

XACTCONTENTS®

XactContents Keyboard Shortcuts & Hotkeys

WINDOWS KEYBOARD SHORTCUTS & HOTKEYS

Alt + combination of keys	Pressing the alt key on your keyboard will underline letters in the menu. By pressing the letter, you are able to access the feature.
F1	Universal Help in most windows programs
Cntrl + A	Select all text
Cntrl + X	Cuts selected item
Cntrl + C	Copy selected item
Cntrl + V	Pastes items from the clipboard
Cntrl + Z	Undoes the last action (undo)
Alt + Tab	Cycle through open programs
Shift + Alt + Tab	Cycle backwards through open programs
Shift + Tab	Jump between fields
Spacebar	Push buttons that are selected
Enter	Activates the OK button in most windows
Escape	Cancels or closes the open window

XACTCONTENTS KEYBOARD SHORTCUTS

Cntrl + I	Opens the Insured Info sub tab
Cntrl + L	Opens the Coverage Loss sub tab
Cntrl + P	Opens the Parameters sub tab
Cntrl + Q	Opens Quick Entry
Cntrl + E	Opens Estimate items
F5	Opens any smart list
F8	Views the selected items description
F9	Adds a line item attachment
Cntrl + Enter	Adds a line item attachment
Enter	Adds a line item
F10	Save Macro
Shift + F10	Retrieve Macro
Cntrl + Shift + S	Begins the search of the selected items
Cntrl + R	Shows or hides vendor items
Cntrl + T	Opens the totals report
Cntrl + F7	Opens the Estimate Reports window
Cntrl + Shift + Y	Opens the Payment Tracker
Cntrl + G	Jumps to a specific line item number in the Payment Tracker
Cntrl + F	Opens a search dialog in the Payment Tracker