



M*Modal Editor cheat sheet

Insert

Ctrl + G	Incomplete marker
F8	Template
Ctrl + K	Bookmark
Ctrl + D	Provider's full name
Ctrl + Alt + D	Provider's last name
Ctrl + A	Address
Ctrl + W	Symbol

Character formatting

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

Formatting

Ctrl + N	Toggle section
Ctrl + Shift + N	Toggle sub-section
Ctrl + L	Toggle list
Ctrl + M	Indent list
Ctrl + Shift + M	Outdent list

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 arrow 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

Edit

Ctrl + C Copy

Ctrl + X Cut

Ctrl + V Paste

Ctrl + Z Undo

Ctrl + Y Redo

Ctrl + Del Delete word right

Ctrl + Backspace Delete word left

Ctrl + Shift + U Toggle case

Ctrl + F Find text

Ctrl + Alt + I Find incomplete marker

Audio

F12 Toggle playback

Ctrl + F12 Attach highlight & cursor

Ctrl + Shift + F12 Move highlight to cursor

Ctrl + Shift + R Rewind

Ctrl + Shift + F Fast forward

Ctrl + E Decrease speed

Ctrl + R Normal speed

Ctrl + T Increase speed

Expandtype

F7	Quick add
Ctrl + F7	Lookup
Ctrl + Shift + F7	Maintenance

Other

F2	View report data screen
F3	Spell check
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

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More information: defkey.com/sah/m-modal-editor-shortcuts

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