



Contact-Specific Keyboard Shortcuts

Some of the contact-specific keyboard shortcuts are used for both individual and business contact record access; some are unique to each type.

Shared Contact Spreadsheet Shortcuts

- **CTRL + Insert:** Opens the contact Add dialog box.
- **CTRL + =:** Opens the contact Super Add dialog box.
- **ALT + S:** Opens the Summary tab.
- **ALT + P:** Opens the Detail tab.
- **ALT + N:** Opens the Add'l Personal tab for individual contacts and the Add'l Business tab for business contacts.
- **ALT + K:** Opens the Key Relations tab.
- **ALT + B:** Opens the Benefits tab.
- **ALT + X:** Opens the Asset Allocation tab.
- **ALT + L:** Opens the Letters/Documents tab.
- **ALT + A:** Opens the Fulfillment tab.
- **ALT + O:** Opens the Opportunity tab.
- **ALT + U:** Opens the Custom tab.

Individual Contact Shortcuts

- **ALT + Z:** Opens the Household tab.
- **ALT + I:** Opens the Proposal Tacking tab.

Business Contact Shortcuts

- **ALT + C:** Opens the Employee Census tab.
- **ALT + G:** Opens the Group Benefits tab.

Note: ALT + A is a command in Microsoft® Internet Explorer. The normal functionality of this keyboard shortcut is disabled in SmartOffice® and is replaced with this new functionality.

More Keyboard Shortcuts

Note: If one of these options requires a contact association, the Contact Search dialog box opens when the keyboard shortcut is used.

- **ALT + Q:** Select the text in the Quick/Add Search field (the down arrow will allow for selection of the appropriate type).
- **ALT + F:** Cursor moves to the Name field to perform a search.
- **CTRL + Insert:** Add a new record.



- **CTRL + Delete:** Delete the current selection.
- **ALT + Shift + Left:** Go to the previous record.
- **ALT + Shift + Right:** Go to the next record.
- **F2:** Allows for a smart edit of a particular field and will open a linked dialog box (this functionality can be seen while the Contact Detail is in edit mode with the cursor in the Birth Date field).
- **CTRL + F6:** Open the Phone Dialer.
- **F7:** Open the SmartPad spreadsheet.
- **Shift + F7:** Open a new instance of the SmartPad for data entry.
- **F8:** Open the Activity Log for the current contact.
- **F9:** Compose an e-mail.
- **F10:** Open the Letter Writing dialog box on contact tabs and the Mass Correspondence dialog box on contact spreadsheets.
- **F12:** Create a new activity.
- **ALT + Y:** Open the Calendar to the DayView.
- **ALT + W:** Open the Calendar to the WeekView.
- **ALT + M:** Open the Calendar to the MonthView.
- **CTRL + F10:** Open the Calendar in a dialog box to the WeekView.
- **CTRL + S:** Save the current record.
- **CTRL + T:** Toggle between Tag/Untag all records on the current Summary spreadsheet.
- **CTRL + Shift + E:** Toggle between Edit/Unedit modes.
- **F6:** Global Find button to open a spreadsheet-specific Search dialog box.
- **CTRL + L:** Last Active Contact.

Note: F6 and Ctrl + L are commands in Microsoft® Internet Explorer. The normal functionality of these keyboard shortcuts is disabled in SmartOffice and is replaced with this new functionality.