

## Keyboard Shortcut Card

	<b>Action</b>	<b>Mac Keyboard Shortcut</b>	<b>Windows Keyboard Shortcut</b>
<b>File Menu</b>	Page setup	Shift – command – P	Shift – control – P
	Print	Command – P	Control – P
	Quit	Command – Q	Control – Q
<b>Edit Menu</b>	Cut	Command – X	Control – X
	Copy	Command – C	Control – C
	Paste (duplicate)	Command – V	Control – V
	Paste (link to original)	Command – T	Control – T
	Select All	Command – A	Control – A
<b>Students Screen</b>	New Student	Command – N	Control – N
	Delete Student	Command – D	Control – D
	Next Info Field	Tab	Tab
	Previous Info Field	Shift – Tab	Shift – Tab
<b>Groups Screen</b>	New Group	Command – G	Control – G
	Delete Group	Command – E	Control – E
	Rename Group	Command – R	Control – R
	Select All	Command – A	Control – A
	Print Students/Group	Command – P	Control – P
	Toggle Active List	Tab	Tab
	Navigate Up List	Up Arrow	Up Arrow
	Navigate Down List	Down Arrow	Down Arrow
Expand/ Collapse Folder	Return	Enter	
<b>Observation Screen</b>	New Observable Set	Command – G	Control – G
	New Qualifier Set	Command – U	Control – U
	Delete Set	Command – D	Control – D
	New Folder	Command – F	Control – F
	New Observable	Command – N	Control – N
	Rename Folder	Command – R	Control – R
	Record Observation	Command – S	Control – S
	Print Qualifiers/Observables	Command – P	Control – P
	Next List/Field	Tab	Tab
	Previous List/Field	Shift – Tab	Shift – Tab
	Navigate Up List	Up Arrow	Up Arrow
	Navigate Down List	Down Arrow	Down Arrow
	Expand/Collapse Folder	Return	Enter

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	<b>Action</b>	<b>Mac Keyboard Shortcut</b>	<b>Windows Keyboard Shortcut</b>
<b>Gradebook Screen</b>	New Gradebook	Command – G	Control – G
	Duplicate Gradebook	Command – K	Control – K
	New Assignment	Command – N	Control – N
	Gradebook Options	Command – Y	Control – Y
	Print Gradebook	Command – P	Control – P
	Next Assignment Column	Tab	Tab
	Previous Assignment Column	Shift – Tab	Shift – Tab
	Navigate Up Student List	Up Arrow	Up Arrow
	Navigate Down Student List	Down Arrow	Down Arrow
Edit/Select Assignment Cell	Return	Enter	
<b>Attendance Screen</b>	Go to date...	Command – G	Control – G
	Next Week	Command – ]	Control – ]
	Previous Week	Command – [	Control – [
	Print Attendance	Command – P	Control – P
	Next Day	Tab	Tab
	Previous Day	Shift – Tab	Shift – Tab
	Navigate Up Student List	Up Arrow	Up Arrow
	Navigate Down Student List	Down Arrow	Down Arrow
	Edit/Select Attendance Cell	Return	Enter
<b>Lesson Plan Screen</b>	New Plan	Command – N	Control – N
	New Folder	Command – F	Control – F
	Delete Plan/Folder	Command – D	Control – D
	Rename folder	Command – R	Control – R
	Print Lesson Plan	Command – P	Control – P
	Next Field/List	Tab	Tab
	Previous Field/List	Shift – Tab	Shift – Tab
	Navigate Up List	Up Arrow	Up Arrow
	Navigate Down List	Down Arrow	Down Arrow
	Expand/ Collapse Folder	Return	Enter
<b>Reports Screen</b>	Report Options	Command – Y	Control – Y
	Select All	Command – A	Control – A
	View Report	Command – B	Control – B
	Navigate Up List	Up Arrow	Up Arrow
	Navigate Down List	Down Arrow	Down Arrow
	Expand/ Collapse Folder	Return	Enter
<b>Help</b>	Contents	Command - H	F1