

# IRis 4.0: Keyboard Shortcuts

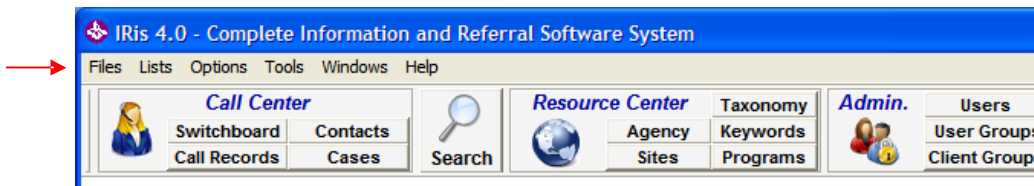


## Alt Shortcuts for Menu Items

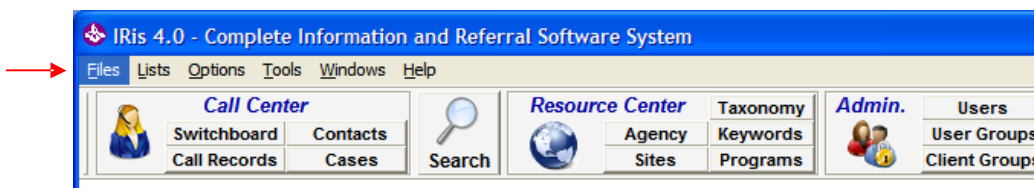
To use any of the Alt shortcuts, simply hold the Alt key down and it highlights the short cut key letter. For example: At the initial screen of IRis, to connect to the Files drop down menu, hold the Alt key down and click on the F key. You will then see certain letters underlined in the drop down menu. It is not necessary to hold the Alt key down again, just click on the underlined letter in the drop down menu and to go to that item.

Take advantage of the shortcuts, use any underlined letter with the Alt key.

Example:



At the initial screen before you hit alt, notice none of the letters are underlined.



After you hold the Alt key down, the short cut letters appear underlined.

## Exit

At any screen, you can choose to hold down the Alt + E to exit, or simply hit the Esc (Escape) key.

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You can save time while working with IRis by using keyboard shortcuts.

- Ctrl+Tab – steps the user back out of a control, one step at a time. Doing it multiple times will continue to step the user back.
- Alt+ [underlined letter] – opens area, or performs action (Exit, Cancel, Save, etc)
- ESC: To exit screens
- Tab: Moves from field to field
- Copy: Ctrl + C
- Cut: Ctrl + X
- Paste: Ctrl + V
- Down Arrow – moves user into the page
- Left/Right Arrow – when focus is on the page/tab name, the right- and left-arrow keys cycle through the pages/tabs
- Standardized Text Entries: Right-click on a field to access the list items (Program and Agency records only)
- Save modified report: Ctrl + W
- Spell-check a text field: Ctrl + L or right-click when a word shows as misspelled.  
Note: To add words to the spell-check dictionary, go to Tools / Spell Check Options
- Checkboxes: Press Enter or the Spacebar to mark/unmark the checkbox
- Popup fields:
  - Press the Spacebar to pull the list down
  - Press the up/down arrows to scroll through list items
  - Press Enter or the Spacebar to select an item from the list
- Treeview Lists (example: Marking Needs/Unmet Needs):
  - Press the Enter key to expand the list
  - Arrow keys to move through the list
  - Spacebar to mark/unmark a checkbox, if any

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## Agency Maintenance Areas – Treeview Screen:

- Enter – expands/collapses the treeview
- CTRL + E – immediately opens edit for item focused on
- CTRL + A – opens Add for item focused on
- CTRL + M – opens context menu for item focused on
- Delete key – immediately deletes for item focused on

### Example:

- Open Agency Maintenance Area
- Go to Sites/Services tab
- Tab or Click into the treeview screen
- Press CTRL+M (for menu)
- Arrow down to action you want, and press the Enter key

## Site Maintenance Areas – Treeview Screen:

- Enter – expands/collapses the treeview
- CTRL + M – opens context menu for item focused on

## Select a Taxonomy (or a Keyword) Screens (when adding a service to a site):

- TAB – moves cursor into the list box
- ARROW Keys – move up/down through the list
- Enter – Moves the selected service to the "Terms Selected" box