

Keyboard Shortcuts

On any ProForm screen, you can use the following keystrokes to access SoftPro features, enter data, or move around:

<F1>	Displays context-sensitive help for the current field or dialog box.
<F2>	Erases contents of a field.
<F7>	Spell Check.
<F8>	Displays the SoftPro Calculator.
<F6> or <Ctrl+G>	Displays the GoTo dialog box.
<F9> or <Ctrl+L>	Displays the Look-up Table dialog box.
<Ctrl+S>	Saves the current file.
<Ctrl+A>	In scrollable fields, inserts the current date, time, and user name on a single line.
<Ctrl+E>	Opens the Express Order Entry screen.
<Ctrl+N>	Opens the New file window.
<Ctrl+O>	Opens the Open existing file window.
<Alt+S>	Opens the Search window.
<Ctrl+S>	Saves current changes.
<Ctrl+P>	Opens the ReadyDocs Selection Screen for printing.
<Ctrl+Home>	Brings Main Folder to top.
<Alt+G>	Activates General Tab.
<Alt+O>	Activates Order Tracking Tab.
<Alt+I>	Activates Title Insurance Tab.
<Alt+H>	Activates HUD-1 Tab.
<Alt+N>	Activates NC Bar Forms Tab.
<Shift+F6> or <Ctrl+T>	Inserts current system time into time, alphanumeric, and scrollable fields.
<Shift+F8> or <Ctrl+U>	Inserts current user's initials into alphanumeric and scrollable fields at the cursor's current position.
<Shift+F5> or <Ctrl+D>	Inserts current system date into date, alphanumeric, and scrollable fields.
<Ctrl+C>	Copies selection to the Windows Clipboard.
<Ctrl+V>	Pastes selection from the Windows Clipboard to the cursor's current position.
<Ctrl+X>	Cuts selection from current position to Windows Clipboard.
<Ctrl+Z>	Expands scrollable field to read from or write to a text file.
<BackSpace>	Deletes previous character and moves cursor one space to the left.
<Delete>	Deletes current character or highlighted text.
<Space>	Inserts space or deletes highlighted text.
<Tab> or <Enter>	Moves cursor to beginning of next field.
<Shift+Tab>	Moves cursor to beginning of previous field.
<Esc> or <Alt+F4>	Closes current dialog box or pop-up screen.
<Home>	Moves cursor to beginning of current field.
<End>	Moves cursor to end of current field.
<Down Arrow>	Moves cursor to next character, or next item in a combo box or radio button field.

<Left Arrow>	Moves cursor left one position, or previous item in a combo box or radio button field. <Ctrl+Left Arrow> moves cursor left one word.
<Right Arrow>	Moves cursor right one position, or next item in a combo box or radio button field. <Ctrl+Right Arrow> moves cursor right one word.
<PgUp>	Moves to previous data entry screen
<PgDn>	Moves to next data entry screen.
<Alt+###>	Inserts the ASCII character specified by the numeral (###) at the current cursor position.

You can use the following keystrokes to access SoftPro features, enter data, or move around in ProTrust:

<F1>	Displays context-sensitive help for the current field or dialog box.
<F2>	Erases contents of a field.
<F8>	Displays the SoftPro Calculator.
<Ctrl+S>	Save ledger changes.
<Ctrl+F2>	Clears all fields in a search window.
<Ctrl+I>	Import a ProForm data file
<Ctrl+C>	Copies selection to the Windows Clipboard.
<Ctrl+V>	Pastes selection from the Windows Clipboard to the cursor's current position.
<Ctrl+X>	Cuts selection from current position to Windows Clipboard.
<Ctrl+Z>	Undo previous selection.
<Esc> or <Alt+F4>	Closes current dialog box or pop-up screen.
<Ctrl+A>	Add new transaction.
<Ctrl+E>	Edit current transaction.
<Ctrl+D>	Delete current transaction.
<F4>	Transfer In/Out.
<Ctrl+B>	Test & Re-compute ledger balances.
<Ctrl+R>	Opens Reconciliation process.
<Ctrl+T>	Opens Trust Account Codes screen.
<BackSpace>	Deletes previous character and moves cursor one space to the left.
<Delete>	Deletes current character or highlighted text.
<Space>	Inserts space or deletes highlighted text.
<Tab> or <Enter>	Moves cursor to beginning of next field.
<Shift+Tab>	Moves cursor to beginning of previous field.
<Esc> or <Alt+F4>	Closes current dialog box or pop-up screen.
<Home>	Moves cursor to beginning of current field.
<End>	Moves cursor to end of current field.
<Up Arrow>	Moves cursor to previous character, or previous item in a combo box or radio button field.
<Down Arrow>	Moves cursor to next character, or next item in a combo box or radio button field.
<Left Arrow>	Moves cursor left one position, or previous item in a combo box or radio button field. <Ctrl+Left Arrow> moves cursor left one word.
<Right Arrow>	Moves cursor right one position, or next item in a combo box or radio button field. <Ctrl+Right Arrow> moves cursor right one word.

You can use the following keystrokes to access SoftPro features, enter data, or move around in **Pro1099**:

<F1>	Displays context-sensitive help for the current field or dialog box.
<F2>	Erases contents of a field.
<Ctrl+F2>	Clears all fields in the search window.
<Ctrl+S>	Save record changes.
<Ctrl+I>	Import a ProForm data file
<Ctrl+C>	Copies selection to the Windows Clipboard.
<Ctrl+V>	Pastes selection from the Windows Clipboard to the cursor's current position.
<Ctrl+X>	Cuts selection from current position to Windows Clipboard.
<Ctrl+Z>	Undo previous selection.
<Esc> or <Alt+F4>	Closes current dialog box or pop-up screen.
<BackSpace>	Deletes previous character and moves cursor one space to the left.
<Delete>	Deletes current character or highlighted text.
<Space>	Inserts space or deletes highlighted text.
<Tab> or <Enter>	Moves cursor to beginning of next field.
<Shift+Tab>	Moves cursor to beginning of previous field.
<Esc> or <Alt+F4>	Closes current dialog box or pop-up screen.
<Home>	Moves cursor to beginning of current field.
<End>	Moves cursor to end of current field.
<Up Arrow>	Moves cursor to previous character, or previous item in a combo box or radio button field.
<Down Arrow>	Moves cursor to next character, or next item in a combo box or radio button field.
<Left Arrow>	Moves cursor left one position, or previous item in a combo box or radio button field. <Ctrl+Left Arrow> moves cursor left one word.
<Right Arrow>	Moves cursor right one position, or next item in a combo box or radio button field. <Ctrl+Right Arrow> moves cursor right one word.