



KEYBOARD SHORTCUTS

Home	moves to the beginning of a line
End	moves to the end of a line
CTRL + Home	moves to the beginning of a page
CTRL + End	moves to the end of a page
up arrow	moves up one line at a time
down arrow	moves down one line
left arrow	moves one space to the left
right arrow	moves one space to the right
arrow keys	will mark living or deceased and gender in FamilyTree
CTRL + A	selects all items
Delete	deletes the selected item
CTRL + Z	undo
CTRL + Y	redo (does not work in all programs)
CTRL + F	find (use enter to cycle through) OR open search
Tab	move through windows elements, i.e., text fields
Shift + tab	cycles backward through the elements in a window or dialog box
F5	refresh the display
CTRL + Shift + t	reopen last tab closed
spacebar	check/uncheck a box
CTRL + [+]	zoom out; enlarge screen
CTRL + [-]	zoom in
CTRL + 0 (zero)	return size to 100 %
CTRL + P	print
spacebar	scrolls down; page down; moves down one page
Shift + spacebar	scroll up; page up; moves up one page

Video:

http://www.ted.com/talks/david_pogue_10_top_time_saving_tech_tips#t-230783

MOUSE: left click	performs the task
MOUSE: right click	opens a menu
MOUSE: click and drag	Click the left mouse button. Keep your finger on the button. Move/drag to a different part of the screen.
Split Screen (Windows 10)	 + ← or  + →, then click on 2 nd window you want
Split Screen using Snap	https://www.youtube.com/watch?v=JUsDqFpbxB4

USEFUL COMPUTER TIPS FOR GENEALOGISTS

R CLICK ON A HYPERLINK TO BRING UP A MENU:

- a. Open link in new tab
- b. Open link in new window
- c. Open link in incognito window
- d. Save link as
- e. Copy link address

FIRST LETTER OF A WORD

Continue striking the first letter of a word in field boxes, i.e., find a grave, indexing, searching, etc.

SELECTED TEXT

Don't delete selected text. Simply type over it.

SAVE TIME WHEN USING SOURCE LINKER

You do not have to wait for a source to be attached before you attach the next source. Just keep attaching. The computer will attach the previous source faster than you can attach the next source.

CAPITAL LETTERS

Searches do not recognize capital letters. Smith, smith, SMITH, and sMitH are all seen the same way. Save time by using all lowercase letters.

ENTER

- After typing in a search query, hit enter. Enter will take you to the next screen.
- When a button is highlighted, hit enter.