

## Assessor Portal User Guide 5 - Keyboard Shortcuts

You can use keyboard shortcuts to make it easier to navigate the My Aged Care assessor portal.

Aged care needs assessor (assessor) might find these shortcuts particularly helpful when entering information into an assessment.

Common keyboard shortcuts are listed below:

Shortcut	Action
<b>Ctrl +</b>	Zoom in the portal page
<b>Ctrl -</b>	Zoom out the portal page
<b>Ctrl Home</b>	Move to the top of the portal page
<b>Ctrl End</b>	Move to the bottom of the portal page
<b>Tab</b>	Move to the next question
<b>Shift Tab</b>	Move to the previous question
<b>Ctrl c</b>	Copy text from the selected entry field
<b>Ctrl x</b>	Cut text from the selected entry field
<b>Ctrl v</b>	Paste text in the selected entry field
<b>Ctrl s</b>	Saves page