



ChartNet Editor cheat sheet

Insert

Ctrl + P	Page break
Ctrl + K	Bookmark
Ctrl + D	Provider's full name
Ctrl + Alt + D	Provider's last name
Ctrl + Alt + 1	Provider's signature #1
Ctrl + Alt + 2	Provider's signature #2
Ctrl + A	Name & address
Ctrl + W	Symbol
Ctrl + S	Special symbol
Ctrl + G	Incomplete marker
F8	Template
Ctrl + F1	Exam description
Ctrl + Shift + Space	Non-breaking space

Character formatting

Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline
Ctrl + N	Normal

Paragraph formatting

Ctrl + E	Center
Ctrl + L	Left justify
Ctrl + R	Right justify
Ctrl + J	Block justify
Ctrl + M	Indent
Ctrl + Shift + M	Remove indent
Ctrl + T	Remove indents & tabs
F4	Hanging indent
Shift + F4	Remove hanging indent

Navigation

Right arrow	One character right
Left arrow	One character left
Down arrow	One line down
Up arrow	One line up
Ctrl + Right arrow	One word right

Ctrl + Left arrow	One word left
End	Move to end of line
Home	Move to start of line
Ctrl + Up arrow	Move paragraph up
Ctrl + Down arrow	Move paragraph down
Ctrl + Home	Move to start of report
Ctrl + End	Move to end of report
Page Up	Scroll up
Page Down	Scroll down

Select

Shift + Left arrow	One character left
Shift + Right	One character right
Ctrl + Shift + Left arrow	One word left
Ctrl + Shift + Right arrow	One word right
Shift + Down arrow	One line down
Shift + Up arrow	One line up
Ctrl + Shift + Down arrow	One paragraph down
Ctrl + Shift + Up arrow	One paragraph up
Ctrl + Shift + Home	To start of report
Ctrl + Shift + End	To end of report
Shift + Home	To start of line
Shift + End	To end of line
Ctrl + Alt + I	Next inc marker
F1	Next bookmark
Shift + F1	Previous bookmark

Edit

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + Q	Delete unused headers
Ctrl + Del	Delete word right

Ctrl + Backspace	Delete word left
Ctrl + Up arrow	Make uppercase
Ctrl + Down arrow	Make lowercase
Ctrl + F	Find text
Ctrl + H	Replace text
Ctrl + O	Protect text
Ctrl + Shift + O	Clear protect

Audio

F12	Toggle playback
Ctrl + Shift + R	Rewind
Ctrl + Shift + F	Fast forward
Ctrl + Shift + B	Go to beginning

Expandtype

F7	Quick add
Ctrl + F7	Lookup
Ctrl + Shift + F7	Maintenance
Alt then Alt	Don't expand

Other

F2	View report data screen
F3	Spell check
Ctrl + F3	Open spell check config
F5	Print preview
F6	Lookup previous report
F8	Template search
F9	View ccs
Ctrl + F8	View instructions
Ctrl + F9	View report notes
F10	Save and exit
F11	Reveal formatting

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More information: defkey.com/bn/chartnet-editor-shortcuts

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