

# ClickFORMS™ Quick Start Guide

Use the Help menu on the ClickFORMS toolbar to access technical documentation, check for updates, and request technical assistance; or visit our website at [bradfordsoftware.com](http://bradfordsoftware.com).

## Forms Manager

Click on any page in the Forms Manager to display that page in your workspace. Select a form in your report and click the up or down arrows, or simply click and drag to change its order in the report. Select a form in your report and delete it using the Trash Can button.

## Form Converting

Simply drag in a new main form, then delete the old form to convert your report.

## Templates

Organize your forms, then click **File ▶ Save as Template** to create a template. All template files are saved in a folder called Templates. To start a new report from an existing Template, click on **File ▶ New ▶ Report from template**.

## Auto Adjustments

To display this dialog, go to **Cells ▶ Auto Adjustments**:

*One Time Adjustment:* Complete the Auto Adjustment setting dialog and click **OK**.

*Permanent Adjustments:* Complete the Auto Adjustment setting dialog, check **"Use these adjustment values in new reports"**, click **"Save List as"**, then type a name in the box. To finish, click **OK**.

## Photos

Add any number of photos, of any size, to your Photo Addendums using the Photo-Sheet tool. Simply select **Tools ▶ Photo-Sheet**. Once your photos are loaded, drag and drop your photos into your report.

## Image Editor

Using the built-in Image Editor you can crop, lighten or darken and rotate images. You can also "optimize" the images in your report to save disk space and avoid issues attaching reports to emails. Click **Tools ▶ Image Editor** to begin editing.

## Standard Responses

Drop-down menus enable you to select pre-defined responses quickly and conveniently while typing your report.

## Automatically Display Responses:

Enabling this feature will provide a list of your saved responses as you tab through fields. To activate, click **Cells ▶ Auto Display Responses [Ctrl+R]**.

*Saving a Response:* Press **Ctrl+F2** to save a response to any particular cell. To display your saved responses, press **F2**.

*Editing Your Responses:* Press **Ctrl+F2** or go to **Cells ▶ Edit Responses**.

## Location Maps

Comparables Maps can be generated in seconds with GeoLocator or the built-in Online Location Maps. Access Location Maps by selecting **Services ▶ New Location Map**, or double-click the location map page.

## Sketching

Click the **Tools** menu, then select your sketch program to begin sketching. Once your sketch is complete, close the sketch program and transfer your completed sketch back into the report.

## Emailing Reports

You can email reports in ClickFORMS (.clk) or PDF (.pdf) format directly from the program. To send email from ClickForms click **File ▶ Send To**, then choose to send either a PDF or .clk attachment. A new mail window will open with the report attached.

## Comparables Database

Import comparables from a report directly into the database. In the Comparables screen, click **Record ▶ Import from Report** and then select the comps you wish to import: Subject, All Comps or Individual Comparables.

## Neighborhood Database

Click **Lists ▶ Show Neighborhood List**. In the Neighborhood List window, click **New/Load from Report**. You'll see the neighborhood information displayed. Once you've verified or changed any of the information, click **Save**.

# ClickFORMS™ Quick Reference

## Function Hot Keys

<b>F1</b>	Open "Tell Me How" Series
<b>F2</b>	Display Responses
<b>F3</b>	Expand all Pages
<b>F4</b>	Show/Hide Forms Manager
<b>F7</b>	Activate Spell Checker
<b>Ctrl+F7</b>	Spell Check Cell
<b>Shift+F7</b>	Spell Check Page
<b>Shift+F2</b>	Edit Responses
<b>Ctrl+F2</b>	Save Response
<b>Shift+F3</b>	Collapse All Pages
<b>Alt+F4</b>	Close ClickFORMS
<b>Ctrl+F4</b>	Close the active report

## Standard Hot Keys

<b>Ctrl+N</b>	Open Template List
<b>Ctrl+Alt+N</b>	Open a New Container Window
<b>Shift+Ctrl+O</b>	Open a Toolbox Report
<b>Ctrl+O</b>	Open a ClickFORMS Report
<b>Ctrl+W</b>	Close a ClickFORMS Report
<b>Ctrl+S</b>	Save
<b>Ctrl+P</b>	Print
<b>Ctrl+Q</b>	Quit ClickFORMS
<b>Ctrl+Z</b>	Undo the last keystroke
<b>Ctrl+A</b>	Select All
<b>Ctrl+C</b>	Copy
<b>Ctrl+V</b>	Paste
<b>Del</b>	Clear
<b>Ctrl+L</b>	Show/Hide Forms Library
<b>Ctrl+R</b>	Activate Auto-Display Responses
<b>Ctrl+T</b>	Go to next/previous cell
<b>Ctrl+E</b>	Edit Comparables
<b>Shift+Ctrl+A</b>	Open Auto Adjustments

## Text Editing

<b>Ctrl+B</b>	Bold on/off
<b>Ctrl+I</b>	Italics on/off
<b>Shift+Ctrl+R</b>	Set Right Justification
<b>Shift+Ctrl+L</b>	Set Left Justification
<b>Shift+Ctrl+C</b>	Set Center Justification
<b>Ctrl+[</b>	Decrease Font Size
<b>Ctrl+] </b>	Increase Font Size

## Navigation

<b>Tab</b>	Move from Cell to Cell
<b>Arrow Key</b>	Move in the Selected direction
<b>Ctrl+T</b>	Go to Previous Cell
<b>Ctrl+Click</b>	Select Multiple Check Boxes
<b>Ctrl+F</b>	Find and Replace
<b>Shift+Ctrl+I</b>	Cell Preferences
<b>Ctrl+D</b>	Insert Today's Date
<b>Right Click on a Cell</b>	Display contextual menu of cell options
<b>Ctrl+K</b>	Activate Preferences Window