

AIM® for Windows® Keystroke Shortcuts

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Agency Quick Reference Guide

Ctrl+A	Copies the address from one record to another in Order Information.
Ctrl+B	Inserts the date in either the From: or To: box into the other box in file cabinet sorted by order date.
Ctrl+C	Copies selected text to the Clipboard.
Ctrl+D	Deletes a record in Order Information.
Ctrl+E	Inserts an element reference when editing a document format.
Ctrl+G	Allows user to jump to a specified HUD line.
Ctrl+H	Displays the Quick Search window from File Cabinet, Order Entry, Documents Module and Invoicing Module.
Ctrl+J	Prompts for and displays detail screen for specified HUD line.
Ctrl+M	Displays detail screen for selected HUD line.
Ctrl+N	Creates a new entry within most Setup screens and a new record in Order Information.
Ctrl+Q	Merges element data when editing multi-line elements. Activates Merge Status Screen when using Express Printing.
Ctrl+S	Saves the data on most screens in AIM.
Ctrl+V	Inserts a copy of the Clipboard contents at the insertion point.
Ctrl+X	Cuts selected text and puts it on the Clipboard.
Ctrl+F4	Closes the active window