



ChartNet Editor Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used ChartNet Editor Shortcuts
2	Cut	Ctrl + X	Most used ChartNet Editor Shortcuts
3	Paste	Ctrl + V	Most used ChartNet Editor Shortcuts
4	Undo	Ctrl + Z	Most used ChartNet Editor Shortcuts
5	Redo	Ctrl + Y	Most used ChartNet Editor Shortcuts
6	Delete unused headers	Ctrl + Q	Most used ChartNet Editor Shortcuts
7	Delete word right	Ctrl + Delete	Most used ChartNet Editor Shortcuts
8	Delete word left	Ctrl + Backspace	Most used ChartNet Editor Shortcuts
9	Make uppercase	Ctrl + Up Arrow key	Most used ChartNet Editor Shortcuts
10	Make lowercase	Ctrl + Down Arrow key	Most used ChartNet Editor Shortcuts
11	Find text	Ctrl + F	Most used ChartNet Editor Shortcuts
12	Replace text	Ctrl + H	Most used ChartNet Editor Shortcuts
13	Protect text	Ctrl + O	Most used ChartNet Editor Shortcuts
14	Clear protect	Ctrl + Shift + O	Most used ChartNet Editor Shortcuts
15	View report data screen	F2	Most used ChartNet Editor Shortcuts
16	Open spell check config	Ctrl + F3	Most used ChartNet Editor Shortcuts
17	Print preview	F5	Most used ChartNet Editor Shortcuts
18	Lookup previous report	F6	Most used ChartNet Editor Shortcuts
19	Template search	F8	Most used ChartNet Editor Shortcuts
20	View ccs	F9	Most used ChartNet Editor Shortcuts
21	View instructions	Ctrl + F8	Most used ChartNet Editor Shortcuts
22	View report notes	Ctrl + F9	Most used ChartNet Editor Shortcuts
23	Save and exit	F10	Most used ChartNet Editor Shortcuts
24	Reveal formatting	F11	Most used ChartNet Editor Shortcuts
25	Incomplete marker	Ctrl + G	Insert Shortcuts
26	Page break	Ctrl + P	Insert Shortcuts
27	Template	F8	Insert Shortcuts
28	Bookmark	Ctrl + K	Insert Shortcuts
29	Provider's full name	Ctrl + D	Insert Shortcuts
30	Provider's last name	Ctrl + Alt + D	Insert Shortcuts
31	Provider's signature #1	Ctrl + Alt + 1	Insert Shortcuts
32	Provider's signature #2	Ctrl + Alt + 2	Insert Shortcuts
33	Name & Address	Ctrl + A	Insert Shortcuts
34	Symbol	Ctrl + W	Insert Shortcuts
35	Special symbol	Ctrl + S	Insert Shortcuts
36	Exam description	Ctrl + F1	Insert Shortcuts
37	Non-breaking space	Ctrl + Shift + Spacebar	Insert Shortcuts
38	Center	Ctrl + E	Paragraph Formatting Shortcuts
39	Left justify	Ctrl + L	Paragraph Formatting Shortcuts
40	Right justify	Ctrl + R	Paragraph Formatting Shortcuts
41	Block justify	Ctrl + J	Paragraph Formatting Shortcuts
42	Indent	Ctrl + M	Paragraph Formatting Shortcuts
43	Remove indent	Ctrl + Shift + M	Paragraph Formatting Shortcuts
44	Remove indents & tabs	Ctrl + T	Paragraph Formatting Shortcuts
45	Hanging indent	F4	Paragraph Formatting Shortcuts
46	Remove hanging indent	Shift + F4	Paragraph Formatting Shortcuts
47	Bold	Ctrl + B	Character Formatting Shortcuts
48	Italics	Ctrl + I	Character Formatting Shortcuts
49	Underline	Ctrl + U	Character Formatting Shortcuts
50	Normal	Ctrl + N	Character Formatting Shortcuts
51	One character left	Shift + Left Arrow key	Select Shortcuts
52	One character right	Shift + Right Arrow key	Select Shortcuts
53	One word left	Ctrl + Shift + Left Arrow key	Select Shortcuts
54	One word right	Ctrl + Shift + Right Arrow key	Select Shortcuts
55	One line down	Shift + Down Arrow key	Select Shortcuts
56	One line up	Shift + Up Arrow key	Select Shortcuts
57	One paragraph down	Ctrl + Shift + Down Arrow key	Select Shortcuts
58	One paragraph up	Ctrl + Shift + Up Arrow key	Select Shortcuts
59	To start of report	Ctrl + Shift + Home	Select Shortcuts
60	To end of report	Ctrl + Shift + End	Select Shortcuts
61	To start of line	Shift + Home	Select Shortcuts
62	To end of line	Shift + End	Select Shortcuts
63	Next inc marker	Ctrl + Alt + I	Select Shortcuts
64	Next bookmark	F1	Select Shortcuts
65	Previous bookmark	Shift + F1	Select Shortcuts
66	Toggle playback	F12	Audio Shortcuts
67	Rewind	Ctrl + Shift + R	Audio Shortcuts
68	Fast forward	Ctrl + Shift + F	Audio Shortcuts
69	Go to Beginning	Ctrl + Shift + B	Audio Shortcuts



No.	Action	Windows Shortcuts	Section
70	Quick add	F7	Expandtype Shortcuts
71	Lookup	Ctrl + F7	Expandtype Shortcuts
72	Maintenance	Ctrl + Shift + F7	Expandtype Shortcuts
73	Don't expand	Alt then Alt	Expandtype Shortcuts
74	One character right	Left Arrow key	Navigation Shortcuts
75	One character left	Right Arrow key	Navigation Shortcuts
76	One line down	Down Arrow key	Navigation Shortcuts
77	One line up	Up Arrow key	Navigation Shortcuts
78	One word right	Ctrl + Left Arrow key	Navigation Shortcuts
79	One word left	Ctrl + Right Arrow key	Navigation Shortcuts
80	Move to end of line	End	Navigation Shortcuts
81	Move to start of line	Home	Navigation Shortcuts
82	Move paragraph up	Ctrl + Up Arrow key	Navigation Shortcuts
83	Move paragraph down	Ctrl + Down Arrow key	Navigation Shortcuts
84	Move to start of report	Ctrl + Home	Navigation Shortcuts
85	Move to end of report	Ctrl + End	Navigation Shortcuts
86	Scroll up	Page Up key	Navigation Shortcuts
87	Scroll down	Page Down key	Navigation Shortcuts

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