

## DAISY Keyboard Shortcuts

You can use several keyboard strokes when various screens are open in DAISY as an alternative to using the mouse or right-click menus.

DAISY Shortcuts		Windows Shortcuts	
<i>Keys to Use</i>	<i>Action</i>	<i>Keys to Use</i>	<i>Action</i>
Ctrl-N	New	Tab	Moves to the next field
Ctrl-O	Open	Shift-Tab	Moves to previous field
Ctrl-S	Save	Enter	Open or select highlighted item
Ctrl-I	Edit Personal Info	Alt-PrintScr	Capture current window to buffer
Ctrl-T	Open Transactions	Ctrl-X	Cut
Ctrl-L	Open Ledger	Ctrl-C	Copy
Ctrl-H	Open Claim History	Ctrl-V	Paste
Ctrl-P	Print Default Report	Ctrl-A	Select All
Ctrl-R	Remove Record	Escape	Cancel editing
Ctrl-D	Duplicate Record	Alt-down arrow	Opens drop-down list
Ctrl-F	Search	Alt-Tab	Switches between active programs
Ctrl-M	Move to next patient in tree	Alt-F4	Close program or active window
Shift- Ctrl-M	Move to previous patient in tree	F1	Display Help
Ctrl-Enter	Selects [...]	F5	Refresh screen
Insert	Insert Record	Underlined letter	Selects associated button or action
		Ctrl-mouse click	Selects multiple items in a list

**Questions?** Call DAISY Support at 1-800-368-6401.