slash)**
- Show Keyboard Shortcuts: **Ctrl+Alt+K**
- Show the Quick Tour video: **Crtl+Alt+Q**
- Close an open dialog box (and return to the Search Box): **Esc**
- Move to the next focus spot: **Tab**
- Move to the previous focus spot: **Shift+Tab**

Field Text Editing Shortcuts For Windows

The following shortcuts are available for text entry boxes:

- Select all text in input area: **Ctrl+A**
- Copy selected text: **Ctrl+C**
- Delete a character or selected text: **Delete**
- Cut selected text: **Shift+Delete or Ctrl+X**
- Paste text in clipboard: **Ctrl+V**
- Select text to end of field: **Shift+End**
- De-select a character: **Shift+Left Arrow**
- Select a character: **Shift+Right Arrow**
- Move to the beginning of the current input area: **Home**
- Move to the end of the current input area: **End**

- Move one character to the left: **Left Arrow**
- Move one character to the right: **Right Arrow**
- Move one word to the left: **Ctrl+Left Arrow**
- Move one word to the right: **Ctrl+Right Arrow**
- Undo last command: **Ctrl+Z**
- Redo last command: **Ctrl+Y**

Field Text Editing Shortcuts For Mac

The following shortcuts are available for text entry boxes:

- Select all text in input area: **Cmd+A**
- Copy selected text: **Cmd+C**
- Delete a character or selected text: **Delete**
- Cut selected text: **Cmd+X**
- Paste text in clipboard: **Cmd+V**
- Delete the character to the left: **Ctrl+H or Delete**
- Delete the character to the right: **Ctrl+D or Fn**+**Delete**
- Extend text selection one character to the left: **Shift+Left Arrow**
- Extend text selection one character to the right: **Shift+Right Arrow**
- Select the text to beginning of field: **Shift+Cmd+Left Arrow**
- Select the text to end of field: **Shift+Cmd+Right Arrow**
- Move to beginning of the current input area: **Cmd+Left Arrow**
- Move to end of the current input area: **Cmd+Right Arrow**
- Move to beginning of the previous word: **Opt+Left Arrow**
- Move to end of the next word: **Opt+Right Arrow**
- Move one character forward: **Ctrl+F**
- Move one character backward: **Ctrl+B**
- Undo the previous command: **Cmd+Z**
- Redo; reverse the undo command: **Cmd+Y** or **Shift**+C**md+Z**

Context Area Shortcuts

The following shortcuts are for working with records in the Context Area:

- Toggle Context Keep Open/Auto Close: **Ctrl+Alt+O**
- Show Context Area help: **Ctrl+Alt+Y**
- View all records in Context Area (card selector drop-down): **Ctrl+Alt+1**
- Close current record in Context Area: **Ctrl+Alt+X**
- Close all records in Context Area: **Ctrl+Shift+X**
- Add current record in Context Area to Favorites: **Ctrl+Alt+V**
- Add all records in Context Area to Favorites: **Ctrl+Alt+2**
- Go to next record in Context Area: **Ctrl+. (dot)**
- Go to previous record in Context Area: **Ctrl+, (Comma)**

- Change focus to the Context Area (works even if no active context card is displayed): **Ctrl+Alt+W**

Colleague Form Shortcuts

The keyboard shortcuts listed below are available only when working within a UI form or when a form is open (alternative keystroke combinations are separated by |).

Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

Field Movement Shortcuts

- Move to the next field: **Tab**
- Move to the previous field: **Shift+Tab**
- Move to the beginning of the current field: **Home**
- Move to the end of the current field: **End**
- Open a drop-down list to select a value: **Down Arrow**
- Scroll through the values in a drop-down list: **Up/Down Arrow**
- Select the highlighted value in the drop-down list: **Enter**
- Detail: **F2**

Envision Table Shortcuts

- Move forward one row in a table: **Down Arrow***
- Move back one row in a table: **Up Arrow***
- Move forward one page in a table: **Page Up**
- Move backward one page in a table: **Page Down**
- Move to the first row of a table: **Ctrl+Home**
- Move to the last row of a table: **Ctrl+End**
- Field insert in a table: **Insert**
- Field delete in a table: **Ctrl+Alt+D**
- Export table contents to Excel: **Ctrl+Alt+E**

*If the current field within a window has a drop-down list, use Down Arrow to open the list, **Up/Down Arrow** to move up and down within the list, and **Ctrl+Up** or **Ctrl+Down** to move back or forward one row.

Form Shortcuts

- Save current form: **F9**
- Save all open forms: Ctrl+Shift+**F9** [NOTE: **Shift+F9** not available for Firefox]
- Cancel from current form: **F8** or **Ctrl+Alt+End**
- Cancel from all forms: **Ctrl+Shift+F8** [NOTE: Use **Shift+F8** not available for Firefox]
- Finish from current form: **Ctrl+F9**

- Move to the next form: **Ctrl+Alt+Dot**
- Move to the previous form: **Ctrl+Alt+Comma**
- Add current form to Favorites: **Ctrl+Alt+4**
- Record Delete (when allowed): **Ctrl+Alt+Z**
- Print active form: **Ctrl+Alt+P**
- Open external hyperlink associated to form: **Ctrl+Alt+G**
- Move focus to open UI form: **ESC** or **Ctrl+Alt+Home**

Help: **Ctrl+Alt+H | F1 (sh**ows help for area currently in focus; **F1** may not work in all instances)

Search Results Shortcuts

Person and Other Search Results

The keyboard shortcuts listed below are available only when working within a Search Results Panel that is **not Form Search**:

- Select all records: **FA**
- Add a new record, if available: **A**
- Jump to page containing result number *n:* **J** *n*
- Enter sort select criteria, if applicable: **S**
- Switch to Card View: **C**
- Switch to Grid View: **G**
- Export results to Excel: **E**
- Move to the next page of results: **PageDown**
- Move to the previous page of results: **PageUp**
- Move to the first page of results: **Home**
- Move to the last page of results: **End**
- Show these search input options: **?**

Form Search Results

The keyboard shortcuts listed below are available when focused on the Input box for a **Form Search Results** panel:

- Execute result n: n (enter the number)
- Jump to and focus on result number *n:* **J** *n*
- Move to the next page of results: **PageDown**
- Move to the previous page of results: **PageUp**
- Move to the first page of results: **Home**
- Move to the last page of results: **End**

Windows Accessibility Shortcuts:

The keyboard shortcuts listed below are available when working within a UI form using assistive technology software, specifically JAWS and NVDA. The Access Forward and Back keys allow movement between fields on a form regardless of whether the field is inquiry or maintainable. Access Forward will change focus to the next field on the form as defined by the form's field order. Access Back will change focus to the previous field on the form. When focus is on an Envision window field, the Access Forward and Back keys function as Tab and Shift+Tab, respectively.

There are two options for reading data in the row of Envision windows. Read Window Row will read column and data information according to the Verbose Accessibility setting in the Miscellaneous section of the Preferences panel. If this flag is checked, Read Window Row will read verbose data, including the name of the window, the column number, the name of the window element, whether the element is maintainable or inquiry, and the value of the element. If this flag is unchecked, Read Window Row reads only the column number and the element value. Elucidate Window Row Detail reads the verbose version of Read Window Row.

Note: Some of these shortcuts may not work in all browsers. Browser plug-ins or other applications may override these shortcuts and activate different commands.

Colleague Form Shortcuts

- Announce Current Form: **Ctrl+Shift+F**
- Read all Inquiry fields on a form: **Ctrl+Alt+I**
- Access Forward: **Ctrl+Alt+] (right bracket)**
- Access Back: **Ctrl+Alt+[(left bracket)**
- Read Window Row: **Ctrl+Alt+- (hypen)**
- Elucidate Window Row Detail: **Ctrl+Shift+Y**
- Move focus to Context Header: **Ctrl+Alt+W**

The keyboard shortcuts listed below are available when in Accessibility Mode and focused on the Input box for a Search Results panel that is **not Form Search**:

- Select all records: **FA**
- Add a new record, if available: **A**
- Jump to page containing result number *n:* **J** *n*
- Enter sort select criteria, if applicable: **S**
- Switch to Card View: **C**
- Switch to Grid View: **G**
- Export results to Excel: **E**
- Read key for result number *n:* **R** *n*
- Read details for result number *n:* **RD** *n*
- Toggle selection of row *n:* **T** *n*
- Move to the next page of results: **PageDown**
- Move to the previous page of results: **PageUp**
- Move to the first page of results: **Home**

- Move to the last page of results: **End**
- Show search input options: **?**

The accessibility keyboard shortcuts listed below are available when focused on the Input box for a **Form Search Results** panel and in Accessibility Mode.

- Execute result *n*: *n* (enter the number)
- Read results row *n:* **R** *n*
- Jump to and focus on result number *n:* **J** *n*
- Move to the next page of results: **PageDown**
- Move to the previous page of results: **PageUp**
- Move to the first page of results: **Home**
- Move to the last page of results: **End**