

Appendix A – System Hotkeys

Scan/Index Functions		View Functions	
Hotkey	Function	Hotkey	Function
Ctrl+Delete	Delete Document	Ctrl+Home	First Document
Delete	Delete Page	Ctrl+Page Up	Previous Document
D	Duplicate Document	Ctrl+F	Find Document
Y	Copy Document	Ctrl+Page Down	Next Document
U	Shuffle Document to Duplex	Ctrl+End	Last Document
Ctrl+Insert	Insert Document Break	Ctrl+J	Jump to Document
Insert	Insert Pages	Home	First Page
M	Mark New Document	Page Up	Previous Page
V	Re-Save Page	F	Find Page
A	Re-Scan Page	Page Down	Next Page
Ctrl+R	Remove Document Break	End	Last Page
O	Scan One Page	I	Image Information
S	Scan Pages	Ctrl+I	Data Group Information
F1	Decrease Brightness	F2	Increase Brightness
F3	Decrease Contrast	F4	Increase Contrast
F2 (w/index mgr)	Select Pre-Defined Value (indexing)	H	Scale to Height
F5	Merge Index Values (indexing)	C	Clean-Up Page
F6	Simplex/Duplex Scanning	W	Scale to Width
F7	Verify Index Values	R	Rotate
F8	Insert Default Index Value	Space, Ctrl+T	Reset Image
F9	Carry Index Value from Previous Doc	P	Print Document
Ctrl+Left Arrow	Scroll Image to the Left	Ctrl+Right Arrow	Scroll Image to the Right
Ctrl+Down Arrow	Scroll Image Down	Ctrl+Up Arrow	Scroll Image Up
Ctrl+ “+”	Zoom In	Ctrl+ “-”	Zoom Out
E	Configure Scanner Settings		

PaperFlow will attempt to repair the central project database if Ctrl+R is held down while starting PaperFlow.