

Trimble® ACCUBID PRO Classic Software Short-Cut Key Chart

Job Schedule	Job Info	Notes	Takeoff	Extension	Direct Labor	Incidental Labor
	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen
	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen
			F5 – Modify			
			F6 – Abort			
			F7 – Next			
			F8 - Finish			
Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project
Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project
	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save
Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print
Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy
	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste
Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete
Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find
Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace		Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace
				Ctrl + W – Fill	Ctrl + W – Fill	Ctrl + W – Fill
		Ctrl + B - Bold	Ctrl + D – Database Find	Ctrl + A – Add Item		
		Ctrl + I – Italic	Ctrl + Q - Quick Takeoff	Ctrl + L – Clear View		
		Ctrl + U – Underline	Ctrl + Pg Up - Move Up	Enter – Expand		
			Ctrl + Pg Down - Move Dn	Esc – Collapse		
			Esc – Abort			
Labor Escalation	Indirect Labor	Subcontractors	General Expenses	Equipment	Quoted Materials	Final Pricing
F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen	F2 – Next Screen
F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen	F4 – Previous Screen
Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project	Ctrl + N – New Project
Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project	Ctrl + O – Open Project
Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save	Ctrl + S – Save
Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print	Ctrl + P – Print
Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy	Ctrl + C – Copy
Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste	Ctrl + V - Paste
Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete	Del – Delete
Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	Ctrl + F – Find	
Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + H – Replace	Ctrl + J - Adjustment
Ctrl + W – Fill	Ctrl + W – Fill	Ctrl + W – Fill	Ctrl + W – Fill	Ctrl + W – Fill	Ctrl + W – Fill	