

KEYBOARD SHORTCUTS

⌘ = **Command** ⌥ = **Option** ⇧ = **Shift** ↓ = **Down Arrow** ^ = **Control**

Standard Macintosh

⌘A Select All
⌘C Copy
⌘O Open
⌘S Save
⌘P Print
⌘Q Quit
⌘V Paste
⌘W Closes Active Window
⌘X Cut
⌘Z Undo

⌘ ⌥ Esc Force Quit
FI Shows Desktop - HIPAA

Tops

⌘1 Contract/Ledger
⌘2 Claims
⌘3 Appointments
⌘4 Referrals
⌘5 Forms/Letters/Emails
⌘6 Tx Phase Info
⌘7 Treatment Plans
⌘9 Images
⌘0 Treatment Notes
⌘⇧F Patient Flow
⌘N New Patient
⌘T New Transaction
⌘U New Appointment
⌘L New Letter
⌘I Patient Information
⌘R Referrer Information
⌘B Appointment Book
⌘Y New Employer
⌘D Account Info
⌘⌘ Delete

⌘ ⌥ W Closes ALL windows in active application
F2 Expose Active App F3 Expose All Windows

Tops Support +1.770.627.2527 or support@topsortho.com

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