

# Keyboard shortcuts

Last Modified on 01/09/2015 1:12 pm CEST

Here's a list of the most common shortcut key combinations in the Quotation Tool.

<b>Key combination</b>	<b>Description</b>
CTRL+N	New quotation
CTRL+SHIFT+N	New quote revision
CTRL+O	Open quotation (File)
CTRL+S	Save (or Save as)
CTRL+P	Print (summary)
CTRL+SHIFT+P	Print quotation
CTRL+SHIFT+F	Find (items in elements)
CTRL+Q	Quote inspector (view warnings/errors)
CTRL+W	Web update
CTRL+1 - CTRL+9	Module shortcuts (see view menu)
CTRL+0	Show/Hide module panel
F1	Module help panel
CTRL+F1	User guide
CTRL+SHIFT+C	Copy rows (in Elements)
CTRL+SHIFT+V	Paste rows (in Elements)