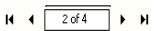






























# Toolbars, Keystrokes, and Shortcut Keys








| Common Toolbar Buttons  |  |
|---|--|
|   | Navigates to records (or to rows)                |
|  | Adds new party or record                         |
|  | Saves the file, order, document, or invoice      |
|  | Deletes documents, elements, or parties          |
|  | Expands or collapses the navigation panel        |
|  | Hides all data panels except the current panel   |
|  | Collapses a single data entry panel              |
|  | Expands a single data entry panel                |
|  | Collapses all panels within the data entry panel |
|  | Expands all panels within the data entry panel   |

| AIM+ Toolbar   |                                      |
|--|--------------------------------------|
|  | Opens File Tracking                  |
|  | Opens a new file in Quick Data Entry |
|  | Opens a new file in File Data Entry  |
|  | Opens File Summary / File Notes      |
|  | Opens Files Search                   |
|  | Opens the Log Viewer                 |
|  | Opens Escrow Accounting              |
|  | Opens Management Reports             |
|  | Opens 1099-S Reporting               |
|  | Opens Invoicing                      |
|  | Opens WIMS                           |
|  | Opens Setup                          |
|  | Opens Master Project Files           |
|  | Exports real estate excise tax data  |

| Properties Toolbar  |   |
|---|---|
|  | Add multiple sales price amounts          |
|  | View the auto-generated legal description |









| Parties Toolbar   |   |
|---|---|
|  | Finds and adds party from Party Setup         |
|  | Performs a Patriot Act Search for all parties |
|  | Copies buyer or seller party to new party     |
|  | Opens Company Mgmt                            |

| File Tracking Toolbar   |   |
|---|---|
|  | Opens the selected file in File Data Entry  |
|  | Opens a new file in Quick Data Entry        |
|  | Opens a new file in File Data Entry         |
|  | Selects all files                           |
|  | Unselects all files                         |
|  | Order Stewart Products and Services         |
|  | Refreshes files in select Tracking location |

| Keystrokes and Shortcut Keys |   |
|------------------------------|---|
| Alt+Underlined Letter Tab    | Selects the menu item or other label with the underlined letter   |
| Alt+F12                      | Sends the TDI Commitment to the TDI FTP site as a consolidated set which is merged into one PDF file.     |
| Ctrl+A                       | Copies property or party address to a party   |
| Ctrl+C                       | Copies selected text to the clipboard   |
| Ctrl+D                       | Delete  |
| Ctrl+M                       | Opens Master Project Files  |
| Ctrl+N                       | Opens a new file in File Data Entry   |
| Ctrl+Q                       | Opens a new file in Quick Data Entry  |
| Ctrl+R                       | Copies buyer or seller party to another party on the same order   |
| Ctrl+V                       | Inserts a copy of the clipboard contents at the insertion point   |
| Ctrl+X                       | Cuts selected text and places it on the clipboard   |
| Ctrl+Z                       | Undo  |
| F1                           | Opens Help Contents in a browser  |
| F2                           | Opens File Tracking   |
| F4                           | Opens Invoicing   |
| F5                           | Calculates title insurance premiums and closing fees  |
| F7                           | Opens File Summary/File Notes   |
| F9                           | Opens Escrow Accounting   |
| F10                          | Opens Policy Transmittal  |
| F11                          | Opens File Search   |
| F12                          | Opens Setup   |
| Shift+Tab                    | Moves cursor backward to an adjacent field, button, or check box  |
| Tab                          | Moves cursor forward to an adjacent field, button, or check box. Or select an option from a dropdown list |

| Shortcut Keys for Date Fields |                            |
|-------------------------------|----------------------------|
| +/=                           | Adds one day               |
| -/_                           | Subtracts one day          |
| ]                             | Adds one month             |
| [                             | Subtracts one month        |
| T                             | Current date               |
| Y                             | First day of current year  |
| R                             | Last day of current year   |
| M                             | First day of current month |
| H                             | Last day of current month  |

























# Toolbars, Keystrokes, and Shortcut Keys

| Documents Toolbar  |   |
|--|---|
|  | Opens selected documents in the AIM+ Document Editor  |
|  | Prints the selected document  |
|  | Prints all documents in the Selected Documents list   |
|  | Sends the selected documents as attachments in an e-mail  |
|  | Electronically sends the selected documents to SureClose  |
|  | Saves the selected documents in PDF file  |
|  | Sends the TDI Commitment to the TDI FTP site in one PDF file                                      |
|  | Replaces template for selected documents with most recent template from the AIM+ Template Library |

| Formatting Keyboard Shortcuts |   |
|-------------------------------|---|
| Ctrl+[                        | Decreases size of selected text           |
| Ctrl+]                        | Increases size of selected text           |
| Ctrl+B                        | Applies bold formatting                   |
| Ctrl+C                        | Copies selected text or object            |
| Ctrl+I                        | Applies italics formatting                |
| Ctrl+Shift+T                  | Removes a hanging indent                  |
| Ctrl+Spacebar                 | Removes paragraph or character formatting |
| Ctrl+T                        | Creates hanging indent                    |
| Ctrl+U                        | Applies underline formatting              |
| Ctrl+X                        | Cuts text or object                       |
| Ctrl+V                        | Pastes text or object                     |
| PB                            | Inserts a page break                      |










| Boilerplate Keyboard Shortcuts |   |
|--------------------------------|---|
| Alt+B                          | Opens boilerplate list from within a placeholder  |
| F3                             | Inserts boilerplate for code typed in placeholder |
| F9                             | Inserts degree sign within a placeholder          |

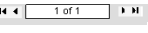






| Placeholder Keyboard Shortcuts |   |
|--------------------------------|---|
| Ctrl+Tab+Tab                   | Increases the indent level of text within placeholders                          |
| Ctrl+Tab                       | Decreases the indent level of text within placeholders                          |
| F6                             | Advances through custom elements, asterisks, and smart tags within placeholders |

| Document Editor Toolbar   |  |
|---|--|
|    | Saves the active document  |
|    | Cuts text or object  |
|    | Copies selected text or object                                       |
|    | Pastes text or object  |
|    | Removes the last action that you took                                |
|    | Replaces the last action that you removed                            |
|    | Changes the font type  |
|    | Changes the font size  |
|    | Applies bold formatting  |
|    | Applies italics formatting   |
|    | Applies underline formatting   |
|    | Applies strike through formatting                                    |
|  | Applies bullet format to the selected text within placeholders       |
|  | Applies numbering format to the selected text within placeholders    |
|  | Increases the indent level of the paragraph                          |
|  | Decreases the indent level of the paragraph                          |
|  | Aligns text to the left  |
|  | Centers text   |
|  | Aligns text to the right   |
|  | Aligns text to both the left and right margin                        |
|  | Inserts an image, such as a signature, within placeholders           |
|  | Inserts a hyperlink to a document in placeholders                    |
|  | Opens the boilerplate screen to insert a boilerplate in placeholders |
|  | Groups selected text. Selected text does not break between pages     |




















# Toolbars, Keystrokes, and Shortcut Keys








## Document Editor Toolbar and Keyboard Shortcut Keys

| Closing Toolbar  |  |
|--|--|
|  | Clears all the information from the HUD Line and removes all related sublines          |
|  | Inserts a blank HUD Line on Page 2 or 3 after the last HUD Line shown                  |
|  | Deletes blank HUD lines (except preprinted blank lines) or any HUD line inserted       |
|  | Prints the HUD Settlement Statement, HUD-1A, any attachment(s), and Closing Statements |
|  | Displays the HUD Settlement Statement, HUD-1A and/or attachment(s) prior to printing   |
|  | View and update Closing, Proration and Disbursement Dates                              |
|  | Opens the Closing Property Description screen  |
|  | Select the settlement location   |
|  | Change buyer and seller name and address on the Closing Statements                     |

| Closing Detail Screen Toolbar  |  |
|--|--|
|  | Shows the active subline record and navigates through the sublines of the selected HUD Line number |
|  | Creates a new subline number   |
|  | Saves all subline information  |
|  | Deletes the current subline number   |
|  | Calculates title insurance premiums and closing fees with an external pricing program              |
|  | Opens the Find Party screen to search from Party Setup   |
|  | Performs a Patriot Act Search for the payee or remitter name                                       |
| Jump <input type="text"/>  | Press <b>Alt+J</b> to move the cursor to the Jump field  |










| Closing Shortcut Keys |   |
|-----------------------|---|
| Enter                 | Highlight the HUD Line and press <b>Enter</b> to open the detail screen |
| Ctrl+Tab              | Moves focus forward to the next HUD tab                                 |
| Ctrl+Shift+Tab        | Moves focus backward to the next HUD tab                                |
| Up or Down Arrow      | Scroll up or down the selected HUD page                                 |
| Left or Right Arrow   | Move left or right on the selected HUD page                             |




| Disbursements Toolbar   |   |
|---|---|
|    | Combines one or more receipts or disbursements with another receipt or disbursement group |
|    | Separates an item from any group that includes more than one item                         |
|    | Splits a single item by a fixed amount or percentage                                      |
|    | Removes any split that was previously made  |
|    | Prints the Disbursement Worksheet   |
|    | Displays the Disbursement Worksheet prior to printing                                     |
|    | Exports data from the Disbursement Worksheet into either a Quicken® or QuickBooks® file   |
|    | Prints a check for the selected payee and posts it to Escrow Accounting                   |
|    | Writes an outgoing wire for the selected payee and posts it to Escrow Accounting          |
|   | Prints a receipt for the selected remitter and posts it to Escrow Accounting              |
|  | Writes an incoming wire for the selected remitter and posts it to Escrow Accounting       |
|  | Prints checks for all undisbursed items and posts the items to Escrow Accounting          |
|  | Records a manual transaction  |
|  | Creates a fee transfer  |
|  | Opens Wire Information Management System  |
|  | Places an item on hold or removes a hold  |
|  | Cancel the selected transaction   |
|  | Opens the file ledger for this file   |
|  | Recreates the disbursement worksheet directly from the HUD                                |






| Escrow Accounting Toolbar   |   |
|---|---|
|  | Adds a new batch  |
|  | Removes the most current changes  |
|  | Deletes a batch   |
|  | Opens the Find Party screen to search for a party from the list of parties in Party Setup |
|  | Prints the selected Escrow Accounting report  |
|  | Displays the selected Escrow Accounting report prior to printing                          |
|  | Exports report to Excel   |


# Toolbars, Keystrokes, and Shortcut Keys





## Document Editor Toolbar and Keyboard Shortcut Keys

| Policies Toolbar  |  |
|---|--|
|   | Adds new Policy                                    |
|   | Adds new Endorsement                               |
|   | Saves policy information                           |
|   | Finds policy for an agent                          |
|   | Shows policy image                                 |
|   | Unlocks record in case of policy transmittal error |
|   | Retransmits the policy                             |
|   | Retrieves content from Title Charges and Closing   |
|  | Deletes the policy                                 |

| Revenue Reporter Toolbar   |  |
|--|--|
|  | Saves all order data                       |
|  | Prints revenue reporter details            |
|  | Shows the date the report was last revised |

| 1099-S Toolbar  |                                  |
|---|----------------------------------|
|  | Adds seller                      |
|  | Deletes seller                   |
|  | Saves 1099-S information         |
|  | Resets 1099-S information        |
|  | Splits reportable amounts evenly |

| Title Charges Toolbar   |   |
|---|---|
|  | Clears all the information from the HUD Line and removes all related sublines |

| Split Calculations Toolbar  |   |
|---|---|
|   | Prints split calculations               |
|  | Sends split calculations via email      |
|  | Sends split calculations electronically |
|  | Saves split calculations as PDF         |

### Notes

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