

# TOTAL

Using these shortcuts, you can get many tasks done without taking your hands off the keyboard. Keep this reference card handy to cut down on the time spent writing your reports.

## PowerView Shortcuts

<b>CTRL + SHIFT+ F</b>	Opens the Forms PowerView
<b>CTRL + SHIFT + C</b>	Opens the Side-By-Side PowerView
<b>CTRL + SHIFT + P</b>	Opens the Photos PowerView
<b>CTRL + SHIFT + S</b>	Opens the Sketch PowerView
<b>CTRL + SHIFT + N</b>	Opens the Notes PowerView
<b>CTRL + SHIFT + O</b>	Opens the Assignment PowerView
<b>CTRL + SHIFT + W</b>	Opens the Workfile PowerView
<b>CTRL + SHIFT + E</b>	Opens the E&O PowerView
<b>CTRL + SHIFT + A</b>	Opens the Addenda PowerView
<b>CTRL + SHIFT + T</b>	Opens the Worksheet PowerView

## QuickList Shortcuts

<b>CTRL + F9 or ALT + O</b>	Creates a new QuickList entry for the current field
<b>F9</b>	Shows/hides QuickLists
<b>ALT + 1, ALT + 2, ETC.</b>	Uses the numbered QuickList item for the current field

## File Manager Shortcuts

<b>ALT + F</b>	Opens the File menu
<b>ALT + O</b>	Opens the Folder menu
<b>ALT + T</b>	Opens the Tools menu
<b>ALT + H</b>	Opens the Help menu
<b>F1</b>	Opens the online help system
<b>CTRL + S</b>	Saves the currently open file
<b>CTRL + N</b>	Starts a new report
<b>CTRL + P</b>	Prints the current report
<b>CTRL + C</b>	Copies the field or the selected text to the clipboard
<b>CTRL + X</b>	Cuts the field or the selected text
<b>CTRL + V</b>	Pastes the contents of the clipboard at the cursor position
<b>CTRL + O</b>	Opens the selected report
<b>CTRL + E</b>	Opens a Windows Explorer dialog to find and open a report
<b>CTRL + F</b>	Opens the Advanced Search
<b>CTRL + SHIFT + N</b>	Creates a new folder

## CTRL + SHIFT + D

Deletes the selected folder

## ALT + SHIFT + D

Creates a new attached directory

## DEL

Deletes the selected file or text

## ALT + F, THEN 1, 2, 3, ETC.

Opens the most recently opened reports by number

## ALT + F4

Closes TOTAL

## Comps Shortcuts

## =0, =1, =2, ETC.

Copies data from the comp number specified. When used in the first line of the address, it copies the entire comparable.

## F2

Pushes the contents of the current field forward to all higher-numbered comps

## = =

When typed at the beginning of the first line of the comparable, clears all data and calculations from that comparable

## Forms PowerView Shortcuts

<b>ENTER</b>	Moves to the next logical field
<b>SHIFT + ENTER</b>	Moves to the previous logical field
<b>TAB</b>	Moves one field to the right
<b>SHIFT + TAB</b>	Moves one field to the left
<b>CTRL + LEFT OR RIGHT ARROW</b>	Moves to the left/right field until you reach the end of the form line
<b>CTRL + HOME</b>	Moves to the first field on the current form
<b>CTRL + END</b>	Moves to the last field on the current form
<b>CTRL + PAGE UP</b>	Jumps to the previous form listed in the table of contents
<b>CTRL + PAGE DOWN</b>	Jumps to the next form listed in the table of contents
<b>SPACE</b>	In a checkbox field, toggles checked/unchecked, then moves to the next logical field
<b>F1</b>	Opens the help system
<b>F5</b>	Opens the Change Case dialog for the entire report
<b>F6</b>	Overrides "Numbers Only" field format
<b>F7</b>	Checks spelling of entire report
<b>F8</b>	Shows/hides the Images Ribbon

<b>F9</b>	Shows/hides QuickLists
<b>ALT + F7</b>	Checks spelling of the current field
<b>CTRL + A</b>	Selects all text in current field
<b>CTRL + B</b>	Bolds selected text
<b>CTRL + F</b>	Opens Find & Replace dialog
<b>CTRL + G</b>	Opens the Square Footage Adjuster
<b>CTRL + D</b>	Inserts current date
<b>CTRL + L</b>	Locks the current field
<b>CTRL + K</b>	Completely clears the current field
<b>CTRL + M</b>	Opens the calculator
<b>CTRL + W</b>	Fills the window with the current form by zooming
<b>SHIFT + DEL</b>	Completely clears the current form
<b>CTRL + Z</b>	Undoes last action. Press multiple times to undo multiple actions.
<b>CTRL + Y</b>	Redoes last undo. Press multiple times to redo multiple actions.
<b>CTRL + S</b>	Saves the currently open file
<b>CTRL + P</b>	Prints the current report
<b>CTRL + F4</b>	Closes the current report
<b>CTRL + O</b>	Opens the File Manager (Appraisal Desktop)
<b>ALT + F, THEN 1, 2, 3, ETC.</b>	Opens the most recently opened reports by number

<b>ALT + DOWN ARROW</b>	Displays context-sensitive drop-down boxes such as Recent Responses or Contacts
<b>SHIFT + CLICK</b>	Selects a range of fields. Click the first field, then SHIFT + CLICK the last field to select all fields between.

## Contents Shortcuts

<b>CTRL + T</b>	Opens the Contents window
<b>F2</b>	Renames the selected form in your report
<b>F3</b>	Searches again for the term in the "Look For" box

## Worksheet Shortcuts

<b>ALT + L</b>	Links the currently selected cell in the worksheet
<b>ALT + D</b>	Links the currently selected field in your form
<b>ALT + U</b>	Unlinks the selected field or cell

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