



Technical tips for using CCMS

This Quick Guide focuses on tips that will help you use CCMS and our training website. The table below shows a number of hot keys you can use to quickly find your way around. Hot keys are combinations of buttons on the keyboard which allow you to perform a function such as copy/paste without using a mouse.

Hot key combination	Function Performs
Alt + Tab	Allows you to go through all your open programs.
Alt + F4	Closes the program you currently have opened.
Print Screen button (usually found above the insert and arrow buttons on the right hand side of the keyboard)	Will take a screen shot of what is currently on your screen. This can be used to provide evidence for reporting incidents to online support.
Alt + Print Screen	Take screen shot of the programme you currently have selected.
CTRL + C	Copies the current item you have selected.
CTRL + X	Cuts the current item you have selected.
CTRL + V	Pastes into the selected area what you have previously copied or cut.
CTRL + F	Opens up a search that can be used to find certain words on the website or document you are currently working on.
CTRL + P	Opens the printing options for either the web browser or document. This can be used to print the means/merits summary if needed.
CTRL + A	Select all the text in the current document or field.
F4	Closes down current window on CCMS.
F5	Refresh current page.
Tab	Move down to next field on the page.
Shift	Move up to the next field on the page.
CTRL + Tab	Move between the tabs you have open on the web browser.
PG UP	Move up on the selected page.
PG DN	Move down on the selected page.

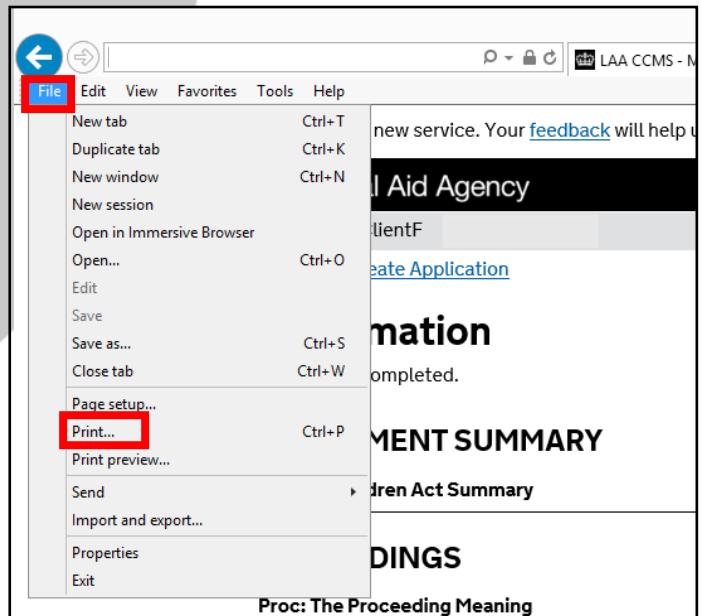


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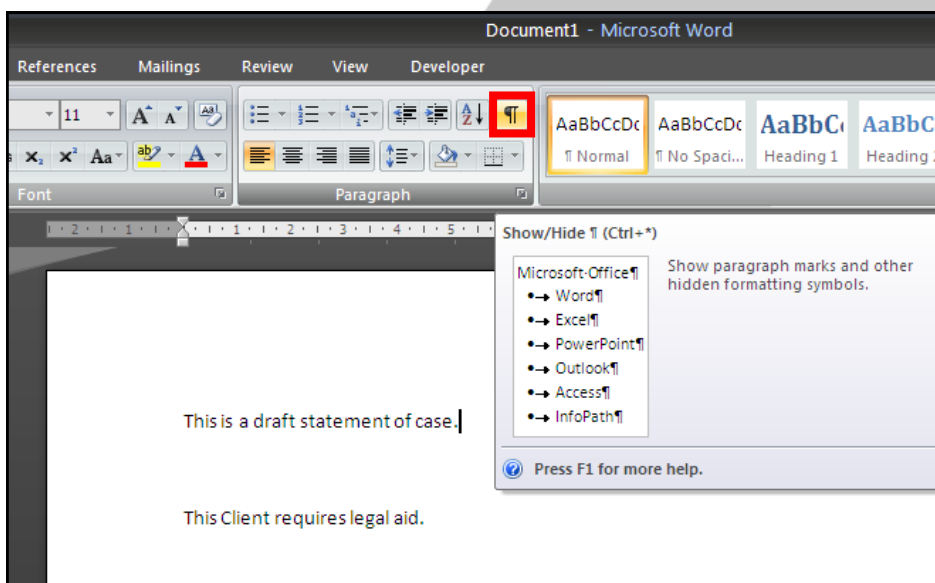
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When you have completed the means or merits assessment you will be presented with the summary screen below. If you require a print out of this summary before you complete the application you can access a print out by following the steps below.

Click on the **file** button. This will open a series of options the one you require is **Print**.



When you paste text into CCMS you have to be careful to ensure that only the text, commas and full stops are used, as some 'special characters' are not accepted on CCMS and will slow down the application process. Below is a guide on how to view the special characters used in Microsoft Word.



In Microsoft Word there is a button that will show all the hidden formatting in the selected text. First you should select the desired text and then click on the button that looks like a backwards P.



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Once you have clicked the button it will show the formatting that Microsoft Word automatically puts into your text. This formatting can cause CCMS issues when processing your application.

To remove this formatting you can either delete each item of formatting or copy and paste the text into the note pad programme. The note pad programme will remove this formatting. Once you have removed the formatting you can then copy the text into CCMS.

