



ClickFORMS Keyboard Shortcuts

Shortcut Keys

Copy Description To All Comps	Ctrl + =
Copy subject description to any comp	= 0
Copy comp #1 description to subject or any comp	= 1
Copy comp #2 description to subject or any comp	= 2
Copy comp #3 description to subject or any comp	= 3
Copy comp #X description to subject or any comp	= X
Edit Comparable	Ctrl + E
Insert Image From File	Ctrl + G
Program Preferences	Ctrl + K
Check UAD Consistency	Ctrl + H
Turn On UAD Dialog	F8
Cell Preferences	Shift + Ctrl + I
Show/Hide Forms Library	Ctrl + L
Auto Display Responses	Ctrl + R
Carryover Comments (must be in comment field)	Ctrl + Y
Show Responses	F2
Expand All Pages	F3
Collapse All Pages	Shift + F3
Show/Hide Forms Manager	F4
Auto Adjustments	Shift + Ctrl + A
Template List	Ctrl + N
Empty Container	Ctrl + Alt + N
Increase Font Size	Ctrl +]
Decrease Font Size	Ctrl + [
Center Align Text	Ctrl + Alt + C
Left Align Text	Ctrl + Alt + L
Right Align Text	Ctrl + Alt + R
Set Bold On/Off	Ctrl + B
Set Italic On/Off	Ctrl + I
Underline	Ctrl + U
Insert Today's Date	Ctrl + D
Page Navigator	Ctrl + J
Move Cursor In Any Direction	Arrow Keys
Move Cursor From Cell to Cell	Tab or Enter
Previous Cell	Ctrl + T
Find and Replace	Ctrl + F
Select All	Ctrl + A
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Open	Ctrl + O
Close	Ctrl + W
Print	Ctrl + P
Exit	Ctrl + Q
Clear	Delete
Save	Ctrl + S
Save Responses	Ctrl + F2
Edit Responses	Shift + F2
Cell Spell Checker	Ctrl + F7
Page Spell Checker	Shift + F7
Report Spell Checker	F7

Tech Support

Email Support@BradfordSoftware.com
 Phone 1-800-622-8727
 Mon-Fri: 6am-6pm PT
 Sat-Sun 8am-3pm PT

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Support@BradfordSoftware.com
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Tech Support

Page Navigator	Ctrl + J
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