

Simplify Date & Time Entry

- For dates, you do not need to type slashes — the system adds them automatically. For *months* January through September and *days* 1-9, you must add a 0 before the number. For *years*, you only need to type two digits. If the year is between 0 and 28, the century is assumed to be 2000. If the year is greater than 28, the century is assumed to be 1900.

123110=12/31/2010

060999=06/09/1999

- Type the following shortcuts in any date field:

t=today's date

t+1=tomorrow

t+2=today+2 days

t-1=yesterday

t-2=today-2 days

- For times, you do not need to type colons or an AM/PM notation. Hours that are between 6 and 11 are formatted as AM. 12 and hours less than 6 are formatted as PM.


344=3:44 PM

1100=11:00 AM

- To enter a time that does not follow this format, type **A** or **P** after the time.

344A=3:44 AM

Use "Dummy" Field Sets

When you need an obscure field set, it isn't efficient to keep making a new one. This takes time and uses space on your **Field Set** menu .

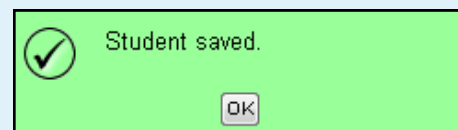
Instead create one field set that you will edit each time you need an obscure one. Name it **Dummy Fields**, **My Fields**, or **Quick Fields** to help yourself find it.

Click 'N Go

You don't need to open a particular record before clicking a side-tab. To view a record's details, select the checkbox next to the record and then click the desired side-tab.

Don't Confirm the Confirmation

Aspen displays a confirmation message when you save a record or an operation completes. It is not necessary to click **OK**. The message disappears after a few moments.



Aspen Remembers Last Selected Record

Aspen remembers the last record you selected on a list. To view the same record the next time you visit the list, simply click the desired side-tab.

Quick Find

Use **CTRL+F** for a search pop-up.

Type a search value, then press **ENTER** to go to the record matching that value, or the closest match. For example, if you type **Beals** and there is no student with that last name, you might be brought to **Beale**.

Filter Your List to Focus Your Efforts



On list pages, use the **Filter** menu  to streamline your list to only the records you need to work with. This helps you:

- Focus your attention on the necessary records.
- Maintain your filter even when you leave the list and come back later—you won't need to find the records again.
- Move from one record's detail page to another more easily with the record navigation buttons.
- Load the list more quickly, since there are fewer records.

Detail and Form Pages

Keystroke	Action
TAB	Moves to the next field/link on the page
SHIFT+TAB	Moves to the previous field/link on the page
ENTER on a selected link or button	Equivalent to clicking the link or button (for example, TAB to the Save button and press ENTER to save the record)

Pick Lists

Keystroke	Action
	Selects the next record in the list (moves to next page)
	Selects the previous record in the list (moves to previous page)
CTRL+F	Selects the record most closely matching the search value
ENTER	Equivalent of clicking OK

Text Editor or Field








Windows Keystroke	Macintosh Keystroke	Action
CTRL+A	⌘ A	Select all
CTRL+C	⌘ C	Copy
CTRL+X	⌘ X	Cut
CTRL+P	⌘ P	Paste

Hide Internet Functions






































Press **F11** to hide the Internet functions along the top of the window.

This gives Aspen more space on your screen, and it appears as if it is its own program and not a site in a browser.

Menus on List Pages

-  **Filter:** Determines the group of records that appear on page, such as *All Active Students*.
-  **Field Set:** Customizes columns appearing in list.
-  **Sort Order:** Determines order that records appear in.
-  **Dictionary:** Allows access to available extended Data Dictionaries.
-  **Quick Chart:** Displays the Quick Chart menu.
-  **Quick Print:** Generates simple report based on displayed list.
-  **Maximize:** Displays list as full page, eliminating tabs and side-tabs.

Text Editor Tools

-  Popup Window
-  Maximize
-  Spell Check Enabled
-  Font
-  Undo
-  Font Size
-  Redo
-  Text color
-  Select all
-  Background color
-  Remove Format
-  Bold
-  Templates
-  Italics
-  Print
-  Underline
-  Image
-  Numbered List
-  Flash
-  Bulleted List
-  Table
-  Decrease Indent
-  Horizontal Line
-  Increase Indent
-  Special Character
-  Left Justify
-  Link
-  Center Justify
-  Unlink
-  Right Justify
-  Subscript
-  Block Justify
-  Superscript
-  Collapse Toolbar
-  Source
-  Source
-  Expand Toolbar