

XACTWARE.
TRAININGSERIES

XACTIMATE[®]

28

Shortcuts

Xactware Technical Support
www.xactware.com

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Xactimate Shortcuts

Sketch Tools Tab

The following ribbon buttons and keyboard shortcuts are located on the **Tools** tab in *Sketch*. This tab contains tools, that either place items or objects directly onto the *Sketch Workspace*, or modify items or objects already existing on the *Sketch Workspace*.

















Ribbon Button	Keyboard Shortcut	Name	Description
	R	Room	Click the Room button to create a room on the Sketch Workspace. Click the Room drop-down button to choose between drawing a room directly onto the Sketch Workspace, or adding a room using the Room Dimensioning window.
	F	Roof	Click the Roof button to create a roof on the Sketch Workspace. Click the Roof drop-down button to select the type of roof that you want.
	Spacebar	Change Roof Type	Press Spacebar with the roof tool in the cursor, to change the roof type.
	E	Dormer	Press E to add a dormer to the Sketch Workspace.
	Shift+D	Deck	Click the Deck button to create a deck on the Sketch Workspace.
	D	Doorway	Click the Doorway button, and then click the desired wall to place the door. Click the Doorway drop-down button to select the type of Doorway that you want.
	M	Missing Wall	Click the Missing Wall button and click on the desired wall in the Sketch Workspace to make it a Missing Wall. Click the Missing Wall button, and then, on the desired wall, click and drag to the approximate length of the Missing Wall.
	Shift+W	Wall	Click the Wall button to add partial walls to an existing room, to create a room by connecting individual walls, or to divide a room.
	C	Staircase	Click the Staircase button to create a Staircase on the Sketch Workspace. Click the Staircase drop-down button to select the type of Staircase that you want.
	Ctrl+F	Fence	Click the Fence button to create a fence on the Sketch Workspace.
	W	Window	Click the Window button, and then click the desired wall to place the window. Click the Window drop-down button to select the type of Window that you want.
	S	Snap Line	Click the Snap Line button to create a snap line anywhere within your Sketch Workspace.
	Ctrl+Enter	Properties	Select a room or object within the Sketch Workspace. Click the Properties icon to open the Properties window for the room or object that you have selected.
	B	Break	Click the Break button, and then click on the desired wall in the Sketch Workspace. Click and drag the wall to create an offset. Click the Break button, and then, on the desired wall, click and drag to the approximate length of the offset.

Sketch Tools Tab continued

Ribbon Button	Keyboard Shortcut	Name	Description
	[Flip Horizontal	Click the Flip Horizontal button to flip the selected object from side to side.
	Q	Rotate	Click the Rotate button to rotate the selected object 90 degrees (by default). Click the Rotate drop-down button to select a different amount to rotate the object.
	N	Orientation	Click the Orientation button to change the orientation of an object after it has been placed on the Sketch Workspace. Click the Orientation drop-down button to switch between Standard and Change Elevation.
	V	Vertex	Click the Vertex button, and then click on the desired wall in the Sketch Workspace. Drag the vertex point to create a hinge in the wall.
]	Flip Vertical	Click the Flip Vertical button to flip the selected object from top to bottom.
	G	Scale	Click the Scale button to adjust the scale of a roof in the Sketch Workspace. The Scale button is only available if there is a roof on the current Sketch Level.
	\	Flooring Orientation	Click the Flooring Orientation button to select the direction to lay the floor covering after it has been placed on the Sketch Workspace.
	O	Reference Block	Click the Block button to place a reference block on the Sketch Workspace.
	L	Reference Line	Click the Line button to place a reference line on the Sketch Workspace.
	A	Reference Area	Click the Area button to place a reference area on the Sketch Workspace.
	P	Reference Point	Click the Point button to place a reference point on the Sketch Workspace.
	U	Copy from Underlay	Click the Copy from Underlay button to copy a room, or object, from one Sketch Level to another Sketch Level. The Copy from Underlay button is available when there is a room, or object, on a Sketch Level directly beneath the current Sketch Level.
	X	Copy from Existing	Click the Copy from Existing button to copy a floor plan from the Existing floor plan to the Proposed floor plan. The Copy from Existing button is available when the Existing/Proposed mode is active.
	Ctrl+Shift+C	Combine Rooms	Select multiple rooms in the Sketch Workspace, and then press Ctrl+Shift+C on the keyboard to combine the rooms.
	Ctrl+Shift+S	Separate Rooms	Select combined rooms in the Sketch Workspace, and then press Ctrl+Shift+S on the keyboard to separate the rooms.
	Shift+P	Snap to Grid	Press Shift+P on the keyboard to enable/disable the snap to grid tool.










Sketch Options Tab

The following ribbon buttons and keyboard shortcuts are located on the **Options** tab in *Sketch*. This tab contains the following tools, which adjust options or preferences on the *Sketch Workspace*.

Ribbon Button	Keyboard Shortcut	Name	Description
		Preferences	Click the Preferences button to open the Sketch Preferences window for the current Estimate.
		Inspect	Click the Inspect button to open the Sketch Inspections window.
		Show Flooring Cuts	Click the Flooring Cuts Window button to open the Flooring Cuts window.
 	J	Toggle Calculations	Click the Toggle Calculations button to toggle the calculations on or off. Hint: If you are sketching a large house with plenty of carpet it will be faster to first draw the house, turn off the auto-calculations, and then place the carpet.
		Load Template	Click the Load Template button to display the Sketch Templates that have been created and saved. Click the Load Template drop-down button to select from previously used Sketch Templates.
		Export	Click the Export button to select from a list of exporting options.
	Shift+F10	Macros	Click the Macros button to open the Macros window. Click the Macros drop-down button to select from previously used Macros.
		Save Template	Click the Save Template button to save the drawing in the Sketch Workspace, along with any Sketch Items that have been added, to be used for future estimates.
		Import	Click the Import button to select from a list of importing options.
		Measurements	Click the Measurements button to select from a list of measurement rounding options for general measurement rounding, or roof measurement rounding.
		Subgroup Labeling	Click the Subgroup Labeling button to select from a list of labeling options for subgroups.
		Font Size	Click the Font Size button to select from a list of font size options for labels and measurements.
		Visible Windows	Click the Visible Windows button to select which windows are visible in Sketch, or to reset to the default layout.
	Shift+V	Save View	Click the Save View button to save the current View of the Sketch Workspace.
		Load View	Click the Load View button to see a list of previously used Views. Then select one of the Views listed, or select View List to see the View List window with all of the saved Views.


Sketch Annotation Tab

The following ribbon buttons and keyboard shortcuts are located on the **Annotation** tab in *Sketch*. The **Sketch Annotation Layer** provides tools that add annotations to the sketch. The **Annotations Layer** can be switched on or off, by clicking the **View** button and selecting **Annotations**.

Ribbon Button	Keyboard Shortcut	Name	Description
	T	Text	Click the Text button, and then click on the Sketch Workspace, to open the Edit Annotation window.
	/	Arrow	Click the Arrow button to click and then drag an arrow on the Sketch Workspace as part of an annotation.
	O	Ellipse	Click the Ellipse button to click and then drag an ellipse to the Sketch Workspace as part of an annotation.
		Line	Click the Line button to click and then drag a line to the Sketch Workspace as part of an annotation.
	Shift+R	Rectangle	Click the Fill button to fill an ellipse or rectangle with a color.
	Shift+I	Fill	Click the Fill button to fill an ellipse or rectangle with a color.
		Fill Color	Click the Fill Color button to select a color to for the Fill button.
		Line Width	Click the Line Width button to select the line width to use for drawing annotations.
		Line Color	Click the Line Color button to select the color for drawing annotations.


















Changing the Look of the Sketch Workspace

The following buttons and keyboard shortcuts change the way the floor plan and *Sketch Workspace* appear, but they don't affect the estimate itself. Click the **View** button to see the following options.

Button	Keyboard Shortcut	Name	Description
		View	Click the View button to show a list of options that can be switched on or off in the Sketch Workspace.
	Shift+L	Labels	In the View button list, click Labels to switch on or off the label visibility on the Sketch Workspace.
		Measurement Locks	In the View button list, click Measurement Locks to switch on or off the roof measurement lock visibility on the Sketch Workspace.
	Shift+M	Measurements	In the View button list, click Measurements to switch on or off the measurement visibility on the Sketch Workspace.
		Roof Annotations	In the View button list, click Roof Annotations to switch on or off the roof annotation visibility on the Sketch Workspace.
	Ctrl+B	Bearing Wall	In the View button list, click Bearing Wall to switch on or off the load bearing wall visibility on the Sketch Workspace.
	Ctrl+Shift+O	Flooring Overlay	In the View button list, click Flooring Overlay to switch on or off the flooring overlay visibility on the Sketch Workspace.
		Footings	In the View button list, click Footings to switch on or off the footing visibility on the Sketch Workspace.
	Ctrl+Shift+F	Framing	In the View button list, click Framing to switch on or off the framing visibility on the Sketch Workspace.
		Annotations	In the View button list, click Annotations to switch on or off the annotation visibility on the Sketch Workspace.
	Shift+G	Grid	In the View button list, click Grid to switch on or off the grid visibility on the Sketch Workspace.
	Shift+U	Imported Underlay	In the View button list, click Imported Underlay to switch on or off the underlay visibility on the Sketch Workspace.
	Shift+O	Outline	In the View button list, click Outline to switch on or off the outline visibility on the Sketch Workspace. The outline is shown in Plan and 3-D views.
		Rooms Below Stairs	In the View button list, click Rooms Below Stairs to switch on or off the rooms below stairs visibility on the Sketch Workspace. When the Rooms Below Stairs option is turned on, other rooms on the same level are not be available.
	Shift+C	Ceiling Surface	In the View button list, click Ceiling Surface to switch on or off the ceiling surface visibility on the Sketch Workspace.
		Legend	In the View button list, click Legend to switch on or off the legend visibility on the Sketch Workspace.









Sketch Viewing Tools

The following buttons and keyboard shortcuts change the view of the *Sketch Workspace*, but they do not affect the estimate itself.

Button	Keyboard Shortcut	Name	Description
	Spacebar	Pan Tool	Click the Pan button, and then click and drag on the Sketch Workspace, to move a drawing.
	H	Pan Tool	Click the Pan button, and then click and drag on the Sketch Workspace, to move a drawing.
	Z	Zoom	Click the Zoom button to activate a zoom cursor. Click on the Sketch Workspace to zoom in, or Shift+click on the Sketch Workspace to zoom out.
	-	Zoom Out	Click the Zoom Out button to make the drawing on the Sketch workspace smaller.
	+	Zoom In	Click the Zoom In button to make the drawing on the Sketch Workspace larger.
	Ctrl+-	Zoom to Extents	Click the Zoom to Extents button to zoom to show the entire Sketch drawing.
	Shift+-	Zoom to Extents	Click the Zoom to Extents button to zoom to show the entire Sketch drawing.
	Ctrl+Shift+-	Zoom to Extents	Click the Zoom to Extents button to zoom to show the entire Sketch drawing.
	Ctrl++	Zoom to Selection	Click the Zoom to Selection button to zoom to show the entire selected portion of the Sketch drawing.
	Shift++	Zoom to Selection	Click the Zoom to Selection button to zoom to show the entire selected portion of the Sketch drawing.
	Ctrl+Shift++	Zoom to Selection	Click the Zoom to Selection button to zoom to show the entire selected portion of the Sketch drawing.
	1	Plan View	Click the Plan View button to see the floor plan view in the Sketch Workspace. This is the default Sketch view.
	2	Elevation View	Click the Elevation View button to view the elevation of a desired vertical surface.
	3	3-D View	Click the 3-D View button to view a three-dimensional version of the Sketch Workspace.
	Spacebar	Study Mode	Click the Study Mode button, and drag the Sketch to view all angles of your Sketch drawing. This is only available in 3-D View.
	K	Walk-Through Mode	Click the Walk-Through Mode button to see a 3-D view of the Sketch drawing as if you were walking through it. Use the arrow keys to move around. This is only available in 3-D View.
	Shift+[1-9]	Select View	Click the Select View button to see a list of 3-D views for the Sketch drawing. This is only available in 3-D View.
	Shift+F	View Other Side	Click the View Other Side button to see the other side of a wall that has been selected in Elevation View.
	Shift+H	High Detail View	Press Shift+H to change the 3-D view to high detail.
	Shift+E	Super Detail View	Press Shift+E to change the 3-D view to super detail.
	Shift+N	Normal Detail View	Press Shift+N to change the 3-D view to normal detail.
	Ctrl+Shift+L	Load View List	Press Ctrl+Shift+L to open the View List window.
	Shift+V	Save Current View	Press Shift+V to save the current view.
	Shift+Q	Flooring Cuts	Press Shift+Q to open the Flooring Cuts window.
	Ctrl+PageUp	View Level Above	Press Ctrl+PageUp to view the above level in the Sketch Workspace.
	Ctrl+PageDown	View Level Below	Press Ctrl+PageDown to view the below level in the Sketch Workspace.

Miscellaneous Sketch Tools

The following buttons and keyboard shortcuts are miscellaneous *Sketch* tools.

Quick Access Button	Keyboard Shortcut	Name	Description
	Esc	Select	Click the Select button to remove items/objects from the cursor, or to return to the default mode.
	Ctrl+Z	Undo	Click the Undo button to undo the last change to the Sketch Workspace.
	Ctrl+C	Copy	Click the Copy button to copy selected items or objects to the clipboard.
	Ctrl+V	Paste	Click the Paste button to paste the items or objects on the clipboard, to the Sketch Workspace.
	Ctrl+X	Cut	Click the Cut button to move the selected items or objects on the Sketch Workspace to the clipboard.
		Minimize the Ribbon/Expand Ribbon	Click the Minimize the Ribbon button to make the buttons on the ribbon smaller. Click the Expand the Ribbon button to make the buttons on the ribbon larger.
	Ctrl	Ctrl	Pressing Ctrl on the keyboard when the mouse button is clicked and released, keeps the operation active.
	Ctrl	Ctrl Key	This button acts as the Ctrl key on the keyboard in tablet mode.
	Spacebar	Move Object or Move Object Name	Press the Spacebar on the keyboard while the pointer is over an object move handle, to switch between moving an object, and moving the label for an object.
	Tab	Rotate	Press Tab on the keyboard to rotate a loaded item or object 90 degrees clockwise.
	Shift+Tab	Rotate	Press Shift+Tab on the keyboard to rotate a loaded item or object 90 degrees counterclockwise.
	Shift+Spacebar	Toggle Views	Press Shift+Space on the keyboard to switch between 3-D and Plan views.
	Shift	Shift	Press Shift on the keyboard when an operation needs to be constrained. This is similar to the Ctrl button.
	Shift	Shift Key	This button acts as the Shift key on the keyboard in tablet mode.
	F2	Rename	Press F2 on the keyboard to rename a selected item or object.
	Ctrl+T	View Summary Totals Report	Press Ctrl+T on the keyboard to view the Summary Totals Report.
	F1	Xactimate Help	Press F1 on the keyboard to open Xactimate Help.
	Ctrl+Shift+R	Reset Window Layout	Press Ctrl+Shift+R on the keyboard to reset the window layout.
	Ctrl+Shift+1	Search	Press Ctrl+Shift+1 on the keyboard to view the Search pane.
	Ctrl+Shift+2	Items	Press Ctrl+Shift+2 on the keyboard to view the Items pane.
	Ctrl+Shift+4	Images	Press Ctrl+Shift+4 on the keyboard to view the Images pane.
	Insert	Add Line Items	Press Insert on the keyboard to open the Add Line Item window.
	F1	Xactimate Help	Press F1 on the keyboard to open Xactimate Help.
	Shift+S	Scope Mode	Press Shift+S on the keyboard to enable/disable Scope Mode.

Keyboard Shortcuts in Xactimate's Estimate Windows

The following keyboard shortcuts in Xactimate's Estimate Windows.

Keyboard Shortcut	Description
Alt + E	Opens the Edit menu at the top of the estimate window.
Alt + H	Opens the Help menu at the top of the estimate window.
Alt + O	Opens the Tools menu at the top of the estimate window.
Alt + L	Opens the Language menu at the top of the estimate window.
Alt + T	Opens the Estimate menu at the top of the estimate window.
Alt + V	Opens the View menu at the top of the estimate window.
Alt + W	Opens the Windows menu at the top of the estimate window.
Ctrl + E	Jumps to the Estimate Items window.
Ctrl + I	Jumps to the Claim Info Insured Info window.
Ctrl + K	Jumps to the Sketch window.
Ctrl + P	Jumps to the Parameters window.
Ctrl + S	Saves the estimate.
Ctrl + T	Prepares a Summary Report for the estimate you are working in.
Ctrl+T	Prepares a Summary Report for the estimate you are working in.
Ctrl+W	Jumps to the Work Order feature
Shift + F7	Opens the Estimate Reports window. You can print the estimate from this window.
Ctrl + Shift + G	Opens the Images window.

For more information, please visit:
<http://www.xactware.com/training/>