

Tessitura Keyboard Shortcuts

Constituent Window:

Ctrl-E	General Tab
Ctrl-M	Names Tab
Ctrl-A	Addresses Tab
Ctrl-Y	Constituencies Tab
Ctrl-S	Associations Tab
Ctrl-R	Research Tab
Ctrl-T	Attributes Tab
Ctrl-H	History Tab
Ctrl-O	Contacts Tab
Ctrl-B	Contributions Tab
Ctrl-N	Transactions Tab
Ctrl-K	Ticket History Tab
Ctrl-D	Orders Tab
Ctrl-U	Custom Tab
Ctrl-Shift-C	Copy Constituent's Default Salutation and Address to the Windows clipboard

Contribution Editor:

Ctrl-P	Payment Window
Ctrl-G	Go to Constituents Record
Ctrl-O	Contributions Tab
Ctrl-M	Memberships Tab
Ctrl-R	Prem/Ack Tab
Ctrl-A	Match/Credit Tab
Ctrl-E	Events Tab
Ctrl-S	Restricted Tab
Ctrl-N	Notes Tab
Ctrl-T	Transactions Tab

Orders Window:

Ctrl-T	Constituent Search
Ctrl-O	Order Search
Ctrl-P	Payment Window
Ctrl-A	Payment Schedule
Ctrl-D	Shipping Address
Ctrl-G	Go to Constituents Record
Ctrl-Y	Subscription Summary Window
Ctrl-L	Lineitems Tab
Ctrl-S	SubLineitems Tab
Ctrl-F	Fees Tab
Ctrl-B	Contributions Tab
Ctrl-N	Performance Calendar Tab
Ctrl-R	Product Search Tab
Ctrl-M	SeatMap Tab
Ctrl-H	Order History Tab

Performance Calendar:

Pg Down	Move forward one month
Pg Up	Move back one month
Ctrl-Pg Down	Move forward one year
Ctrl-Pg Up	Move back one year

Seat Map:

Hold Down S:

Up Arrow	Up Screen
Down Arrow	Down Screen
Left Arrow	Left Screen
Right Arrow	Right Screen

Hold Down R:

Down Arrow	Performance List Next Performance
Up Arrow	Performance List Previous Performance
Shift-Down Arrow	Performance List Next Composite Map (same as shift click on the performance list down arrow.)
Shift-Up Arrow	Performance List Previous Composite Map (same as shift click on the performance list up arrow.)

Hold Down T:

Right Arrow	Next Performance Title Scroll
Left Arrow	Previous Performance Title Scroll

Hold Down D:

Right Arrow	Next Performance Date Scroll
Left Arrow	Previous Performance Date Scroll
Shift-Right Arrow	Next Performance in the same facility Date Scroll (Same as shift click on the left Date Scroll arrow)
Shift-Left Arrow	Previous Performance in the same facility Date Scroll (Same as shift click on the right Date Scroll arrow)

Other:

Space Bar	Click on Seat (Same as Mouse Click)
Shift-Space Bar	Click on Single Seat (like Shift-Click)

Down Arrow	Move Cursor Down one row
Up Arrow	Move Cursor Up one row
Left Arrow	Move Cursor Left one cell
Right Arrow	Move Cursor Right one cell

Ctrl-Down Arrow	Move Cursor Down five rows
Ctrl-Up Arrow	Move Cursor Up five rows
Ctrl-Left Arrow	Move Cursor Left five rows
Ctrl-Right Arrow	Move Cursor Right five rows

(following Shift combinations only in effect if there are scrollbars on the seatmap)

Shift-Down Arrow	Scroll Map Down
Shift-Up Arrow	Scroll Map Up
Shift-Left Arrow	Scroll Map Left
Shift-Right Arrow	Scroll Map Right
Shift-Page Down	Scroll Map Max Down
Shift-Page Up	Scroll Map Max Up
Shift-Home	Scroll Map Max Left
Shift-End	Scroll Map Max Right

Multi-Select Windows:

Click	Select Single Row
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Ctrl-Click	Select Additional Row
Shift-Click	Select Block of Rows
Ctrl-Shift-Click	Select All Rows or Select No Rows
Alt-Shift-Click	Toggle Current Row Selection