

# Setting CDM+ Keyboard Shortcuts

**Keyboard shortcuts** can help you save time by keeping your hands on the keyboard when you want to open a favorite window. A keyboard shortcut is the combination of holding down the **Command** (apple) key on a Macintosh or the **Control** key on Windows, with a letter, such as c. You may be familiar with using command-c or control-c to copy selected text.

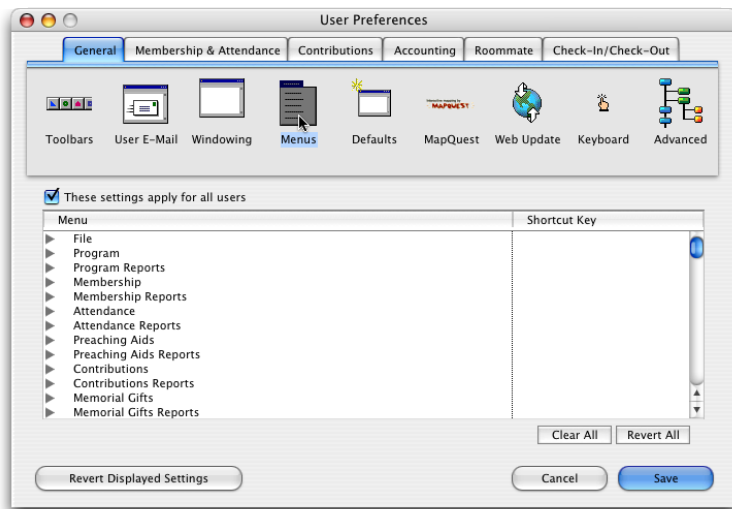
In CDM+, you can set up your own **keyboard shortcuts** to open nearly any window. The following example will show you the process for setting a keyboard shortcut that will open the **Address Records** window. Notations about **differences between Windows and Macintosh** systems will be made throughout.

## Open User Preferences window

CDM+ keyboard shortcuts are managed in the **User Preferences** window. To open **User Preferences** do one of the following:

- For Windows: click **File – Preferences – CDM+ User**.
- For Macintosh: click **CDM+ – Preferences – CDM+ User**.

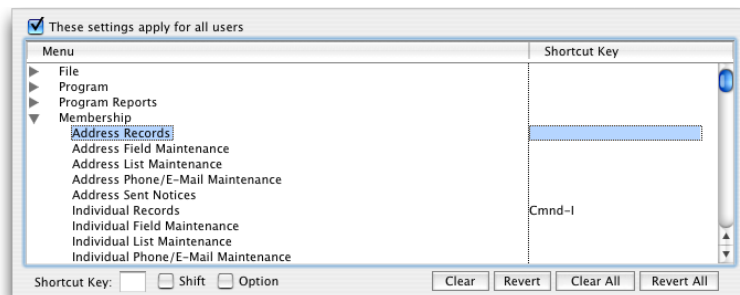
When the **User Preferences** window opens, select **Menus** under the **General** tab.



## Navigating the CDM+ menus list

You will see a tree list set up in the same hierarchy as the CDM+ menus. Clicking on one of the **triangles to the left** will show the subsequent lists.

Click on the name of a menu item to highlight it. For this example, click the triangle beside **Membership** and then click to highlight **Address Records**.

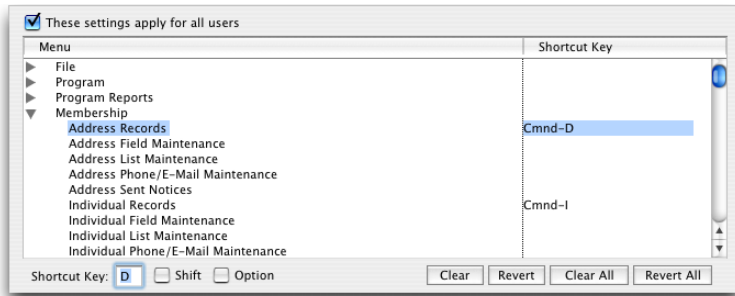


## Entering the desired shortcut

Enter the key you want to use as a shortcut in the space beside **“Shortcut Key.”** For this example, the letter **“D”** was entered, and the full shortcut **“Cmnd-D”** automatically appeared in the **Shortcut Key column.** For Windows, the full shortcut would be **“Ctrl-D.”**

Click **Save** and exit this window.

**NOTE:** Some items in the **File** and **Edit** menus have pre-programmed shortcuts, and CDM+ will warn you if you create duplicate shortcuts.



## How it works

To use the keyboard shortcut, hold down the **Command** key and press **D** (Macintosh). For Windows, hold down the **Control** key and press **D**. The picture below shows a demonstration using a Macintosh keyboard.

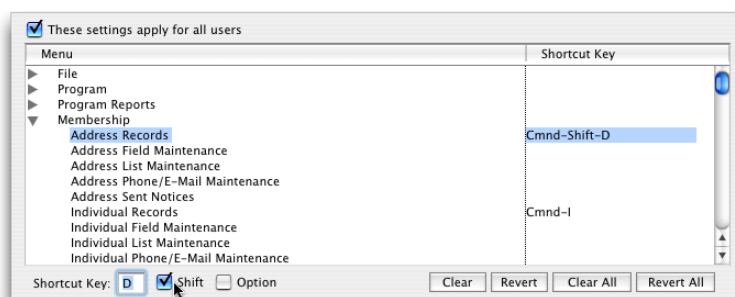


## More shortcut combinations

You can create even more shortcut combinations by incorporating other keys. Windows users can add the **Shift** key to any shortcut. Macintosh users can add **Shift, Option or both.**

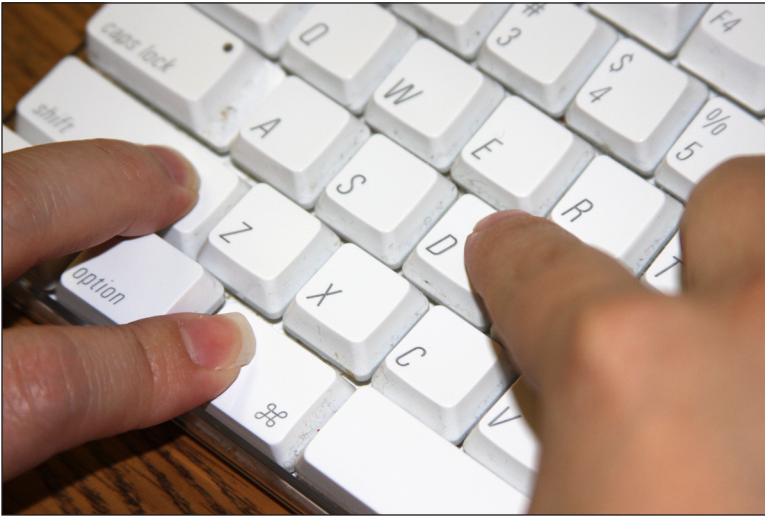
To do this, go back to the **Menus** pane on the **User Preferences** window. Highlight **Address Records** again and look to the right of the place where you entered **“D”** as the Shortcut Key. Putting a check in the box beside **Shift** will change the shortcut key sequence to **“Cmnd-Shift-D”** (Mac) or **“Ctrl-Shift-D”** (Windows).

Macintosh users can check the box beside **Option** to add the Option key to any sequence.



## How it works (with Shift key)

To use the keyboard shortcut, hold down the **Command key and the Shift key** at the same time and press **D** (Macintosh). For Windows, hold down the **Control key and the Shift key** and press **D**. The picture below shows a demonstration using a Macintosh keyboard.



## Universal shortcuts

If you want everyone in your office to have the same CDM+ keyboard shortcuts, put a check in the box next to the words "These settings apply for all users." It is located on the Menus pane of the User Preferences windows, directly above the menus list.

An un-checked box means each user can set their own shortcuts.

## In case you forget

It is a good idea to use letters that will remind you of the window. But if you forget a shortcut, they always appear beside the function in the menus.

It might take you a little while to remember to use the shortcuts, but once you do, you will see an increase in your computer efficiency.

