

Estimator V12 Keyboard Shortcuts

Function	Quick Key
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NAVIGATION SHORTCUTS

Go to Recap Screen	CTRL + B
Go to Bids "Grid" Screen	CTRL + H
Go to Labor Screen	CTRL + L
Go to Pricing Screen	CTRL + M
Open Folder or Image	CTRL + O
Go to Reports Screen	CTRL + R
Go to Takeoff Screen	CTRL + T
Undo Checkout	CTRL + Z
Next Screen or Image (Screen Flow: Bids, Scenarios, Sections, Pages, Conditions, Properties)	CTRL + . (Period)
Previous Screen or Image	CTRL + , (Comma)
Moves the Row (Data) Up	CTRL + + (Plus)
Moves the Row (Data) Down	CTRL + - (Minus)
Move to the Next Row	Up Arrow
Move to the Previous Row	Down Arrow

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THE EDGE SPECIALTY SHORTCUTS

Check-out or Check-in	CTRL + Shift+ C
Adjust Marked Lines	CTRL + U
Replace Tilde Codes	F12
Wizard	F11
Send Marked Line(s) to Database	Shift+ F2
On/Off	Shift+ F6

COMMON SHORTCUTS

Go to the Search Box	ALT + S
Open the Drop Down	ALT + V
Copy to Clipboard	CTRL + C
Delete	CTRL + Delete
Excel (Pricing, Labor, Recap, or Report)	CTRL + E
Full Text Search	CTRL + F
Copy and Insert (Copy and Paste)	CTRL + F4
Refresh	CTRL + F5
New (Bid, Scenario, Section, Page, Change Order, or Condition)	CTRL + N or Insert or F4
Save (Bid Grid or Scenarios)	CTRL + S
Paste from Clipboard	CTRL + V
Select All	CTRL + A

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BID GRID SCREEN

Bid Properties	F5 (When collapsed)
Scenario Properties	F5 (When expanded)
Bid Properties	F6

SCENARIOS SCREEN

Images	CTRL + I
Scenario Properties	F5
Bid Properties	F6

CHANGE ORDERS SCREEN

Accept	CTRL + Shift + A
Decline	CTRL + Shift + D
Resolve	CTRL + Shift + R
Edit	F5
Scenario Properties	F6

SECTIONS SCREEN

Manage Bid Images	CTRL + I
Section Properties	F5
Scenario Properties	F6
Search and Replace	CTRL + U

PAGE SCREEN

Manage Bid Images	CTRL + I
Page Properties	F5
Section Properties	F6
Search and Replace	CTRL + U

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CONDITIONS SCREEN

Add/Remove from Schedule	CTRL + F2
Create a Group	CTRL + F5
Map Conditions	CTRL + F6
Go to Items Grid	CTRL + I
Add from Schedule	CTRL + Insert
Open Condition Quantities	F2
Condition Properties	F5
Page Properties	F6
Search and Replace	CTRL + U

ITEMS SCREEN

Add Label	CTRL + Shift+ L
Item Properties	F5
Condition Properties	F6
Replace	F7
Previous Condition Items	CTRL + Page Up
Next Condition Items	CTRL + Page Down

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BID IMAGE MANAGER (IMAGE GRID) SCREEN

Add Folder	ALT + F
Add Image	ALT + I
Show Root Folder	ALT + R
Edit	F5

BID IMAGE MANAGER (IMAGE VIEWER) SCREEN

Edit Image Description	F5
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PRICING SUMMARY SCREEN

Auto-Round Marked Lines	CTRL + F2
Compare Marked Items	CTRL + I
Item Properties	F5
Condition Properties	F6
Replace Item	F7
Group Sort	F9
Compare	Ctrl + I
Adjust Marked lines	Ctrl + U
Send to Database	Shift + F2
Auto Round	Ctrl + F2
On/Off item	Shift + F6
Export to Microsoft® Excel®	Ctrl + E
Replace Tilde Codes	F12

PRICING DETAIL SCREEN

Item Properties	F5
Condition Properties	F6

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LABOR SUMMARY SCREEN

User Code Override	CTRL + F2
Compare Marked Items	CTRL + I
Item Properties	F5
Condition Properties	F6
Replace Item	F7
Group Sort	F9
Compare	Ctrl + I
Adjust Marked lines	Ctrl + U
Send to Database	Shift + F2
Auto Round	Ctrl + F2
On/Off item	Shift + F6
Export to Microsoft® Excel®	Ctrl + E
Replace Tilde Codes	F12
Labor by User Code	Ctrl + F2

Lookup up Database from Bid (via ellipse), Items Database (from the Bid Items Grid), and Miscellaneous Items Database (from Bid Condition Properties)

Edit	F5
Select	F7

DATABASE SPECIFIC KEYBOARD SHORTCUTS

User1, User2, Costing Codes, Labor Types, Subdivisions & User Codes, Tax Classes Database (from Bid Item Properties) and Add-ons Database from (Bid Condition Properties)

Edit	F5
Select	F7

Contacts and Estimators Database from Bid

OK (Select)	F7
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User1, Costing Codes, Labor Types, Locales, Lookups, User2, Subdivisions, Tax Classes, User Codes, Add-ons & Contacts (2 panes), Conditions (2 panes), and Items & Misc Items Database

Edit	F5
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Groups Database (3 panes)

Add Label	Ctrl+Shift+L
Edit	F5

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TAKEOFF SCREEN

Snap to Points	0
Zoom to Selected Area	1
Fit to Screen	2
Ortho Mode	3
Measured Line	4
Replicate	5
Text/Label	6
Add/Remove Dimensions	7
Arrow	8
Grey Non-Current/ Toggle On and Off	9
Toggle Crosshair Styles	=
Area	A
Remove the Last Point	Backspace
Circle or Count	C
Heads Up Display Mode	CTRL + H
Temporary Ortho toggle	CTRL (Hold)
Choose Previous Normal Page	CTRL + Page Up
Choose Next Normal Page	CTRL + Page Down
Choose Previous Page in Bid Tree	Page Up
Choose Next Page in Bid Tree	Page Down

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TAKEOFF SCREEN

Performance Mode	CTRL + P
X-Ray Mode	CTRL + X
Redo	CTRL + Y
Undo	CTRL + Z
Deduct Area	D
Additional Perimeter Add	I
Convert to Arc	K
Line/Continuous Length	L
Move to Next Condition	N
Move to the Previous Condition	P
Rectangle	R
Segment Length	S
Select	T, Spacebar, or ESC

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