

# Tabs3 Version 2025 Keyboard Shortcuts

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This document presents a curated list of keyboard shortcuts for Tabs3 software, designed to help you work more efficiently and boost productivity. These shortcuts are intended to streamline your workflow and enhance your overall user experience.

Keyboard shortcuts are essential time-savers that can significantly improve your efficiency when working with Tabs3 Software. By memorizing these commands, you'll spend less time navigating menus and more time accomplishing important tasks. The shortcuts in this guide cover all components of the Tabs3 Suite, including Billing, Accounts Payable, General Ledger, and PracticeMaster.



## Streamline Your Workflow

Master keyboard shortcuts to navigate Tabs3 Software more efficiently, reducing mouse usage and accelerating your daily tasks.



## Cross-Application Functionality

Learn shortcuts that work across Tabs3 Billing, Accounts Payable, General Ledger, and PracticeMaster components.



## Boost Productivity

Improve your efficiency with specialized shortcuts for text editing, navigation, and program-specific features.



## Easy to Learn & Share

These intuitive shortcuts are designed to be memorable and can be quickly adopted by your entire team for consistent efficiency.

# All Tabs3 Software Shortcuts



## Navigation & Windows

- Alt+Home - Open Home Page
- Ctrl+Shift+V - Active User List
- Ctrl+T - Home Page or Task Folders
- Ctrl+F6 - Next Child Window
- Ctrl+Shift+F6 - Prev Child Window
- F10 - Place Focus on Menu Bar
- Shift+F10 - Display Right-Click Menu



## Text Editing

- Ctrl+A - Select All
- Ctrl+B - Bold
- Ctrl+C - Copy
- Ctrl+I - Italics
- Ctrl+U - Underline
- Ctrl+V - Paste
- Ctrl+X - Cut
- Ctrl+Y - Redo
- Ctrl+Z - Undo



## Records & Functions

- Ctrl+N - New Record
- Ctrl+P - Print
- Ctrl+S - Save
- Ctrl+L - Edit Text Macro
- Ctrl+Q - Display Search Actions field
- F1 - Help
- F2 - Previous Description
- F3 - Previous Record
- F4 - Next Record

Additional shortcuts include Alt+Backspace (Undo), Shift+Del (Cut), Ctrl+Ins (Copy), and Shift+Ins (Paste).



# Tabs3 Billing Shortcuts



## Client & Contact Management

- Ctrl+Shift+L - Open Clients List
- Ctrl+Shift+C - Open Client Information
- Ctrl+Shift+Q - Open Contacts List
- Ctrl+Shift+T - Open Contact Information
- Ctrl+M - Matter Manager
- Shift+Alt+C - Conflict Check



## Funds & Payments

- Ctrl+Shift+I - Open Client Funds List
- Ctrl+Shift+N - Open Client Funds Entry
- Ctrl+Shift+Y - Open Payments List
- Ctrl+Shift+P - Open Payment Entry
- Ctrl+Shift+K - Open Write Offs List



## Billing & Reports

- Ctrl+Shift+U - Update Statements
- Ctrl+Shift+S - Generate Statements
- Ctrl+Shift+A - Archive Data Integrity Check
- Ctrl+H - Exclude Text from Statement
- Shift+Alt+L - Client Ledger Report
- Shift+Alt+A - Detail Accounts Receivable Report
- Shift+Alt+Y - Summary Accounts Receivable Report
- Shift+Alt+R - Receipt Allocation Report
- Shift+Alt+T - Transaction File List
- Shift+Alt+W - Detail Work-In-Process Report



## Fees & Costs

- Ctrl+Shift+E - Open Fees List
- Ctrl+Shift+F - Open Fee Entry
- Ctrl+Shift+W - Open Costs List
- Ctrl+Shift+O - Open Cost Entry
- Alt+I - Toggles Detail/Rapid Entry Mode
- Alt+G - Toggles Entry Lists



## Timer Functions

- Alt+P - Recap of Hours from Fee Data Entry
- Alt+B - Start/Pause Timer in Fee Data Entry
- Alt+T - Reset Timer in Fee Data Entry
- Alt+A - Add Elapsed Time in Fee Data Entry



# Tabs3 Accounts Payable & General Ledger



## Accounts Payable

- Alt+A - Opens the Attach File window (Invoice/Manual Checks)



## General Ledger

- F3 - Previous Account based on the Description field (Chart of Accounts)
- F4 - Next Account based on the Description field (Chart of Accounts)
- Alt+S - Opens the Set Budget Amounts window (Account Information, Budgets tab)
- Alt+B - Opens the Budget Report window (Account Information, Budgets tab)
- Alt+A - Opens the Budget Allocation window (Set Budget Amounts Window)



# PracticeMaster Shortcuts



## File Management

- Ctrl+Shift+M - File Maintenance
- Ctrl+Shift+C - Open Client File
- Ctrl+Shift+P - Open Contact File
- Ctrl+Shift+J - Open Journal File
- Ctrl+Shift+G - Document Management
- Ctrl+Shift+F - Open Fee File
- Ctrl+Shift+O - Open Cost File



## Calendar & Tasks

- Ctrl+Shift+A - Open Calendar File
- Ctrl+Shift+K - Open Task List
- Ctrl+Shift+E - Calendar Properties
- Ctrl+G - Graphical Calendar Report
- Ctrl+K - Graphical Task Report
- Shift+Alt+D - Display Daily Calendar
- Shift+Alt+W - Display Weekly Calendar
- Shift+Alt+M - Display Monthly Calendar



## Tools & Utilities

- Ctrl+Shift+T - Timer
- Ctrl+Shift+L - Calendar Plan Templates
- Ctrl+Shift+W - Word Document Assembly
- Ctrl+Shift+H - HotDocs Document Assembly
- Ctrl+M - Matter Manager
- Ctrl+F - Find and Replace
- Shift+Alt+C - Conflict Check
- Shift+Alt+T - Contact Search

## Communication

- Ctrl+F7 - Send Email
- Ctrl+F8 - Read Email
- Ctrl+W - Web Browser
- Shift+Alt+E - Open eNote Window
- Shift+Alt+A - Active Alarms
- Shift+Alt+V - Visual Timer Display

## Other Functions

- Ctrl+Shift+Y - Daily Report
- Ctrl+E - Expand Search Box
- Ctrl+Q - Preview Window from Conflict Search
- Ctrl+D - Tabs3 DropBox Window from Conflict Search
- Ctrl+O - Open Other Files
- Ctrl+R - Editor + Replicate
- Shift+Alt+R - Report Writer
- F5 - Refresh (Editor, Calendar)



# PracticeMaster Specific Features



## PracticeMaster Calendar

- Insert - Add a Calendar Record
- Enter - Edit a Calendar Record
- Delete - Delete a Calendar Record
- F5 - Refresh
- F6 - Swap Event/Task Focus
- F7 - Decrease Days/Weeks Viewed
- F8 - Increase Days/Weeks Viewed
- F9 - Focus on User Selection
- Shift+F6 - Cycles  
Daily/Weekly/Monthly Calendar
- Shift+F8 - Toggles Filter Bar On and Off
- Shift+F9 - Focus on Day/Week Selector
- Ctrl+Up - Scroll Up
- Ctrl+Dn - Scroll Down



## Matter Manager

- F9 - Focus on Matter Selector



## Journal

- Ctrl+F1 - Enhanced/Standard Email View



## Document Management

- Ctrl+F1 - Toggles Document Preview On and Off



## Report Writer

- F6 - Swap Focus to Opposite Pane



# Text Editing Keystrokes

## Cursor Movement

-  **Left-Arrow**  
Moves the cursor left one character
-  **Right-Arrow**  
Moves the cursor right one character
-  **Ctrl + Left-Arrow**  
Moves the cursor left one word
-  **Ctrl + Right-Arrow**  
Moves the cursor right one word
-  **Home**  
Moves the cursor to the beginning of a field or line
-  **End**  
Moves the cursor to the end of a field or line
-  **Ctrl + Home**  
Moves the cursor to the beginning of a field
-  **Ctrl + End**  
Moves the cursor to the end of a field

## Field Navigation

-  **Tab**  
Moves the cursor to the next field
-  **Enter**  
Moves the cursor to the next field (data entry windows only)
-  **Shift + Tab**  
Moves the cursor to the previous field
-  **Shift + Enter**  
Moves the cursor to the previous field (data entry windows only)

## Text Deletion

-  **Del**  
Deletes the character to the right of the cursor or deletes selected text
-  **Backspace**  
Deletes the character to the left of the cursor or deletes selected text
-  **Ctrl + Del**  
Deletes all characters to the right of the cursor on the current line. In rich text fields, deletes the text following the cursor up to the next word

## Special Field Functions

-  **D or T**  
In a date field, enters the system date
-  **C**  
In a date field, replaces the current date with "mm/dd/yyyy"
-  **> or <**  
In a date field, increases or decreases the day of the month. In a number field, increases or decreases the number by one
-  **Q**  
In a date field, displays the QuickDate Calculator window
-  **M or +, -, \*, /, =**  
In a number field, displays the popup calculator



# General Windows Keystrokes & Display Zoom



## Window Management

- Ctrl+F4 - Closes the current window (not the main application window)
- Alt+F4 - Closes the main application window
- Ctrl+F6 - Switches to the next window within the main application window
- Ctrl+Shift+F6 - Switches to the previous window within the main application window



## Tab Navigation

- Alt+Tab - Switches to the next application in Windows
- Ctrl+Tab or Ctrl+PgDn - Moves forward through folder tabs in a window
- Ctrl+Shift+Tab or Ctrl+PgUp - Moves backward through folder tabs in a window
- Alt+Down-Arrow - Displays drop-down lists and lookup windows where applicable



## Display Zoom

- Ctrl+"+" - Enlarges the display
- Ctrl+"-" - Reduces the display
- Ctrl+"0" (zero) - Resets the display to default

## Productivity Tips

Learning keyboard shortcuts can significantly improve your productivity when working with Tabs3 Software. Start by memorizing the shortcuts for functions you use most frequently, then gradually expand your repertoire. Many shortcuts follow common Windows patterns, making them easier to remember.

For maximum efficiency, consider printing this guide and keeping it near your workstation for quick reference until the shortcuts become second nature. You can also customize your workflow by focusing on the shortcuts specific to the Tabs3 modules you use most often.

Remember that some shortcuts may vary depending on the specific version of Tabs3 Software you're using. If a shortcut doesn't work as expected, check your software documentation or contact Tabs3 support or your consultant for assistance.



# What Are Your Favorite Shortcuts?

Check the boxes next to the shortcuts you find most useful in your daily workflow:

- General Shortcuts**
- Ctrl+S - Save
- Ctrl+P - Print
- Ctrl+N - New Record
- Alt+Home - Open Home Page
- Ctrl+F6 - Next Child Window

- Tabs3 Billing**
- Ctrl+Shift+C - Open Client Information
- Ctrl+Shift+F - Open Fee Entry
- Ctrl+Shift+O - Open Cost Entry
- Ctrl+Shift+S - Generate Statements
- Alt+B - Start/Pause Timer in Fee Data Entry

- Accounts Payable & General Ledger**
- Ctrl+Shift+V - Open Vendor Information
- Ctrl+Shift+P - Open AP Entry
- Ctrl+Shift+M - Manual Check Entry
- Ctrl+Shift+J - Journal Entry
- Alt+G - Open GL Account Information

- PracticeMaster**
- Ctrl+Shift+A - Open Calendar File
- Ctrl+Shift+K - Open Task List
- Ctrl+M - Matter Manager
- Shift+Alt+C - Conflict Check
- Ctrl+F7 - Send Email

## Add Your Own Favorites:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Consider sharing this list with colleagues to help them improve their productivity with Tabs3 Software as well. You might discover new shortcuts that can further enhance your workflow!

Remember that the most valuable shortcuts are the ones that align with your specific job functions and daily tasks. Focus on learning the shortcuts for the features you use most frequently.

### Disclaimer:

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