

## Batch Navigation

- Copy Document: Y
- Copy Pages: Ctrl+C
- Cut Pages: Ctrl+X
- Delete Document: Ctrl+Delete
- Delete Pages: Delete
- First Document: Ctrl+Home
- First Page: Home
- Jump to Document: Ctrl+J
- Jump to Page: J
- Last Document: Ctrl+End
- Last Page: End
- Next Document: Ctrl+Page Down
- Next Page: Page Down
- Paste Pages: Ctrl+V
- Previous Document: Ctrl+Page Up
- Previous Page: Page Up

## Indexing

- Add Detail Set: Ctrl+D
- Carry Index Value From Previous Document: F9
- Insert Default Index Value: F8
- Verify Index Values: F7

## Scanning

- Configure Scanner Settings: E
- Decrease Brightness: Shift+F2
- Decrease Contrast: Shift+F4
- Increase Brightness: F2
- Increase Contrast: F4
- Insert Pages After: Ctrl+A
- Insert Pages Before: Ctrl+B
- Mark New Document and Scan: M
- Re-Scan Page: A
- Saved Scanner Settings: Ctrl+F6
- Scan One Page: O
- Scan Pages : S
- Stop Scanner: Escape

## Standard

- Add Document: Shift+Ctrl+A
- Batch Information: Ctrl+I
- Clear Filters: Shift+Ctrl+F
- Document History: Ctrl+H
- Help Topics: F1
- Image Information: I
- Insert Document Break: Ctrl+Insert
- Manual Barcode Index: Shift+Ctrl+B
- Manual OCR Index: Shift+Ctrl+O
- Merge Index Values: F5
- Merge Like Documents: Ctrl+F5
- Print Current Document: P
- Remove Document Break: Ctrl+R
- Re-Save Page: V
- Reset Image: Ctrl+T
- Rotate 90° : R
- Set Focus to Browse Batch: F6
- Set Focus to Index Manager: Ctrl+Q
- Scale to Height: H
- Scale to Width: W
- Scale to Window: Ctrl+W
- Scroll Image Down: Ctrl+Down Arrow
- Scroll Image Left: Ctrl+Left Arrow
- Scroll Image Right: Ctrl+Right Arrow
- Scroll Image Up: Ctrl+Up Arrow
- Shuffle Document to Duplex: U
- Submit and Create New Batch: Shift+C
- Submit Batch (Complete): Shift+S
- Submit Batch (Incomplete): Shift+I
- Zoom In: Ctrl+Plus Sign
- Zoom Out: Ctrl+Minus Sign