4Next Tip Sheet – Working with forms

Tips for working with forms

❯ To change the font size, hold down the CTRL key and

- Keys: Press + to increase, - to decrease (use the keys to the right of zero; the number pad also works if you have one)
- Scroll wheel: scroll up to increase, down to decrease

❯ What field am I on? Text fields, date fields 📅, and drop-down lists ⌄

- No entry: labeled inside

  > Facility

- When you're in the field, the label moves above it and turns bold and teal:

  FACILITY

  > |

- When there's an entry and you're not on it, the label is above and turns bold and gray:

  FACILITY

  > SLM

ⓘ Be VERY CAREFUL if your browser is prompting you with auto-complete words or phrases. It is very easy to select the wrong one.

- Keeping your hands on the keyboard and off the mouse is a proven time-saver. Tips for minimizing the mouse:
- To move to the next field, press the TAB key
- To move to the previous field, press SHIFT+TAB
- The form scrolls automatically as you move through the fields
- Date fields 📅: Type dates as month/day/year (4-digit year required)
- Drop-down lists ⌄
  - If you know the entry you want, press the key for its first letter; if more than one option starts with that letter, keep pressing the same key until the one you want comes up
  - To display the list, press ALT and the down arrow
  - Move down the list by pressing the down arrow (you can do this without opening the list if you want)
  - Move up by pressing the up arrow

- Multi-line fields are indicated with diagonal lines in the bottom right corner
  - 5 lines display by default
  - A scrollbar displays automatically if you type more than 5 lines
  - Click and drag the bottom-right corner to make the field longer

- Checkboxes ☐ (select any as needed): when you're on a checkbox, it's highlighted ▢; press the space bar to check ☑ and uncheck ☐

Mass General Brigham