

Amadeus Selling Platform Keyboard

Within Amadeus Selling Platform you can use your keyboard to navigate quickly and accomplish a whole range of tasks. Below you will see a list of keyboard shortcuts along with an explanation of what each one does.

Common Shortcut Keys

Press	To
F1	Display Help for a selected field. If no field has been selected, Help for the first mandatory field will be displayed.
Tab	Select the next screen item, for example, field, icon, button.
Shift + Tab	Select the preceding screen item, for example, field, icon, button.
Shift + F10	Display items from the toolbar as a contextual menu.
Home	Scroll to the top of the screen.
End	Scroll to the end of the screen.
Escape	Close any pop-up window as well as the Help window.
Page Down	Open the More Options screen section.
Page Up	Close the More Options screen section.
Enter	Activate the selected button or function.
Spacebar	Activate the selected icon or check and uncheck a checkbox.
Ctrl + J	Toggle between the Command page and the Graphic start page.
Ctrl + Tab	Move the focus to the toolbar.
Alt + 1	Display the specific letter of each tab and work area, then press displayed letter to get to work area you want to see.
Ctrl + Insert	Add a new row in dual Air display.
Ctrl + Delete	Remove a row in dual Air display and go back to single Air display.

Navigating in the Quick PNR Area

Ctrl + Insert	Add a new row.
Ctrl + Delete	Remove a new row.
Ctrl + Up Arrow	Move to the previous section of the screen. <i>Note:</i> This shortcut also works in the Profiles tree view and within the Travel Assistance area.
Ctrl + Down Arrow	Move to the next section of the screen. <i>Note:</i> This shortcut also works in the Profiles tree view and within the Travel Assistance area.

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Navigating from One Area Tab to Another

Alt + 0	Open the Globe menu.
Alt + 1	Display the specific letter of each tab and work area. After Alt + 1, press the displayed letter of the tab or area that you would like to go to.

Text Shortcut Keys

Down Arrow	Open the Encode window associated to a particular field.
Ctrl + Right Arrow	Move the cursor one word to the right.
Ctrl + Left Arrow	Move the cursor one word to the left.
Shift + Home	Extend a selection to the beginning of a line.
Shift + End	Extend a selection to the end of a line.
Shift + Right Arrow	Extend the selection one character to the right.
Shift + Left Arrow	Extend the selection one character to the left.
Shift + Ctrl + Right	Extend the selection one word to the right.
Shift + Ctrl + Left	Extend the selection one word to the left.
Ctrl + C	Copy text to the clipboard.
Ctrl + X	Cut the selected text to the clipboard.
Ctrl + V	Paste the clipboard contents.
Ctrl + W	Close Amadeus Selling Platform.

Drop-Down List Shortcut Keys

Down Arrow/Right Arrow	Move the cursor to the next item in the list.
Up Arrow/Left Arrow	Move the cursor back one item in the list.
Home	Move the cursor to the first item in the list.
End	Move the cursor to the last item in the list.
Enter	Activate the selected function and close the menu.
Escape	Close the menu.

Contextual Menu Shortcut Keys

Up Arrow	Select the previous menu item.
Down Arrow	Select the next menu item.
Escape	Close the menu.
Enter	Activate the selected function and close the menu.