



Insert - New Contact
Ctrl+Ins - Add sec. contact
Ctrl+Del - Delete record
Ctrl+I - Attach File

Alt+Left Arrow - Back
Alt+Right Arrow - Right
Ctrl+Z - Undo Action
Spacebar - Tag Record

Ctrl+L - Schedule Call
Ctrl+M - Schedule Meeting
Ctrl+T - Schedule to do
Ctrl+D - Clear Activity

Ctrl+S - Save
Ctrl+N - New database
Ctrl+W - Close database
Ctrl+O - Open database

Esc - Close Menu
Ctrl+Shift+E - Clear Selected Activities
Ctrl+Shift+S - Send to Outlook
Ctrl+Shift+D - Reschedule

ACT!

Vanderwell House
Vanwall Business Park
Maidenhead, Berkshire
SL6 4UB

0800 381 1000

www.preact.co.uk

				Ctrl	Refresh	Cycle Window			Ctrl	Grp/ Co. View		New Sales Opp	
			Exit ACT!	Alt		Time Toggle	Spell Check		Alt	Activity Tab	Company List		Import
		Work Week	Display Timer	Shift	Day Calendar		Opp List	Tag/Edit	Shift	History Tab	Right Click	Tag All	Look-up Tag
Help	Pop Up Box	Wk Calendar	Mini Calendar		Mth Calendar	List / Detail	Task List	Contact List		Insert Note	Group List	Contact View	Save As
F1	F2	F3	F4	+	F5	F6	F7	F8	+	F9	F10	F11	F12



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