Shortcuts

Introduction

There are many shortcuts available on SystmOne that have been included to help   you work more quickly and to help those users who prefer to use the keyboard instead of the mouse.

The shortcuts are designed to reduce the number of keys you need to press to carry   out a task or get to a particular screen.

This section contains information about shortcuts relating to the following areas of   the system:

- [Toolbars](#)
- [SystmOne Command Line](#)
- [Date Shortcuts](#) (entering dates quickly with only a few keystrokes)
- [Function Key Shortcuts](#)
- [Miscellaneous Shortcuts](#) (shortcuts relating to particular screens on SystmOne)

As different types of users use different parts of the system, you may find that only a certain number of the shortcuts described in this section would be of use to you on a daily basis.

Pick out two or three shortcuts that apply to the screens/dialog boxes you use most   often during your working day and make an effort to use them until they become second nature. When you have mastered using those shortcuts, you can then choose some more to learn.

Using shortcuts can help you to save a considerable amount of time during your   working day.

Tip

Write one or two shortcuts you want to learn on a piece of paper and affix it to your monitor. That way, every time you want to use the shortcut, you can glance at the note to remind yourself.

You will soon be using the shortcut automatically.

Toolbars

The toolbars allow you to go quickly to the screens, dialogs, forms or templates you   use most often by clicking on a toolbar button. You can customise your toolbars to suit your own working practices so that they includes shortcuts to the parts of SystmOne that are most relevant to you.

If you want to use a toolbar button function but do not want to add the button to your toolbar:

1. Right‑click in an empty area in your toolbar and select **More Quick Actions**.
2. Type a word or part of a word in the **Search** field, for example "confid" will allow you to find the 'Confidential Notes' function.
3. Click **Search**.
4. Select the appropriate option from the search results.
5. Click **Ok**.

See [Customising Toolbars](#)   for details of how to customise your toolbars.

SystmOne Command Line

The *Command Line* is the empty field that is always visible at the bottom left of the SystmOne screen that allows you to go quickly to a dialog/template/screen on SystmOne by typing a few

characters.

Type a word or part of a word into the SystmOne Command Line and as you type, a list containing possible matches is displayed so that you can select the one you want.

Note: Only relevant options are displayed, for example templates are only included in the list if a patient record is retrieved.

The down arrow to the right of the Command Line allows you to view the last 20 commands (made from the Command Line) from the current SystmOne session. Select the action from the history list to go to the dialog/template/screen. This list is not stored when SystmOne is shut down, therefore it only includes commands entered during the current SystmOne session.

To use the Command Line without using the mouse:

1. Press **Ctrl+Shift+**

2. Type a word or part of a word in the Command Line, for example type "add" to find a link to the Address Book or type "clin" to find a link to the Clinical Reporting screen.

3. Use the arrow keys to move to the entry you want.

4. Press **Enter**.

Note: You cannot add a drug or Read code to the retrieved patient record if you accessed the Drug & Appliance Browser or Read Code Browser via the Command Line.

Date Shortcuts

This section covers the following:

- [Introduction](#)
- [Controlling How Dates are Displayed on SystmOne](#)
- [Jumping to a Specific Date](#)
- [Date Calendar](#)
- [Date Input](#)

Introduction

There are a number of ways to enter the date on SystmOne and all **Date** fields work in the same way. You can choose the way you find easiest from those described below.

The most basic way to type a date is to click in the **Date** field and type in eight digits, for example "02072014" for 2 July 2014. You do not need to type separators between the numbers, for example dots or slashes.

If you want to type a past date or a date before the end of the current year, you can type just two digits to represent the year, for example you would type '010164' for 1st Jan 1964. If you are entering a date after 31st December of this year, you must still type four digits to represent the year.

Tip: Scrolling the mouse wheel up and down on a date field will move the day forwards and backwards.

Controlling How Dates are Displayed on SystmOne

A user preference is available that allows you to specify how you want dates to be displayed on SystmOne.

To set this preference:

1. Select **User>User Preferences** from the Main Menu.

2. Select the 'Dates' node from the tree.

3. Use the fields to specify the day, month and year style and your preferred divider, for example 03/05/2015, 3-5-15.

4. Click **Ok**.

Note: Restart SystmOne to ensure that the settings take effect.

Jumping to a Specific Date

You can use shortcuts to jump to a specific date. Shortcuts allow you to move quickly backwards and forwards a certain number of days, weeks, months or even years.

To use the shortcuts listed in the table below:

1. Click in the date field so that the date is highlighted and changes to numbers.

2. Type the shortcut characters into the **Date** field. **Tip:** If you want the command you enter to be based on today's date instead of the date currently shown in the **Date** field, prefix the command with a 't'.

3. Press **Enter**.

Shortcut	Description
3d	Moves the currently displayed date forward by three days
-10d	Moves the currently displayed date backwards by ten days
t2w	Moves today's date forward by two weeks
-5w	Moves the currently displayed date backwards by five weeks
6m	Moves the currently displayed date forward by six months
t-2y	Moves today's date backwards by two years
1y	Moves the currently displayed date forward one year
-1w2d	Moves the currently displayed date backwards by nine days
-1w+2d	Moves the currently displayed date backwards by five days

The above table is only intended to illustrate the principles of how the shortcuts work. The shortcuts can be used with different numbers and numbers can be combined to get the result you want.

Example

You have clicked the **Details** button in the toolbar at the top of your screen (if available – see Customising Toolbars for details) to record the date of an event in the patient record. The **Event Date** field defaults to today's date.

To record that the event took place 18 months ago, click inside the **Date** field so that the date is highlighted and changes to numbers separated by slashes.

Type "**-1y6m**" or "**-18m**" and press **Enter**. The currently displayed date moves backwards by 18 months.

Date Calendar

You can select specific dates by clicking [▼] beside the **Date** field and selecting the appropriate date from the mini-calendar:

To move to the previous or following month, do one of the following:

- click the left or right arrow displayed either side of the month and year at the top of the calendar, or
- click the left mouse button to move forward one month (multiple clicks allow   you to move forward the relevant number of months), or
- click the right mouse button to move back one month (multiple clicks allow you   to move backwards the relevant number of months).

The selected date on the calendar is highlighted by a purple box.

Bank holidays and closed days are indicated by a green box (see   [Specifying Closed Days](#) for details on how to enter details of closed days).

If you click **Today**, today's date is selected on the calendar (indicated by a black outline around the date). Alternatively, type "t" and press **Tab** to jump to today's date.

Date Keyboard Shortcuts

To use the shortcuts listed in the table below, c lick in the date field so that the date is highlighted and changes to numbers:

Shortcut	Description
Up arrow	Move the day forwards, for example from Thursday 14th to Friday 15th.
Down arrow	Move the day backwards, for example from Thursday 14th to Wednesday 13th.
Shift+Up arrow	Move the month forwards, for example from May to June. Alternatively, press the **Page Up** key.
Shift+Down	Move the month backwards, for example from May to April. Alternatively,

arrow	press the **Page Down** key.
Ctrl+Up arrow	Move the year forwards, for example from 2012 to 2013.
Ctrl+Down arrow	Move the year backwards, for example from 2013 to 2012.

Date Input

The following rules apply if you want to enter dates on SystmOne using shortcuts:

- if you only type the day and the month, SystmOne defaults to this year
- if you only type the day and leave out the month and the year, SystmOne defaults to this month and this year
- if you type one or two numbers to represent a year and that year has passed in this century, SystmOne will assume you are entering a date in this century, for example if you type "010809" to represent '1 August 1909', SystmOne will display '1 August 2009', therefore you must type "1909" in full. If the year has not passed in this century, SystmOne will assume the year is in the last century, for example if you type "010819" to represent '1 August 1919' SystmOne will display the correct year
- you can enter months by using either their full name (no need to type an initial capital) or the first three characters. Some months can be shortened even more:

Month	Shortcut
January	ja
February	f
April	ap
August	au
September	s
October	o
November	n
December	d

Function Key Shortcuts

This section lists the shortcuts available by using the function keys on the keyboard:

FunctionKey	Description

F1	View the Online Help for the current screen (see [Feedback and Using Online Help](#)).
Shift+F1	View the Online Help Home page.
F2	View/configure your list of favourite screens. See [Configuring Favourite Screens](#) for further details on setting up and using favourite screens.
Ctrl+F2	Go directly to your 'Top Favourite' screen. See [Configuring Favourite Screens](#) for further details on setting up and using favourite screens.
Ctrl+Shift+F2	Jump forwards through the list of entries set up via the Favourite Screens dialog that appears when you press **F2** (the first one in the list is your 'Top Favourite' screen). See [Configuring Favourite Screens](#) for further details on setting up and using favourite screens.
Ctrl+Alt+F2	Jump backwards through the list of entries set up via the Favourite Screens dialog that appears when you press **F2** (the first one in the list is your 'Top Favourite' screen). See [Configuring Favourite Screens](#) for further details on setting up and using favourite screens.
F3	Add a recall to the current patient's record.
Ctrl+F3	Add a reminder to the current patient's record.
F4	View the Staff & Organisations Browser (see [Staff & Organisations Browser](#)).
F5	The action of this key depends on the screen you are using: • if the screen has a **Refresh** option, **F5** will update the screen • if the screen has a **Run Report** option, **F5** will run the report • if the screen does not have **Refresh** or **Run Report** options but has a **Search** option, **F5** will initiate a search
Ctrl+F5	This allows you to: • call the patient you currently have retrieved using a display board or call screen (provided the patient's appointment has been marked as 'Arrived'), or • call the next 'Arrived' patient in your rota using a display board or call screen **Note:** If no display board or call screen is set up, a message will be displayed on the screens of Reception staff.
F6	Save the current patient record.
Ctrl+F6	Discard the current patient record.
Ctrl+Shift+F8	Add the current screen as the last Quick Jump button on your Home screen

	(see Quick Jump Buttons).
F8	Go to the Home screen (see Home Screen).
F9	View the Appointment Search dialog.
Ctrl+F9	View the Free Slot Search dialog.
F10	View the Quick Patient Search dialog.
Ctrl+F10	View a list of the patients who have the same address recorded as the currently retrieved patient (the patient's "co-habitants").
F11	Lock SystmOne on your PC. You must type your password/ insert your Smartcard before you can re-enter SystmOne or alternatively another user can log on to your PC in your absence (see System Locked).
F12	View the SystmOne Launcher (see SystmOne Launcher).

Miscellaneous Shortcuts

This section covers the following:

- General Keyboard Shortcuts
- Keyboard Shortcut to the Right-Click Menu
- Using the Keyboard to Access the Main Menu
- Expanding/Collapsing Entries in Patient Record Views
- Keyboard Shortcuts on the Appointments Overview Screen
- Keyboard Shortcuts on the Appointments Rota View Screen
- Keyboard Shortcuts for Dispensing
- Keyboard Shortcuts When Viewing a Patient Record
- Clinical Tree Keyboard Shortcuts
- Home Screen Keyboard Shortcuts
- Patient Home View Keyboard Shortcuts

General Keyboard Shortcuts

The following shortcuts are available from any part of the system

Key Combination	Description
Tab	Move forwards to the next button/field/tree node on the screen.
Shift+Tab	Move backwards to the previous button/field/tree node on the screen.
Space bar or	'Click' the currently selected button/tree node.

Enter	
Ctrl+Backspace	Deletes all text from the cursor to the beginning of the word.
Ctrl+Delete	Deletes all text from the cursor to the end of the word.
Ctrl+A	Can be used in two ways: • if one or more rows in a table of information have been selected, pressing **Ctrl+A** allows you to select all the entries. To deselect all the selected rows, press **Ctrl+** • if a table of information you are viewing contains a column of tick-boxes, for example the **Active** column on the View Maintenance screen, **Ctrl+A** will select all the tick-boxes and **Ctrl+I** will invert the current selection. To deselect all the selected tick-boxes, press **Ctrl+**
Ctrl+D	Go to the Register New Patient screen.
Ctrl+E	Go to the Send Notification dialog.
Ctrl+F	Search for text within the selected table of information or tree.
Ctrl+G	Go to the Monthly Planner.
Ctrl+H	Go to the Visits screen.
Ctrl+I	Can be used in three ways: • if one or more rows in a table of information have been selected, for example a number of entries from the Repeat Templates view, pressing **Ctrl+I** allows you to invert the selection (the selected rows are deselected and the remaining rows are selected). To deselect all the selected rows, press **Ctrl+** • if a table of information you are viewing contains a column of tick-boxes, for example the **Active** column on the View Maintenance screen, **Ctrl+I** will invert the currently selected tick-boxes. To deselect all the selected tick-boxes, press **Ctrl+** • if you have not selected any information on the SystmOne screen, pressing **Ctrl+I** allows you to view CKS Clinical Topics
Ctrl+L	Go to the Caseloads screen.
Ctrl+Shift+L	View the Appointment Ledger.
Ctrl+N	Go to the Scanning screen.
Ctrl+R	View the Patient Locator.
Ctrl+T	Go to the Task List screen.

Ctrl+Q	Go to the Appointments Overview screen.
Ctrl+Shift+Q	Go to the Remote Booking screen.
Ctrl+W	Go to the Consultation screen for the current patient record.
Ctrl+Shift+W	Go to the current patient record.
Ctrl+Y	Go to the Pathology Inbox.
Ctrl+	Works in two ways: ● if you have selected one or more rows in a table of information, press **Ctrl+** to deselect all the selected rows. ● if a table of information you are viewing contains a column of tick-boxes, for example the **Active** column on the View Maintenance screen, pressing **Ctrl+** will deselect all the selected tick-boxes.
Ctrl+Shift+	Go to the SystmOne Command Line. The SystmOne Command Line is the empty field that is always visible at the bottom left of the SystmOne screen. To use the Command Line: ● type "reads" and press **Enter** to open the Read Code Browser ● type "drugs" and press **Enter** to open the Drug & Appliance Browser ● type a word or part of a word to use a toolbar button function without having to add the button to your toolbar. As you type, a list containing possible matches is displayed so that you can select the one you want (with the mouse or by using the keyboard arrow keys and pressing **Enter**), for example type "clin" to find a link to the Clinical Reporting screen. Only relevant options are displayed, for example templates are only included in the list if a patient record is retrieved.
Alt+R	Go to the **Search** field on the current screen or dialog.

Keyboard Shortcut to the Right-Click Menu

The right-click menu on SystmOne often provides options that are pertinent to the current context.

To access the right-click menu without using the mouse, ensure that an item is selected on the screen, for example tree node, line in a table, and use the following key:

Key	Description
"Special menu" or "Context" key on your keyboard	View a right-click menu for the currently selected item. You can then use the keyboard arrow keys to move down the list of menu options and press **Enter** to select an option. **Note:** This key is not present on all keyboards. It is usually found at the foot of the keyboard next to the right-hand **Ctrl**

	key. It shows a symbol for a menu and a mouse pointer.

Using the Keyboard to Access the Main Menu

You may notice that many buttons on SystmOne have one letter underlined (depending on your system settings, you may need to hold down the **Alt** key to see this).

If you hold down the **Alt** key and tap the underlined letter, it will have the same effect as if you had clicked on the menu item or button with the mouse.

If you use the key combinations listed below, the options available under the associated Main Menu item are displayed. You can then use the keyboard arrow keys to move down the options and press **Enter** to select an option.

The following keyboard shortcuts may be available to access the Main Menu (depending on the SystmOne module you are using):

KeyCombination	Main Menu Option
Alt+I	Patient
Alt+H	Child Health
Alt+A	Appointments
Alt+E	Reporting
Alt+S	Setup
Alt+K	Links or Stock Control
Alt+D	Dispensing
Alt+T	Clinical Tools
Alt+O	Workflow
Alt+V	Hospital Overview
Alt+U	User
Alt+Y	System

Expanding/Collapsing Entries in Patient Record Views

When an item in the patient record can be expanded or collapsed (it will have a small arrow ▸ or a '+' or '-' icon beside it), you can press **Enter** to expand/collapse the selected item.

Areas of the patient record where this can be used include:

Areas of the patient record where this can be used include:

- Patient Home view
- Vaccination views
- Quick Glance view
- Summary & Family History view

Keyboard Shortcuts on the Appointments Overview Screen

The following shortcuts are available when you are viewing the Appointments Overview screen:

KeyCombination	Description
Ctrl+Shift+number 0 – 9	Set up and save Appointment Overview screen bookmarks. One of the blank bookmark buttons shown on the left of the screen will display the number you select.
Ctrl+Shift+S	Toggle on/off 'Only staff with rotas'.
Ctrl+0 – 9	Go to the view specified in the Appointments Overview bookmark set up using the method above. Alternatively, click the appropriate bookmark button.
Ctrl+B	Go back to your previous selection (alternatively, click ◀ next to the date).
Ctrl+Shift+T	Go to today's date on the Appointments Overview/Appointments Ledger (alternatively, click 🕐 next to the date).
Ctrl+F5	This allows you to: - call the patient you currently have retrieved using a display board or call screen (provided the patient's appointment has been marked as 'Arrived'), or - call the next 'Arrived' patient in your rota using a display board or call screen **Note:** If no display board or call screen is set up, a message will be displayed on the screens of Reception staff.
Alt+D	Go straight to the **Details** field when booking an appointment.
Alt+M	View your own rota only in the Appointments Overview (alternatively, use the **Me** button). To go back to viewing the rotas of all staff, click the **Only staff with rotas** button.
Alt+O	Confirm an appointment booking when viewing the Book New Appointment dialog. Alternatively, click **Ok**.
Enter	Zoom into a selected rota.

Delete	Delete the selected rota.

Keyboard Shortcuts on the Appointments Rota View Screen

The following shortcuts are available when you are viewing the Appointments Rota View screen:

KeyCombination	Description
Page Up	Jump to the first slot in the rota.
Page Down	Jump to the last slot in the rota.
Enter	View a booked slot or book an empty slot.
Up arrow on the keyboard	Go to the previous slot in the rota.
Down arrow on the keyboard	Go to the next slot in the rota.
Left arrow on the keyboard	Reset the status of the currently selected appointment from 'Arrived' to 'Booked'.
Right arrow on the keyboard	Change the status of the currently selected appointment to 'Arrived' (appointment turns dark pink). If you have the **Allow appointment numbering...** option selected on the 'Miscellaneous' node of the Appointments Settings tree, you will be prompted to enter an appointment number for the patient.
Esc	Return to the Appointments Overview screen.
Delete	Delete the currently selected appointment.
N	Mark the currently selected appointment(s) with the 'Notes Retrieved' flag (only available if the 'Notes Retrieved' flag has been selected on the 'Flags' node of the Appointments Settings tree).

Keyboard Shortcuts for Dispensing

To open the Dispensing menu, hold down **Alt** and tap **D**.

To go to each screen, keep holding down **Alt** and press the appropriate key:

KeyCombination	Description
Alt+J	View the Pending Jobs screen.

Alt+E	View the Search Jobs screen.
Alt+S	View the Current Stock screen.
Alt+D	View the Doctors Bags screen.
Alt+V	View the Stock Value screen.
Alt+O	View the Stock Ordering screen.
Alt+R	View the Stock Receipt screen.
Alt+L	View the Batch Number Locator screen.
Alt+X	View the Batch Expiry screen.
Alt+T	View the Dispensing Settings dialog.

Keyboard Shortcuts When Viewing a Patient Record

The following shortcuts are available when you are in a patient record:

KeyCombination	Description
Ctrl+Shift+number 0 to 9	Configure the keyboard shortcuts you want to use to jump to specified patient record views. To do this, select the node from the Clinical or Administrative tree that corresponds to the view you want to associate with the keyboard shortcut, for example select the 'Problems' node and press **Ctrl+Shift+2** if you want the Problems view to be displayed when you press **Ctrl+2**. See also Setting Keyboard Shortcuts for Tree Nodes for details of how to view the shortcuts already set and an alternative method of configuring the shortcuts.
Ctrl+0 to 9	Go to the Patient Record view set up using the method above.
Ctrl+= (equals)	Go to the next defined shortcut (for example if you last pressed **Ctrl+2**, pressing this will take you to **Ctrl+3**).
Ctrl + - (minus)	Go to the previous defined shortcut (for example if you last pressed **Ctrl+2**, pressing this will take you to **Ctrl+1**).
Ctrl+[	Go back to the previous tree node/view.
Ctrl+]	Go forward to the next tree node/view.

Ctrl+S	Move the cursor to the **Search** field at the top of the New Journal. This will work from any view in the patient record. **Tip:** To search quickly, type the word you want to find and press **Enter**.
Ctrl+. (full stop)	Show/hide the Guided Consultation Panel.
Ctrl+Page Up	Minimise the selected complaint (guided consultations only).
Ctrl+Page Down	Restore a minimised complaint (guided consultations only).
Ctrl+P	Prescribe acute medication.
Alt+C	**Simple Consultations** – select the tab in the Consultation Panel (you must first have clicked **Start Consultation**). The cursor will be ready for you to enter Read code text in the **Search** field. **Guided Consultations** – view complaint details in the Consultation Panel
Alt+N	Select the **Consultation Notes** tab in the Consultation Panel when performing a simple consultation (you must first have clicked **Start Consultation**). The cursor will be ready for you to enter consultation text.
Alt+O	Select the **Problems** tab in the Consultation Panel when performing a simple consultation (you must first have pressed **Start Consultation**).
Alt+P	Carry out a quick print: automatically print prescriptions using your preferred printing options if you have saved them (alternatively click in the toolbar). **Note:** If you press **Alt+P** when there are no scripts to print, you will be offered the option of printing out a repeats list for the currently retrieved patient (with a 'voided' left side).

Clinical Tree Keyboard Shortcuts

The following shortcuts are preset to allow you to go directly to a node when you are   viewing a patient record:

Key Combination	Node in Clinical Tree
Ctrl+1*	Quick Glance
Ctrl+2	Summary & Family History
Ctrl+3	Journal

Ctrl+4	Medication
Ctrl+5	Repeat Templates
Ctrl+6	Recalls
Ctrl+7	Reminders
Ctrl+8	Pathology Reports
Ctrl+9	Numeric Results
Ctrl+0	New Journal

*The node in the tree that has the **Ctrl+1** shortcut is always the one that is selected when you click **Continue** on the Patient Home view.

You can change any of these shortcuts so that they will take you to a different node in the tree:

1. Select the node you want to be taken to.

2. Hold down **Ctrl** and **Shift** and tap the number of the shortcut you want to change.

Example

Select the 'Sensitivities & Allergies' node from the tree.

Hold down **Ctrl** and **Shift** and tap **3**.

The shortcut **Ctrl+3** will now take you to the 'Sensitivities & Allergies' node in the Clinical tree.

See Setting Keyboard Shortcuts for Tree Nodes for further details on configuring tree shortcuts.

Home Screen Keyboard Shortcuts

The following keyboard shortcuts are available on the Home screen:

Shortcut	Description
Tab	Move to the next field/button/link on the Home screen.
Shift+Tab	Move to the previous field/button/link on the Home screen.
Spacebar	'Click' the currently selected button/hyperlink.
Enter	'Click' the currently selected button/hyperlink.

Tips

If you configure your Home screen so that the top -most button is your most-used screen, you can press the **Spacebar** on your keyboard or press **Enter** to select that button as soon as you view the Home screen.

To quickly add a button to your Home screen that will jump to the screen you are currently viewing:

1. Press **Ctrl+Shift+F8**. The Configure Home Screen dialog is displayed with the current screen as the bottom button.
2. Use the arrow toolbar buttons in the centre of the dialog to position the   button, if required.
3. Click **Ok**.

Patient Home View Keyboard Shortcuts

The following keyboard shortcuts are available on the Patient Home view:

Shortcut	Description
Tab	Go to the next blue hyperlink/option/button on the Patient Home view.
Shift+Tab	Go to the previous blue hyperlink/action/button on the Patient Home view.
Spacebar	Select the currently enabled hyperlink/action/button or expand/collapse the currently selected option (if '+' or '-' is selected next to a hyperlink).
Enter	Select the currently enabled hyperlink/action/button or expand/collapse the currently selected option (if '+' or '-' is selected next to a hyperlink).
Up arrow on the keyboard	Go to the previous node in the tree (if a node in the Clinical or Administrative tree is selected).
Down arrow on the keyboard	Go to the next node in the tree (if a node in the Clinical or Administrative tree is selected).

Tips

To return to the Patient Home view from any other view within the patient record, press the **Esc** key.

To select the **Administrative** tab of the tree using the keyboard, press the **Tab** key until the **Clinical** tab is selected, then press the   **Right arrow** on your keyboard. You can then use the **Up arrow** and **Down arrow** keys on your keyboard to navigate through the nodes in the Administrative tree.

Related Topics

[Managing the Clinical and Administrative Trees](#)

[Setting Up Patient Record Views](#)

[Finding Your Way Around SystmOne](#)

[Customising SystmOne](#)

[Tips](#)

[Troubleshooting](#)

[Toolbars](#)

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[Function Key Shortcuts](#)