CaseMap® Keyboard Shortcut Keys Quick Reference

Shortcut Keys for Spreadsheet Views

Key(s)	Function
*Insert	Adds a new record to any spreadsheet
Ctrl+Insert	Inserts a copy of the selected record
Ctrl+'	Copies the value in the spreadsheet cell above to the selected cell
Esc	Cancels out of message boxes
Delete	Deletes the characters or contents of a selected cell
Ctrl+Delete	Deletes a record
F1	Opens Online Help
F2	Accesses Edit mode within a cell
Ctrl+F2	Opens the Object Detail Window
F5	Refreshes the spreadsheet view
F7	Spell checker
Shift+F10	Displays the shortcut (right-click) menu that includes cut, copy, and paste functions
*Ctrl+1	Opens the Facts spreadsheet
*Ctrl+2	Opens the Objects – Documents spreadsheet
*Ctrl+3	Opens the Issues spreadsheet
*Ctrl+4	Opens the Questions spreadsheet
*Ctrl+5	Opens the Research Authorities spreadsheet
*Ctrl+6	Opens the Research – Extract from Authorities spreadsheet
*Ctrl+7	Opens the Research – Authorities and Extracts spreadsheet
*Ctrl+A	Opens the Add Object dialog when you are in any of the description fields, such as Fact Text, Source(s), Author(s) and Recipients(s) that have the link icon in the field header
*Ctrl+C	Copies selected text to the clipboard
Ctrl+D	Opens the Object Detail box when you are in any of the description fields, such as Fact Text, Source(s), Authors, and Recipient(s) that have the link icon in the field header
Ctrl+E	Posts changes to a record when editing an existing record or adding a record
Ctrl+F	Opens the Find dialog box
Ctrl+G	Runs an instant tag
Ctrl+H	Opens the Replace dialog box
Ctrl+O	Opens the Connect to CaseMap Server dialog box to open a SQL case
Ctrl+P	Opens the Print dialog box
*Ctrl+R	Runs an instant filter on any value that you select in any spreadsheet cell
*Ctrl+V	Pastes selected text to the clipboard
Ctrl+X	Cuts selected text to the clipboard
Ctrl+Z	Undo changes made to a text or description field prior to refreshing

*Most Useful Keyboard Shortcut Keys

Shortcut Keys for Spreadsheet Views (Continued)

Key(s)	Function
Ctrl+Shift+Z	Redo changes made to a text or description field prior to refreshing
*Ctrl+Space Bar	Opens the Link Assistant when you're working in one of the description fields, such as Fact Text, Source(s), Author(s) and Recipient(s)
Spacebar	Toggles the state of check boxes or option buttons
Home	Moves cursor to the beginning of a line
End	Moves cursor to the end of a line
Ctrl+Home	Moves cursor to the beginning of the transcript
Ctrl+End	Moves cursor to the end of the transcript
*Tab	Moves selection to the next cell to the right in a spreadsheet row
*Shift+Tab	Moves selection back one cell to the left
*Left or Right Arrow	Moves selection left or right across cells in a single record
*Up or Down Arrow	Moves selection up or down across cells in a single field
Ctrl+Up or Down Arrow	Moves selection up or down across cells in a single field
Ctrl+Shift+Left Arrow	Selects the entire word to the left of the cursor position
Ctrl+Shift+Right Arrow	Selects the entire word to the right of the cursor position
Alt+Down Arrow	Opens the window associated with clicking the elipse button (...) Opens a drop-down list of options that may be associated with a field
Ctrl+Left or Right Arrow	Moves the cursor one word at a time left or right from the current position within a cell Moves the selected cell to the first or last cell in the record

Shortcut Keys for Dialog Boxes

Key(s)	Function
*Spacebar	Toggles the state of checkboxes or option buttons
Esc	Cancels out of message boxes
Shift+F10	Displays the shortcut (right-click) menu that includes cut, copy, and paste functions
*Tab	Moves field selection left to right and top to bottop with a dialog box
Shift+Tab	Moves field selection from right to left and bottom to top with a dialog box
Ctrl+Left or Right Arrow	Moves the cursor one word at a time left or right from the current position (in Edit mode)
Ctrl+Shift+Left Arrow	Selects the entire word to the left of the cursor position
Ctrl+Shift+Right Arrow	Selects the entire word to the right of the cursor position

Shortcut Keys for Bates Numbering	
Key(s)	Function
*Ctrl+Right Arrow	Copies the value of the last record's Bates-End cell and increments it by one in the Bates-Begin cell
*Ctrl+Up Arrow	Increases the value of the Bates-Begin and Bates End cells by one
Ctrl+Down Arrow	Decreases the value of the Bates-Begin and Bates-End cells by one

Shortcut Keys for CaseMap Application	
Key(s)	Function
F10	Activates the File menu
Alt + Spacebar	Displays the system menu with choices to re-store, move, or resize the window
Esc	Cancels out of message boxes
Alt + F4	Closes the CaseMap application (without an open dialog box)
Ctrl + O	Opens the Connect to CaseMap Server dialog box to open a SQL case.

Customizing Keyboard Shortcut Quick Reference

To Customize a Keyboard Shortcut

1. In the Tools menu, select Customize.
2. Click the Keyboard button to open the Customize dialog box.
3. In the Categories list, select the menu for which you want to assign a command.

4. In the Commands list, select the command (or ac-tion) you want to use.
   If there is already a keyboard shortcut for this category or command, it will display in the Current keys box with a description below indicating its current use.
5. In the Press new shortcut key box, type in the short-cut key you want to use (ex: Ctrl + S).
6. Click the Assign button to save your new shortcut key.
7. Click Close twice to return to CaseMap.

   *See the CaseMap Answer Center to learn how to un-assign or edit an existing keyboard shortcut.

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