

☺ Job Aid: Keyboard Shortcuts and TWIST Icons

Chapter 1: TWIST Overview

Section 2: TWIST Basics

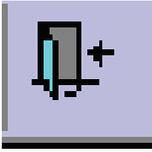
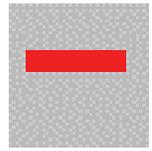
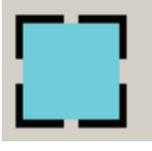
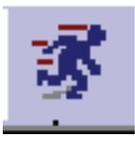
Lesson: TWIST Screen and Data Entry

To perform this function:	Use this key stroke combination:
Save	Ctrl+S
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Close	Ctrl+F4 (function key)
Refresh	Ctrl+R
Open	Ctrl+O
Print	Ctrl+P
Help	F1
Lock Workstation	Ctrl+Alt+Delete

Keyboarding Tips and Shortcuts

Using the keyboard is much faster and more ergonomically sound than using the mouse. Whenever possible, keep your hands on the keys instead of the mouse!

- To move from one open window to another, press the Alt key and then tab until the desired window is highlighted.
- Click enter to close a pop-up instead of using the mouse to click okay.
- Use the arrow keys to move from button to button on a pop-up, and then click enter when the desired button is highlighted.
- If a letter is underlined on the toolbar or screen, use the underlined letter with the Ctrl or Alt key to perform that function.
- Use the Tab key to move quickly from field to field, even on questionnaires.
- Type the first letter of the desired answer to select it from a drop-down. Clicking that letter over and over will take you through all the options that begin with that letter.
- Use the arrow keys to move up and down a list of drop down answers.

Icon Picture	Icon Name	Icon Description
	“Close” icon (Ctrl+F4)	The “Close” icon allows you to exit the current screen and return to the previous screen. Selecting “Close” on the menu bar, under “File,” gives the same result.
	“Insert” icon	The “Insert” icon is used when you want to add an additional row of information.
	“Remove” icon	The “Remove” icon will remove information from a section or row.
	“Open” icon (Ctrl+O)	By clicking on the “Open” icon, you will open a selection window that will allow you to do a search.
	“Clear” icon	This icon will clear all fields on the current screen in a report.
	“Refresh” icon	The “Refresh” icon will update the information on the screen and allow the user to view the most current saved data.
	“Fast Path” icon	This icon allows you to move quickly from window to window. Clicking on the icon will give you a list of the windows that you can fast path to.
	“Run” icon	This icon must be clicked on to run a report.