

# Crystal Ball Software and Risk Analysis Tips

## Adding a Shortcut Key to Category Names

In a previous tip for Crystal Ball 7, we described how the implementation of user-defined categories will make it that much easier to find and use those distributions in subsequent models. This tip describes how you can easily navigate to any category in the Gallery.

Let's assume that you have created 12 new categories for ordering your distributions. Since Crystal Ball already offers three default Gallery categories (Basic, All, and Favorites), you now have a total of 15 categories. The easiest way to jump between category views in the Gallery is to apply a shortcut key to each custom category as follows:

- (1) Open the Crystal Ball Gallery.
- (2) For a **new** category, select Categories > New. In the Name field, enter an ampersand (&) before a letter in your category name. That letter becomes the shortcut key. Click on OK to save. For an **existing** category, select Categories > Properties, add the ampersand to the existing name, and Click on OK to save.
- (3) To select a category from the keyboard, hold down the Alt key and pressing the shortcut key you selected for a category. The category shortcut keys appear underlined when you press the Alt key.

**NOTE:** Each category should use a unique shortcut key. The shortcut keys for the default categories are: Alt-b for the Basic category, Alt-a for All, and Alt-i for Favorites.

For more information or to contact us, browse to <http://helpdesk.crystalball.com>

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