



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 OR Alt+F+F
Toggle Insert/Overtime		Insert
Sign Report		Tools > Sign Report OR Ctrl+Shift+S
Spell Check		Tools > Spell Check > Report, Current Form or Field 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
Split View		View > Split, Horizontal or Vertical OR Right-click > New View > Horizontal or Vertical

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 OR Right-click > Font
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 OR Right-click > Alignment > Right
Left Align Text		Format > Alignment > Left OR Ctrl+L OR Right-click > Alignment > Left
Center Text		Format > Alignment > Center OR Ctrl+E OR Right-click > Alignment > Center
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 Click Section Tab
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		Right-click > Common Responses > Options OR 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 Comp		=# (i.e. =2 to copy a field from comp 2)
Copy Comp Number		==# (i.e. ==2 to copy entire comp 2 column)
Swap Comps		Ctrl+# (i.e. Ctrl+3 to swap with comp 3)
Import Comps		Comps > Import from ACI Research
Export Comps		Comps > Export to ACI Research
Delete Entire Comp		Comps > Clear OR Ctrl+Z
Side-by-Side Comps View		Comps > Side-by-Side > [View]
Side-by-Side Sales View		Alt+Shift+S
Side-by-Side Rental View		Alt+Shift+R
Side-by-Side Listing View		Alt+Shift+L
Side-by-Side Land View		Alt+Shift+N
Extract Comp from Another Report		Comps > Extract OR Right-click > Extract > Section
Shortcuts		=A - Average =G - Good =P - Poor =C - Comp =I - Inferior =S - Superior =E - Equal =M - Similar =V - Very Good =F - Fair =N - None =X - Excellent

ADDENDUM WRITER

Open Addendum		View > [Form] > Addenda OR Right-click the form icon > View > Addenda OR Right-click the Addendum icon > View OR Right-click > Addendum Writer OR Ctrl+A OR Click the Addendum Tab
Open Addendum Section		View > [Form] > Addenda OR Right-click the Addendum icon and select View > [Form] > Addenda OR Right-click > Addendum Writer OR Ctrl+A
Close Addendum		ESC
Delete Entire Addendum		Edit > Clear OR Right-click > Clear OR Ctrl+Delete OR Ctrl+Y
Page Break		Ctrl+Enter
Edit Section Header		Double-click an Addendum Header OR Right-click a Header > Edit Header OR Ctrl+Shift+E