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Mouse Commands and the Context Menu

If one is available, clicking the right mouse button will display a **Context Menu**. Standard **Windows** functionality such as **Copy** (**CTRL + C**) and **Paste** (**CTRL + V**) are available in **CLW** text fields. Additional right-click options are available in specific fields. These include **Send Email** for staff fields, **Duplicate** and **Dispo** (for **Disposition**) on **Calendar** events, and **New**, **Edit**, and **Delete** on **Payment** fields.

Keyboard Shortcuts

The keyboard is the quickest method of data entry. Standard **Windows** shortcuts are available in **CLW** text fields:

Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Tab	Move to next field
Shift + Tab	Move to previous field

Copy Contact or Party

With a **Contact** or **Party** name highlighted:

F9 Copies the name and address to the **Windows** clipboard.

Drop-Down Lists

Click on a drop-down list arrow to display all valid codes for a particular field or type a known code directly into the box.

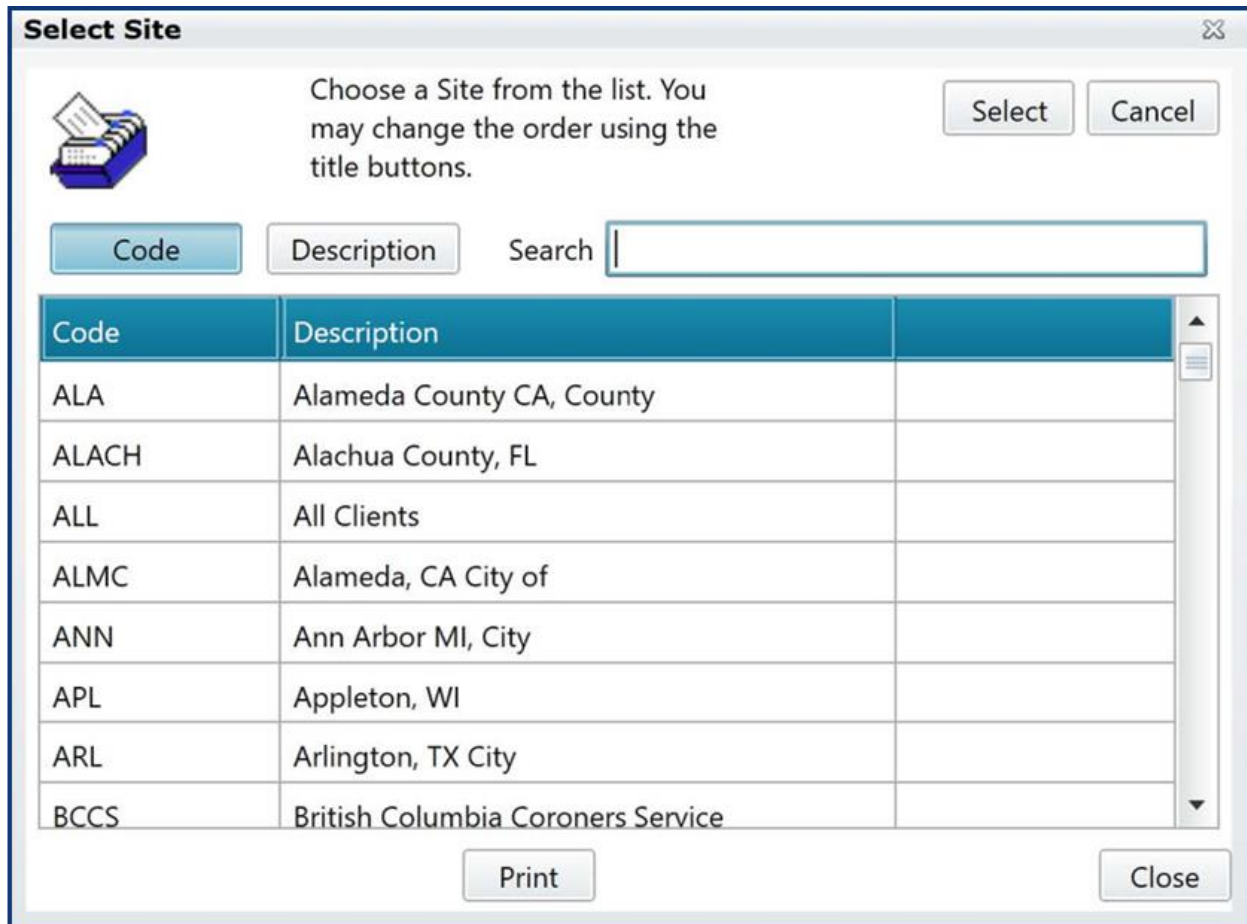


With the drop-down box selected, you may also hit the down arrow key on your keyboard to display the list of valid codes.


The system will not allow you to type a code which is not in the drop-down list of valid codes.

Ellipsis Buttons

Select an ellipsis button (“...”) to display all the available choices for a field and select one of them. The list of choices can be sorted by **Code** or **Description**. Highlight your selection and hit the **Select** button to insert that value.



Select Site ✕

 Choose a Site from the list. You may change the order using the title buttons. Select Cancel

Code Description Search

Code	Description	
ALA	Alameda County CA, County	
ALACH	Alachua County, FL	
ALL	All Clients	
ALMC	Alameda, CA City of	
ANN	Ann Arbor MI, City	
APL	Appleton, WI	
ARL	Arlington, TX City	
BCCS	British Columbia Coroners Service	

Print Close

Multi-Select Buttons

Select a multi-select button (“++”) to display all the available choices for a field, and one or more of them. Use the arrow buttons to select and deselect codes.

Select Status ✖

Double click on an item to move it across, or highlight an item and then use the arrow buttons.

Show Inactive Search for Blank

Available: 10 **Search:** **Selected: 0**

Status	Description	
BP	Build Plan Item	
C	Closed	
D	Deferred	>>
O	Open	>
P	Testing required	<
PSA	Pending Support Action	<<
R	Under Review by Management	
T	To Be Assigned	
UP	Upgrade Pending	
V	Verified Fixed	

NOTE

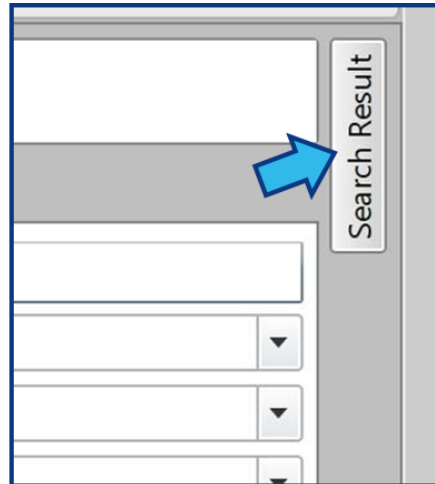
When using multi-select buttons in the **Search** window, marking the **Search for Blank** checkbox above the **Selected** list will include matters in your search results which have a blank value in that field. This is a good way to search for cases with incomplete entries, for example.

Show Search Results

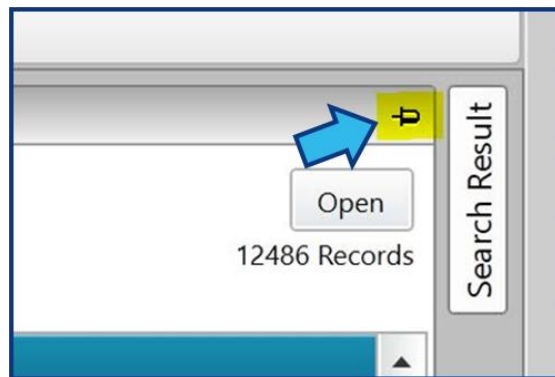
If the **Search Results** window has been closed or collapsed, selecting the magnifying glass at the right-hand side of the **Module Toolbar** will display it again.



Alternatively, select the **Search Result** tab at the right side of the **Module** view:

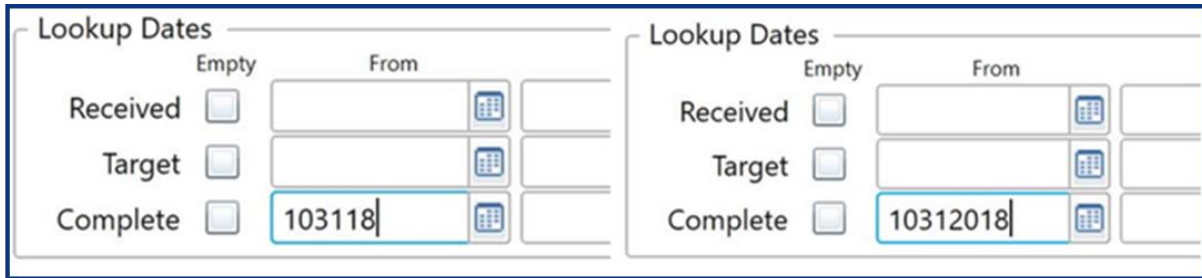


Then select the thumbtack button to pin it so it remains open:



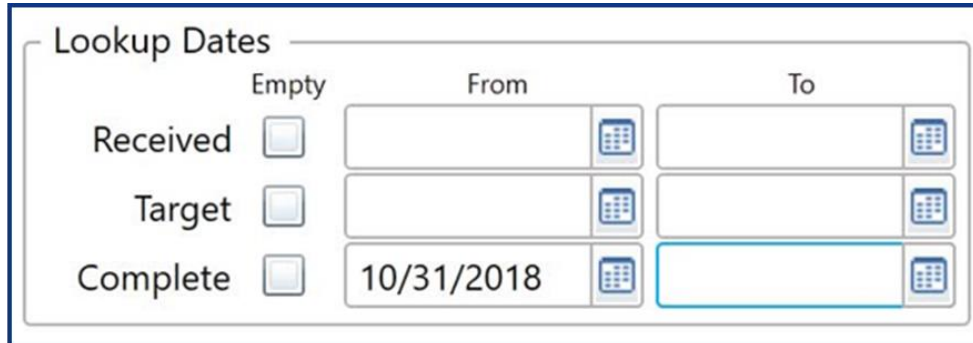
Entering Dates

A date can be typed directly into a date field in the format "**mmddyy**", or "**mmddyyyy**".



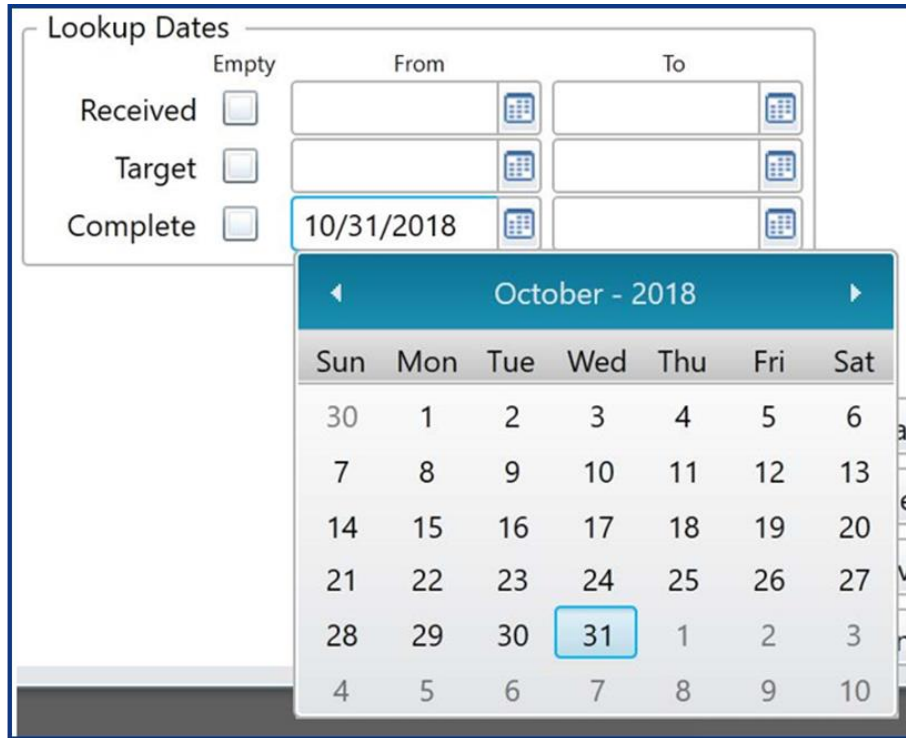
Two side-by-side screenshots of a 'Lookup Dates' form. Each form has three rows: 'Received', 'Target', and 'Complete'. Each row has a checkbox, an 'Empty' field, a 'From' field with a calendar icon, and a 'To' field. In the left screenshot, the 'Complete' row has '103118' entered in the 'From' field. In the right screenshot, the 'Complete' row has '10312018' entered in the 'From' field.

Hit the **Tab** key to navigate away from the date field and the date will auto-format to "**mm/dd/yyyy**".



A screenshot of a 'Lookup Dates' form. It has three rows: 'Received', 'Target', and 'Complete'. Each row has a checkbox, an 'Empty' field, a 'From' field with a calendar icon, and a 'To' field with a calendar icon. In the 'Complete' row, the 'From' field contains '10/31/2018' and the 'To' field is empty.

With a date field selected, use the arrow keys on the keyboard to open the **Date Picker** and navigate between dates.



The screenshot shows a form titled "Lookup Dates" with three rows: "Received", "Target", and "Complete". Each row has an "Empty" checkbox, a "From" field, and a "To" field. The "Complete" row has the date "10/31/2018" entered in the "From" field. A date picker calendar is open over the "From" field, showing the month of October 2018. The date "31" is highlighted in a blue box.

October - 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

The **Date Picker** can also be opened by clicking the **Date Picker** button at the right of any date field.

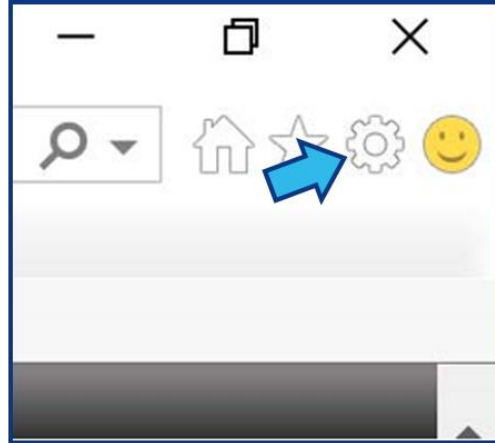
Saving Data

In a screen or window, if there is no **Save** button, or if the system does not prompt the user to save, then data will be saved automatically when the user moves to another screen, such as from the **Basic** tab of a matter to the **Notes** tab.

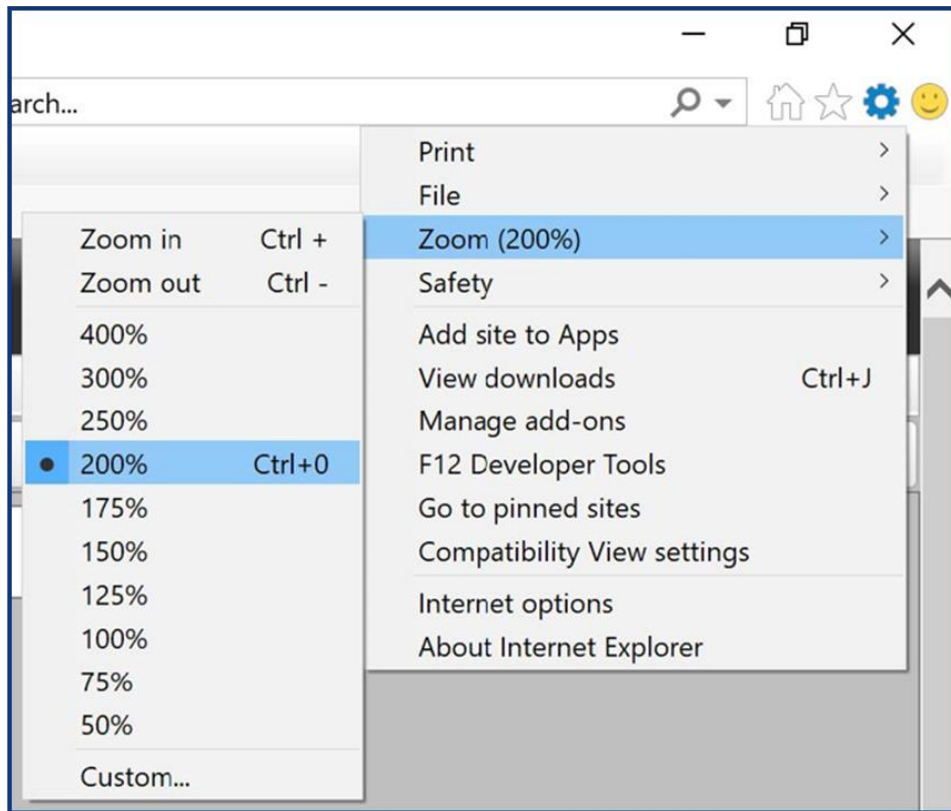
Browser Zoom

CLW was designed to integrate with **Internet Explorer's Zoom** feature, allowing you to adjust on-screen text and fields to a comfortable magnification.

In **Internet Explorer 11**, to adjust the **Zoom** setting, select the **Tools** button at the top-right of the browser.



The **Tools** menu opens. Point to "**Zoom**", then select the desired zoom percentage.



The zoom level can be increased or decreased by one step by holding the **Control (Ctrl)** key on your keyboard and hitting the **Plus (+)** or **Minus (-)** keys, respectively.

To return to the default screen zoom level, hold **Control (Ctrl)** and then hit the **Zero (0)** key. Your default zoom level will vary depending on the size of your computer monitor.