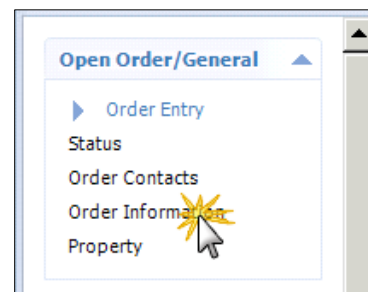


There are several ways to navigate throughout SoftPro Select. Here are some helpful suggestions to develop your own navigation techniques.

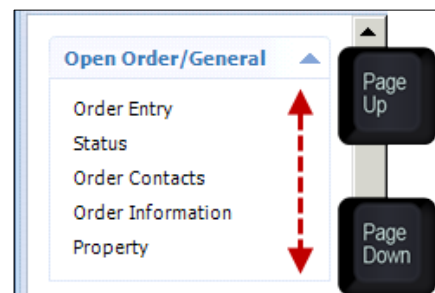
Navigating to Any Screen

- › In the screen navigation pane, click the desired screen name

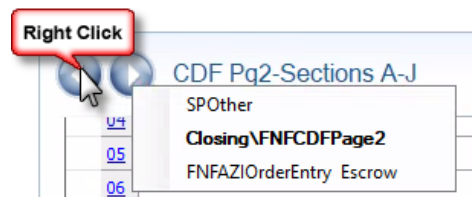


Navigating Screen-to-Screen

- › Press the **Page Up** key to move to the previous screen in the navigation pane
- › Press the **Page Down** key to move to the next screen in the navigation pane
- › Click the **Back** or **Forward** icon to move to previously accessed screens in the sequence accessed



- › Right click the **Back** or **Forward** icon to view the list of previously accessed screens; you can also click a screen from the list to navigate to that screen



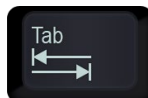
Closing a Screen

- › Press the **Esc** key

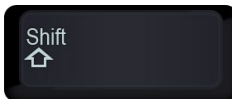


Moving Field-to-Field

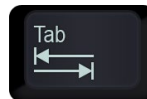
- › Press the **Tab** key



- › Press **Shift + Tab** to reverse the sequence

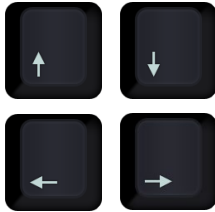


+



Working in a Grid

- › Click any cell to enter information
- › Press the **Enter** key to move from cell-to-cell
- › Press the arrow keys to move up, down, right, or left

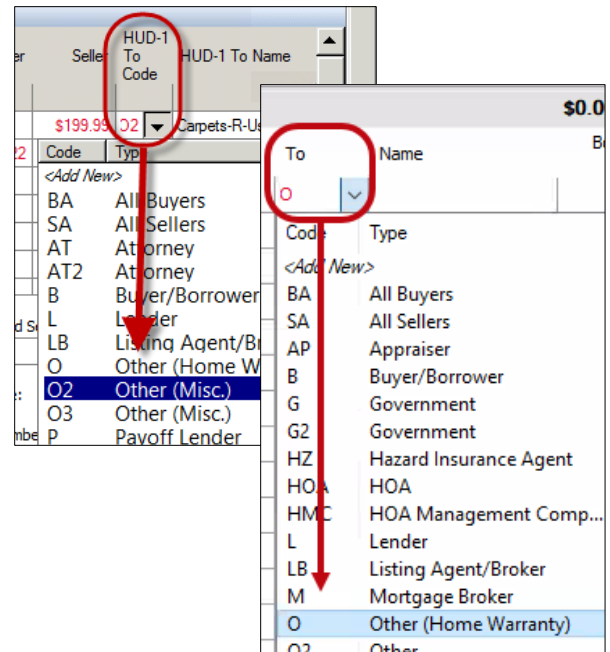


H. Other				\$675.00	
	Description	To	Name	Borrower-Paid At Closing	
01	Home Warranty	O		\$675.00	
02	Real Estate Commission	LB			
03	Real Estate Commission	SB			
04	Signing Service Fee - Buyer	O5			
05	Signing Service Fee - Seller	O3			

NOTE: Pressing the **Tab** key while in a grid moves you to the next section or grid.

To Code drop-down (HUD-1/CDF)

- › Press the **Alt** + down arrow keyboard shortcut to expand the drop-down list



- › Press the **F5** key in the **To** code field to navigate to that Contact's screen

