

# Act! cheat sheet

## Displaying information

Alt + F9	Activities tab
Alt + F10	Company list
F11	Contact detail view
F8	Contact list
Ctrl + F4	Daily calendar
Ctrl + F7	Dashboard
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
F10	Group list
Ctrl + F9	Groups/Companies tab
Shift + F9	History tab
F4	Mini-Calendar
Ctrl + F5	Monthly calendar
Alt + Shift + F9	Notes tab
Shift + F7	Opportunity list
F6	Previous layout
F5	Refresh
F7	Task list
F3	Weekly calendar
Ctrl + F3	Work week calendar
Esc	Close menus and dialog boxes without saving selections

## Adding your information

These shortcuts are available for detail views.

Insert	Add a contact, group, company or opportunity
Ctrl + H	Add a history
Ctrl + N	Add a note
Ctrl + I	Attach a file

## Scheduling activities and task

Ctrl + L	Schedule a call
Ctrl + M	Schedule a meeting
Ctrl + T	Schedule a to-do
Ctrl + D	Clear a selected activity
Ctrl + Shift + D	Reschedule an activity

## Communicating with contacts, groups, and companies

Alt + I then Ctrl + E	Write an email message
Alt + M then Ctrl + S	Send an emailing campaign
Alt + I then Ctrl + L	Write a letter
Alt + I then Ctrl + F	Write a fax cover page
Alt + I then Ctrl + N	Write a new document (word processor)
Alt + F then Ctrl + P	Print labels and envelopes

## Misc.

To insert a note for multiple contacts: Press Shift + F8, select contacts, press Ctrl + N.

To schedule a meeting with multiple contacts (in the Contacts List): Press Shift + F8, select contacts, then press Ctrl + M.

Source: Quick reference card

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*More information:* [defkey.com/act-crm-2022-shortcuts](https://defkey.com/act-crm-2022-shortcuts)

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