

CaseMap® Keyboard Shortcut Keys

Quick Reference

Shortcut Keys for Spreadsheet Views

| Key(s) | Function |
|-------------------------------|--|
| INSERT | Adds a new row to any spreadsheet |
| CTRL+INSERT | Inserts a copy of the selected row |
| CTRL+' | Copies the value in the spreadsheet cell above to the selected cell |
| ESC | Cancels out of message boxes |
| DELETE | Deletes the characters or contents of a selected field |
| CTRL+DELETE | Deletes a record |
| F1 | Opens Online Help |
| F2 | Access Edit mode within a field |
| CTRL+F2 | Opens the Detail Window |
| F5 | Refreshes the spreadsheet view |
| F7 | Spell checker |
| SHIFT+F10 | Displays the shortcut (right-click) menu that includes cut, copy, and paste functions |
| CTRL+1 | Opens the Fact Spreadsheet |
| CTRL+2 | Opens the Object Spreadsheet |
| CTRL+3 | Opens the Issue Spreadsheet |
| CTRL+4 | Opens the Question Spreadsheet |
| CTRL+5 | Opens the Research Authorities Spreadsheet |
| CTRL+6 | Opens the Research - Extract from Authorities Spreadsheet |
| CTRL+7 | Opens the Research - Authorities and Extracts Spreadsheet |
| CTRL+A | Opens the Add Object dialog when you are in any of the description fields, such as Fact Text, Source(s), Author(s), and Recipient(s) that have the link icon in the field header |
| CTRL+C | Copies selected text to the clipboard |
| CTRL+E | Posts changes to a record when editing an existing record or adding a record |
| CTRL+F | Opens the Find dialog |
| CTRL+G | Run an instant tag |
| CTRL+H | Opens the Replace dialog |
| CTRL+P | Opens the Print dialog |
| CTRL+R | Runs an instant filter on any value that you select in any spreadsheet cell |
| CTRL+V | Pastes selected text to the clipboard |
| CTRL+X | Cuts selected text to the clipboard |
| CTRL+Z | Undo changes made to a text or description field prior to refreshing |
| CTRL+SHIFT+Z or CTRL+Y | Redo changes made to a text or description field prior to refreshing |
| CTRL+SPACEBAR | Opens the Link Assistant when you're working in one of the description fields, such as Fact Text, Source(s), Author(s), and Recipient(s) |

Shortcut Keys for Spreadsheet Views (Con't)

| Key(s) | Function |
|---------------------------------|---|
| HOME | Moves cursor to the beginning of a line |
| END | Moves cursor to the end of a line |
| CTRL+HOME | Moves selected field to first field in column |
| CTRL+END | Moves selected field to last field in column |
| TAB | Moves selection to the next cell to the right in a spreadsheet row |
| SHIFT+TAB | Moves selection back one cell to the left |
| LEFT or RIGHT ARROW | Moves selection left or right across cells in a single row |
| UP or DOWN ARROW | Moves selection up or down across cells in a single column |
| CTRL+SHIFT+LEFT ARROW | Selects the entire word to the left of the cursor position |
| CTRL+SHIFT+RIGHT ARROW | Selects the entire word to the right of the cursor position |
| ALT+DOWN ARROW | Opens the window associated with clicking the ellipse button (...) |
| CTRL+LEFT or RIGHT ARROW | Moves the cursor one word at a time left or right from the current position |
| ALT+DOWN ARROW | Opens a drop-down list of options that may be associated with a field |
| CTRL+LEFT or RIGHT ARROW | Moves the selected field to first or last field in the row |

Shortcut Keys for Dialog Boxes

| Hot Key | Function |
|---------------------------------|---|
| SPACEBAR | Toggles the state of check boxes or option buttons |
| ESC | Cancels out of message boxes |
| ALT+F4 | Closes an open dialog box |
| SHIFT+F10 | Displays the shortcut (right-click) menu that includes cut, copy, and paste functions |
| TAB | Moves field selection left to right and top to bottom within a dialog box |
| SHIFT+TAB | Moves field selection right to left and bottom to top with a dialog box |
| CTRL+LEFT or RIGHT ARROW | Moves the cursor one word at a time left or right from the current position |
| CTRL+SHIFT+LEFT ARROW | Selects the entire word to the left of the cursor position |
| CTRL+SHIFT+RIGHT ARROW | Selects the entire word to the right of the cursor position |

Shortcut Keys for Bates Stamper—Begin

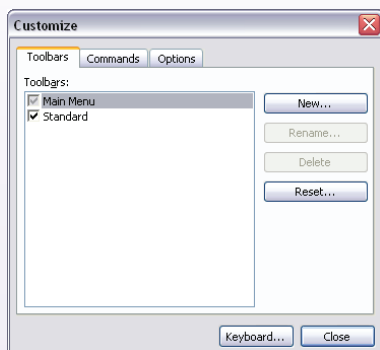
| Hot Key | Function |
|-------------------------|---|
| CTRL+RIGHT ARROW | Copies the value of the last record's Bates-End cell and increments it by one |
| CTRL+UP ARROW | Increases the value of the Bates-Begin cell by one |
| CTRL+DOWN ARROW | Decreases the value of the Bates-Begin cell by one |

Customizing Keyboard Shortcuts

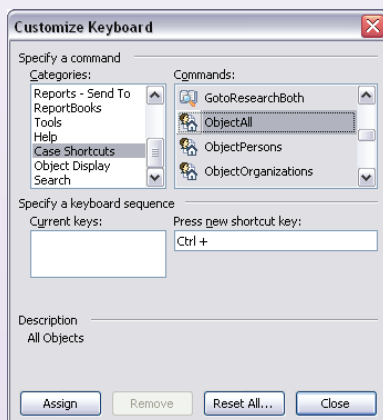
Quick Reference

To Customize a Keyboard Shortcut:

- 1 In the **Tools** menu, select **Customize**.
- 2 In the **Customize** dialog, click the **Keyboard** button. The **Customize Keyboard** dialog appears.



- 3 Select the category for the new keyboard shortcut in the **Categories** menu.



- 4 Then select the command (or action) in the **Commands** menu. If there is already a shortcut key assigned to the category and command, it will display in the **Current keys** field.

- 5 If there isn't a shortcut key already assigned, click in the **Press new shortcut key** field.
- 6 Now press your new shortcut key or key combination on your keyboard. In this example, we chose **CTRL+8** to assign to the category **Case Shortcuts** and the command **ObjectAll**.
- 7 Click the **Assign** button to assign your new shortcut key to your selected command.
- 8 Then click the **Close** button.

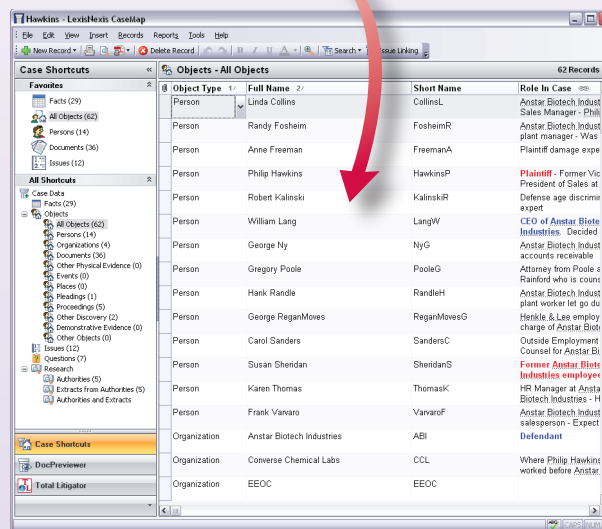
To Unassign an Existing Shortcut Key:

- 1 Select the existing category and command in the **Customize Keyboard** dialog.
- 2 Select the current key in the **Current keys** field. The **Remove** button will become active.
- 3 Click the **Remove** button, and then click **Close**.

Now Use Your Customize Keyboard Shortcut:



Pressing CTRL+8 will now take you to the **Objects - All Objects** spreadsheet.



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