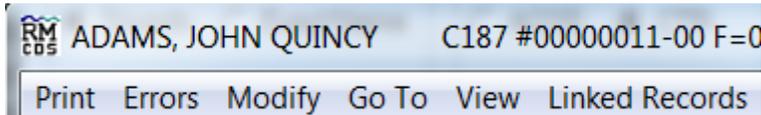
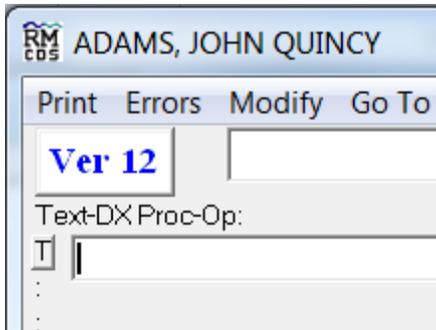


Abstracting Shortcut Keys

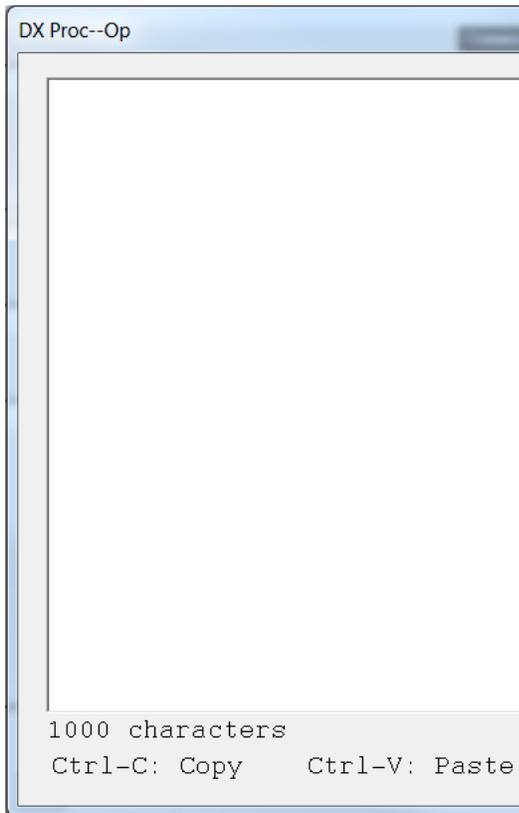
The following is a list of keyboard shortcuts for quick reference: (Items in **Bold** represent keys, if two are listed in sequence it indicates that you are to hold down the first key while clicking the second key.)



- Tab or Enter:** Move to the **next field**
- Shift Tab:** Move to the **previous field**
- Alt N:** Move to the **next page**
- Alt R:** Move to the **previous page**
- Alt S:** **Save** the current case, but do not exit the case
- Alt X:** **Exit** the current case, (it will ask you if you want to save if you have not done so)
- Alt P:** Pulls up the list of **print options**
- Alt E:** Pulls up the **error report option**
- Alt M:** Pulls up the **Modify menu**
- Alt G:** Pulls up the **GoTo program**
- Alt V:** Pulls up the **View NAACCR text**
- Alt L:** Pulls up the **Linked Records options**
- Alt C:** Allows you to **select your abstracting screen** (must also use **Alt H** to change screen)
- Alt H:** **Changes to the screen** that you selected using **Alt C**
- Alt D:** Marks the case as **deleted**
- Alt T:** Pulls up the **treatment page**
- Alt B:** Pulls up the **Best Treatment page** (This shows what is sent in a NAACCR file)
- Alt Q:** Pulls up the **subsequent treatment page**
- Alt F:** Pulls up the **consolidated facility treatment** (hospital only)
- Alt Z:** Opens text box for text field where the cursor is
- Alt O:** Closes text box



When you are in a text box, you will see a T next to the box. Click on the T to get a free text box.



At the bottom of the free box you will see the maximum number of characters that are available for the text box. This number is consistent with the field size in the NAACCR layout.

Once you are finished typing, click the 'OK' button and the first line of text will appear in your abstract.