# 1   HOTKEYS AND SHORTCUTS

The following function keys or key combinations make program use quicker and more efficient:

## 1.1   CAPS PAGE FUNCTION KEYS

Main screen:

| F1 | Help |
|---|---|
| F2 | Selection list (depends on position of cursor) |
| F3 | All clear |
| SHIFT+F3 | Area clear |
| F4 | Open SP window |
| F5 | Move cursor to next area |
| F6 | Communication |
| F7 | Print |
| SHIFT+F7 | Print screen |
| F10 | Search/Re-search |

Illustration screen:

| F1 | Help |
|---|---|
| F2 | Selected PNC list |
| F3 | All clear (and return to CAPS main screen) |
| F7 | Print |
| SHIFT+F7 | Print screen |
| F10 | Search |
| F11 | Previous page |
| SHIFT+F11 | Previous reservation |
| F12 | Next page |
| SHIFT+F12 | Next reservation |

## 1.2   KEY COMBINATIONS

| | |
|---|---|
| ALT+F | Opens the "File" menu |
| ALT+E | Opens the "Edit" menu |
| ALT+V | Opens the "View" menu |
| ALT+C | Opens the "Communication" menu |
| ALT+D | Opens the "Data" menu |
| ALT+H | Opens the "Help" menu |
| ALT+A | Unselect all PNCs in an illustration |

| | |
|---|---|
| CTRL+O | Opens a saved ASA file |
| CTRL+S | Saves data to an ASA file |
| CTRL+A | Select all |
| CTRL+P | Print |
| CTRL+X | Cut |
| CTRL+C | Copy |
| CTRL+V | Paste |
| CTRL+SHIFT+C | Copies the contents of a list (when used on a list) Format copy (when used on the main ASA window) |