

The data entry shortcut keys are used to increase efficiency while working with the system, whether it is data entry, Image tools, Transcript functions or OCR base functions.

The following tables show the keystrokes shortcuts for each of the modules in the program.

DATABASE VIEW	
Alt+F5	Increment Field (Add or Edit mode)
Alt+L	Open Linked File
Alt+T	Show Attachment
Alt+U	UnMark All
Alt+Z	Transcript Zoom
Ctrl+F	Show database field list
Ctrl+G	Goto Summary
Ctrl+H	Toggle Mark/Unmark HotFact
Ctrl+M	Mark Summary
Ctrl+R	Retrieve Format Settings
Ctrl+S	Sync Form & Columns
F2	Toggle Display/Edit DB
F3	Clear Current Field (Add/Edit Mode)
F4	Input Today's Date
F5	Duplicate Field (Add/Edit Mode)
F6	Open Lookup Table (Add/Edit Mode)
F7	Previous Record
F8	Next Record
F9	Zoom
F10	Save Summary (Add/Edit Mode)
Shft+F2	Add Summaries
Shft+F4	Retrieve All Summaries
Shft+F5	Decrement Field (Add/Edit Mode)

TRANSCRIPT VIEW	
<b>Alt+A</b>	Add new note
<b>Alt+D</b>	Delete note
<b>Alt+E</b>	Edit note
<b>Alt+I</b>	List Note Issues (Must select Tran/ocrBase Notes from CE)
<b>Alt+L</b>	Create link
<b>Alt+P</b>	Show Image for note
<b>Alt+V</b>	Show Transcript vocabulary
<b>Ctrl+A</b>	Copy excerpt into new note
<b>Ctrl+B</b>	Print Transcript Cites
<b>Ctrl+D</b>	Copy excerpt into new note
<b>Ctrl+G</b>	Go to Page
<b>Ctrl+N</b>	Find Note
<b>Ctrl+R</b>	Re-find search phrase
<b>F7</b>	Previous Note
<b>F8</b>	Next note
<b>Shft+Ctrl+V</b>	Show All Vocabulary
<b>Ctrl+F</b>	Final Word/Phrase

IMAGE VIEW	
<b>Ctrl+B</b>	Toggle show/hide Bates stamp
<b>Ctrl+L</b>	Load DII file
<b>Ctrl+R</b>	Print Current Page/Image
<b>F</b>	Fit Image In Window
<b>F2</b>	Toggle edit/display markups
<b>F7</b>	Prev Document
<b>F8</b>	Next Document
<b>F12</b>	Next Image
<b>L</b>	90 Degrees Left
<b>Minus sign (-)</b>	Zoom out
<b>Plus sign (+)</b>	Zoom in
<b>Page down</b>	Next page in a multi-page document
<b>Page up</b>	Previous page in a multi-page document
<b>R</b>	90 Degrees Right
<b>Shft+Alt+Ctrl+C</b>	Returns number of markups or the current image
<b>Shft+F12</b>	Previous Image
<b>Shft+H</b>	Toggle show/hide markups
<b>W</b>	Wide Mode

ALL VIEWS	
<b>Ctrl+C</b>	Copy Text
<b>Ctrl+O</b>	Open Case
<b>Ctrl+P</b>	Print
<b>Ctrl+Q</b>	Puts focus on the Quick Search Box
<b>Ctrl+V</b>	Paste Text
<b>F1</b>	Open Help System
<b>F11</b>	Toggle Full-Screen Normal view
<b>Shft+Ctrl+F4</b>	Close current view

ocrBASE VIEW	
<b>Alt+I</b>	List Notes by Issue
<b>Alt+P</b>	Quick View Image
<b>Ctrl+N</b>	Find Note
<b>F3</b>	Network Status
<b>F7</b>	Previous OCR document
<b>F8</b>	Next OCR document
<b>Shft+F4</b>	Retrieve all ocrBase docs