



Shortcuts Guide

GENERAL FUNCTIONS	
Create New Report	File > New OR Ctrl+N
Open Existing Report	File > Open OR Ctrl+O
Save Report	File > Save OR Ctrl+S
Add/Remove Forms	File > Add/Remove Forms
Toggle Insert/Overtype	Insert
Sign Report	Tools > Sign Report OR Ctrl+Shift+S
Spell Check	Tools > Spell Check OR F7
Help Contents	Help > Contents OR F1
Find	Edit > Find OR Ctrl+F
ReviewMaster	Tools > ReviewMaster OR Ctrl+Shift+R
Calculator	Tools > Calculator OR Right-Click > Calculator OR Ctrl+=
Print	File > Print OR Ctrl+P
Print Current Form	Right-Click [Form Component] > Print OR Ctrl+Shift+P
Undo	Edit > Undo OR Alt + Backspace
FIELD EDITING / NAVIGATION	
Next Field	Enter OR Tab
Previous Field	Shift+Tab
Word Left	Ctrl+←
Word Right	Ctrl+→
Start of Current Line	Home
End of Current Line	End
Start of Entire Field	Ctrl+Home
End of Entire Field	Ctrl+End
Delete Entire Field	Edit > Clear OR Right-Click > Clear OR Ctrl+Delete OR Ctrl+Y
Edit Font	Format > Font OR Ctrl+Shift+F
Bold Field Text	Format > Style > Bold OR Ctrl+B
Italicize Field Text	Format > Style > Italics OR Ctrl+I
Underline Field Text	Format > Style > Underline OR Ctrl+U
Right Align Text	Format > Alignment > Right OR Ctrl+R
Left Align Text	Format > Alignment > Left OR Ctrl+L
Center Text	Format > Alignment > Center OR Ctrl+E
Toggle Field Between All Caps & Mixed Case	Format > All Caps OR Ctrl+Shift+A OR Ctrl+F3
Extract Current Field from Another Report	Edit > Extract > Field OR Right-Click > Extract > Field OR Ctrl+G
Extract Multiple Sections from Another Report	Edit > Extract > Multiple Sections OR Right-Click > Extract > Multiple Sections OR Alt+X
Insert Current Date	Edit > Insert > Date OR Ctrl+T

SCREEN NAVIGATION	
Previous Page/Screen	View > Previous Page OR Ctrl+Page Up
Next Page/Screen	View > Next Page OR Ctrl+Page Down
Section Navigation	View > Go to Section OR F4 OR Use tabs at bottom
Toggle Gallery View	View > Gallery OR Ctrl+Shift+G
Fit to page	View > Zoom > Page Width OR <input type="text" value="Page Width"/>
COMMON RESPONSES / CANNED COMMENTS	
Create New Responses	Right-Click > Common Responses > Add OR F6
View Responses	Control+ OR F5
Edit Responses	Right-Click > Common Responses > Edit OR Shift+F6
View Options	Alt+F6
MARKET GRID FUNCTIONS	
Jump to Another Comp	Alt+# (i.e. Alt+3 to jump to comp 3)
Copy Field from Subject	=
Copy Subject Column	==
Copy Field from Comparable Number	=# (i.e. =2 to copy a field from comp 2)
Copy Comparable Number	==# (i.e. ==2 to copy entire comp 2 column)
Swap Comparables	Ctrl+# (i.e. Ctrl+3 to swap with comp 3)
Import Comparables	Comps > Import from ACI Research
Export Comparables	Comps > Export to ACI Research
Delete Entire Comp	Comps > Clear OR Ctrl+Z
Extract Comp from Another Report	Comps > Extract OR Right-Click > Extract > Section
Shortcuts	=A - Average =C - Comparable =E - Equal =F - Fair =G - Good =I - Inferior =M - Similar =N - None =P - Poor =S - Superior =V - Very Good =X - Excellent
ADDENDUM WRITER	
Open Addendum	View > [Form] > Addenda OR Right-Click [Form Component] > View > Addenda OR Right-Click > Addendum Writer OR Ctrl+A
Close Addendum	<input type="checkbox"/> ESC
Delete Entire Addendum	Edit > Clear OR Right-Click > Clear OR Ctrl+Delete OR Ctrl+Y
Page Break	Ctrl+Enter