

Note: For each shortcut, press all keys at the same time.

Global	
Alt	When on the Home tab, shows shortcut keys for the ribbon tabs and File menu. Note: The functionality of shortcuts using Alt may vary depending upon the active window, tab, or pane.
F1	Accesses the help files.
Alt + Space	Opens the system menu for minimizing, maximizing, and restoring the program.
Alt + F4	Closes the program.

Main Window	
Ctrl + M	Opens the Home layout.
Ctrl + Q	Opens the Custom Queries layout.
Ctrl + R	Opens the Document Retrieval layout.
Ctrl + E	Opens the Forms layout.
Ctrl + N	Opens the current layout in a new window.
F8	Opens the Import layout.

Data Lists	
Ctrl	Hold to select multiple items in a list.
Ctrl + A	Selects all items in a list.
Ctrl + Shift + End	Selects all items below the selected item in a list, including the selected item.
Ctrl + Shift + Home	Selects all items above the selected item in a list, including the selected item.

Keywords	
F3	Changes the operator for the selected Keyword Type.
F4	Changes the connector for the selected Keyword Type.
F5	Shows the drop-down select list for the selected Keyword Type.
F6	Adds another value for a Keyword Type.
Ctrl + O	Collapse or expand any Multi-Instance Keyword Type Group.

Re-Indexing	
Esc	Closes the Re-Index pane.

Import Layout	
Ctrl + O	Opens the Browse dialog.
Ctrl + S	Uploads the document.
Esc	Cancel the upload and clears the Import pane.
Ctrl + Shift Up	Moves the page open in the Import Preview pane up.
Ctrl + Shift Down	Moves the page open in the Import Preview pane down.
Delete	Removes the currently selected page in the Import Preview pane.

Import Layout	
Ctrl + Delete	Removes all pages.
Ctrl + Left	Rotates the page counter clockwise.
Ctrl + Right	Rotates the page clockwise.

Document Viewer	
Ctrl + H	Opens the Document History dialog.
Ctrl + P	Opens the Print pane.
Ctrl + K	Opens the Add/Modify Keywords pane.
Ctrl + W	Opens the Cross-References pane.
Ctrl + U	Toggles the thumbnail display.
Ctrl + O	Toggles text overlay when working with image documents.
Ctrl + Mouse Wheel Up or Ctrl and +	Zooms in on the document. Note: Ctrl + is not usable when working within a text document. Use the Ctrl Mouse Wheel Up shortcut to zoom in on text documents.
Ctrl + Mouse Wheel Down or Ctrl and -	Zooms out on the document. Note: Ctrl - is not usable when working within a text document. Use the Ctrl Mouse Wheel Down shortcut to zoom out on text documents.
Ctrl + Page Up or F11	Displays the previous page in a multi-page document.
Ctrl + Page Down or F12	Displays the next page in a multi-page document.
Ctrl + Home	Displays the first page in a multi-page document.
Ctrl + End	Displays the last page in a multi-page document.
Ctrl + Shift + Page Up	Displays the previous document in the Document Search Results list.
Ctrl + Shift + Page Down	Displays the next document in the Document Search Results list.
Ctrl + G	Opens the Go to Page dialog box.
Ctrl + Right Arrow	Rotates the currently selected pages 90 degrees clockwise.
Ctrl + Left Arrow	Rotates the currently selected pages 90 degrees counterclockwise.
Ctrl + Down Arrow	Rotates the currently selected pages 180 degrees.

Document Separation	
Delete	Deletes selected pages.
Esc	Exits the Document Separation layout without saving changes.
Ctrl + S	Saves selected documents.
Ctrl + H	Flips selected pages horizontally.
Ctrl + .	Rotates selected pages right.
Ctrl + ,	Rotates selected pages left.

Document Separation	
Ctrl + J	Joins selected pages. Note: This operation is only used in Page Display Mode.
Alt and +	Copies the selected document.
Ctrl and +	Copies selected pages in new document.
Ctrl and Shift and +	Copies selected pages in place.
Ctrl + C	Copies individual pages to the clipboard.
Ctrl + X	Cuts individual pages.
Ctrl + V	Pastes individual pages.
Shift + Click	Selects all pages between two selected pages. Shift must be held while clicking.
Ctrl + Click	Selects or deselects a page without deselecting other pages or documents.
Ctrl + Drag	Copies the page being dragged and dropped instead of moving the page to the new insertion point. Note: This operation is only used in Document Display Mode.
Ctrl + Shift	Selects multiple page ranges in multiple documents. These buttons must be held while clicking. Note: This operation is only used in Document Display Mode.
Ctrl + Delete	Enters Delete Mode .
Alt + Home	Scrolls to the first selected page of a document, if not already in view.
Up Arrow / Page Up	Scrolls up in the Separation Workspace. Note: This operation is only used in Document Display Mode.
Down Arrow / Page Down	Scrolls down in the Separation Workspace. Note: This operation is only used in Document Display Mode.
Ctrl + Mouse Wheel Up	Zooms in on the page open in Detailed View.
Ctrl + Mouse Wheel Down	Zooms out on the page open in Detailed View.
Ctrl + Left Arrow	Rotates the page open in Detailed View 90 degrees counterclockwise.
Ctrl + Right Arrow	Rotates the page open in Detailed View 90 degrees clockwise.