

MYUFL SHORTCUTS, HOT KEYS, AND ACCESS KEYS

Hot keys perform immediate actions. When you press one, the designated action occurs. Note that several hot keys perform different functions, depending on the page that you are on.

Access keys move the focus of your cursor to a particular button on a page, at which point you can press Enter to carry out the command. This action is equivalent to clicking the appropriate button.

HOT KEYS

Hot Keys	Action
ALT+1	Saves a page in a transaction. Moves to the Search or Add button on a search or look up page. Moves to the OK button on a secondary page.
ALT+2	Returns to the search page from the transaction page.
ALT+3	Views the next row in the list when the button is active.
ALT+4	Views the previous row in the list when the button is active.
ALT+5	Accesses the Look Up page. Opens the calendar prompt.
ALT+6	Opens the pop-up window on a page.
ALT+7	Inserts a row in a grid or scroll area.
ALT+8	Deletes a row in a grid or scroll area.
ALT+0	In Expert Entry mode, activates the Refresh button, which validates the data entered on the page.
ALT+ .	Views the next set of rows in a grid or scroll area.
ALT+ ,	Views a previous set of rows in a grid or scroll area.
ALT+ /	Finds data in a grid or scroll area.
ALT+ ‘	Views all rows of data in a grid, scroll area, or search page results list.
ALT+ \	Toggles between the Add a New Value and Find an Existing Value fields on a search page.
CTRL+ J	Displays the system information page if configured by an administrator to appear.
CTRL+ K	On a search or transaction page, displays a list of keyboard navigation hot keys and access keys.
CTRL+ Y	Toggles the Main Menu drop-down menu between expand and collapse. Toggles the Menu pagelet between minimize and maximize.
CTRL+TAB	Moves the focus through the frame set.
ENTER	Activates the OK button, where appropriate. On a search page, activates the Search button. On a look up page, activates the Lookup button.
ESC	Activates the Cancel button, where appropriate.

ACCESS KEYS

The following table outlines the shortcuts that you can use instead of clicking the equivalent action button. After pressing the desired key combination, you must press Enter to carry out the action.

You can also use access keys for page tabs to help you move between pages in a component. Identify these access keys by noting the underlined letter in the page tab name. To access a page, press Alt plus the underlined letter, and then press Enter.

Access Keys	Action
ALT+9	Accesses page bar elements, such as Help.
ALT+ \	Toggles between Update/Display, Include History, and Correct History action modes on the toolbar on a transaction page.
CTRL+Z	Accesses the menu search field if it is enabled.

USING KEYBOARD SHORTCUTS WITH DROPDOWN MENUS

Key(s)	Result
Ctrl + Y	Expands the Main Menu.
Ctrl + Z	If the search field is configured to appear in the Main Menu, expands the Main and moves the cursor to a search field.
Up Arrow	<ul style="list-style-type: none"> In an expanded menu, moves one item upward through the list of folders and content references. When moving through the navigation path, collapses the drop-down menu item.
Down Arrow	<ul style="list-style-type: none"> In an expanded menu, moves one item downward through the list of folders and content references. When moving through the navigation path, expands the drop-down menu item.
Right Arrow	<ul style="list-style-type: none"> In an expanded menu, opens a folder to the right so that subfolders or content references appear. When moving through the navigation path, accesses the next menu item to the right.
Left Arrow	<ul style="list-style-type: none"> In an expanded menu, closes the current folder and sets focus on its parent folder. When moving through the navigation path, accesses the next menu item to the left.
Esc	Closes all open menu items. Collapses all expanded menus.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu