

Tips and Tricks

Introduction

ECF works similarly to other Windows-based programs, e.g., navigation, drop-down lists, etc. Here are some features and functions that may prove helpful.

Search Feature

Across the top of the screen is the dark blue menu bar. **Search** is near the right end of that bar.

Click to access the **Search** box.

Type the word or phrase desired and click **Search**.



ECF will display links to all Menu Items and Events containing the word. It will include categories and navigation information to facilitate use.



Tips and Tricks

Keystrokes and Shortcuts

TO...	DO...
Select a single item from a list,	Click on it.
Select a group of items on a list that are consecutive,	Click on the first item, Shift+Click on the last item.
Select more than one item on a list that are not consecutive or contiguous,	Click on one of the items, CTRL+Click on each additional item.
Open a Link in a New Window,	Right-click link > Click Open Link in New Window, or Shift+(left)Click link.
Open a Link in a New Tab,	Right-click link > Click Open Link in New Tab, or CTRL+(left)Click link.
Move to the top of the docket sheet (no matter where your cursor is or how long the docket sheet is),	CTRL+Home.
Move to the bottom of the docket sheet (no matter where your cursor is or how long the docket sheet is),	CTRL+End.
Search the docket sheet,	CTRL+F, type search word/phrase, click Next to continue searching.
Copy from docket sheet,	Highlight selection, CTRL+C.
Paste from docket sheet,	Place cursor in document, e.g., MS-Word, CTRL+V (paste) or ALT+CTRL+V (paste unformatted text).
Capture/Print screen,	Press the Print Screen button on the keyboard above the number pad. This captures the screen as a graphic and puts it on the computer

TO...	DO...
	clipboard. Place cursor in document, CTRL+V (paste).
Open a menu on the dark blue menu bar,	Press ALT+underlined letter. Use arrow keys to move up and down. Side menus will appear. Use right arrow key to access the side menu. Press Enter when desired item is selected.
Move quickly down a list,	Type the first letter and the list will refresh to contain items containing that letter. Continue typing to further reduce the list until you see the desired item.