

Xactimate Desktop (X1)

KEYBOARD SHORTCUTS

Function	Shortcut
Sketch	
Save	Ctrl + S
Room	R
Wall	Shift+W
Roof	F
Browse Roof types (while roof is loaded on cursor)	Spacebar
Dormer	E
Staircase	C
Deck	Shift + D
Fence	Ctrl + F
Doorway	D
Window	W
Missing wall	M
Square Break tool	B
Vertex tool	V
Flip horizontally	[
Flip vertically]
Rotate clockwise	Q
Set Scale	G
Orientation	N
Flooring Orientation Direction to lay floor covering	\
Block	O
Reference Line	L
Reference Area	A
Reference Point	P

Toggle Calculations On/Off	J
Open Level Properties	Ctrl + Enter
Annotation Text	T
Line tool	Shift + (Pipe sign)
Arrow tool	/
Rectangle tool	Shift + R
Ellipse tool	0
Fill tool	Shift + I
Display high detail view	Shift + H
Display super detail view	Shift + E
Display normal view	Shift + N
Save current view	Shift + V
Show or hide Labels	Shift + L
Show or hide Measurements	Shift + M
Show or hide Bearing Wall	Shift + B
Show or hide Flooring Overlay	Ctrl + Shift + O
Show or hide Framing	Ctrl + Shift + F
Show or hide Grid	Shift + G
Show or hide Imported Underlay	Shift + U
Show or hide Outline	Shift + O
Show or hide Ceiling Surface	Shift + C
Open flooring cuts	Shift + Q
Snap line tool	S
Pan tool On/Off	Spacebar
Pan tool	H
Plan view	1
Elevation View	2

Camera View	3
Zoom	Z
Default Zoom	Backspace
Zoom Out	Press Minus sign
Zoom In	Press Plus sign
Zoom to Extent (fit all items in workspace)	Ctrl + Minus sign, Shift + Minus sign, Ctrl + Shift + Minus sign
Zoom to Selection	Ctrl + Plus sign
Opposite face view in Elevation View	Shift + F
Snap grid	Shift + P
Reset window layout	Ctrl + Shift + R
Open Search window	Ctrl + Shift + 1
Open Images window	Ctrl + Shift + 4
Activate item and activities window	Ctrl + Shift + 2
Open Add Line Item	Insert
Combine rooms	Ctrl + Shift + C
Separate rooms	Ctrl + Shift + S
Go to next level	Ctrl + Page Down
Go to previous level	Ctrl + Page Up
Rotate loaded object clockwise	Tab
Rotate loaded object counter-clockwise	Shift + Tab
Switch between plan view and 3-D view	Shift + Space
Arc wall	Shift + A
Line	Shift + \
Load Copy from Underlay tool	U (after adding second level)
Cancel active tool	Esc
Copy room	Ctrl + Drag Room

Copy wall	Ctrl + Drag Wall
Move workspace	Arrows
Rotate selected item	Click(Hold) + Tab
Turn off default snap for selected item	Shift + Drag Item
Open Macros	Ctrl + M
Save Macro	Ctrl + Shift + M
<i>For the following View Functions, Sketch must be in 3D view (3)</i>	
Walk through mode	K
View Top	Shift + 1
View Front	Shift + 2
View Back	Shift + 3
View Left	Shift + 4
View Right	Shift + 5
View Front Left	Shift + 6
View Front Right	Shift + 7
View Back Left	Shift + 8
View Back Right	Shift + 9
Aerial Sketch	
Create roof	F
Create faces	C
Ridge line	R
Hip Ridge line	P
Edge line	E
Auto line type	A
Find roof Perimeter	M
Orientation	N
Interior line	I
Valley	Y
Select alternate rotation line	Tab
Hide segmentation	Alt

Shorter/longer rotation lines	Left/Right Arrows
Loosen/tighten perimeter	Up/Down Arrows
Rotate loaded object clockwise	Tab
Rotate loaded object counter-clockwise	Shift + Tab
Navigate the Estimate	
Go to Coverage/Loss	Ctrl + L
Go to Sketch	Ctrl + K
Go to Insured Info	Ctrl + N
Go to Parameters	Ctrl + R
Open Digital Images	Ctrl + I
Go to XactContents	Ctrl + Q
Go to Estimate Items Line Item Entry	Ctrl+ E
Go to Estimate Items Summary List	No shortcut
Open Estimate Reports	Ctrl + P
Open Underwriting Checklist	Ctrl + W
Open Totals Summary Report	Ctrl + T
Open Line Item Notes	F9
Open Payment Tracker	No shortcut
Populate Smartlists	No shortcut (the spacebar can be substituted in most fields)
Go to Edit menu	No shortcut
Go to Help menu	No shortcut
Go to Tools menu	No shortcut
Go to Language menu	No shortcut
Go to Estimate menu	No shortcut
Go to View menu	No shortcut

Go to Windows menu	No shortcut
Open Work Order	No shortcut
Edit	
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Delete	Delete
Undo last action	Ctrl + Z
Edit Grouping name, Room, Code, Coverage	F2 (Select name from Grouping Filter)
Save an Estimate	Ctrl + S
Estimate Items	
View Item Information	F8
Select all items	Ctrl + A
Add an item in the middle of a list	Insert
Xactimate Online	
Copy	Right Click + Copy
Paste	Right Click + Paste
Show or hide Bearing Wall	Alt + Ctrl + B
Load View List	Alt + Ctrl + Shift+ L
Open Macros	Alt + Ctrl + M
Save Macro	Alt+ Ctrl + Shift+ M