Keyboard Shortcuts for AJWT Techs

Windows / Windows Explorer

⊞ ←	Snap window left
⊞ →	Snap Window Right
⊞ ↑	Maximize Window
⊞ ↓	Minimize Window
⊞ Tab	Switch Windows
F11	Toggle Full Screen
Ctrl X	Cut File/Folder
Ctrl C	Copy File/Folder
Ctrl V	Paste File/Folder
Ctrl Z	Undo Last Action
Ctrl Y	Redo
Ctrl A	Select All
Ctrl W	Close Window
Ctrl Shift N	Create New Folder

Word

Ctrl X	Cut Text
Ctrl C	Copy Text
Ctrl V	Paste Text
Ctrl Z	Undo Last Action
Ctrl Y	Redo
Ctrl A	Select All
Ctrl S	Save File
Ctrl B	Bold Text
Ctrl I	Italicize Text
Ctrl U	Underline Text
Ctrl K	Add Hyper Link
Shift F3	Capitalize Text
Ctrl P	Print Document
Ctrl ←	Jump to beg of prev word
Ctrl →	Jump to beg of next word
Ctrl ↑	Jump to beg of prev paragraph
Ctrl ↓	Jump to beg of next paragraph

Adobe Reader

Ctrl F	Search for Text
Ctrl Shift +	Rotate Document
Ctrl P	Print Document
Alt W then N	Open New Window (of cur doc)

Quantum

=== Shop Control ===

L A	Labour	Add
T A	Task	Add
T Q	Task	Sequence
T S	Task	Status
T E	Task	Edit
G M I	Global	Main Component	Inspect
G P I	Global	Print	Tear Down/Inspection Report
G E	Global	Edit Header
G I	Global	Documents/Images
B A	Bill of Materials	Add
F	Find (search)

== Reserve BOM (keyboard only) ==

Click 'Disposition' column to start

1.	↑ / ↓	To Highlight PN
2.	C T	BOM Misc	Stock Reservations
3.	↑ / ↓ Enter	To Select Stock Line
4.	Enter	To Select Quantity
5.	Enter	To Select 'OK'
6.	Page Up	As Necessary to top

*Repeat as necessary

== Printing Zebra Stock Tags ==

1.		Focus/Highlight PN's Stock Line
2.	I	Inspect
3.	P B P	Print Label	Barcode PN Label	Print

== Navigating to Previous Screen ==

Ctrl Alt → Toggles Previous Screen

or

Click **Navigation** for recent Screens

=== Tear Down / Inspection Report ===

G S S	Global	Sympt/Fault/Action	Symptom
G S F	Global	Sympt/Fault/Action	Fault
G S C	Global	Sympt/Fault/Action	Corrective Action

=== Inventory Control ===

F	Find (search)
Ctrl Alt →	Toggles Previous Search