

# Xactimate cheat sheet

## General

|           |                                       |
|-----------|---------------------------------------|
| Ctrl + N  | Go to Insured Info                    |
| Ctrl + E  | Go to Estimate Items, Line Item Entry |
| Ctrl + C  | Copy                                  |
| Ctrl + V  | Paste                                 |
| Ctrl + X  | Cut                                   |
| Del       | Delete                                |
| Ctrl + Z  | Undo                                  |
| R         | Room                                  |
| Shift + W | Wall                                  |
| C         | Staircase                             |
| W         | Window                                |
| V         | Vertex Tool                           |
| Q         | Rotate Clockwise                      |
| Shift + R | Rectangle Tool                        |
| S         | Snap Line Tool                        |

## View

|           |                  |
|-----------|------------------|
| Shift + 1 | View top*        |
| Shift + 8 | View back left*  |
| Shift + 9 | View back right* |

## Additional shortcut keys

|                       |                          |
|-----------------------|--------------------------|
| M                     | Find Roof Perimeter      |
| Up arrow / Down arrow | Loosen/tighten perimeter |
| Source                |                          |

*Last modification: 11/11/2019 8:10:42 PM*

*More information:* [defkey.com/xactimate-shortcuts?filter=basic](https://defkey.com/xactimate-shortcuts?filter=basic)

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