



This tip sheet provides you with a list of Hot Keys that can be used in CONNECTIONS. Hot Keys are keyboard shortcuts to specific tasks that help you perform a function more quickly. Hot Keys are often a combination of a special key (**Tab**, **Esc**, **Ctrl**, **Alt**, or **Shift**) and a character key (**C,S,V** or **X**). However, some Hot Key functions are performed by using a single Function key (such as **F7**).

### Using Hot Keys

- For Function key Hot Keys, simply press the appropriate function key (such as **F7**)
- For combination Hot Keys, hold down the special key (**Tab**, **Esc**, **Ctrl**, **Alt**, or **Shift**) and briefly press and release the character key (**C,S,V** or **X**).

### Microsoft® Hot Keys Available in CONNECTIONS

The following Microsoft® Hot Keys are built into Microsoft windows-based products; and work in most of the CONNECTIONS windows as well. You can access a list of these functions from the Help menu in Microsoft® Word.

NOTE: Microsoft® Hot Keys do not work when a menu is open. For example, the **Ctrl + S** Hot Key will not work when the **File** menu is open.

Function	Hot Keys
File Menu	
Save	Ctrl + S (Note: This only works in CONNECTIONS if all required information has been recorded on the window).
Exit a Window	Alt F4
Edit Menu	
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Find Text	Ctrl + F

### Commonly Used Hot Key Methods in CONNECTIONS

The commonly used Hot Keys in CONNECTIONS are: Copy and Paste, Switching between Citrix Session and Applications, Print Screen, and Help.

#### Copying and Pasting

You can use the Copy (**Ctrl + C**) and Paste (**Ctrl + V**) Hot Keys in a narrative section even if there is no Text Control toolbar. If an **Edit** menu is unavailable on a window where you want to copy and/or paste, you can use the following Hot Key method to copy and paste.

1. Highlight the text you want to copy.
2. Press the **Ctrl** and **C** keys on your keyboard at the same time.  
*The highlighted text is copied to the clipboard, although this is not visible to you.*
3. Click on the location where you want to paste the text.
4. Press the **Ctrl** and **V** keys on your keyboard at the same time.  
*The copied text is pasted next to your cursor.*

#### Switching Between Your Citrix Session and Other Applications

The Switch Hot Key (**Alt + Tab**) enables you to move between your Citrix session and other applications on your local desktop. If your desktop screen resolution is set at 100%, 800 by 600 resolution, then you will need to use the Hot Keys because the desktop **Start** button will not be visible.

1. Hold down the **Alt** key and briefly press the **Tab** key.  
*A pop-up window appears, showing your open applications and documents.*
2. Briefly press and release the **Tab** key.  
*With each press of the key, the icon for an open application is highlighted.*
3. When the application you want is highlighted, release the **Alt** and **Tab** keys.  
*When you release these keys, the highlighted application displays and becomes the active window.*

The **Start** menu Hot Key (**Ctrl + Esc**) also enables you to move between your Citrix session and other applications on your local desktop.

## Print Screen

To capture an image of the open window on your screen, do the following:

1. With the desired window on the screen, hold down the **Alt** and **Print Screen** keys on your keyboard at the same time.  
*The captured image is copied to the clipboard, although this is not visible to you.*
2. Switch to your open Word document using the **Alt + Tab** Hot Key.  
*The open Word document displays.*  
  
—OR—  
  
Open the **Start** menu by using the Hot Key, **Ctrl + Esc**. Click on the Microsoft® Word icon or select it from the **All Programs** menu.  
*A blank Word document displays.*
3. Paste the image using the Paste Hot Key, **Ctrl + V**.  
*The captured screen print displays in the document.*
4. Print the document by using the Print Hot Key, **Ctrl + P**.  
*The Print window displays.*
5. Select the appropriate print option(s) and click on the **OK** button.

## Online Help

Online Help provides you with information while using CONNECTIONS, including: definitions, window descriptions, step-by-step instructions for common tasks, and more. You can access Online Help at any time, from any window in CONNECTIONS by pressing the **F1** function key or by clicking on the **Help** menu. A list of Hot Keys is also available in the CONNECTIONS Online Help, on the Help Contents page.

## CONNECTIONS Toolbar Hot Keys

Function	Hot Keys
Person Search Window	Ctrl + P
Resource Search Criteria Window	Ctrl + E
Staff Search Criteria Window	Ctrl + T
Family Services Intake Window	Ctrl + K
Exit a Window	F3
Help	Alt + H or F1

If you need assistance performing any of the functions on this guide, please talk to your supervisor or contact the Enterprise Help Desk. The Enterprise Help Desk is staffed 24 hours a day, seven days a week. You can contact the Enterprise Help Desk at:

1-800-NYS-1323 (1-800-697-1323)