

# ConnectWise 2018.6 cheat sheet

## General - Windows

F5 or Ctrl + R	Refresh the screen
Ctrl + +	Zoom in
Ctrl + -	Zoom out
Ctrl + 0	Return the screen to default
Ctrl + C	Copy selected item
Ctrl + X	Cut selected item
Ctrl + V	Paste selected item
Ctrl + Z	Undo previous action
Ctrl + Y	Redo previous action
Ctrl + Shift + Right arrow or Ctrl + Shift + Left arrow	Select a block of text
Alt + F4	Close active browser window
Tab	Progress through form options
Shift + Tab	Regress through form options
Space	Toggle check box selection
Home	Scroll to the top of page
End	Scroll to bottom of page
Page Up	Scroll to the top of the screen
Page Down	Scroll to the bottom of the screen
Ctrl + Tab or Ctrl + Shift + Tab	Switch tabs
Left arrow	Scroll left
Right arrow	Scroll right
Ctrl + <	Page through records: If you are viewing a record, Ctrl + < will page left through each record item without returning to the list of records.
Ctrl + <	Page through list views: If you are not viewing a record and remain on the list view, then Ctrl + < will navigate you through the entire list view page, not the individual record.
Ctrl + >	Page through records: If you are viewing a record, Ctrl + > will page right through each record item without returning to the list of records.
Ctrl + >	Page through list views: If you are not viewing a record and

remain on the list view, then Ctrl + > will navigate you through the entire list view page, not the individual record.

Ctrl + Left arrow  
Text box: If the cursor is in a text box, it will move the cursor to the previous word within the text.

Ctrl + Right arrow  
Text box: If the cursor is in a text box, it will move the cursor to the beginning of the next word within the text.

## General - macOS

Cmd + R or Cmd + R	Refresh the screen
Cmd + +	Zoom in
Cmd + -	Zoom out
Cmd + 0	Return the screen to default
Cmd + C	Copy selected item
Cmd + X	Cut selected item
Cmd + V	Paste selected item
Cmd + Z	Undo previous action
Cmd + Shift + Z	Redo previous action
Tab	Progress through form options
Shift + Tab	Regress through form options
Fn + Up arrow	Scroll to the top of the screen
Fn + Down arrow	Scroll to the bottom of the screen
Ctrl + Tab or Ctrl + Shift + Tab	Switch tabs
Left arrow	Scroll left
Right arrow	Scroll right
Cmd + <	Page through records: If you are viewing a record, Ctrl + < will page left through each record item without returning to the list of records.
Cmd + >	Page through records: If you are viewing a record, Ctrl + > will page right through each record item without returning to the list of records.
Cmd + Left arrow	Text box: If the cursor is in a text box, it will move the cursor to the previous word within the text.

Cmd + Right arrow	Text box: If the cursor is in a text box, it will move the cursor to the beginning of the next word within the text.
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## Custom shortcuts - Windows

Ctrl + W	Close the current tab
F12	Open troubleshooting window
Ctrl + F	Search the window popup
Alt + N	Create a new record or entity
Ctrl + S	Save
Alt + Left arrow	Navigate back
F1	Display the help
Alt + S	Save and close
Esc	Cancel the current task

## Custom shortcuts - macOS

Cmd + W	Close the current tab
Cmd + Alt + I	Open troubleshooting window
Cmd + F	Search the window popup
Cmd + N	Create a new record or entity
Cmd + S	Save
Option + Left arrow	Navigate back
Cmd + Shift + ?	Display the help
Option + S	Save and close
Esc	Cancel the current task

Source: ConnectWise (login required)

Last modification: 8/24/2021 7:37:39 AM

More information: [defkey.com/connectwise-2018-shortcuts](https://defkey.com/connectwise-2018-shortcuts)

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