





4Next Tip Sheet – Working with forms

Tips for working with forms

- To change the font size, hold down the CTRL key and
 - Keys: Press + to increase, - to decrease (use the keys to the right of zero; the number pad also works if you have one)
 - Scroll wheel: scroll up to increase, down to decrease

- What field am I on? Text fields, date fields , and drop-down lists 

- No entry: labeled inside







- When you're in the field, the label moves above it and turns bold and teal:

FACILITY

- When there's an entry and you're not on it, the label is above and turns bold and gray:

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- Keeping your hands on the keyboard and off the mouse is a proven time-saver. Tips for minimizing the mouse:

- To move to the next field, press the TAB key
- To move to the previous field, press SHIFT+TAB
- The form scrolls automatically as you move through the fields
- Date fields : Type dates as month/day/year (4-digit year required)
- Drop-down lists 
 - If you know the entry you want, press the key for its first letter; if more than one option starts with that letter, keep pressing the same key until the one you want comes up
 - To display the list, press ALT and the down arrow
 - Move down the list by pressing the down arrow (you can do this without opening the list if you want)
 - Move up by pressing the up arrow
- Multi-line fields are indicated with diagonal lines in the bottom right corner 
 - 5 lines display by default
 - A scrollbar displays automatically if you type more than 5 lines
 - Click and drag the bottom-right corner to make the field longer
- Checkboxes ☐ (select any as needed): when you're on a checkbox, it's highlighted ; press the space bar to check ☒ and uncheck ☐
- Options ☐ Lbs ☐ Kg (circles; only one can be selected)
 1. Tab to the first one; it's highlighted
 Lbs ☐ Kg
 2. Press the right/left arrow keys to go to a different one in the set
 3. Press the space bar to select  the highlighted option