

## Moving Around the ODP Application

### Links

Use the blue, underlined links to "jump" around the application.

### Keystrokes


Direction	Keystroke
Down	ENTER
Up	Hold the SHIFT key and press ENTER
Right	TAB
Left	Hold down the SHIFT key and press TAB

### Mouse

Use the mouse place the white crosshair (which appears when the pointer is in the main portion of the screen) and click on the box that you want to enter/modify data.

## Entering/Modifying/Deleting Data

### Where to Enter Data

Any place there is a light yellow box requires data. 

Once data has been entered in a yellow box then the box will become white.

### Entering Data

Using the mouse, click in the box requiring data and enter the data using one of the two methods below:

Drop-Down List: Select an option from the drop-down list that appears when the down arrow is clicked. Note that the drop-down arrow will not appear until you have clicked on the box that has a

If the box does not have a drop-down list then type in your entry.

**NOTE:** Please do not "paste" information copied from other documents into any of the yellow boxes. Doing so will damage the application.

**NOTE:** Limit yourself to the space provided.

**NOTE:** ALWAYS SAVE YOUR CHANGES.

### Modifying Data

Select the box you want to modify.

If there is a drop-down list, choose another option

If there is not a drop-down list you may:

Re-type the entire entry by just typing.

Re-type a portion of the entry by double-clicking the mouse, which will bring up the cursor inside the box that allows you to modify a portion of your entry.


**NOTE:** Limit yourself to the space provided.

**NOTE:** ALWAYS SAVE YOUR CHANGES.

### Deleting Data


Select, by clicking once, the box you want to modify.  
Press the DELETE key on your keyboard.

### Undoing Changes

You can immediately undo any mistakes that have been made by clicking the undo button . You may click this button multiple times to undo a series of mistakes.

**NOTE:** If you save the file then the undo button is unavailable until you start making changes to the file.

### Printing

Go to the section of the application you wish to print and click the  button. The pages have been pre-formatted for printing.