

Short Keys with reMARK

Introduction to Short Keys

Short keys are a combination of two or more keys that are pressed simultaneously in order to perform a task. Regularly using short keys can save you valuable time by allowing you to quickly execute various features, thereby maximizing productivity throughout the workday.

What sets reMARK apart is our ability to provide expanded access to short keys that allow you to carry out actions in any way that you prefer.

Benefits of Short Keys

- Time Saving
- Perform tasks with ease
- Maximize productivity
- Sort through features quicker
- Simply switch views
- Retrieve information in your inbox
- Increase efficiency

reMARK Short Keys

CTRL-KEYS

CTRL + F	Find a specific word within an email
CTRL + G	Search by reference
CTRL + I	Messages
CTRL + O	Add criteria from email to Smart Folder
CTRL + O	Add comment to an email
CTRL + P	Print
CTRL + Q	File to folder
CTRL + R	View permissions
CTRL + S	Email delivery status
CTRL + T	Edit template(s)
CTRL + W	Copy email to own to-do list
CTRL + Y	Copy email to user to-do list
CTRL + Arrow up/down	Scroll up and down within an email
CTRL + Space	Mark email as read or unread
CTRL + Shift + up/down	Move folder up or down
CTRL + Tab	Tab between tabs
CTRL + F8	Quick search

F-KEYS

F2	Create new email
F3 + F4	Scroll between emails
F5	Edit/send email
ALT + F5	Copy to new
F6	Replay email
ALT + F6	Reply all
F7	Forward email
F8	Search
F9	Show team overview
ALT + F12	Reset sorting/grouping

OTHER SHORT KEYS

ALT + C	Open category window
ALT + S	Search for folder
ALT + R	Refresh folder
ALT + A	Insert attachment
Insert	Copy email to clipboard+
Home	Jump to last email
End	Jump to first email
Up/down	Jump between emails

EDITOR SHORT KEYS

CTRL + A	Select all
CTRL + B	Bold
CTRL + C	Copy
CTRL + E	Center
CTRL + H	Replace
CTRL + I	Italic
CTRL + L	Align left
CTRL + O	Open a file
CTRL + R	Align right
CTRL + S	Save email
CTRL + T	Insert template
CTRL + U	Underline
CTRL + V	Paste
CTRL + X	Cut
CTRL + Z	Undo

View our learning center to watch videos on how to use short keys and read examples of how these can be used across your organization. <https://nordic-it.com/learning-center/>

If you have any questions about Short Keys or other reMARK features, contact our team today!