CaseMap[®] Keyboard Shortcut Keys Quick Reference

Shortcut Keys fo	or 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 function			
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 fo	or 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			
ТАВ	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 elipse 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 fo	or 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			
ТАВ	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 fo	or Bates Stamper—Begin			
Hot Key	Function			
CTRL+RIGHT	Copies the value of the last record's Bates-End cell and increments it by one			
ARROW				
ARROW CTRL+UP ARROW	Increases the value of the Bates-Begin cell by one			

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Customizing Keyboard Shortcuts

Ouick 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.

Customize	
Toolbars Commands Options	
Toolbars:	
🔽 Main Menu	New
Standard	Rename
	Delete
	Reset
	Keyboard Close

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

Customize Keyboar Specify a command — Categories: Reports - Send To ReportBools Tools Help Case shortcuts Object Display Search Specify a keyboard seq Current Keys:	Cgmmands: GotoResearchBoth CobjectAll CobjectPersons CobjectOrganizations
Description All Objects	[Ctrl +
Assign Re	move Reset All Close

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.

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If there isn't a shortcut key already assigned,

- 5 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.
- Then click the **Close** button. 8

To Unassign an Existing Shortcut Key:

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

Now Use Your Customize Keyboard Shortcut:



Case Shortcuts «	🎭 Objects - All Objects			62 Records	
Favorites *	I Object Type 1/		Short Name	Role In Case ∞	
Facts (29) State (29) Facts (62) Factor (14)	Person	✓ Linda Collins	CollinsL	Anstar Biotech Indus Sales Manager - Phil	
	Person	Randy Fosheim	FosheimR	Anstar Biotech Indus plant manager - Was	
Documents (36)	Person	Anne Freeman	FreemanA	Plaintiff damage exp	
Last South (L2) All Shetcold * Care Data * Facts (S) * All Objective (S) * South (S) *	Person	Philip Hawkins	HawkinsP	Plaintiff - Former Vi President of Sales a	
	Person	Robert Kalinski	KalinskiR	Defense age discrim expert	
	Person	William Lang	LangW	CEO of Anstar Biot Industries Decided	
	Person	George Ny	NyG	Anstar Biotech Indus accounts receivable	
	Person	Gregory Poole	PooleG	Attorney from Poole Rainford who is cour	
	Person	Hank Randle	RandleH	Anstar Biotech Indu plant worker let go d	
	Person	George ReganMoves	ReganMovesG	Henkle & Lee emplo charge of Anstar Bio	
	Person	Carol Sanders	SandersC	Outside Employmen Counsel for Anstar B	
	Person	Susan Sheridan	SheridanS	Former Anstar Bio Industries employe	
	Person	Karen Thomas	ThomasK	HR Manager at Anst Biotech Industries - I	
	Person	Frank Varvaro	VarvaroF	Anstar Biotech Indus salesperson - Expec	
Case Shortcuts	Organization	Anstar Biotech Industries	ABI	Defendant	
DocPreviewer	Organization	Converse Chemical Labs	CCL	Where Philip Hawkir worked before Ansta	
🚹 Total Litigator	Organization	EEOC	EEOC		

