PAS Manager Functions - Letter Function Keys

Letter Function Keys

Within the letter set up text editor **A L T** (Amend Letter Text) the following keys are available

Keys	Function
CTRL F5	Displays keyboard help
CTRL F6, I	For insertion, correction or deletion of the data field at the current cursor position. Press F1 for data selection option.
CTRL F6, U	To switch to underline
CTRL F6, B	To switch bold on and off
CTRL F6, C	To centre
CTRL F9	Opens a new line
CTRL F8	Deletes the current line, if the cursor is placed on an empty line it will move data up.
KEYPAD 1	Backtab to previous tab
KEYPAD 3	Insert current character
KEYPAD 4	Delete current character
F6	Screen refresh
F8	Move to end of letter template
PAGE DOWN	Page up
END	Page down
PAGE UP	Clears the current line
F3	Clears the current line
F4	Logs off without saving letter
CTRL F1	Saves the template and exit