



ClickFORMS Keyboard Shortcuts

Shortcut Keys

| | |
|---|------------------|
| Launch Tell Me How | F1 |
| Copy Description To All Comps | Ctrl + = |
| Copy subject description to any comp | = 0 |
| Copy comp #1 description to subject or any comp | = 1 |
| Copy comp #2 description to subject or any comp | = 2 |
| Copy comp #3 description to subject or any comp | = 3 |
| Copy comp #X description to subject or any comp | = X |
| Edit Comparable | Ctrl + E |
| Insert Image From File | Ctrl + G |
| Program Preferences | Ctrl + K |
| Cell Preferences | Shift + Ctrl + I |
| Show/Hide Forms Library | Ctrl + L |
| Auto Display Responses | Ctrl + R |
| Carryover Comments (must be in comment field) | Ctrl + Y |
| Show Responses | F2 |
| Expand All Pages | F3 |
| Collapse All Pages | Shift + F3 |
| Show/Hide Forms Manager | F4 |
| Auto Adjustments | Shift + Ctrl + A |
| Template List | Ctrl + N |
| Empty Container | Ctrl + Alt + N |
| Increase Font Size | Ctrl +] |
| Decrease Font Size | Ctrl + [|
| Center Align Text | Ctrl + Alt + C |
| Left Align Text | Ctrl + Alt + L |
| Right Align Text | Ctrl + Alt + R |
| Set Bold On/Off | Ctrl + B |
| Set Italic On/Off | Ctrl + I |
| Underline | Ctrl + U |
| Insert Today's Date | Ctrl + D |
| Page Navigator | Ctrl + J |
| Move Cursor In Any Direction | Arrow Keys |
| Move Cursor From Cell to Cell | Tab or Enter |
| Previous Cell | Ctrl + T |
| Find and Replace | Ctrl + F |
| Select All | Ctrl + A |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Cut | Ctrl + X |
| Undo | Ctrl + Z |
| Open | Ctrl + O |
| Close | Ctrl + W |
| Print | Ctrl + P |
| Exit | Ctrl + Q |
| Clear | Delete |
| Save | Ctrl + S |
| Save Responses | Shift + F2 |
| Edit Responses | Shift + F2 |
| Cell Spell Checker | Ctrl + F7 |
| Page Spell Checker | Shift + F7 |
| Report Spell Checker | F7 |

Tech Support

| | |
|-------|---|
| Email | Support@BradfordSoftware.com |
| Chat | Available from "Help" Menu in ClickFORMS |
| Phone | 1-800-622-8727 Mon-Fri: 8am-6pm PT Sat-Sun 8am-3pm PT |

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Bradford Technologies • 800-622-8727 • www.Bradfordsoftware.com

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Tech Support

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|-------------------------------|----------------|
| Report Spell Checker | F7 |
| Page Spell Checker | Shift + F7 |
| Cell Spell Checker | Ctrl + F7 |
| Edit Responses | Shift + F2 |
| Save Responses | Shift + F2 |
| Find and Replace | Ctrl + F |
| Previous Cell | Ctrl + T |
| Move Cursor From Cell to Cell | Tab or Enter |
| Move Cursor In Any Direction | Arrow Keys |
| Page Navigator | Ctrl + J |
| Insert Today's Date | Ctrl + D |
| Underline | Ctrl + U |
| Set Italic On/Off | Ctrl + I |
| Set Bold On/Off | Ctrl + B |
| Right Align Text | Ctrl + Alt + R |
| Left Align Text | Ctrl + Alt + L |
| Center Align Text | Ctrl + Alt + C |
| Decrease Font Size | Ctrl + [|
| Increase Font Size | Ctrl +] |

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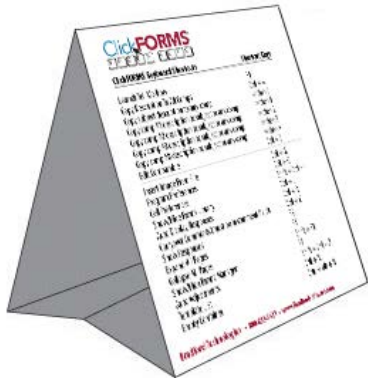
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| Copy comp #X description to subject or any comp | = X |
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Fold

ClickFORMS®

S P E E D K E Y S



Fold the table tent as shown for your desktop



Tape the long monitor version for easy viewing

