

## Grateful thanks to Jim Thomas for publishing the List of Toolkit Hot Keys

Updated 16 Jul 2004 - added notations of what's different in Toolkit 5 ([see also](#)). "Std. in TK5" means the function is a standard feature in Toolkit 5. It's either always enabled (Ctrl+Alt+T) or accessible through normal program dialogs. "Replaced in TK5" means a similar function is available but the method of using it has changed. All those without a TK5 notation should still work in Toolkit 5.

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### **Open a company from the Stock Library.**

Double left-click in the Stock Library section. (All versions)

Double right-click in the Portfolio Holdings section. (v4.0.5)

### **Basic Data Screen (in the Price Date field).**

**Home:** insert today's date.

**PgUp/PgDown:** increment or decrement the month.

**Arrow Up/Down:** increment or decrement the day.

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### **SSG (front side)**

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**Ctrl+F:** Flip to the back of the SSG.

**Alt+P:** Save the front of the SSG as a ".pic" image file.

**Alt+R:** Show Preferred Procedure calculation summary (in the lower right-hand corner of the growth chart).

**Alt+S:** Show "Sustainable Growth". (v4.0.18)

For an explanation of the concept, see [Implied Growth Tutorial](#).

The formula is  $(1 - \text{Avg\%Payout}) / \text{AvgROE}$ . Avg%Payout is the value as used in section 5B. Normally it is the value from SSG section 3G7, however it can be changed by judgment in section 5B. AvgROE is the section 2B Last 5 Year Average computed using *beginning* equity. (This also works on the back of the SSG.)

**Alt+Y:** Shifts the current Fiscal Year on the section 1 chart. (v4.0.18)

The current FY can be shifted forward (without the shift key) or backward (with the shift key, Alt+Shift+Y) in time. By moving it backward you can see how well (or poorly) trailing 12 month (ttm) quarterly data has tracked the estimated future growth rates. With a company opened from the Toolkit database you may need to display the PERT-A screen and then go back to the SSG screen before you can see all of the quarterly ttm data points.

**Alt+Z:** Show the "PEG" ratio. (v4.0.18)

This is the current PE (from section 3) divided by the Est. Future EPS Growth Rate (from section 1). For example, a PEG value of 1.5 means the current PE is 1.5 times larger than the Est. Future EPS Growth Rate. (This also works on the back of the SSG.)

### **Ctrl+A+T**

(std. in TK5) This makes two independent changes (and works on the back side of the SSG too). (v4.0.9)

*First*, a full 5 year holding period will be assumed by PAR and Total Return Calculations in Section 5 (lower right corner). See Alt+N for more about this.

*Second*, Sales and EPS growth in Section 1 will be projected for 5 full years. The EPS projection will be carried over to the back of the SSG (affecting, in particular, the 4A High Price calculation) and the Sales projection will carry to the Preferred procedure calculation. Often this is not a change. The normal projection will only be for less than 5 years if Section 1 projections do not start at the FY end. (Click on Section 1 chart then on "Start Projection" and then on "Last quarterly data" to select this.) On the Section 1 chart, this is made visually by shifting the growth projection lines horizontally to the left so they appear to begin at the end of the most recent full fiscal year (and thus, have room to "project" for 5 years)

Note that the time period in *First* and *Second* above are not changed by an equal amount. They are independently changes as necessary to both

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**Visual Analysis**  
**(from SSG Front, click on the "Adj. Graph" button or on the SSG chart)**

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- Ctrl+Click (replaced in TK5):** Hold down Ctrl key and click on a slider bar. The slider will move to the location closest to the mouse which results in the plotted points aligning with the vertical scale. (In other words, so the plotted points are scaled by a multiple of 10.)
- Right-Click:** in the Est. Sales (or EPS) Growth box and the historical growth rate multiplied by R-squared will be inserted. This is intended to represent the historical growth rate "tempered" by the degree of historical consistency.
- Alt+G:** Same as clicking on "Hist. Growth" button at the top of the window.

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**Historical Growth Rate Change Graph**  
**(from Visual Analysis, click on "Hist. Growth")**

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- Alt+R (std. in TK5):** Show R-squared values for earnings and sales. The computation (last verified v4.0.15) does not account for outliers. It always uses 10 years of Sales and EPS data. This can be misleading since the window from which Alt+R is activated does account for outliers.

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**SSG (back side)**

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- Ctrl+F:** Flip to the front of the SSG.
- Alt+B:** Show "Potential Buy Price".  
This is the highest price that satisfies both the 3-to-1 up-side down-side ratio and the 15% total return goal. As of Toolkit v4.0.18 this does *not* properly take into account the changes made by Ctrl+Alt+T. (This also works on the front of the SSG.)
- Alt+C:** Show "Rational Value". (v4.0.18)  
This is the Current Price divided by the Relative Value. It's intended to indicate what the current price of the stock would be if the Current PE (SSG section 3 row 9) were equal to the Average PE (section 3 row 8). (I.E., if investors were currently willing to pay what has historically been a "rational" PE for the stock.) It assumes that appropriate PE outliers (if any) have been eliminated in section 3 so they don't affect the Average PE. (This also works on the front of the SSG.)
- Alt+D:** Shows section 2C (% Debt to Equity). (v4.0.18)  
This is a "toggle" key that shows either section 2B or section 2C. You can't see both at the same time. Prior to v4.0.18 Toolkit did not store information about debt. If you see all zeros when using this feature (for a company that isn't debt-free) you'll need to update your data using a data source that provides debt information (such as NAIC's OPS). Toolkit does not provide a way to enter debt information manually. In v4.0.18, the calculations in section 2C are done incorrectly. Until this is fixed, the values shown for section 2C are not reliable.
- Alt+N:** Show the length of the holding period assumed by the PAR and Total Return calculation in Section 5 (lower right). On the paper SSG form, the assumed holding period (the amount of time after the current price when the high price is achieved) is always exactly 5 years. In Toolkit, the assumed holding period (without Ctrl+Alt+T) is almost never 5 years. The holding period starts on the date of the current price and ends 5 years after the end of the most recent full fiscal year. That time period will be five years only if the date of the current price falls on the day after the end of the most recent fiscal year. (v4.0.9)
- Alt+P:** Save the back of the SSG as a ".pic" image file. (This was fixed to work properly in v4.0.18. Prior to that version not all of the numeric values were included in the image).
- Alt+Q:** Set the section 4B(a) est. low EPS value to the latest TTM EPS value. (By default, it's the last FY end EPS value.)
- Alt+R:** Compute ROE (section 2E) and % Debt to Equity (section 2C, see Alt+D) using beginning book value (ending book value from prior year). (v4.0.8)

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**Judgment - Average High/Low P/E**  
**(from SSG Back, click on the green outlined Avg. High P/E (4A) or Avg. Low P/E (4Ba))**

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- Alt+X (std. in TK5):** Show 10 years of High/Low P/E history and allow you to mark outliers. The outliers marked here are only to facilitate the computation of the High/Low P/Es in 4A and 4B. They are not saved and are not coordinated with the P/E outliers in section 3. (For example, marking outliers in section 3 affects the Relative Value calculations; marking outliers with Alt+X does not.) Also, the P/Es here are apparently not properly rounded; they do not always agree with the P/Es in section 3. (v4.0.8)
- Alt+M (std. in TK5):** Calculate 10 year median High/Low P/E history. (v4.0.18)  
This works while viewing the 10 year P/E history (Alt+X).

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**Judgment - Potential Low Stock Price Selection**  
(from SSG Back, click on the green outlined Selected Estimate Low Price value (at the end of 4B))

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**Alt+R:** Compute "Other" value using Gayle Olson's Price Variant Quotient method. (Compute the historic average ratio of low to high prices over the past 5 years and apply that ratio to the current high price to get a low price.)

**The following is Jim's list of hot (rogue) keys that are new for Toolkit 5**

NAIC Toolkit v5 shortcuts and "rogue" keys (many undocumented).  
Contact jimthomas(at)yahoo.com with questions and comments.

This only lists things that are new (or different) in Toolkit 5. [Look here](#) for Toolkit 4 information (much of which is still valid in Toolkit 5). See also [Toolkit's Undocumented Features](#) at the BI web site for a more visually oriented description of some of the more useful of the Toolkit 4 features.

Initial 15 Jul 2004 for v5.0.0.

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**Personal Library section of Library tab**

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**Right Click:** on the "Price" column title to select which date to show in that column. (Unlike the other columns, left-clicking on the column title does not sort the companies.)

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**Options, Preferences, Stock Study**

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**Alt+P+E:** to make the "Use 10 Year PEs For Relative Value" option visible. When selected, Relative Value on the SSG will be calculated using the 10-year historical average PE from PERT-B (instead of using the 5-year historical average PE from SSG section 3). Alt+P+E means to hold down the Alt key, then press P, then press E (you can release P before you press E if you like, but hold down the Alt key until you've pressed both P and E).

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**Portfolio Overview**

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**Alt+R:** to show "Rational Value" instead of Relative Value. Rational Value is the value of the stock holding (price per share times number of shares) if the stock were trading at its historical average PE. I.E., if the price per share was such that the current PE was equal to the section 3 average PE.

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**Portfolio Management Guide (back)**

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**Alt+G:** to select what data is shown on the chart.