

## USER-TIP

# Speeding Along with Hot Keys

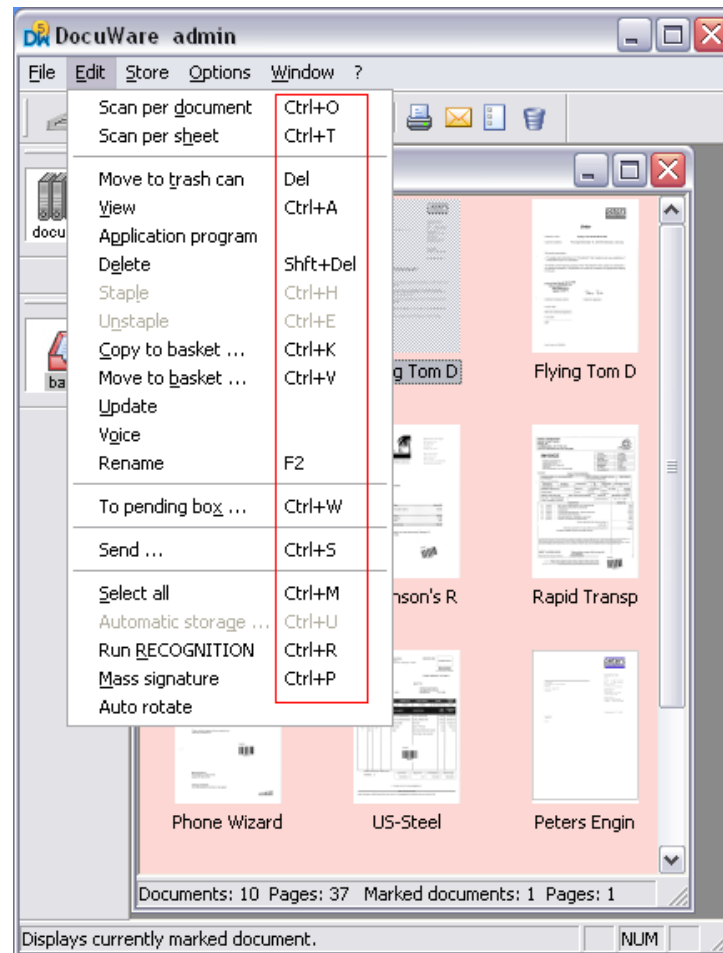
Take advantage of Hot Keys to make recurring tasks with DocuWare even faster and more comfortable













Are you using a lot of the same features in DocuWare, but dragging a mouse around to access them? If so, then you might profit from a switch to Hot Keys. Instead of moving the cursor across the screen to select a menu command or click an icon on a bar, use your keyboard to get there even faster. The keys or key combinations used are easily memorized after working with them a few times.

















In an overview on the following pages, you'll see all of the Hot Keys that represent the most commonly used features in DocuWare. Just print it out and familiarize yourself with the Hot Keys found in the DocuWare main window and Viewer. You'll soon see how comfortable it is and how much time you save by not cruising around a screen with the mouse – instead, just pressing a couple of keys to do the job.

**P.S.** You'll also see the Hot Keys listed when you pull down a menu, to the side of each individual feature.

*Tobias Getz und Wiebke Bortnik*



DESCRIPTION	SHORTCUT	ICON
<b>Basket (without a selected Document)</b>		
Scan per document	Ctrl+O	
Scan per sheet	Ctrl+T	
Update	F5	
Select all	Ctrl+M	
<b>Document in Basket</b>		
View	Ctrl+A	
Print	Ctrl+D	
Staple	Ctrl+H	
Unstaple	Ctrl+E	
Rename	F2	
Send	Ctrl+S	
RECOGNITION	Ctrl+R	
Automatic storage	Ctrl+U	
Index-Info	Ctrl+I	
Move to trash can	Del	
Delete	Shift+Del	
<b>Search-/Store Dialog</b>		
Select list	Alt+W	
Selective select list	Alt+S	
<b>Result list</b>		
New retrieval	Alt+N	
Display document	Alt+V	
Editor program	Alt+A	
Print selected document	Alt+D	
To selected basket	Alt+Z	
Infobox	Alt+I	

<b>Viewer</b>		
<b>Various</b>		
Print	Ctrl+P	
Send whole document	Ctrl+S	
Split document	Ctrl+Y	
Find text	F3	
<b>View Option</b>		
De-skew	Ctrl+W	
View all pages of document	Ctrl+M	
Zoom in	Minus	
Zoom out	Plus	
Display complete page	Ctrl+F	
Display full width	Ctrl+B	
Rotate image to the left	Ctrl+Shift+R	
Rotate image to the right	Ctrl+R	
<b>Zoom Factor</b>		
25%	Ctrl+1	
50%	Ctrl+2	
75%	Ctrl+3	
100%	Ctrl+4	
125%	Ctrl+5	
150%	Ctrl+6	
175%	Ctrl+7	
200%	Ctrl+8	
<b>Navigate</b>		
Page forward by one page	Tab	
Page backward by one page	Shift+Tab	
To page number	Ctrl+Z	
Previous document (from Result list/basket)	Alt+left arrow	
Next documents (from Result list/basket)	Alt+right arrow	
<b>File information</b>		
Image file info	F2	
Image file index info	Shift+F2	