

Keyboard Shortcuts

In some places, it might be more convenient for you to use the keyboard than the mouse, or you might be more comfortable using the keyboard. For that reason, there are alternatives to using the mouse in Best Case Bankruptcy as described below. Note that if you don't mind using the mouse, you don't need to remember the keyboard commands.

- ▶ Menu items, buttons, and check boxes that have one letter underlined can be activated by pressing [Alt] and the underlined letter. For example, to access the Setup Menu, which is listed as Setup, press [Alt]-[S]. To use the Filter/Report button, press [Alt]-[R]
- ▶ Accelerator keys: You can jump to questions that have one letter underlined by pressing [Alt] and the underlined letter.
- ▶ Press [F1] at any time for context-sensitive help. In newer versions of Windows Help, press [Esc] to exit the help file. In older versions, press [Alt]-[F4].
- ▶ To open a recent case, press [Alt]-[F] for the File menu, [R] for recent cases, then press the number that corresponds to the desired case. (This is the keyboard equivalent of the **Recent** button.)
- ▶ Press [Ctrl]-[O] to open the Client List Window, and [Ctrl]-[Shift]-[N] to access client notes.

List Screens (including Client List Window and Forms and Schedules Menu and list screens for Schedules A-H)

- ▶ The [Enter] key is equivalent to double-clicking in places where one item in a list is highlighted. Use it to open a highlighted client's file, to open a highlighted form in the Forms and Schedules Menu, or to change a highlighted entry on the summary list windows for Schedules A-H. To select the client or item, use the [up arrow] and [down arrow] keys to highlight the item.
- ▶ The [Esc] key takes you to the previous screen. (Equivalent to clicking **Close**.) Use it to move from the summary list window to the Forms and Schedules Menu, or the Forms and Schedules Menu to the Client List Window.
- ▶ The [Insert] key in the summary list windows for Schedules A-H opens a new data entry screen. (Equivalent to clicking the **Insert** button.)
- ▶ The [Delete] key in the summary list windows for Schedules A-H deletes the highlighted entry. (After pressing [Delete], you'll get a window asking if you are sure you want to delete. "Cancel" is the default answer, so press [Tab] to move the focus to the **OK** button then press [Enter].)
- ▶ In the list screens for Schedules A-H, [Ctrl]-[N] will take you to the next schedule and [Ctrl]-[P] will take you to the previous schedule.
- ▶ In the list screens for Schedules A-H, you can switch to a different schedule by pressing [Ctrl]-[A] through [Ctrl]-[J].
- ▶ In creditor Schedules D, E and F, jump to a creditor that you want to edit by beginning to type the creditor name. When the creditor is highlighted, press [Enter] to edit.
- ▶ In Schedules D-H, summary information about each entry appears in the bottom of the window. Highlight the name and address and press [Ctrl]-[C] to copy the creditor name and address to your clipboard.
- ▶ In the Statement of Financial Affairs and the list of exemption statutes in your Setup Menu, you can reorder answers by pressing [Ctrl]-[up arrow] or [Ctrl]-[down arrow].

Forms and Schedules Menu

- ▶ To open the Voluntary Petition, press [1].
- ▶ To open Form 4. List of Creditors Holding 20 Largest Unsecured Claims, press [4].
- ▶ To open the Summary of Schedules, press [6].
- ▶ To open the Statement of Financial Affairs, press [7].

- ▶ To open the Chapter 7 Individual Debtor's Statement of Intention, press [8].
- ▶ To open the Chapter 13 Plan Calculator, press [3].
- ▶ To open any of the Schedules, A-J. press the corresponding letter, [A], [B], etc.

Entry Screens - General

- ▶ Use [Tab] to move forward from field to field.
- ▶ Use [Shift]-[Tab] to move backward.
- ▶ [AddressFill](#) appears wherever your Common Creditor List is available. With this feature, you can choose a creditor from your Common Creditor List, or you can pick a creditor from Schedule D E or F. When the correct creditor is highlighted, just press [Enter] to select. (If you want to pick from the list of scheduled creditors, click the DEF Tab or press [F8] before beginning to type the creditor name.)
- ▶ [AddressClipper](#) allows you to copy and paste a name and address from any address entry in Best Case to any other address fields in Best Case. Just position the cursor anywhere in the address and press [Ctrl]-[Shift]-[C] to copy, then press [Ctrl]-[Shift]-[V] to paste.
- ▶ Press [Ctrl]-[N] for spell check.
- ▶ Press [Enter] in an entry screen to save your changes and return to the previous screen. Pressing [Enter] is identical to clicking **OK**.
- ▶ The [Esc] key takes you to the previous screen. (Equivalent to clicking **Cancel**.) Use it to exit the entry screen if you don't want to save changes or haven't made changes.
- ▶ To move to the next tab listed at the top of an entry screen, press [Ctrl]-[Tab]. To move to the previous tab, press [Ctrl]-[Shift]-[Tab]. (Tabs can also be accessed by pressing [Alt] and the underlined letter.)
- ▶ Options like the Unknown and Amended features that appears in property and creditor schedules can be activated by pressing [Alt]+[the underlined letter].
- ▶ When adding new items to a schedule, press [Alt]-[Enter] in an entry screen to save changes to this item and get to a new entry screen.
- ▶ You do not need to use the mouse to activate buttons at the bottom of entry screens. Use the [Tab] key to move to the button that you want to press then press [Enter].
- ▶ For multiple-choice buttons, such as those used in the New Client Information Window and the Statistical/Administrative section of the Voluntary Petition, use [arrow keys] to move between choices then press [tab] to select your choice and move to the next question.
- ▶ In general, for drop-down lists **where you cannot type an alternate answer** (such as the priority type on Schedule E or property type on Schedule B), you can type the first letter of the answer you want to select the answer. If there are several answers that begin with the same letter, continue to press the letter until the answer you want appears then press [Tab] to select it. If you need to view the list, you can press the [down arrow] key.
- ▶ For drop-down lists **where you have the option of typing in a new answer or choosing from the list** (such as the attorney name question on the Voluntary Petition), press the [down arrow] key to view the list then press [down arrow] again until your answer is highlighted. Press [Enter] to select the highlighted answer.
- ▶ To access the prorated calculator, press [*].
- ▶ To undo a change to a field, press [Ctrl]-[Z].
- ▶ If the cursor is at the beginning of a text field, press [Ctrl]-[Shift]-[End] to highlight all text in the field. If the cursor is at the end, press [Ctrl]-[Shift]-[Home].
- ▶ The general Windows cut, copy and paste commands work in Best Case: [Ctrl]-[C] to copy, [Ctrl]-[X] to cut and [Ctrl]-[V] to paste.

Entry Screens - Specific Forms

- ▶ When adding a new item to **Schedule B**, you can type the number that corresponds to the property category instead of using the mouse to select from the drop-down list. For a double-digit category, such as 24, press 2

until you get to 24. Press [Tab] to get to description.

- ▶ In **creditor schedules** and relevant sections of the **Statement of Financial Affairs**, use [F9] to access a list of all creditors already listed in the case.
- ▶ Use [F10] in **Schedule C** to pull up a list of exemption statutes while in the statute field and a list of property while in the property field.
- ▶ In **Schedule D** in the Nature of Lien field, press [F10] to access a list of choices. Use the down arrow to move to your choice, or press [Insert] to add to the list. Press [Enter] to copy the highlighted choice to the schedule.
- ▶ In **Schedule D** for the description of property, press [F10] to access a list of property already entered on A and B. Use the [down arrow] to select your answer and [Enter] to copy it to the schedule.
- ▶ In **Schedules E and F**, you can access your list of answers for "consideration" by pressing [F10]. Answers appear in alphabetical order. Press the first letter of the desired answer, then press [Enter] when the answer is highlighted. (If you have more than one answer that begins with that letter, press the letter again to go to the next answer before pressing [Enter].)
- ▶ For the type of priority in **Schedule E**, just type the first letter of the category (E=Extensions of Credit, W=Wages, A=Alimony, etc.) then press [Tab] to get to the next field.
- ▶ Use [F9] to access all **codebtors** in the codebtor section of **Schedule H**, and [F9] to access a list of all creditors in the case in the creditor section of Schedule H.
- ▶ While in **Schedule I** entering dependents, press [Alt]-[L] to insert the debtor's last name.

Common Creditor List

The Common Creditor List allows you to save names and addresses of creditors that you encounter frequently. You can access the Common Creditor List from Schedules D, E, F, G, H, the List of Equity Security Holders and relevant sections of the Statement of Financial Affairs.

- ▶ The Common Creditor List now contains an AddressFill feature; in the creditor name field, just begin to type the creditor name and your Common Creditor List appears. As you type, the highlighter moves to the creditor which most closely matches what you've typed. Press [Enter] when the correct creditor is highlighted.
- ▶ With AddressFill displayed, press [F8] to switch between your common Creditor List and your list of scheduled creditors.
- ▶ Press [F10] to access your Common Creditor List while in the creditor name field. In Schedule I, press [F10] to access the Common Creditor List while in the employer name field.
- ▶ In entry screens for the creditor schedules and additional notice parties, press [Ctrl]-[F10] from the creditor name field to copy a scheduled creditor to the Common Creditor List.
- ▶ Schedules D-F have an "Add to CCL" check box that allows you to add the creditor to your Common Creditor List. Just press [Alt]-[L] from any field to mark the box.

Printing

- ▶ To mark a form to print, highlight the form using the [down arrow] key, then press [Spacebar].
- ▶ To mark all forms to print, press [Shift]-[Spacebar].
- ▶ Once a form or forms is selected, press [Ctrl]-[P] to get to the print documents dialog box.
- ▶ In the print dialog box, you can press [Tab] to move the focus to different options, then press [Spacebar] to mark any of these options. Press [Enter] to begin printing.
- ▶ To exit the print preview screen, press [Esc].

In addition to the keyboard shortcuts listed below, Best Case includes a Macro Feature which allows you to create your own keyboard shortcuts for common phrases.