

Keyboard Reference Card for PCHomes

**Shift + ** - Will insert a pipe icon which you can use to send to multiple email addresses from client screens.

F1 - Access the help menu and link to training videos.

F3 - Use to clone a record.

F5 - Use to create a new record.

F7 - Use to spell Check description field in edit mode.

Ctrl + A - Highlight all text in a field.

Ctrl + C - Copy selected text in a field.

Ctrl + V - Paste selected text.

Ctrl + X - Cut selected text.

Ctrl + T - Insert date and timestamp and users name in a field.

Tab - Move to the next field.

Home - Moves you to the beginning of the field.