



Keyboard Shortcuts That Work in All Web Browsers

Using keyboard shortcuts can greatly increase your productivity, reduce repetitive strain, and help keep you focused. For example, to copy text, you can highlight text and press the Ctrl+C shortcut. The shortcut is faster than moving your hands from the keyboard, highlighting with the mouse, choosing copy from the file menu, and then returning to the keyboard.

Below are the top keyboard shortcuts we recommend when using Matchmaker:

NAVIGATION

1. How to scroll a page without using the mouse wheel.

PC – Spacebar – moves down a page

PC – Spacebar + Shift – moves up a page

PC – Home key – moves you to the top of the page (quickest way to get to Matchmaker's dropdown menus across the top of the page)

PC – End key – moves you to the bottom of the page (quickest way to get to Matchmaker's e.g. Submit and Search buttons at the bottom of the page)

On Apple computers page up with, **Fn + Up Arrow** to page down use **Fn + Down Arrow**.

2. How to return to your search results without clicking the browser's back button?

First, it is important to know that the key(s) used to close a page vs. closing a browser TAB are different.

Jobs (you are closing a page)

You looked at the job details and you want to return to your job search results. You probably hit the back button in your web browser. There's no need to use the browser's arrow button every time you want to return to the previous page.

PC – Alt + Left Arrow – returns you to the previous page

PC – Alt + Right Arrow – moves you forward a page

On Apple computers **Cmd + Left Arrow** to return to the previous page. **Cmd + Right Arrow** moves you forward a page.

Candidates (you are closing an open browser TAB)

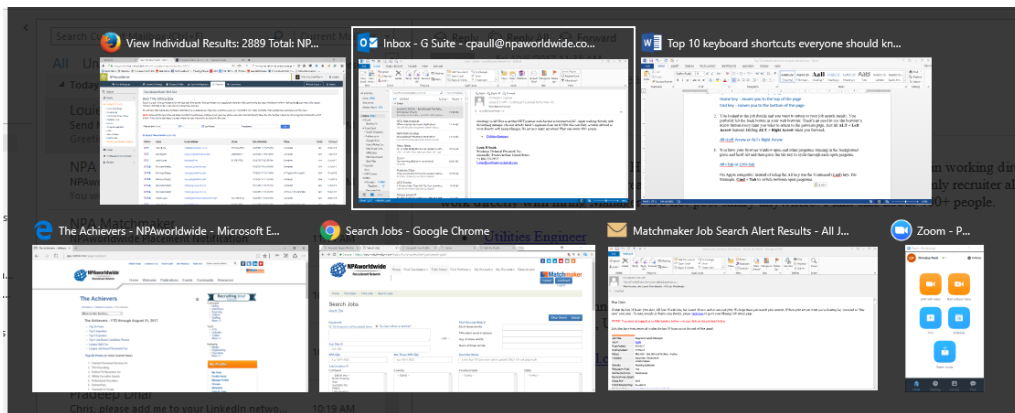
You looked at the candidate's profile and you want to return to your search results. You probably hit the back button in your web browser. There's no need to use the browser's arrow button every time you want to return to the previous page.

PC – Ctrl + W – returns you to the search results and the record you viewed is highlighted

On Apple computers **Cmd + W** to return to your search results and the record you viewed is highlighted

3. **How to quickly open a program that is running in the background**

To quickly open a different program, hold the **Alt** key and then press the **Tab** key and continue to press the tab key until the desired program has a white, border surrounding it then release both the Alt and Tab keys. In the screenshot below, the email program has a white, border around it. Releasing both the Alt and tab keys will open the email program for the user.



PC – Alt+Tab

On Apple computers **Cmd + Tab** to switch between open programs.

4. **Oops! I accidentally closed the job details or candidate profile page I was looking at – is there a way to re-open it?**

The shortcut below will restore that page to you almost instantly:

PC – Ctrl + Shift + T

On Apple computers **Cmd + Z** to return to restore the page.

ZOOMING

5. **Text too small to read? You can increase or decrease the font size, using the following key commands**

PC – CTL and + OR use CTRL+Mousewheel Up – Zooms in

PC – CTL and - OR use CTRL+Mousewheel Down – Zooms out

PC – CTL and 0 will reset the page back to its default size

On Apple computers **Cmd and the plus sign + to zoom in. Cmd and the minus sign - to zoom out.**

SEARCH

6. You're reading a job on Matchmaker and want to see if the details page mentions a specific word. You're reading a resume/cv in Word and want to find the section where the candidate mentions "pressure vessels." Hitting **CTRL + F** in just about any program that involves reading -- all the major web browsers, word processors, and spreadsheet apps -- lets you search for specific text.

If the program in question finds the text it will move your cursor to that place in the document. Some applications, [Chrome](#) for example, will highlight all instances of the text string, not just the first one. If the document has the string appearing more than once, you can jump from one instance to the next by hitting **F3**.

PC – CTL + F

On Apple computers, use **Cmd + F** to find.

OTHER FUNCTIONS

7. Need to check the spelling/grammar?

PC – press the F7 key

On Apple computers click the F7 key.

8. Pressing Ctrl+Z will [undo](#) any change. For example, if you cut text, pressing this key combination will undo the cut. These shortcuts can also be pressed multiple times to undo or redo multiple changes. Pressing **Ctrl+Y** would [redo](#) the undo.

PC – Ctrl + Z and Ctrl + Y

On Apple computers use **Cmd + Z** and **Cmd + Y** to undo and redo.

9. You copied some text from a web page or Word document and when pasted in it includes odd, foreign characters. Ctrl + Shift + V allows you to paste text without formatting.

Ctrl+Shift+V

On Apple computers use **Cmd + Shift + V**

10. Refresh the current web page you are viewing. This ensures you are seeing the most current version of the page and all of its changes.

F5 or Ctrl+R

On Apple computers use **Cmd + R**

11. You want to select all the continents within the Relocation section of Matchmaker's Enter A Candidate page or you want to select several rows in a Matchmaker search results page, or blocks of text in Word document. If the items are all adjacent -- rows 5 to 10 in a recruiter search results for example -- you can simply **Shift + Click** the first one, hold down the shift key and then click the last one.

However, if you want to select two or more non-adjacent items at the same time, you need to hold down CTRL and **CTRL + Click** all the items. If you click without CTRL being pressed down, you'll lose all the previous selections.

Shift+ Click

On Apple computers use **Cmd + Click**

12. Sometimes you find yourself with way too many tabs open and you start closing them, hitting CTRL + W like wild just to clean up your messy desktop. Then you realize that you just closed the tab with an important resume or job details. Use the following keys to restore the last tab you closed in any of the major Windows web browsers ([Chrome](#), [Firefox](#), [Edge](#), Safari, Internet Explorer).

Ctrl + Shift + T

On Apple computers use **Cmd + Shift + T**