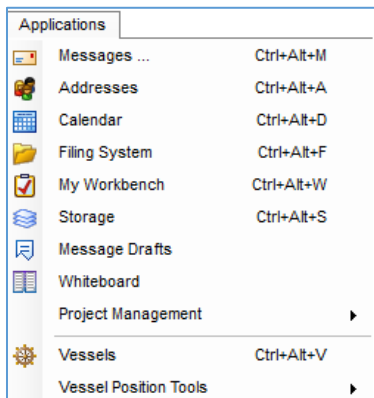# Three types of Hotkeys in System 5

System 5 offers a great range of hotkeys to speed up daily routines, if you prefer to use the keyboard instead of the mouse.

There is no need to go into details for standard hotkeys supported by System 5 like "Ctrl+C" for "Copy" or "Ctrl+P" for "Print" known to you for years.

- Standard Windows Hotkeys

- System 5 specific Hotkeys for navigation and module specific functionality
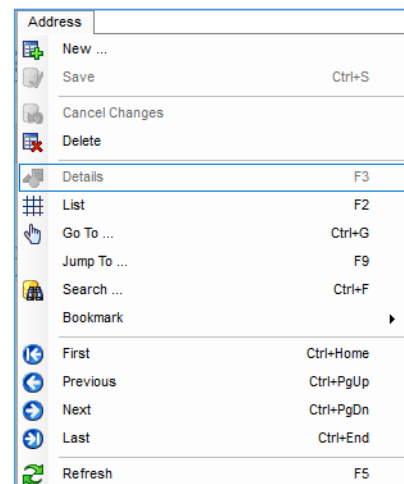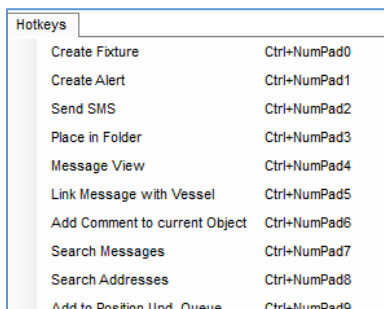
- *User definable Hotkeys for various tasks*

A second set of hotkeys is specifically designed for System 5, e.g. hotkeys to switch between applications like "Ctrl+Alt+A", starting or activating (if already running) the "Address" module. Logically, "Ctrl+Alt+V" calls up the "Vessels" module and "Ctrl+Alt+M" switches back to the "Message" journal. Instead of clicking on the application tabs, you can simply use such hotkeys.

While the above-mentioned hotkeys help to quickly navigate within System 5, many modules have their own hotkeys for certain functions like "Goto / Ctrl+G" or "Jump to / F9".

All of them, standard and System 5 specific hotkeys, are displayed next to the respective menu item.
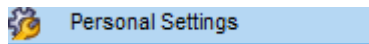
There is even a third set of hotkey, which you can define yourself. **Up to ten hotkeys, "Ctrl+0" up to "Ctrl+9" for various tasks can be configured by each user.**
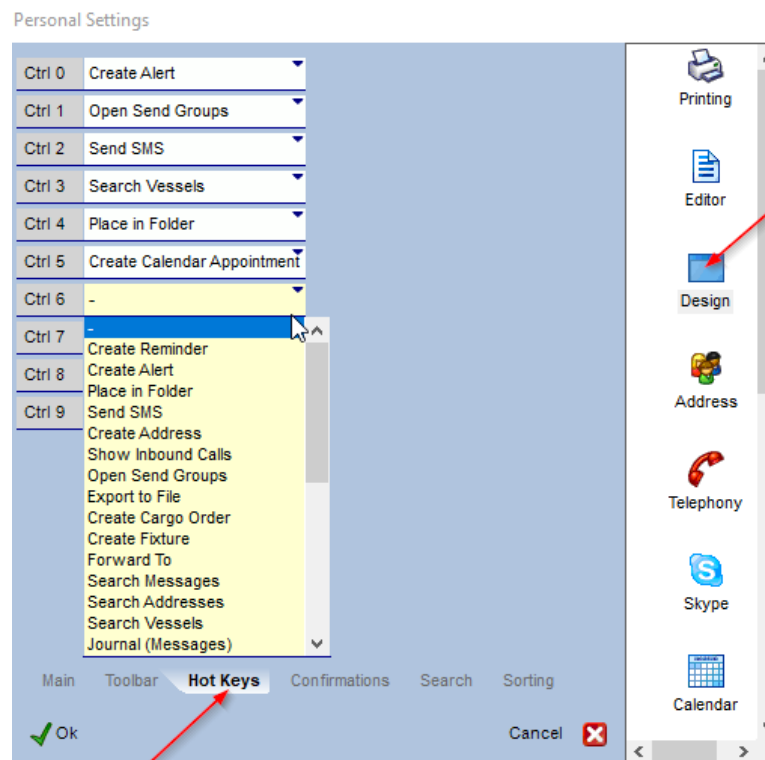

You can choose within a set of predefined actions like "Create Address", "Place in Folder" and many more. Your current selections can be seen within the menu "Hotkeys". How to set them up is explained on the next page.

- choose **"Options"** from the menu bar
- select menu item **"Personal Settings"**

Personal Settings

- select **"Design"** on the right-hand side of the new window
  as shown below
- click on the tab **"Hotkeys"** at the bottom
- select the relevant function(s) in the dropdown field
- click on the green checkmark once you have chosen your favorite hotkeys
- to use your hotkeys press "Ctrl" and the assigned number

IMPORTANT: To use the hotkeys, press "Ctrl" plus the relevant number on the right **number pad.**