

TIP OF THE WEEK #2

MORE COMMANDS IN THE FP2 WINDOW

Many of these commands are fully applicable in other Windows programs, so taking the time to learn them in FirePro 2 will also help you in other applications.

Copy and Paste

To copy text from one place to another, highlight the text to be copied and either use the shortcut command, "Ctrl" + the letter "C". Don't forget to hold down the Ctrl key while depressing the letter keys. Alternately, you could highlight the text and then use your mouse to click on the Edit menu, generally located along the top of your screen, and click on "Copy".

To paste the text, click in the location that you want the text to be pasted, inserting the cursor in the exact position you want the text to be placed. Hold down the "Ctrl" key and click on the letter "v". (I know, it should be the letter "P", but for some reason they reserve that for Print). The same Paste action can be accomplished by going to the file menu, clicking on Edit, and then on Paste.

NOTE: Text can only be pasted in areas of any program that accept free-form text. Therefore you could not for instance copy a paragraph from the Remarks section in the Incident report window and paste it into the Reminders Tab, which functions as a list.

HOME/end keys

When you are in any list, pushing the HOME button on your keyboard will bring you back to the top of the list. Press the END button to skip to the very end of the list. Use the HOME button to bring yourself back to the top of a lengthy report on your screen, and the END button to jump to the bottom of the report.

Page up/Page down keys

These keyboard buttons are useful for jumping one page at a time either upwards or downwards, in lengthy lists or reports.

Arrow Keys (←→↑↓)

When in a message box with a choice of buttons, the arrow keys can be used to toggle between them. The arrow keys are also useful when you are in a list as they allow you to move up and down the list one item at a time. (assuming you are already in Edit mode). Once you have located your selection in the list, use the Enter Key to choose it. Press the Esc key at the top left of your keyboard to close the list with nothing selected.

TAB/shift tab

The tab and shift-tab keys are excellent alternatives to the mouse when navigating your way through a window. When in Edit mode, use the tab key to move forward on the window from one field to the next in an orderly fashion. To move between fields in reverse, hold down the Shift key and depress the Tab key.

The Tab key will also move to buttons on the window that open secondary windows. Depress the Enter Key to open the selected window through the button.

The enter key

In FirePro 2, the Enter Key is generally the functional equivalent of the OK button.

The only possible exception to this is if you are entering text a text box (for example, writing comments in an incident report or a property window). Notice that there are two Enter Keys on the keyboard. One is in the area with the letters, and the other is in the numbers area. In the case of entering text in a text-box, the Enter key in the letters area will insert a carriage return and will begin a new line of text. In this specific situation, only the Enter Key by the numbers will act as an OK for the window.

That should give you enough to play with for now. I find that doing just that- playing with the commands and seeing how they actually work in the program- helps them to stick in my memory better than if I just read them. As always, we hope that this will help you even in some small way to maximize efficient use of your time.