

Tasten und Tastenkombinationen

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8

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9




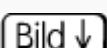

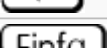





1.10

Sonstige Icons





















9

Tasten und Tastenkombinationen








Die Tastenkombinationen, welche im RA-MICRO verwendet werden, sind auf der Seite Tastenkombinationen / Shortcuts zu finden.

| Name | Icon | Dateiname |
|-------------------------|-------------------------------------------------------------------------------------|--------------------------------------|
| ALT |  | TK_ALT.png link= |
| AltGr |  | TK AltGr.png link= |
| Bild + Pfeil nach oben |  | TK_Bild_hoch.png link= |
| Bild + Pfeil nach unten |  | TK_Bild_runter.png link= |
| DEL |  | TK_Backspace.png link= |
| Einfügen |  | TK_Einfg.png link= |
| Enter |  | TK_Enter.png link= |
| ENDE |  | TK_End.png link= |
| ESC |  | TK_Esc.png link= |
| Entfernen |  | TK_Entf.png link= |
| Komma |  | Komma.png link= |
| | | Schriftverkehr_ktv_Button_Leertaste. |






Tasten und Tastenkombinationen

| | | |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| LEERTASTE |  | png link= |
| Minus |  | TK_Minus.png link= |
| Pfeil hoch |  | TK_Arrow_Up.png link= |
| Pfeil runter |  | TK_Arrow_Down.png link= |
| Pfeil links |  | TK_Arrow_Left.png link= |
| Pfeil rechts |  | TK_Arrow_Right.png link= |
| Plus |  | TK_Plus.png link= |
| POS1 |  | TK_Pos1.png link= |
| SHIFT |  | TK_SHIFT.png link= |
| SHIFT + ESC |   | Shift-ESC.png link= |
| Stern |  | Schriftverkehr_ktv_Button_Stern.png link= |
| Stern + ENTER |   | Stern_Enter.png link= |
| STRG |  | TK_STRG.png link= |
| STRG + SHIFT |   | TK_STRG_arrow_up.png link= |
| STRG + SHIFT |   | Schriftverkehr_ktv_Button_StrgShift.png link= |
| TAB |  | TK_TAB.png link= |









Buchstaben (einzelne zum Kombinieren)

| Nam e | Ico n | Dateiname |
|----------|-------------------------------------------------------------------------------------|-----------------------------------------------------|
| a |  | a.png link= |
| e |  | e.png link= |
| D |  | Schriftverkehr_ktv_Button_Buchstabe_D. png link= |
| F |  | Schriftverkehr_ktv_Button_Buchstabe_F. png link= |
| K |  | Schriftverkehr_ktv_Button_Strg_K.png link= |
| v |  | v.png link= |
| Y |  | Schriftverkehr_ktv_Button_Buchstabe_Y. png link= |





Zahlen (einzelne zum Kombinieren)

| Nam e | Ico n | Dateiname |
|----------|-------------------------------------------------------------------------------------|---------------------|
| 0 |  | 0.png link= |
| 1 |  | Zahl1. png link= |
| 2 |  | Zahl2. png link= |
| 3 |  | Zahl3. png link= |
| 4 |  | 4.png link= |
| 5 |  | 5.png link= |
| 6 |  | 6.png link= |
| 7 |  | 7.png link= |
| 8 |  | 8.png link= |
| 9 |  | 9.png link= |
































Funktionen

| Nam e | Icon | Dateiname |
|----------|-------------------------------------------------------------------------------------|---------------------|
| F1 |  | TK_F1. png link= |
| F2 |  | F2.png link= |
| F3 |  | TK_F3. png link= |
| F4 |  | TK F4. png link= |
| F5 |  | TK_F5. png link= |
| F6 |  | TK_F6. png link= |
| F7 |  | TK_F7. png link= |
| F8 |  | TK_F8. png link= |







Tasten und Tastenkombinationen

| | | |
|-----|-----------------------------------------------------------------------------------|---------------------|
| F9 |  | TK_F9. png link= |
| F10 |  | Z_f10. png link= |
| F11 |  | F11.png link= |
| F12 |  | F12.png link= |































SHIFT

| Name | Icon | Dateiname |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| SHIFT |  | TK_SHIFT.png link= |
| SHIFT + F1 |   | TK_Shift_F1.png link= |
| SHIFT + F2 |   | TK_Shift_F2.png link= |
| SHIFT + F3 |   | TK Shift F3.png link= |
| SHIFT + F4 |   | TK_Shift_F4.png link= |
| SHIFT + F5 |   | TK_Shift_F5.png link= |
| SHIFT + F6 |   | TK SHIFT F6.png link= |
| SHIFT + F7 |   | TK_Shift_F7.png link= |
| SHIFT + F9 |   | SHIFT_F9.png link= |
| SHIFT + F11 |   | TK_Shift_F11.png link= |
| SHIFT + F12 |   | TK_Shift_F12.png link= |
| SHIFT + Entfernen |   | TK SHIFT ENTF.png link= |
| SHIFT + Einfügen |   | TK SHIFT EINF.png link= |
| SHIFT + Escape |   | Shift-ESC.png link= |
| SHIFT + Pfeil hoch |   | TK_Shift_Arrow_Up.png link= |
| SHIFT + Pfeil runter |   | TK_Shift_Arrow_Down. png link= |






















ALT

| Name | Icon | Dateiname |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Alt + a |   | Alt_a.png link= |
| Alt + A |   | TK_Alt_A.png link= |
| Alt + b |   | Alt_b.png link= |







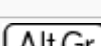

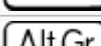



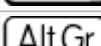














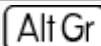

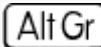


















Tasten und Tastenkombinationen

| | | |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Alt + d |   | Alt_d.png link= |
| Alt + D |   | TK_Alt_D.png link= |
| Alt + e |   | Alt_e.png link= |
| Alt + f |   | Alt_f.png link= |
| Alt + l |   | Alt_l.png link= |
| Alt + r |   | Alt_r.png link= |
| Alt + S |   | Alt_s.png link= |
| Alt + t |   | Alt_t.png link= |
| Alt + x |   | Alt_x.png link= |
| Alt + ? |   | Alt_frgz.png link= |
| Alt + 2 |   | Z_Button_Alt2.png link= |
| Alt + F1 |   | Schriftverkehr ktv Button AltF1.png link= |
| Alt + F4 |   | TK_Alt_F4.png link= |
| Alt + F10 |   | Schriftverkehr ktv Button AltF10.png link= |
| Alt + Pfeil Links |   | TK ALT Arrow Left.png link= |







AltGr

| Name | Icon | Dateiname |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| AltGr |  | TK AltGr.png link= |
| AltGr + A |   | TK_Adressfenster.png link= |
| AltGr + Ä |   | AltGR ä.png link= |
| AltGr + B |   | TK_RVG_BErechnung.png link= |
| AltGr + C |   | TK_Pfändungstabelle.png link= |
| AltGr + D |   | AltGR D.png link= |
| AltGr + E |   | AltGR E.png link= |
| AltGr + F |   | AltGr_F.png link= |
| AltGr + G |   | TK_Aktensuche_Gegner.png link= |
| AltGr + H |   | TK_Foko_Fenster.png link= |
| AltGr + I |   | TK_AltGr_I.png link= |

Tasten und Tastenkombinationen

| | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| AltGr + J |   | AltGR J.png link= |
| AltGr + K |   | TK_Kalender.png link= |
| AltGr + L |   | TK_Aktenkonto_Fenster.png link= |
| AltGr + M |   | TK_Aktensuche_Mandant. png link= |
| AltGr + N |   | TK_Notizen.png link= |
| AltGr + O |   | TK_Gerichtsorte.png link= |
| AltGr + Ö |   | TK_Aktenbeteiligte.png link= |
| AltGr + S |   | TK_Sachkonten.png link= |
| AltGr + T |   | TK_Telefonnotiz.png link= |
| AltGr + U |   | TK_Überweisung.png link= |
| AltGr + Ü |   | AltGr UE.png link= |
| AltGr + V |   | TK_Wiedervorlagen.png link= |
| AltGr + W |   | TK_Mehrwertsteuer.png link= |
| AltGr + X |   | TK_Aktensuche.png link= |
| AltGr + Y |   | TK_Kostensollstellung.png link= |
| AltGr + Z |   | TK_Zinsen.png link= |
| AltGr + . |   | TK_E_Brief.png link= |
| AltGr + , |   | AltGr_Komma.png link= |
| AltGr + 1 |   | TK_AltGr_1.png link= |
| AltGr + 4 |   | TK_LKH_Index.png link= |
| AltGr + 5 |   | TK OP Fenster.png link= |
| AltGr + 6 |   | AltGr 6.png link= |
| AltGr + 9 |   | AltGR 9.png link= |
| AltGr + F2 |   | TK AltGr F2.png link= |
| AltGr + F3 |   | TK_Aktensuche_Gegner.png link= |
| AltGr + F4 |   | TK_Postleitzahlen.png link= |
| AltGr + F5 |   | TK_Kostenblatt.png link= |
| AltGr + F7 |   | TK_Reisekosten.png link= |
| AltGr + F8 |   | TK_ZH_Timesheet.png link= |


































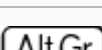


Tasten und Tastenkombinationen

| | | |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| AltGr + F9 |   | TK_Postauslagen.png link= |
| AltGr + F10 |   | TK_Textbausteine.png link= |
| AltGr + F12 |   | TK_Sanden_Danner.png link= |




























AltGr + SHIFT

| Name | Icon | Dateiname |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| AltGr + SHIFT + 1 |    | AltGr Shift 1.png link= |
| AltGr + SHIFT + 2 |    | TK_Cube.png link= |
| AltGr + SHIFT + 3 |    | AltGr Shift 3.png link= |
| AltGr + SHIFT + 4 |    | TK_Volltextsuche.png link= |
| AltGr + SHIFT + 5 |    | AltGr Shift 5.png link= |
| AltGr + SHIFT + 6 |    | TK_E_Akten_Fenster.png link= |
| AltGr + SHIFT + A |    | TK_Termine_Zur_Akte.png link= |
| AltGr + SHIFT + B |    | TK_Benutzerübersicht.png link= |
| AltGr + SHIFT + D |    | AltGr Shift D.png link= |
| AltGr + SHIFT + I |    | TK_Aktenhistorie.png link= |
| AltGr + SHIFT + J |    | AltGr Shift J.png link= |
| AltGr + SHIFT + K |    | TK_Tagesübersicht.png link= |
| AltGr + SHIFT + L |    | AltGR_hoch_L.png link= |
| AltGr + SHIFT + M |    | TK_Mandanteninfo.png link= |
| AltGr + SHIFT + N |    | TK_E_Nachricht.png link= |
| AltGr + SHIFT + O |    | TK_Kostentabelle.png link= |
| AltGr + SHIFT + R |    | TK_Raten.png link= |
| AltGr + SHIFT + S |    | TK_SMS.png link= |
| AltGr + SHIFT + T |    | TK_Telefonsuche.png link= |
| AltGr + SHIFT + U |    | AltGr Shift U.png link= |
| AltGr + SHIFT + Ü |    | AltGr Shift UE.png link= |
| AltGr + SHIFT + V |    | TK_Monate.png link= |

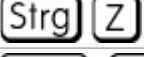
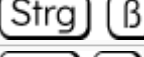
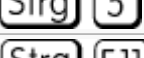
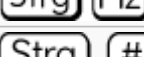
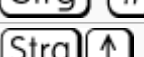
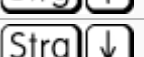
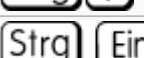
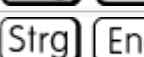


Tasten und Tastenkombinationen

| | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| AltGr + SHIFT + W |    | AltGr Shift W.png link= |
| AltGr + SHIFT + Y |    | AltGr Shift Y.png link= |
| AltGr + SHIFT + F1 |    | TK_Teamviewer.png link= |
| AltGr + SHIFT + F2 |    | AltGR_hoch_f2.png link= |
| AltGr + SHIFT + F3 |    | TK_Kurzbrief.png link= |
| AltGr + SHIFT + F4 |    | TK_Go_App_Sender.png link= |
| AltGr + SHIFT + F5 |    | TK_Fotokopien.png link= |
| AltGr + SHIFT + F6 |    | TK_Weorg.png link= |
| AltGr + SHIFT + F7 |    | TK_Tresor.png link= |
| AltGr + SHIFT + F9 |    | AltGR_hoch_f9.png link= |
| AltGr + SHIFT + F11 |    | TK_Aktuelle_Hinweise.png link= |
| AltGr + SHIFT + F12 |    | TK_Quicklearner.png link= |




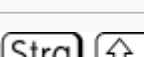
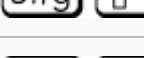

STRG

| Name | Icon | Dateiname |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| STRG + A |   | TK_STRG_A.png link= |
| STRG + C |   | TK_STRG_C.png link= |
| STRG + D |   | TK STRG D.png link= |
| STRG + F |   | strg_f.png link= |
| STRG + G |   | Schriftverkehr_ktv_Button_Strg_G.png link= |
| STRG + I |   | strg_i.png link= |
| STRG + K (mit weißem Hintergrund) |   | strg k.png link= |
| STRG + K (ohne Hintergrund) |   | strg_k_t.png link= |
| STRG + N |   | Z_strg_n.png link= |
| STRG + O |   | TK_STRG_O.png link= |
| STRG + P |   | TK_STRG_P.png link= |
| STRG + Q |   | Schriftverkehr_ktv_Button_Strg_Q.png link= |
| STRG + R |   | TK_STRG_R.png link= |
| STRG + S |   | TK_STRG_S.png link= |

Tasten und Tastenkombinationen

| | | |
|---------------------|-------------------------------------------------------------------------------------|----------------------------------------------|
| STRG + V |  | TK_STRG_V.png link= |
| STRG + X |  | Schriftverkehr_ktv_Button_StrgX.png link= |
| STRG + Z |  | Z_strg_z.png link= |
| STRG + ß |  | strg ss.png link= |
| STRG + 1 |  | Schriftverkehr_ktv_Button_Strg_1.png link= |
| STRG + 2 |  | Schriftverkehr_ktv_Button_Strg_2.png link= |
| STRG + 5 |  | Schriftverkehr_ktv_Button_Strg_5.png link= |
| STRG + F11 |  | STRG_F11.png link= |
| STRG + F12 |  | TK_STRG_F12.png link= |
| STRG + # |  | Strg_Raute.png link= |
| STRG + Pfeil hoch |  | TK_STRG_arrow_up.png link= |
| STRG + Pfeil runter |  | TK_STRG_arrow_down2.png link= |
| STRG + Einfügen |  | TK_STRG_EINFG.png link= |
| STRG + Ende |  | TK_STRG_ENDE.png link= |
| STRG + Num 5 |  | Schriftverkehr_ktv_Button_StrgNum5.png link= |



STRG + SHIFT

| Name | Icon | Dateiname |
|------------------|-------------------------------------------------------------------------------------|--------------------------------------------------|
| STRG + SHIFT |  | TK_STRG_arrow_up.png link= |
| STRG + SHIFT |  | Schriftverkehr_ktv_Button_StrgShift.png link= |
| STRG + SHIFT + * |  | Strg_Shift_Stern.png link= |
| STRG + SHIFT + U |  | Schriftverkehr_ktv_Button_Strg_Shift_U.png link= |
| STRG + SHIFT + 2 |  | Schriftverkehr_ktv_Button_Strg_Shift_2.png link= |
| STRG + SHIFT + 3 |  | Schriftverkehr_ktv_Button_Strg_Shift_3.png link= |

Sonstige Icons

| Name | Icon | Dateiname |
|------|------|-----------|
|------|------|-----------|

Tasten und Tastenkombinationen

| | | |
|----------|-----------------------------------------------------------------------------------|--------------------|
| Auswahl |  | Z_3P. png link= |
| Dropdown |  | Z_DD. png link= |