



Xactimate Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Go to Insured Info	Ctrl + N	Most used Xactimate Shortcuts
2	Go to Parameters	Ctrl + R	Most used Xactimate Shortcuts
3	Open Digital Images	Ctrl + I	Most used Xactimate Shortcuts
4	Go to XactContents	Ctrl + Q	Most used Xactimate Shortcuts
5	Go to Estimate Items, Line Item Entry	Ctrl + E	Most used Xactimate Shortcuts
6	Open Estimate Reports	Ctrl + P	Most used Xactimate Shortcuts
7	Open Underwriting Checklist	Ctrl + W	Most used Xactimate Shortcuts
8	Go to Coverage/Loss	Ctrl + L	Most used Xactimate Shortcuts
9	Go to Sketch	Ctrl + K	Most used Xactimate Shortcuts
10	Open Totals Summary Report	Ctrl + T	Most used Xactimate Shortcuts
11	Copy	Ctrl + C	Most used Xactimate Shortcuts
12	Paste	Ctrl + V	Most used Xactimate Shortcuts
13	Cut	Ctrl + X	Most used Xactimate Shortcuts
14	Delete	Delete	Most used Xactimate Shortcuts
15	Undo	Ctrl + Z	Most used Xactimate Shortcuts
16	Room	R	Most used Xactimate Shortcuts
17	Wall	Shift + W	Most used Xactimate Shortcuts
18	Roof	F	Most used Xactimate Shortcuts
19	Browse Roof Types	Spacebar	Most used Xactimate Shortcuts
20	Dormer	E	Most used Xactimate Shortcuts
21	Staircase	C	Most used Xactimate Shortcuts
22	Deck	Shift + D	Most used Xactimate Shortcuts
23	Fence	Ctrl + F	Most used Xactimate Shortcuts
24	Doorway	D	Most used Xactimate Shortcuts
25	Window	W	Most used Xactimate Shortcuts
26	Missing Wall	M	Most used Xactimate Shortcuts
27	Square Break Tool	B	Most used Xactimate Shortcuts
28	Vertex Tool	V	Most used Xactimate Shortcuts
29	Flip Horizontally	[Most used Xactimate Shortcuts
30	Flip Vertically]	Most used Xactimate Shortcuts
31	Rotate Clockwise	Q	Most used Xactimate Shortcuts
32	Line Tool	Shift + \	Most used Xactimate Shortcuts
33	Arrow Tool	/	Most used Xactimate Shortcuts
34	Rectangle Tool	Shift + R	Most used Xactimate Shortcuts
35	Ellipse Tool	O	Most used Xactimate Shortcuts
36	Fill Tool	Shift + I	Most used Xactimate Shortcuts
37	Snap Line Tool	S	Most used Xactimate Shortcuts
38	Pan Tool On/Off	Spacebar	Most used Xactimate Shortcuts
39	Save Macro	Ctrl + Shift + M	Most used Xactimate Shortcuts
40	Open Macros	Ctrl + M	Most used Xactimate Shortcuts
41	Plan View	1	View Shortcuts
42	Elevation View	2	View Shortcuts
43	3D View	3	View Shortcuts
44	View top	Shift + 1	View Shortcuts
45	View front	Shift + 2	View Shortcuts
46	View back	Shift + 3	View Shortcuts
47	View left	Shift + 4	View Shortcuts
48	View right	Shift + 5	View Shortcuts



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49	View front left	Shift + 6	View Shortcuts
50	View front right	Shift + 7	View Shortcuts
51	View back left	Shift + 8	View Shortcuts
52	View back right	Shift + 9	View Shortcuts
53	Zoom Out	-	View Shortcuts
54	Zoom In	+	View Shortcuts
55	Zoom to Fit	Ctrl + -	View Shortcuts
56	Zoom to Selection	Ctrl + +	View Shortcuts
57	Default Zoom	Backspace	View Shortcuts
58	Save Current View	Shift + V	Others Shortcuts
59	Show or Hide Label	Shift + L	Others Shortcuts
60	Show or Hide Measurements	Shift + M	Others Shortcuts
61	Show or Hide Grid	Shift + G	Others Shortcuts
62	Show or Hide Outline	Shift + O	Others Shortcuts
63	Reset Window Layout	Ctrl + Shift + R	Others Shortcuts
64	Open Search Window	Ctrl + Shift + 1	Others Shortcuts
65	Open Images Window	Ctrl + Shift + 4	Others Shortcuts
66	Activate Item and Activities Window	Ctrl + Shift + 2	Others Shortcuts
67	Go to Next Level	Ctrl + Page Down key	Others Shortcuts
68	Go to Previous Level	Ctrl + Page Up key	Others Shortcuts
69	Switch Between Plan View and 3-D View	Shift + Spacebar	Others Shortcuts
70	Load Copy from Underlay Tool	U	Others Shortcuts
71	Cancel Active Tool	Esc	Others Shortcuts
72	Move workspace	Arrow keys	Others Shortcuts
73	Set Scale	G	Others Shortcuts
74	Orientation	N	Others Shortcuts
75	Block	O	Others Shortcuts
76	Reference Line	L	Others Shortcuts
77	Reference Area	A	Others Shortcuts
78	Reference Point	P	Others Shortcuts
79	Open Level Properties	Ctrl + Enter	Others Shortcuts
80	Annotation Text	T	Others Shortcuts
81	Create Roof	F	Others Shortcuts
82	Create Faces	C	Others Shortcuts
83	Ridge Line	R	Others Shortcuts
84	Hip Ridge Line	P	Others Shortcuts
85	Edge Line	E	Others Shortcuts
86	Auto Line Type	A	Others Shortcuts
87	Find Roof Perimeter	M	Others Shortcuts
88	Orientation	N	Others Shortcuts
89	Interior Line	I	Others Shortcuts
90	Valley	Y	Others Shortcuts
91	Select Alternate Rotation Line	Tab	Others Shortcuts
92	Hide Segmentation	Alt	Others Shortcuts
93	Shorter Rotation Lines	Left Arrow keys	Others Shortcuts
94	Longer Rotation Lines	Right Arrow keys	Others Shortcuts
95	Loosen perimeter	Up Arrow keys	Others Shortcuts
96	Tighten perimeter	Down Arrow keys	Others Shortcuts