Using Shortcuts



The Shortcuts Bar is located at the top of the main Desktop page in a small grey box.  Like the icon feature, it allows you to open an application without using the menu**.** You can view an application’s shortcut by hovering your cursor over the application’s name on the menu or its icon on the desktop (if one exists).

**Using Shortcuts:**

* Click the Shortcuts Bar.
* Type in the shortcut.  **Example:** “POS” for the Point-Of-Sale application.
* Hit “Enter” on the keyboard.