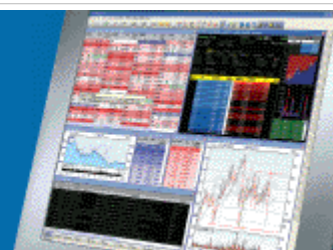


ShareScope Training Zone

Your guide to getting the best out of ShareScope



Tutorial 28 - Using keyboard shortcuts

As we have illustrated in previous tutorials, ShareScope includes a host of intuitive features to help you navigate the program with increased speed and efficiency. In addition, we have also learned that much of the program can be customised to suit your own personal style and preferences.

In this tutorial, we look at how you can use keyboard shortcuts (or accelerators) to quickly access the features and functions you use most often. This may be an alternative to using the mouse to access commands via menus, dialogs and toolbars in ShareScope.

ShareScope includes a combination of pre-programmed system accelerators, customisable shortcuts and currently unassigned functions.

System accelerators

Creating and editing accelerators

System accelerators

As previously mentioned, ShareScope includes a number of default "system" keyboard accelerators which are built into the program. For example, pressing F5 will automatically redirect you to the ALL list, and pressing F6 will take you to the Shares list.

If there is a system keyboard accelerator associated with a particular command, it is shown on the menu item for that command and on the corresponding toolbar button as shown below:

All	F5	
Shares	F6	
Investment Trusts	F7	

For more information on adding keyboard shortcuts to toolbar buttons, please see [Tutorial 21 - Customising Toolbars](#).

The majority of system accelerators can be used in any screen. Some however, are restricted for use in a single screen only, for example the [list](#), [graph](#) or [transaction](#) screen.

General Navigation shortcuts:

Space	Next item in current list
Shift + space	Previous list item
Enter	Cycle Historical graph - Intraday graph (<i>Plus/Pro only</i>) - Details - List or Portfolio
Shift + Enter	Cycle back
Esc	Cycle back: Historical graph - List or Portfolio - Details - Intraday graph (<i>Plus/Pro only</i>)

Settings shortcuts:

The following Settings shortcuts are determined according to the window you are currently viewing. For example, pressing **F3** in the graph screen will move to *Graph Setting 2*; in the news

screen to *News Table 2* and so on.

F2	Setting 1
F3	Setting 2
F4	Setting 3
Shift + F2	Setting 4
Shift + F3	Setting 5
Shift + F4	Setting 6
Ctrl F2	Setting 7
Ctrl F3	Setting 8
Ctrl F4	Setting 9
Shift + Ctrl + F2	Setting 10
Shift + Ctrl + F3	Setting 11
Shift + Ctrl + F4	Setting 12

List shortcuts:

F5	All list
F6	Shares
F7	Investment trusts
F8	Indices
Shift + F5	FTSE 100
Shift + F6	FTSE 250
Shift + F7	FTSE Small Cap
Shift + F8	FTSE Fledgling
Ctrl + F5	Non-index
Ctrl + F6	AIM
Ctrl + F7	Warrants
Ctrl + F8	Preferences
Shift + Ctrl + F5	Convertibles
Shift + Ctrl + F6	Income shares
Shift + Ctrl + F7	Capital shares
Shift + Ctrl + F8	Other shares
F11 (or -)	Current portfolio
Shift + F11	Imported data

Screen / Window shortcuts:

Shift + F9	Details
Ctrl + F9	Historical graph
Shift + Ctrl + F9	Current cash account
Ctrl + F11	Directors' dealings
Shift + Ctrl + F11	Cash accounts
F12	Select portfolio
Shift + F12	Data mining
Shift + Ctrl + F12	Triggered alarms
	News screen
\	News for selected share
+	Transactions screen
' (apostrophe)	View Trade list (and return to previous screen) <i>(Plus/Pro only)</i>
Ctrl + Q	View Quote list <i>(Plus/Pro only)</i>
Ctrl + T	View Trade + Quote list <i>(Plus/Pro only)</i>
. (full stop)	Share's DD
, (comma)	Return to current list/portfolio
?	Trade summary <i>(Plus/Pro only)</i>
>	Company dates
/	Price history for selected share
#	Level 2 <i>(Pro or by subscription only)</i>

Other functions:

F1	Context-sensitive help
Shift + F1	Help arrow
F9	Update data
F10	Select the menu
Shift + F10	Context menu

List screen only:

Left / Right arrows	Scroll columns left/right
Shift + Home / End	Select first/last item in current list
Page Down / Page Up	View next/previous page of current list
Shift + left click	Select multiple shares

Ctrl + left click	Select multiple shares
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Graph screen only:

Left / Right arrow	Scroll graph or move cursor back/forward one trading day
Shift + Left / Right arrow	Scroll graph left/right
Up / Down arrow	Change the vertical scale
Shift + Up / Down arrow	Shift the vertical scale
Alt + Enter	Create a text box
Tab	Select next line or text box
Delete	Delete the selected line or text box
Shift + Delete	Delete all lines / boxes
Ctrl + X	Fix position of crosshairs
Shift	Display that trading day's unadjusted price on status bar (Historical graph)
Shift + 1	1 month (Historical graph)
Shift + 2	3 months
Shift + 3	6 months
Shift + 4	1 year
Shift + 5	2 years
Shift + 6	5 years
Ctrl + 1	1 day bars (Historical graph)
Ctrl + 2	2 day bars
Ctrl + 3	3 day bars
Ctrl + 4	4 day bars
Ctrl + 5	1 week bars
Ctrl + 6	Fortnightly bars
Shift + left click and drag	Draw a line
Shift + left click	Draw a horizontal line

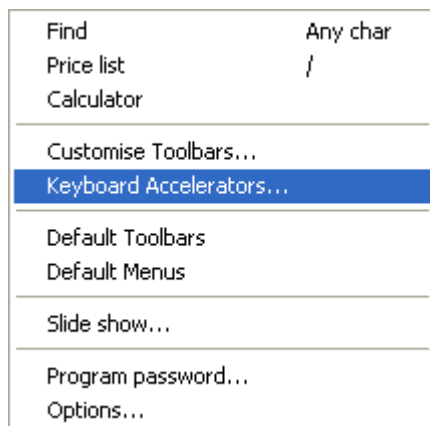
Transactions screen only:

+	View "Latest" (totals) lines only
, (comma)	View CGT report for current tax year
< (less than)	View CGT details for selected share

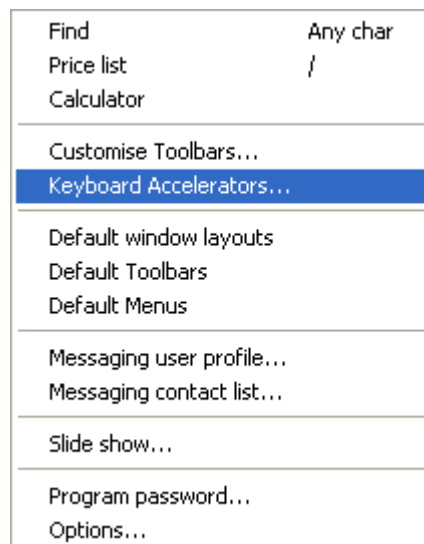
Creating and Editing Accelerators

You can create your own keyboard shortcuts or edit existing shortcuts via the Keyboard accelerators dialog which can be accessed by clicking on **Tools** and then selecting **Keyboard Accelerators...** from the drop down menu.

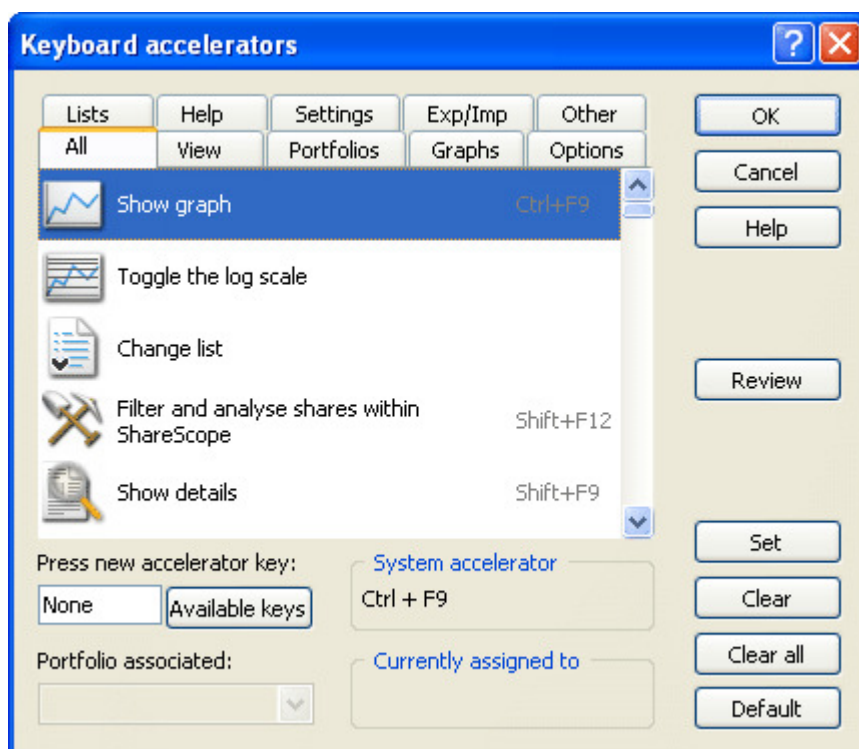
ShareScope Gold:



ShareScope Plus/Pro:



The Keyboard accelerators dialog offers 10 different tabs to select from, each containing a list of related functions, as the image below illustrates:



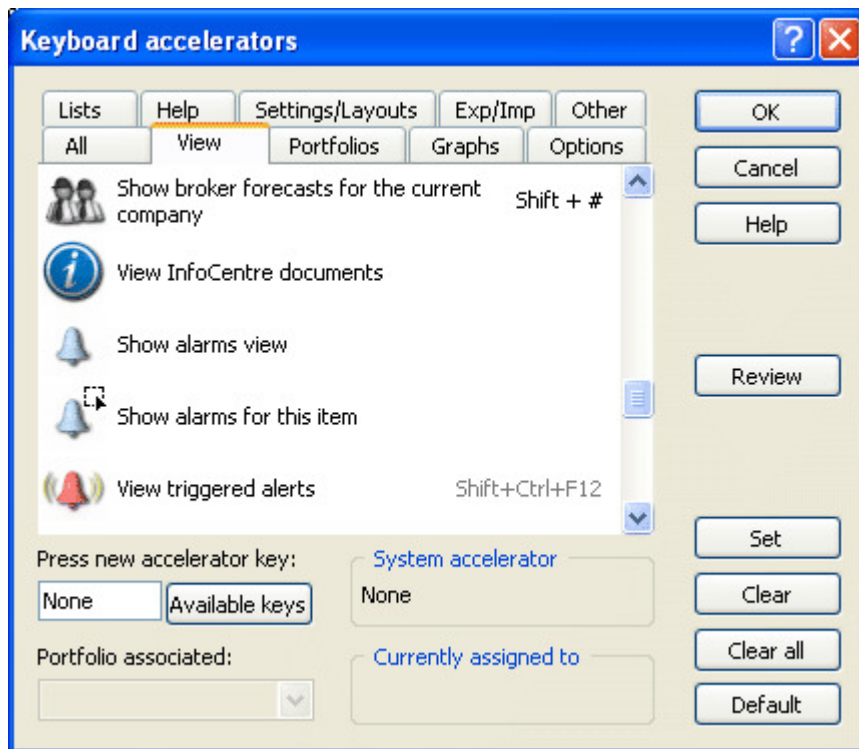
In this example, the **All** tab includes all available accelerators that can be used.

To the right of the **Show graph** function we can see a keyboard accelerator description (**Ctrl + F9**) - denoting that a key combination is already assigned for this action. By contrast, the **Toggle the log scale** option just below does not; meaning that it is currently unassigned.

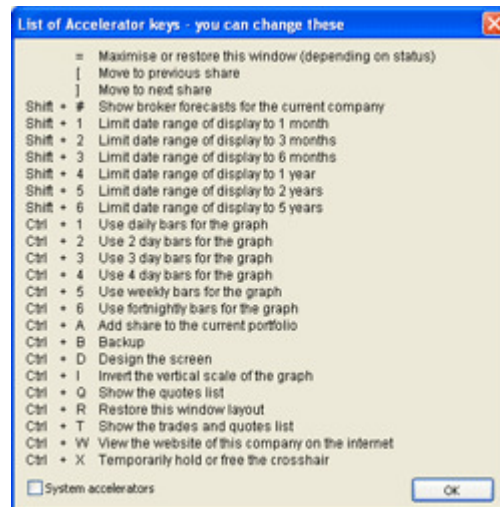
If the accelerator is shown in grey, it is built into the system and cannot be changed (although you may assign an additional accelerator to this action).

If a key combination is listed in black, it is not built into ShareScope and can be changed. As you can see from the image below, **View triggered alerts** (grey) can be changed, but **Show broker**

forecasts for the current company (black) cannot.



To display a list of all the shortcuts that are currently configured and which you can change, click on the **Review** button to the right of the dialog. This will show the following:

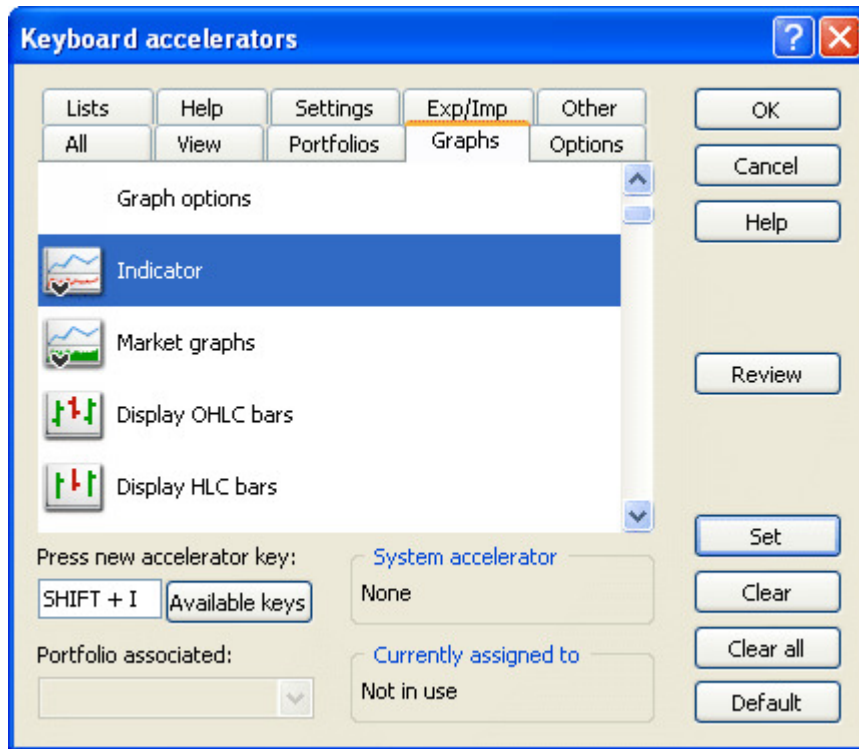


Whilst this list is displayed, you can tick the **System accelerators** option to display a list of the shortcuts that cannot be changed.

Click **OK** to return to the **Keyboard accelerators** dialog.

To change an accelerator or to assign an additional key combination to a system accelerator, select the required action and then press the keys that you wish to use.

For example, if you want to assign **Shift + I** as the shortcut to add an indicator, press the **Shift** key followed by the **I** key. The key combination appears in the text box below.



If the combination you have chosen is already in use this is displayed in the **Currently assigned to** box. To see which keys are available to use click on **Available keys**. Once finished, click on **Set** to save your changes.

If there are two accelerators associated with a particular function, the system accelerator is displayed in the **System accelerator** box and the additional accelerator is shown in the list.

All the alphabet, numeric and punctuation mark keys listed below can be used with additional combinations of **Shift** and **Ctrl** to allow a total of 92 available key combinations.

; (semi-colon)
 [(left square bracket)
] (right square bracket)
 _ (underscore)
 = (equals)
 ` (extra mark)

Remember, if you have any trouble finding or using any of these features, please don't hesitate to call our Customer Support team. They will be delighted to help.

From outside London: 0845 045 0111
 From London: 020 7749 8504
 Email: support@sharescope.co.uk