



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/chartnet-editor-shortcuts

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