

X 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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