ClickFORMS™ Quick Start Guide

Use the Help menu on the ClickFORMS toolbar to access technical documentation, check for updates, and request technical assistance; or visit our website at bradfordsoftware.com.

Forms Manager
Click on any page in the Forms Manager to display that page in your workspace. Select a form in your report and click the up or down arrows, or simply click and drag to change its order in the report. Select a form in your report and delete it using the Trash Can button.

Form Converting
Simply drag in a new main form, then delete the old form to convert your report.

Templates
Organize your forms, then click File ▶ Save as Template to create a template. All template files are saved in a folder called Templates. To start a new report from an existing Template, click on File ▶ New ▶ Report from template.

Auto Adjustments
To display this dialog, go to Cells ▶ Auto Adjustments:

One Time Adjustment: Complete the Auto Adjustment setting dialog and click OK.

Permanent Adjustments: Complete the Auto Adjustment setting dialog, check "Use these adjustment values in new reports", click "Save List as", then type a name in the box. To finish, click OK.

Photos
Add any number of photos, of any size, to your Photo Addendums using the Photo-Sheet tool. Simply select Tools ▶ Photo-Sheet. Once your photos are loaded, drag and drop your photos into your report.

Image Editor
Using the built-in Image Editor you can crop, lighten or darken and rotate images. You can also "optimize" the images in your report to save disk space and avoid issues attaching reports to emails. Click Tools ▶ Image Editor to begin editing.

Standard Responses
Drop-down menus enable you to select pre-defined responses quickly and conveniently while typing your report.

Automatically Display Responses: Enabling this feature will provide a list of your saved responses as you tab through fields. To activate, click Cells ▶ Auto Display Responses [Ctrl+R].

Saving a Response: Press Ctrl+F2 to save a response to any particular cell. To display your saved responses, press F2.

Editing Your Responses: Press Ctrl+F2 or go to Cells ▶ Edit Responses.

Location Maps
Comparables Maps can be generated in seconds with GeoLocator or the built-in Online Location Maps. Access Location Maps by selecting Services ▶ New Location Map, or double-click the location map page.

Sketching
Click the Tools menu, then select your sketch program to begin sketching. Once your sketch is complete, close the sketch program and transfer your completed sketch back into the report.

Emailing Reports
You can email reports in ClickFORMS (.clk) or PDF (.pdf) format directly from the program. To send email from ClickForms click File ▶ Send To, then choose to send either a PDF or .clk attachment. A new mail window will open with the report attached.

Comparables Database
Import comparables from a report directly into the database. In the Comparables screen, click Record ▶ Import from Report and then select the comps you wish to import: Subject, All Comps or Individual Comparables.

Neighborhood Database
Click Lists ▶ Show Neighborhood List. In the Neighborhood List window, click New/Load from Report. You'll see the neighborhood information displayed. Once you've verified or changed any of the information, click Save.

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ClickFORMS™ Quick Reference

Function Hot Keys

Key	Action
F1	Open "Tell Me How" Series
F2	Display Responses
F3	Expand all Pages
F4	Show/Hide Forms Manager
F7	Activate Spell Checker
Ctrl+F7	Spell Check Cell
Shift+F7	Spell Check Page
Shift+F2	Edit Responses
Ctrl+F2	Save Response
Shift+F3	Collapse All Pages
Alt+F4	Close ClickFORMS
Ctrl+F4	Close the active report

Standard Hot Keys

Key	Action
Ctrl+N	Open Template List
Ctrl+Alt+N	Open a New Container Window
Shift+Ctrl+O	Open a Toolbox Report
Ctrl+O	Open a ClickFORMS Report
Ctrl+W	Close a ClickFORMS Report
Ctrl+S	Save
Ctrl+P	Print
Ctrl+Q	Quit ClickFORMS
Ctrl+Z	Undo the last keystroke
Ctrl+A	Select All
Ctrl+C	Copy
Ctrl+V	Paste
Del	Clear
Ctrl+L	Show/Hide Forms Library
Ctrl+R	Activate Auto-Display Responses
Ctrl+T	Go to next/previous cell
Ctrl+E	Edit Comparables
Shift+Ctrl+A	Open Auto Adjustments

Text Editing

Key	Action
Ctrl+B	Bold on/off
Ctrl+I	Italics on/off
Shift+Ctrl+R	Set Right Justification
Shift+Ctrl+L	Set Left Justification
Shift+Ctrl+C	Set Center Justification
Ctrl+[	Decrease Font Size
Ctrl+]	Increase Font Size

Navigation

Key	Action
Tab	Move from Cell to Cell
Arrow Key	Move in the Selected direction
Ctrl+T	Go to Previous Cell
Ctrl+Click	Select Multiple Check Boxes
Ctrl+F	Find and Replace
Shift+Ctrl+I	Cell Preferences
Ctrl+D	Insert Today's Date
Right Click on a Cell	Display contextual menu of cell options
Ctrl+K	Activate Preferences Window

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