KEYBOARD SHORTCUTS

TAMALE RMS® SYSTEM SHORTCUTS

Ctrl+Shift+T — *Launch Tamale RMS*
Ctrl+F10 — *Tamale Hotkey*
(paste text/images from your clipboard into a New Note)

NOTE: *These two shortcuts can be disabled or modified from the "Start" menu: Start ➜ Programs ➜ Tamale Software and right-click on "Tamale RMS" or "Tamale Hotkey." Select "Properties" and then modify on the "Shortcut" tab.*

NOTE: *A second shortcut to launch Tamale RMS can be configured from the Tamale pepper desktop icon: Right-click on the pepper icon, select "Properties," and then modify on the "Shortcut" tab.*

GENERAL SHORTCUTS — while focused on Tamale®

Moving throughout the application …

Ctrl+L — *Finder —* Move the cursor the "Finder" navigation text box

Ctrl+S — *Search —* Move the cursor the "Search" text box (global search)

Ctrl+F – *Find –* Move the cursor to the "Find" text box in the active module ("Find" displays only entries with matching text)

NOTE: *will open Find in the focused module, if not present (Find available in Research View, Files View, Contact List, and ThreadViewer)*

Ctrl+Shift+F – *Filtering –* Open or close the "Filtering" panel when focused on the Research View, Files View, or Calendar module

Changing focus …

Ctrl+Z — *Back —* Change focus to the previously focused entity or contact
NOTE: *not applicable if cursor in a text box (Finder, Search, etc)*

Launching new Tamale windows and functions …

Ctrl+N — *New Note —* Open New Note" deposit dialog

Ctrl+E — *New Entity —* Open a "New Entity" dialog box, to create new entities

Ctrl+Shift+C — *New Contact —* Open a "New Contact" dialog box, to create new contact

Ctrl+P — *Print Reports —* Open a "Print Reports" dialog box, to create a Tamale Page or Date Report in HTML (print from your browser)

Ctrl+Shift+R — *RAT (rels) —* Open the Relationship Authoring Tool — create multiple relationships

Esc — *Cancel —* Close the Tamale window in focus — if it has a "Cancel" option

Alt+F4 — *Close Window —* Close the Tamale window in focus (including main application)

DEPOSIT DIALOG SHORTCUTS - while typing a note

Moving throughout the Deposit Dialog …

Tab — *Next Box —* Move to the next textbox (within note, will insert a tab space)
Shift+Tab — *Previous Box —* Move to the previous textbox
Ctrl+Home — *Beginning —* Move the cursor to the beginning of the note
Ctrl+End — *End —* Move the cursor to the end of the not

General Deposit Dialog shortcuts …

Ctrl+Enter — *Deposit —* "OK" — Deposit your note into Tamale
Ctrl+P — *Print —* Print all text in your note directly to your default printer
Ctrl+A — *Select All —* Select all the text in the deposit dialog

Ctrl+Z — *Undo —* Un-do the last action
Ctrl+Y — *Redo —* Re-do the last action

Ctrl+C — *Copy —* Copy selected text to your clipboard
Ctrl+X — *Cut —* Cut selected text to your clipboard
Ctrl+V — *Paste —* Paste text that your have copied/cut to your clipboard into the note
Insert — *Insert —* Toggle "overtyping" — typing over existing text, vs inserting new

Formatting shortcuts …

Ctrl+B — *Bold —* Bold selected text (or if already bold, remove bold)
Ctrl+I — *Italics —* Italicize selected text (or if already in italics, remove italics)
Ctrl+U — *Underline —* Underline selected text (or if already underlined, remove underline)

Ctrl+L — *Left-Align —* Align the current line or selected lines along the note's left side
Ctrl+R — *Right-Align —* Align the current line or selected lines along the note's right side
Ctrl+E — *Center —* Center the current line or selected line in the middle of the note
Ctrl+J — *Justify —* Justify the current line or selected lines

Ctrl+T — *Indent —* Indent the current line or selected lines one tabspace forward'
Ctrl+H — *Un-Indent —* Move the current line or selected lines one tabspace back
Ctrl+Shift+L – *Bullets –* If current line or selected lines are not bulleted, add bullets … if currently bulleted, decrease one level / remove bullets
Ctrl+Backspace — *Delete Previous —* Delete the previous word

Select more or less text …

Shift+ ► — *1 Space Fwd —* adjust the selected text by one character forward / to the right
Shift+ ◄ — *1 Space Back —* Adjust the selected text by one character back / to the left
Ctrl+Shift+ ► — *1 Word Fwd —* Adjust selection to end of the current word
Ctrl+Shift+ ◄ — *1 Word Back —* Adjust the selection to the beginning of the current word
Ctrl+Shift+Home — *Home —* Extend selection to the beginning of the note
Ctrl+Shift+End — *End —* Extend selection to the end of the note