KEYBOARD SHORTCUTS

Instead of an SAP icon button, you can use a keyboard shortcut. A keyboard shortcut is a key or combination of keys that you can use to access icon button functions while you are working in SAP. On a PC, the icon name and keyboard shortcut are displayed when you place the mouse over the icon.

Note: Keyboard shortcuts may be different for the same icon depending upon the SAP screen you are in.

MAC Note: The Mac does not display keyboard shortcuts, but the keys function the same as on a PC. On some Macintosh computers, when you try to use the Function keys, a dialogue box may appear saying that your Function keys need to be set up in SAP. To enable your Function keys, check the option not to display this message again.

Standard Toolbar Buttons

Button	Keyboard Shortcut	Description		Button	Keyboard Shortcut	Description
	Enter key	Enter/Continue			Ctrl G	Continue Search
	Ctrl S	Save			F1	Help
	F3	Back			Ctrl Page Up	Scroll to top of document.
	Shift F3	Exit System Task.			Page Up	Scroll up one page.
	F12	Cancel			Page Down	Scroll down one page
	Ctrl P	Print			Ctrl Page Down	Scroll to last page of document.
	Ctrl F	Find		(PC only)	None	Create new session.
(PC only)	Alt F12	Customize local layout.				

Application Toolbar and Screen Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	F8	Execute		None	Update/Refresh
	F5	Overview		Shift F5	Get variant
	Shift F2	Delete		Shift F6	Selection screen help

Navigation Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
	Enter	Enter/Continue/Copy		F12	Cancel
	F8	Scroll left		Shift F1 Shift F7	Scroll right Next item
	Ctrl Shift F1	Move Favorites Up		Ctrl Shift F2	Move Favorites Down
	Ctrl F7	Previous layout		Ctrl F8	Next layout
	Ctrl F10	User menu		Ctrl F11	SAP menu
	F6	Display Period screen			

Matchcode Buttons

Button	Keyboard Shortcut	Description	Button	Keyboard Shortcut	Description
(Mac)	F4	Display Matchcode list.	(PC)	F4	Display Matchcode list.
	F6	Insert in personal list. Click on an item, then on the button.		Shift F6	Display personal value list. After you create the personal list, click on the button to end the list.
	Shift F6	Restores the original Matchcode list.	(PC only)	Shift F4	Hold list displayed while you make a selection. Click on the button, then double-click to select a value.

Working with Data

Button	Keyboard Shortcut	Description		Button	Keyboard Shortcut	Description
	Ctrl F1	Select all items on screen.			Ctrl F2	Deselect all items on screen.
	Ctrl F3	Start/end of block. Select the first item; click the button. Select the last item; click the button.			Ctrl F6	Display results.
	F7	Display all possible values.			F8	Collapse all levels.
	Ctrl Shift F5	Sort in ascending order: Change sort order to descending or ascending (Fund Analysis rpt)			Ctrl Shift F4	Sort in descending order.
	F2	Selection options. Choose values >, <, etc.			Shift F4	Dynamic selections. Select additional fields for search criteria.
(Mac)	F5	Display -> Change. Switches from display to change mode.			Shift F5	Filter; restrict values to search on Matchcode list.
	None	Multiple Selection. Include or exclude single values or ranges of values.			None	Replace item back into workflow in Workflow Inbox.

Using Transactions

Button	Keyboard Shortcut	Description		Button	Keyboard Shortcut	Description
	F6	Display header details.			F2	Display line item details.
	F2	Display additional info for PO line item.			None	Services for object (Display JVs, Reqs).
	Shift F5 Ctrl F12	General Statistics (Reqs) PO History			Shift F5	Display delivery schedule for a PO line item.
	Ctrl F11	Display delivery address.			Shift F6	Display conditions for a PO line item.
	F7	Display the vendor address for a PO.			Ctrl Shift F6	Show release strategy for PO.

Formatting Text

Button	Keyboard Shortcut	Description		Button	Keyboard Shortcut	Description
	Shift F2	Delete selection line.		(PC only)	Ctrl Shift F2	Copy text (JV line item).
(PC only)	Ctrl Shift F1	Cut text (JV line item).			Ctrl F10 Shift F6	Item text (POs) Detailed text (JVs)
	F9	Paste text into field after you copy or cut it. Position the cursor and click the button.		(Mac only)	Shift F4	Search and replace words in the JV text screen.
	F9	Select. Click in a line item, then on the button.			F6	Create text (JVs).

The Windows key on the keyboard can also perform many helpful functions…

1.   Pressing the Windows key by itself will open or hide the Start menu.

2.   Pressing the Windows key along with another key (or keys) will do the following:

Break - will open the Systems Properties dialog box.
D - will show the desktop
E - opens My Computer
F - initiates a search for files or folders
Ctrl+F - opens a search for computers
F1 - opens the Windows Help window
M - minimizes all windows
Shift+M - will restore all minimized windows
R - opens the Run dialog box
U - opens the Utility Manager

You can also turn off the icon button names and keyboard shortcuts…

1. Click the Customizing local layout button ▣on the far right of the SAP screen. You will see the following pop-up screen.

2. Click the **Options** tab if it is not the default.

3. Click in the radio button to the left of an option under **Quick Info**.

None   Turns off the button name and keyboard shortcut.
Slow   Button name and shortcut are displayed a few seconds after you place the cursor on the button.
Quick   Button name and shortcut are displayed immediately after you place the cursor on the button.