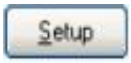
DSG, INC.
INNOVATIVE BUSINESS ERP SOLUTIONS

SAGE 100
KEYBOARD SHORTCUTS

Button	Keystrokes	Function
Lookup	F2	Displays the Lookup window for the current field.
Print	F4	Prints the report or listing associated with the task.
Flashlight	F3 / ALT+L	Displays an alternate lookup window for current field.
Browse	CTRL+F5	Selects the first record.
Browse	CTRL+F6	Selects the prior record
Browse	CTRL+F7	Selects the next record.
Browse	CTRL+F8	Selects the last record.
Accept	ALT+A	Saves the current record.
Cancel	ALT+C	Cancels entry of the current record.
Delete	ALT+D	Deletes the current record.
Print	ALT+P	Prints the current report.
Preview	ALT+V	Previews the current report.
 Setup	ALT+S	Displays printer settings.
OK	ALT+O	OK button for dialog boxes and line entry.
Copy From	ALT+O	Opens the Copy From window.
Undo	ALT+U	Undo line changes.
Ins	ALT+N	Inserts a line.
Del	ALT+E	Deletes a line.
Search	ALT+S	Activates the Search feature for records and displays the search options
Calculator	ALT+Z	Opens the calculator.