

Tech Tip: Fast Data Entry for Adagio

A common complaint from inexperienced Windows users is that data entry in Adagio is slow. It's probably because they were never shown how they can use the keyboard to navigate. They don't need to use the mouse for Adagio data entry.

Have you shown your clients these key combinations?

- **Tab / Shift-Tab**
Move to next/previous item (entry field or button or menu item or index tab)
- **Alt-"character"**
Move to item where "character" is Underlined (entry field or button or menu item or index tab)
- **Enter**
Execute the default button;
Execute the default button for highlighted line in grid;
Create new entry in grid if last item in the grid is highlighted
- **Ctrl-Tab / Shift-Ctrl-Tab**
Flip to next/prior index tab
- **Ctrl-C**
Copy selected data
- **Ctrl-X**
Cut (copy & delete) selected data
- **Ctrl-V**
Insert data that was Cut or Copied
- **F1**
Context sensitive help
- **F5**
Activate Finder in key field;
Activate Calculator in numeric field;

Activate Calendar in date field
PageDown / PageUp - next/prior month
Home - current date
Arrows - select day of month
End - last day of month
Enter - return selected date



- **F6**
Activate Smart Finder in key field or in Finder
- **F7**
Activate Spell Checker in memo field
- **RightArrow / LeftArrow**
Move right/left one character position;
Select next/prior radio button;
Move from grid to buttons (or vice versa);
Flip to next/prior index tab if focus is on the tab
- **Ctrl-RightArrow / Ctrl-LeftArrow**
Move right/left one word
- **DownArrow / UpArrow**
Select next/prior item in grid or drop-down field;
Select next/prior radio button;
Activate Finder in key field;
Activate Calculator in numeric field;
Activate Calendar in date field;
Select next/prior value in type field
- **PageDown / PageUp**
Move to next/prior page in grid
- **End / Home**
Move to end/beginning of entry field;
Move to end/beginning of line in memo field
- **Ctrl-End / Ctrl-Home**
Move to end/beginning of last/first line in memo field
- **Spacebar**
Select item in selection list;
Special action in some grids (in Check Rec, spacebar clears selected checks);
Tick/Untick a checkbox;
Execute selected button
- **End / Home**
Move to last/first character in entry field;
Move to last/first item in grid
- **Alt-Tab / Shift-Alt-Tab**
Move to next/previous Windows application