

Helpful Tips and Keyboard Short-cuts

Keyboard Short-cuts – short-cuts on the keyboard to assist you in different applications

F1 – open Help in Windows IE, Word and Excel

F4 – open and close the address bar in Windows IE

F5 – refresh the Windows IE page currently visiting

F7 or Alt + Down Arrow – expand Listing Maintenance fields over 50 characters

F11 – to maximize the screen, removing the Back button, the address bar, tool bars and drop down menus in Windows IE; F11 again will return screen to normal

Ctrl + A – highlight entire word document

Ctrl + B – **will bold the text**; Ctrl + B again will stop the Bold

Ctrl + C – copy the highlighted portion out of a document

Ctrl + E – will move highlighted word/phrase to Align Center

Ctrl + F – find a word or phrase in a document

Ctrl + I – *will italicize text*; Ctrl + I again will stop the italicize

Ctrl + L – will move highlighted word/phrase to Align Left

Ctrl + N – to open a new window of MLXchange or new document in Word or Excel

Ctrl + O – will Open the folder to find a document

Ctrl + P – will bring up the print dialog box

Ctrl + R – will move highlighted word/phrase to Align Right

Ctrl + S – will save a Word or Excel document

Ctrl + U – will underline the text; Ctrl + U again will stop the underline

Ctrl + V – paste the highlighted portion into a new place

Ctrl + X – cut the highlighted portion out of a document

Ctrl + Y – redo the previous action, same as Edit and Redo

Ctrl + Z – undo the previous action, same as Edit and Undo

Ctrl + Alt + C – will create the Copyright symbol © (in Word)

Ctrl + Alt + F – will create a footnote at the bottom of the page (in Word)

Ctrl + Alt + R – will create the Registered symbol ® (in Word)

Ctrl + Alt + T – will create the Trademark symbol ™ (in Word)

Ctrl + End – will bring you to the bottom of a document

Ctrl + Home – will bring you to the top of a document

Ctrl + Page Up – will move to the top of the previous page in Word; will move to the Sheet to the left in Excel

Ctrl + Page Down – will move to the top of the next page in Word; will move to the Sheet to the right in Excel

Ctrl + Tab – toggle to the right through the tabs in Windows IE 7 (hold down Ctrl and click Tab to select the tab you wish)

Ctrl + Alt + Print Screen – take a screen shot of the image on monitor, can paste into Word document of Paint

Ctrl + Shift + Tab – toggle to the left through the tabs in Internet Explorer (hold down Ctrl and Shift and click Tab to select the tab you wish)

Alt – will select the top-left pull-down menu, and then type the underlined letter to open the file

Alt + letter – will automatically open the pull-down menu or command corresponding with that letter

Alt + 0169 – will create the Copyright symbol © (in MLXchange or Word or Excel)

Alt + 0174 – will create the Registered symbol ® (in MLXchange or Word or Excel)

Alt + 0153 – will create the Trademark symbol ™ (in MLXchange or Word or Excel)

Alt + Down Arrow or F7 – expand Listing Maintenance fields over 50 characters

Alt + Tab – toggle between windows in Internet Explorer (hold down Alt and click Tab to key to view the task-switching window)

Shift + Delete – permanently delete selection immediately, without moving it into the Recycle Bin

Note: Hold down the operator key(s) while typing in the number or letter for the combination. Letter combinations need not to be capitalized.

Helpful Tips

- To modify a listing, select the current status from the Inventory Watch on the Home Page
- Watch for listings about to expire on the Inventory Watch on the Home Page
- Use the Information Bubble on the Results page for quick links pertaining to a specific property
- Select a CMA Presentation to apply to all pages of a CMA
- Use Driving Directions to set up Showings
- Access the Client List from the Search page
- When adding a new client, minimum information required is First Name, Last Name and email address
- Use the Multi-field sort to sort results up to 3 options
- Enter your Cell number into Contact Information to receive updates for new leads and such on your cell phone
- Use the Information Bubble on the Results page to Edit listings, icon looks like a report with a pencil
- Enter Descriptions on each Image to add more information to the listing
- Select a Label for each Image, used for creating flyers
- Use the ? next to fields in Listing Maintenance for questions about that field
- Go to the Glossary of Terms on www.abor.com for a definition of a field or pick list item
- Client Manager → Advance Search → Search for a group of clients with the same criteria, such as beds, SQFT, etc. Example: invite all matches to an Open House that meets that criteria
- Watch for clients and searches about to expire in the Prospecting on the Home Page
- When searching for an Agent ID, only type in the first couple letters of the first and/or last name.
- Use the Inventory Watch links for Office Active listings if on phone duty
- Go to www.cutepdf.com for a free download application to create PDFs and save them on your computer. It will be displayed as an additional Printer option.

Note: For more detailed information, view the Class Hand-outs available in MLXchange. From the Home Page → Resources → MLXchange Class Hand-outs

Reminder: Always remember to click the red Sign Out button when closing MLXchange. Do not just click the red X.

Status Definitions

- **Active (A)** – a listing is currently ready to sell.
- **Active Contingent (AC)** – an offer has been accepted on the property but is contingent upon a defined activity. (Example: Sale of home)
- **Expired (X)** – the listing agreement has expired. The computer automatically changes the status at midnight of the expiration date.
- **Leased (L)** – a lease listing has been leased.
- **Pending (P)** – Contract Pending - an offer has been accepted on the property.
- **Pending Over 4 Months (PO)** – the computer automatically changes the status to PO from P or PB after 4 months.
- **Pending Taking Back Up (PB)** – an offer has been accepted on the property; however, the owner would like to continue taking additional offers. This status needs to be used when there is an Option Period. **Note:** Listing my stay in PB status after the Option Period is over, if the Owner is still accepting back-up offers.
- **Sold (S)** – the listing has closed and/or funded.
- **Temporarily Off Market (T)** – currently not available. (Holidays, Repairs, etc.)
- **Withdrawn (W)** – a listing is no longer available. (Broker level only)

ADOM/CDOM

- ADOM – Actual Days on Market (attached to the ML#)
- CDOM – Cumulative Days on Market (attached to property, PID)

- ADOM/CDOM will count in A & AC statuses only
- ADOM/CDOM will **not** count in P, PB, PO or T statuses

- ADOM will reset with a new listing, new ML#
- CDOM will reset in 90 days on a new listing when the previous listing is either W or X
- CDOM will reset immediately on a new listing when the previous listing is either S or L