

Shortcuts & Tips

Last Modified on 31/03/2026 4:41 pm AEST

Keyboard Shortcuts

As with most software, there are a number of areas where keyboard shortcuts can be used in StrataMax. The standard windows keyboard shortcuts such as 'Copy & Paste' (Ctrl + C & Ctrl + V) still function in free text areas in StrataMax as well. For example, you can copy & paste the contents of an email into the *Notes* section of an owner's record in the **Roll** menu. The shortcuts below that relate to tagging are typically to tag or untag lots or buildings in the relevant lists.

- *Ctrl + T* will tag the current selection and then will drop to the next cell.
- *Ctrl + U* will untag the current selection and then will drop down to the next cell.
- *Ctrl + A* will tag all items.
- *Ctrl + X* will untag all items.
- Tagging an item, then pressing and holding down the *Shift* key and then tagging another item will, in a lot of cases, but not every case, tag all items between the first and second tagged item.
- Use the *= (equals symbol)* key to tick a box, and the *- (hyphen symbol)* key to remove a tick in a box. This can be especially useful in **DocMax** if using tab stops for data entry of invoices.
- Hold down the *Ctrl* key to select multiple separate items in a list.
- *Shift + 2* will insert the day's date in date field. In some cases *double-clicking* will also do this.
- *F3* will skip to the next field with the search term entered.

Menu Customisation

The Desktop can be customised for colour by selecting the colour picker tool in the bottom left-hand corner. Clicking this icon will allow the colour to be adjusted to a colour of your choosing. This can be a useful tool for colour distinction for clients who may operate multiple drives.

