

Xactimate cheat sheet

General

| | |
|-----------|---------------------------------------|
| Ctrl + N | Go to Insured Info |
| Ctrl + R | Go to Parameters |
| Ctrl + I | Open Digital Images |
| Ctrl + Q | Go to XactContents |
| Ctrl + E | Go to Estimate Items, Line Item Entry |
| Ctrl + P | Open Estimate Reports |
| Ctrl + W | Open Underwriting Checklist |
| Ctrl + L | Go to Coverage/Loss |
| Ctrl + K | Go to Sketch |
| Ctrl + T | Open Totals Summary Report |
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + X | Cut |
| Del | Delete |
| Ctrl + Z | Undo |
| R | Room |
| Shift + W | Wall |
| F | Roof |
| Space | Browse Roof Types |
| E | Dormer |
| C | Staircase |
| Shift + D | Deck |
| Ctrl + F | Fence |
| D | Doorway |
| W | Window |
| M | Missing Wall |
| B | Square Break Tool |
| V | Vertex Tool |
| [| Flip Horizontally |
|] | Flip Vertically |
| Q | Rotate Clockwise |
| Shift + \ | Line Tool |
| / | Arrow Tool |
| Shift + R | Rectangle Tool |
| 0 | Ellipse Tool |
| Shift + I | Fill Tool |
| S | Snap Line Tool |

Space Pan Tool On/Off

Ctrl + Shift + M Save Macro

Ctrl + M Open Macros

View

1 Plan View

2 Elevation View

3 3D View

Shift + 1 View top*

Shift + 2 View front*

Shift + 3 View back*

Shift + 4 View left*

Shift + 5 View right*

Shift + 6 View front left*

Shift + 7 View front right*

Shift + 8 View back left*

Shift + 9 View back right*

- Zoom Out

+ Zoom In

Ctrl + - Zoom to Fit

Ctrl + + Zoom to Selection

Backspace Default Zoom

* Sketch must be in 3D view (3) to use this shortcut.

Additional shortcut keys

Shift + V Save Current View

Shift + L Show or Hide Label

Shift + M Show or Hide Measurements

Shift + G Show or Hide Grid

Shift + O Show or Hide Outline

Ctrl + Shift + R Reset Window Layout

Ctrl + Shift + 1 Open Search Window

Ctrl + Shift + 4 Open Images Window

Ctrl + Shift + 2 Activate Item and Activities Window

Ctrl + Page Down Go to Next Level

Ctrl + Page Up Go to Previous Level

Shift + Space Switch Between Plan View and 3-D View

U Load Copy from Underlay Tool

| | |
|---------------------------------------|--------------------------------|
| Esc | Cancel Active Tool |
| Ctrl + Left click + Move the mouse | Create Attached Room |
| Arrow keys | Move workspace |
| G | Set Scale |
| N | Orientation |
| O | Block |
| L | Reference Line |
| A | Reference Area |
| P | Reference Point |
| Ctrl + Enter | Open Level Properties |
| T | Annotation Text |
| F | Create Roof |
| C | Create Faces |
| R | Ridge Line |
| P | Hip Ridge Line |
| E | Edge Line |
| A | Auto Line Type |
| M | Find Roof Perimeter |
| N | Orientation |
| I | Interior Line |
| Y | Valley |
| Tab | Select Alternate Rotation Line |
| Alt | Hide Segmentation |
| Left arrow / Right arrow | Shorter/Longer Rotation Lines |
| Up arrow / Down arrow | Loosen/tighten perimeter |
| Source | |

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

More information: defkey.com/xactimate-shortcuts

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