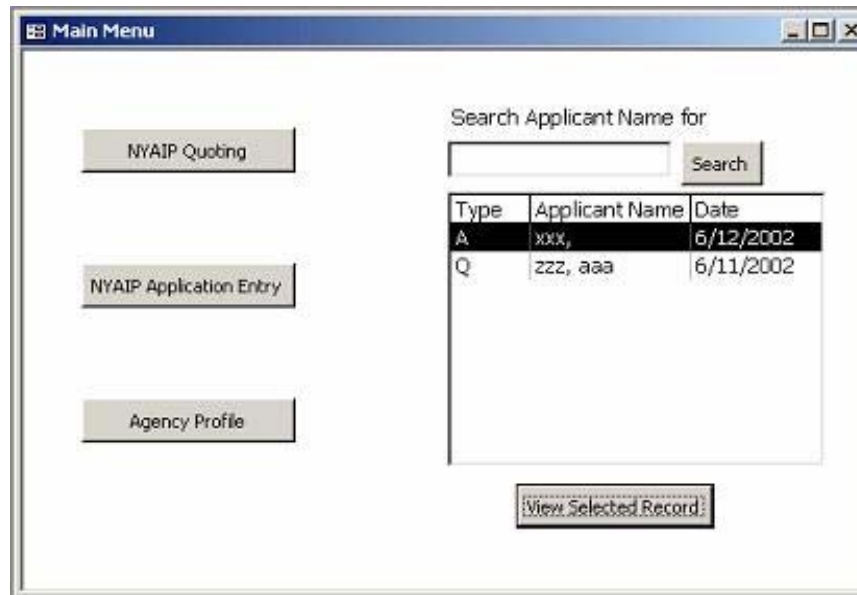


# Navigating the NYAIP application using a Keyboard

The following slides describe how to navigate the NYAIP application using only the keyboard...

All of the forms within the NYAIP application can be easily navigated using the keyboard as an alternative to a mouse.

Beginning with the Main (opening) screen, the most common navigation control is executed using the keyboard's Tab key to scroll through the fields and buttons on any screen within the application.

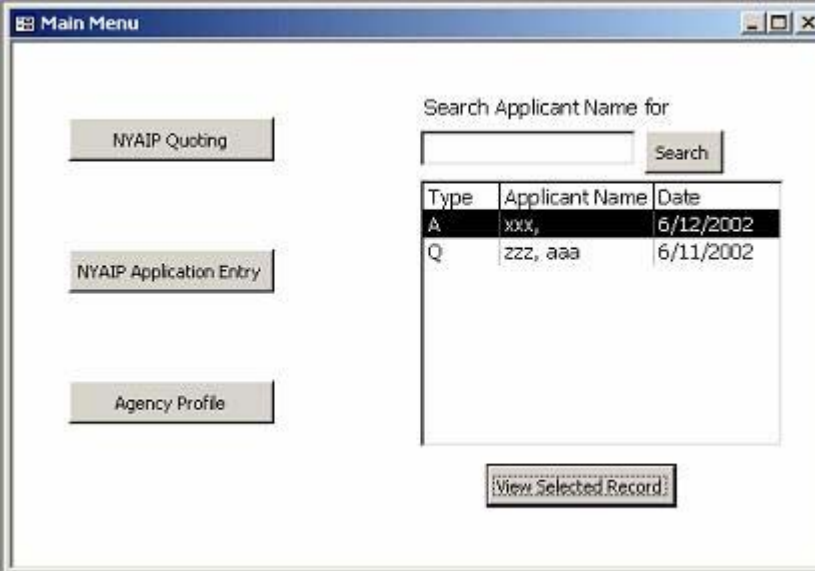


The screenshot shows a window titled "Main Menu" with a blue title bar. On the left side, there are three buttons: "NYAIP Quoting", "NYAIP Application Entry", and "Agency Profile". On the right side, there is a search section with the label "Search Applicant Name for", a text input field, and a "Search" button. Below the search section is a table with three columns: "Type", "Applicant Name", and "Date". The first row is highlighted in black and contains the values "A", "xxx,", and "6/12/2002". The second row contains "Q", "zzz, aaa", and "6/11/2002". Below the table is a button labeled "View Selected Record".

Type	Applicant Name	Date
A	xxx,	6/12/2002
Q	zzz, aaa	6/11/2002

Press the Tab key to move the focus to the Search field, enter the name of the applicant whose information you want to locate, and then press the Enter key to initiate the search. A search can also be executed on any applicant whose name already exists in the list by Tabbing until the focus is at the top of the list, pressing the Up/Down keys to select the desired applicant record, and then pressing the Enter key.

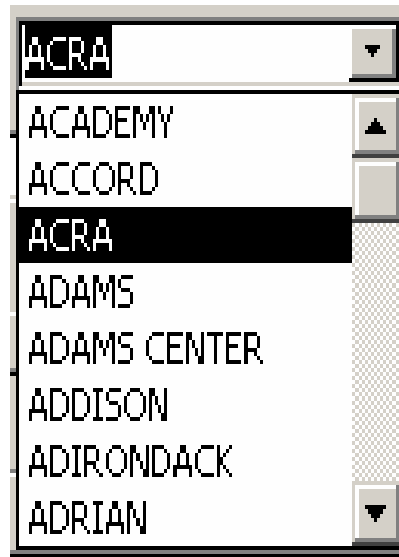
You can Tab to any location on any form you are using.



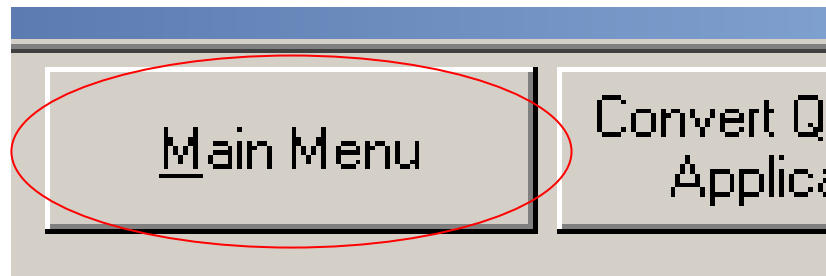
The screenshot shows a window titled "Main Menu" with a search interface. On the left side, there are three buttons: "NYAIP Quoting", "NYAIP Application Entry", and "Agency Profile". On the right side, there is a search section titled "Search Applicant Name for" with an input field and a "Search" button. Below the search section is a table with three columns: "Type", "Applicant Name", and "Date". The table contains two rows: one with Type "A", Applicant Name "xxx,", and Date "6/12/2002"; and another with Type "Q", Applicant Name "zzz, aaa", and Date "6/11/2002". The first row is highlighted. Below the table is a button labeled "View Selected Record".

Type	Applicant Name	Date
A	xxx,	6/12/2002
Q	zzz, aaa	6/11/2002

For fields such as drop-down menus, first Tab to the menu location, press F4 on the keyboard, use the Up/Down arrows on the keyboard to choose the record in the menu, and then press Enter to select it.



For buttons which may not provide access through the Tab function, there may be an underscore beneath one of the letters in the button's description. To execute that button's command, press Alt + the letter that has the underscore, simultaneously. Check boxes can be checked and unchecked once they have the focus, by pressing the Space bar on the keyboard.



To delete entire records, Tab to the Delete button and press Enter. If you are prompted to confirm the record deletion, press Enter to confirm, or ESC to escape and exit without deleting.

