

General Terminal Services User Tips

Common Keyboard Shortcuts

Terminal services can make many things easier. But it does require a few different keystrokes to accomplish some common task (like taking a print screen of the active window). Below you will find the Terminal Server key combinations for many common functions.

Local Combination	Terminal Services Session Equivalent	Use
Ctrl + Alt + Del	Ctrl + Alt + End	Calls up the security dialog box
Alt + Tab	Alt + Page Up	Displays application selector and moves selection to the right
Alt + Shift + Tab	Alt + Page Down	As above, but moves the selection to the left
Alt + Esc	Alt + Insert	Swaps among running applications
Ctrl + Esc	Alt + Home	Opens the Start menu
Alt + Spacebar	Alt + Del	Right-clicks the active applications icon button
	Ctrl + Alt + Break	Toggles between window and full screen mode
Print Scrn	Ctrl + Alt + Plus sign on numeric keypad	Snapshot of full Terminal Services screen
Alt + Print Scrn	Ctrl + Alt + Minus sign on numeric keypad	Snapshot of current window in session

How to Change Your Password

1. Call up the security dialog box (Ctrl + Alt + End).
2. Click **Change Password...**

