

ACT! Shortcuts

To Do the Following, Use the Shortcut...	Shortcut	ACT! 2005	ACT! 2004
Add a new Contact, Company or Group	Insert	*	*
Add a new Secondary Contact	Ctrl+Insert	*	NA
Add a new Sales Opportunity for the current Contact, Company or Group	Ctrl+F11	*	*
Attach a file to the current for the current Contact, Company or Group	Ctrl+I	*	*
Check spelling in an e-mail message or text field	Alt+F7	*	*
Clear an activity	Ctrl+D	*	*
Close a menu or dialog box	Esc	*	*
Close the current file or database	Ctrl+W	*	*
Create a new file or database	Ctrl+N	*	*
Copy the selected items or text	Ctrl+C	*	*
Cut the selected items or text	Ctrl+X	*	*
Delete a contact, group, or lookup	Ctrl+Delete	*	*
Delete the character to the left of the pointer	Backspace	*	*
Delete the character to the right of the pointer	Delete	*	*
Display an Edit List dialog box, if the field has a drop-down list	F2	*	*
Display the Timer	Shift+F4	*	*
Exit ACT!	Alt+F4	*	*
Import data from another file or database	Alt+F12	*	*
Insert a Note for the for the current Contact, Company or Group	F9	*	*
Insert a History entry for the current Contact, Company or Group	Ctrl+I	*	*
Open an existing file or database	Ctrl+O	*	*
Open Annual Events Search	Ctrl+Shift+A	*	*
Open the Opportunity List	Shift+F7	*	NA
Paste the items or text last cut or copied	Ctrl+V	*	*
Print Address Book, Calendar, Reports, Labels or Envelopes	Ctrl+P	*	*
Record an activity history for the current contact	Ctrl+H	*	*
Refresh	Ctrl+F5	*	NA
Reschedule an activity	Ctrl+Shift+D	*	NA
Save a copy or create an empty copy of the current database	F12	*	*
Save the current file or database	Ctrl+S	*	*
Schedule a call for the current Contact, Company or Group	Ctrl+L	*	*
Schedule a meeting for the current Contact, Company or Group	Ctrl+M	*	*
Schedule a to-do for the current Contact, Company or Group	Ctrl+T	*	*
Send the selected activity as an e-mail attachment	Ctrl+Shift+S	*	*
Switch between open windows	Ctrl+F6	*	or Ctrl+Tab
Switch focus between the Timer and the current window	Alt+F6	*	*
Switch to the next ascending Contact record	PageUp	*	*
Switch to the next descending Contact record	PageDown	*	*
Undo the last action	Ctrl+Z	*	*
View the Contact List	F8	*	*
View the Contacts window	F11	*	*
View Help	F1	*	*
View context sensitive Help	Shift+F1	*	*
View the Company List	Alt+F10	*	NA
View the Group List	F10	*	*
View the Groups/Companies tab from the Contact view	Ctrl+F9	*	*
View the Task List	F7	*	*
View the Activities Tab for the current Contact, Company or Group	Alt+F9	*	*
View the Notes Tab for the current Contact, Company or Group	Alt+Shift+F9	*	NA
View the History Tab for the current Contact, Company or Group	Shift+F9	*	*
View the Mini-calendar	F4	*	*