

Frequently Used Keyboard Shortcuts and Function Keys

Select all	(CTRL)+(A)
Log on, log off	(CTRL)+(L)
Print current view	(CTRL)+(P)
Topic or work form help	(F1)
Open Check-in work form	(F2)
Open Check-out work form	(F3)
Refresh	(F5)
Find patron status	(F6)
Open patron registration	(F7)
Properties	(F8)
Switch between Patron Registration and Patron Status	(F9)
Bibliographic Find Tool	(F12)
Retrieve all records in search results	(CTRL)+(SHIFT)+(A)