CSET Keyboard Shortcuts

The following keyboard shortcuts are available in the screens listed.

|  |  |  |
| --- | --- | --- |
| **File Menu** | |  |
|  | Create New Assessment | CTRL + N |
|  | Save Assessment | CTRL + S |
|  | Save Assessment As | CTRL + Shift + s or F12 |
|  | Open Existing Assessment | CTRL + O |
|  | New Trend File | CTRL + Shift + T |
|  | New Compare File | CTRL + Shift + C |
|  | New Merge File | CTRL + Shift + M |
| **Tools Menu** | |  |
|  | Increase Font Size | CTRL + PLUS |
|  | Decrease Font Size | CTRL + MINUS |
|  | Assessment Documents | CTRL + U |
|  | Parameter Editor | CTRL + P |
|  | Manage Contacts | CTRL + T |
|  | Manage Questionnaires | CTRL + Q |
|  | Encrypt/Decrypt Assessment | CTRL + E |
|  | Enable Protected Features | CTRL + F |
|  | Diagram | CTRL + D |
| **Help** | |  |
|  | Resource Library | ALT + L |
|  | View User Guide | F1 |
|  | View User Guide (.pdf) | ALT + G |
|  | Accessibility Document | ALT + D |
|  | Keyboard Shortcuts | ALT + K |
|  | About | ALT + B |
|  | Advisory Document | ALT + V |
| **Navigation** | |  |
|  | Next Screen (Forward) | ALT + Right Arrow |
|  | Previous Screen (Back) | ALT + Left Arrow |
|  | Close Screen | ALT + F4 |
|  |  |  |
| **Questions Screen** | |  |
|  | Select Yes Answer | ALT + Y or Y |
|  | Select No Answer | ALT + N or N |
|  | Select N/A Answer | ALT + A or A |
|  | Select Alt Answer | ALT + T or T |
|  | Next Question | ALT + Down Arrow |
|  | Previous Question | ALT + Up Arrow |
|  | Toggle Mark For Review | ALT + R or R |
| **Trend, Compare, Merge screens** | |  |
|  | New | CTRL + N |
|  | Save File | CTRL + S |
|  | Save File As | CTRL + Shift + s or F12 |
|  | Open Existing File | CTRL + O |
|  | Mode - Trend | CTRL + Shift + T |
|  | Mode - Compare | CTRL + Shift + C |
|  | Mode - Merge File | CTRL + Shift + M |
| **Diagram Screen** | |  |
|  | Copy | Ctrl + C |
|  | Cut | Ctrl + X |
|  | Paste | Ctrl + V |
|  | Undo | Ctrl + Z |
|  | Redo | Ctrl + Y |
|  | Select All | Ctrl + A |
|  | Duplicate | Ctrl + D |
|  | Group | Ctrl + G |
|  | Ungroup | Ctrl + U |
|  | Delete | Delete |
|  | Nudge (slightly move the selection) | Ctrl + Arrow |
|  | Nudge faster | Ctrl + Shift + Arrow |