

# Aurora Shortcuts



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.

## WinTOTAL Keystrokes

<b>F1</b>	Opens the online help system
<b>CTRL + S</b>	Saves the currently open file
<b>CTRL + P</b>	Prints the currently open report
<b>CTRL + N</b>	Starts a new report
<b>CTRL + F4</b>	Closed the current report
<b>ALT + F4</b>	Closes WinTOTAL
<b>CTRL + C</b>	Copies either the field or selected text to the clipboard
<b>CTRL + X</b>	Cuts either the field or selected text to the clipboard
<b>CTRL + V</b>	Pastes clipboard contents into selected field at the cursor.
<b>CTRL + O</b>	Allows you to browse to a report you'd like to open.

## PowerView Shortcuts

The following keystrokes open the corresponding PowerView:

<b>CTRL + SHIFT + O</b>	Order PowerView
<b>CTRL + SHIFT + F</b>	Forms PowerView
<b>CTRL + SHIFT + C</b>	Comps PowerView

<b>CTRL + SHIFT + I</b>	Images PowerView
<b>CTRL + SHIFT + S</b>	Sketch PowerView
<b>CTRL + SHIFT + M</b>	Maps PowerView
<b>CTRL + SHIFT + W</b>	Workfile PowerView
<b>CTRL + SHIFT + A</b>	Opens the Addenda view
<b>CTRL + SHIFT + K</b>	Opens the Worksheet view
<b>CTRL + SHIFT + E</b>	Opens the Errors & Omissions view

## Forms PowerView

<b>ENTER</b>	Moves to the next logical field on the form
<b>SHIFT + ENTER</b>	Moves to the previous logical field on the form
<b>TAB</b>	Emulates typewriter by moving one field to the right
<b>SHIFT + TAB</b>	Moves the cursor one field to the left.
<b>CTRL + Left or Right Arrow</b>	Moves to the left/right field until you reach the end of a form line
<b>CTRL + HOME / END</b>	Jumps to the first/last field on the current form

## CTRL + Page Up / Page Down SPACE

Jumps to the previous or next form listed in the Table of Contents of the open report

In checkbox fields, Space toggles the checkbox between clear and filled (checked) and moves to the next checkbox group

## SHIFT + CLICK

Selects multiple consecutive fields. Click the first field, hold down the SHIFT key, and click the last field

## CTRL + CLICK

Selects multiple non-consecutive fields. Hold down the CTRL key while clicking fields

## ALT + DOWN ARROW

Displays any drop down menu associated with the current field, such as the Recent Responses or contacts

## F6

Overrides the "numbers only" format in the current field

## F7

Spell checks the entire report

## ALT + S

Spell checks the currently selected field

## F11

Toggles the form icons (contacts, calendars, etc...) on and off

## ALT + C

Opens the Contents widow to select forms

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<b>ALT + G</b>	Signs or removes signature from the current file
<b>ALT + I</b>	Opens the Map Wizard
<b>CTRL + D</b>	Inserts the current date into a field
<b>CTRL + B</b>	Bolds the highlighted text
<b>CTRL + I</b>	Italicizes the highlighted text
<b>CTRL + U</b>	Underlines the highlighted text
<b>CTRL + K</b>	Completely erases a field
<b>SHIFT + DEL</b>	Completely clears the current form
<b>CTRL + L</b>	Locks the current field
<b>CTRL + M</b>	Opens the Calculator window
<b>CTRL + T</b>	Opens the Contents view
<b>CTRL + P</b>	Prints the open report
<b>CTRL + SHIFT + P</b>	Prints the current form
<b>CTRL + W</b>	Zooms the width of the form to fit your screen

## QuickLists

<b>F9</b>	Shows or hides the QuickList menu
<b>CTRL + F9</b>	Creates a QuickList entry for the currently highlighted fields
<b>ALT + 1, ALT + 2, etc.</b>	Uses the QuickList item for the current field

## Side by Side Comps

<b>F2</b>	Pushes the contents of the current field forward to all higher-numbered comps
<b>=0, =1, =3, etc.</b>	Copies data from the comparable number specified. When used in the first line for the address, it copies the entire comparable
<b>==</b>	When used in the top line of a comp, clears all data and calcs

## Contents

<b>F2</b>	Rename the forms in your report
<b>F3</b>	Searches for a particular form. Pressing F3 again skips to the next instance of the form you searched for
<b>DEL</b>	Deletes the selected form from the current report.

## File Cabinet

<b>ALT + D or DEL</b>	Deletes the currently selected file
<b>ALT + V</b>	Sends the currently selected file to the Vault
<b>ALT + Y</b>	Opens the Move/Copy dialog box
<b>ALT + F, then 1, 2, 3, etc.</b>	Opens the most recent reports you had open. You can use any number from 1-9 to open the corresponding report

<b>CTRL + F</b>	Opens the Advanced Find dialog box to help you search for a report
<b>CTRL + P</b>	Opens the File Cabinet's Print dialog box
<b>SHIFT + CLICK</b>	Selects multiple, consecutive reports. Click the first file, hold down the SHIFT key, and click the last file in the list
<b>CTRL + CLICK</b>	Selects multiple, non-consecutive reports. Hold down the CTRL key while clicking individual reports

## QuickPix

<b>CTRL + T</b>	Opens camera setup
<b>CTRL + P</b>	Loads all previews from camera or disk
<b>CTRL + M</b>	Marks all previews for downloading
<b>CTRL + U</b>	Unmarks all photo previews
<b>CTRL + R</b>	Retrieves photos once previews have been marked
<b>SHIFT + DEL</b>	Clears all fields typed next to previews

## Contacts

<b>CTRL + A</b>	Add a contact
<b>CTRL + E</b>	Edit the selected contact
<b>CTRL + D</b>	Delete the selected contact(s)