

Global	
Alt	When on the Home tab, shows shortcut keys for the ribbon tabs and application menu.
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 + Shift + T	Adds the current layout to your Personal Page.
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 Upload 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 Keyboard Type.
F4	Changes the connector for the selected Keyword Type.
F5	Shows the drop-down select list for the selected Keyword Type.
F6 or Ctrl + T	Adds another value for a Keyword Type.
Ctrl + O	Collapse or expand any Multi-Instance Keyword Type Group.

Re-Indexing	
Alt + R	Opens the Re-Index pane.
Alt + C or Esc	Closes the Re-Index pane.
Alt + S	If the document is an image or PDF, sends the document to the Document Separation layout.

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 + Mouse Wheel Up or Ctrl and +	Zooms in on the document. Note: Ctrl and + 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 and - 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 + H	Flips the currently selected page horizontally.
Ctrl + V	Flips the currently selected page vertically.
Ctrl + Right Arrow	Rotates the currently selected page 90 degrees clockwise.
Ctrl + Left Arrow	Rotates the currently selected page 90 degrees counterclockwise.
Ctrl + Down Arrow	Rotates the currently selected page 180 degrees.

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

Document Separation	
Ctrl + J	Joins selected pages.
Ctrl + M	Breaks selected documents into new documents.
Alt and +	Copies selected document.
Ctrl and +	Copies selected pages in new document.
Ctrl + 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.
Ctrl + Delete	Enters Delete Mode .
Alt + Home	Scrolls to the first selected page of a document, if not already in view.
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.
Alt + H	Flips the page open in Detailed View horizontally.
Alt + V	Flips the page open in Detailed View vertically.

Upload Layout	
Ctrl + O	Opens the Browse dialog.
Ctrl + S	Uploads the document.
Esc	Cancel the upload and clears the Upload pane.
Ctrl + Shift + Up	Moves the page open in the Upload Preview pane up.
Ctrl + Shift + Down	Moves the page open in the Upload Preview pane down.
Delete	Removes the currently selected page in the Upload Preview pane.
Ctrl + Delete	Removes all pages.
Ctrl + Left	Rotates the page counter clockwise.
Ctrl + Right	Rotates the page clockwise.

Image Viewer	
Ctrl + O	Toggles text overlay.