

Simplify date and time entry

For dates, you do not need to type slashes — the system adds them automatically. For **months** January through September and **days** 1-9, you must add a 0 before the number. For **years**, you only need to type two digits. If the year is between 0 and 28, the century is assumed to be 2000. If the year is greater than 28, the century is assumed to be 1900.

123119=12/31/2019

060923=06/09/2023

- Type the following shortcuts in any date field:

t=today's date

t+1=tomorrow

t+2=today+2 days

t-1=yesterday

t-2=today-2 days

- For times, you do not need to type colons or an AM/PM notation. Hours that are between 6 and 11 are formatted as AM. 12 and hours less than 6 are formatted as PM.

344=3:44 PM

1100=11:00 AM

Aspen remembers last selected record


Aspen remembers the last record you selected on a list. To view the same record the next time you visit the list, just click the desired side-tab.

Quick Find

Use **CTRL+F** for a search pop-up.

















Type a search value, then press **ENTER** to go to the record matching that value, or the closest match. For example, if you type **Beals** and there is no student with that last name, you might be brought to **Beale**.

Filter your lists to focus your efforts


On list pages, use the **Filter** menu  to streamline your list to only the records you need to work with. This helps you:

- Focus your attention on the necessary records.
- Maintain your filter even when you leave the list and come back later—you won't need to find the records again.
- Move from one record's detail page to another more easily with the record navigation buttons.
- Load the list more quickly, since there are fewer records.

Text Editor Tools

	Table		Print
	Image		Maximize
	Flash	Font	Change text font
	Insert Horizontal Line	Size	Change text size
	Link	Format	Apply formatting
	Unlink	A	Text color
	Left Justify	A	Background color
	Center Justify	B	Bold
	Right Justify	I	Italic
	Block Justify	U	Underline
	Decrease Indent	x ₂	Subscript
	Increase Indent	x ²	Superscript
	Insert/remove numbered list	I _x	Remove formatting
	Insert/remove bulleted list	Source	View HTML source

Use auxiliary field sets

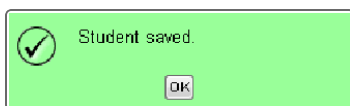
When you need an obscure field set, it isn't efficient to keep making a new one. This takes time and uses space on your **Field Set menu** . Instead create one field set that you will edit each time you need an obscure one. Name it **My Fields** or **Quick Fields** to help yourself find it.

Click 'n go

You don't need to open a particular record before clicking a side-tab. To view a record's details, select the checkbox next to the record and then click the desired side-tab.

Don't confirm the confirmation



Aspen displays a confirmation message when you save a record or an operation completes. It is not necessary to click OK. The message disappears after a few moments.



Detail and Form Pages

Keystroke	Action
Tab	Moves to the next field/link on the page
Shift+Tab	Moves to the previous field/link on the page
Enter on a selected link or button	Equivalent to clicking the link or button (for example, TAB to the Save button, and press ENTER to save the record)

Pick Lists





Keystroke	Action
	Selects the next record in the list (moves to next page)
	Selects the previous record in the list (moves to previous page)
CTRL+F	Selects the record most closely matching the search value
ENTER	Equivalent of clicking OK

Hide internet functions









Press **F11** to hide the internet functions along the top of the window.

This gives Aspen more space on your screen, and it appears as if it is its own program and not a site in a browser.

Text Editor or Field

Windows Keystroke	Macintosh Keystroke	Action
CTRL+A	 A	Select all
CTRL+C	 C	Copy
CTRL+X	 X	Cut
CTRL+V	 P	Paste

Menus on List Pages

	Filter: Determines the group of records that appear on a page, such as All Active Students .
	Field Set: Customizes columns appearing in a list.
	Sort Order: Determines the order that records appear in.
	Dictionary: Allows access to available extended Data Dictionaries.
	Quick Chart: Displays the Quick Chart menu.
	Quick Print: Generates a simple report based on displayed list.
	Maximize: Displays a list as full page, eliminating tabs and side-tabs.
	Quick Letter: Creates attendance, conduct, or grade-related letters.