





# PcMars Tips

## FIVE FAVORITE PcMARS TIPS

- 1: If you “right” mouse click on a screen, it will bring up many of these short cut keys plus several other options to choose from depending on which screen you are in at the time. TRY IT!
- 2: **“X” key** Press the “X” key when reconciling to clear check/deposit and move to next line or hold down the “X” key to clear **ALL** checks/deposits on the reconcile screen
- 3: **Ctrl “A”** To fill in “amount” box for check/deposit on the data entry screen **OR click on “Amount Left”** to fill out balance of check/deposit.
- 4: **“F5” key** Press the “F5” key to bring up the calculator. When you click the green  on the calculator, it will automatically paste your results to a numeric field.
- 5: **“F1” key** If you press the “F1” key when you have any PcMars screen open, it will bring up an information on the screen you are in. This information is also found by clicking on the word “Help” above your icons or if you click on the  button on your icon bar.

## OTHER PCMARS SHORT CUT KEYS

- Ctrl “C”** Will allow you to “copy” text.
- Ctrl “D”** When you are in the “Edit” mode, this will allow you to “delete” an entire transaction.
- Ctrl “F”** Will allow you to “find” a transaction.
- Ctrl “T”** If you have filled out the bottom part of your check/deposit, you can press the “Ctrl T” to fill out the “Total Amount” box on your check/deposit.
- Ctrl “V”** Will allow you to “paste” text.
- Ctrl “X”** Will allow you to “cut” text.
- “F3” Key** In the “Find Transaction” screen, the “F3” key will find the next transaction.
- “F10” key** Press the “F10” to save your check/deposit you have entered.
- Alt “A”** Will allow you to “add” a new transaction.
- Alt “B”** Will allow you to “blank” a row.
- Alt “C”** Will allow you to “cancel” your entry.
- Alt “D”** Will allow you to continue the “description” to the next line.
- Alt “P”** Will allow you to go to “prior” transaction.
- Alt “S”** Will allow you to “set up” an item.
- Alt “V”** Will allow you to “view” your transaction in a report.
- Space bar** Press “space bar” when reconciling to clear/unclear individual check/deposit on the reconcile screen.
- Shift+Delete** Will allow you to “delete” text.