

KEYBOARD SHORTCUTS FOR STANDARDIZATION

| | |
|-------------|--|
| Home | takes you to the beginning of a line |
| End | takes you to the end of a line |
| Tab | moves to next field |
| Shift + Tab | moves backward through fields |
| ↓ arrow | moves the cursor down |
| ↑ arrow | moves the cursor up |
| Enter | places your selection in the field; opens the highlighted button |
| CTRL + Z | undo |

Other Tips:

1. DO NOT TOUCH YOUR MOUSE AFTER YOU CLICK EDIT the first time.
2. When text is selected (blue), you do not need to use the delete key. Simply start typing and the selected text disappears.
3. If you accidentally delete a date or place and can't remember what it was, click the cancel button and start over.