
F1	View On-line help	Ctrl+;	Insert today's date
F2	Edit the currently highlighted field	Ctrl-C	Copy
Shift+F2	Zoom in the current field	Ctrl+D	Print docket (Movements form)
F5	Generate the next docket number (Movements form)	Ctrl-F5	
F6	Duplicate the field above	Ctrl+F	Find
		Ctrl+H	Find and replace
Alt+F4	Close a dialogue box without entering	Ctrl+M	Add a new movement with the same docket number (Movements form)
Alt+↓	Displays drop-down list	Ctrl+F6	
		Ctrl+P	Print
Tab	Move to next field	Ctrl+V	Paste
Shift+Tab	Move to previous field	Ctrl-X	Cut
Home	Go to first field of current record	Ctrl+Backspace	Delete to beginning of word
Spacebar	Tick or untick a checkbox		
Shift+Spacebar	Select a whole record (for deleting)	+X	Insert a date X days from today's date
		-X	Insert a date X days before today's date
Esc	Undo or Cancel (may need to be pressed twice)	X+	Insert a date X days from today's date. Can be used for more than 9 days
End	Go to last field of current record	X-	Insert a date X days before today's date. Can be used for more than 9 days
