

Key Combination	Document Panel	Thumbnail Panel	Action
Ctrl+U			Uploads the documents (applicable to the Upload window).
Ctrl+H			Shows hidden documents (applicable to the Filed Docs tab).
Alt+E			Excludes / includes the selected documents from filing (applicable to the Sort/File window).
Viewing			
F11	X	X	Switches to the full screen mode.
Double-click	X	X	Switches to the full screen mode.
Esc	X	X	Exits from the full screen mode.
F12	X	X	Switches to the compare mode.
Ctrl+1	X	X	Switches on/off the Document List view.
Ctrl+2	X	X	Switches on/off the Thumbnails view.
Ctrl+3	X	X	Switches on/off the Pages view.
Ctrl+Plus, Ctrl+=	X	X	Zooms in the page view.
Ctrl+Minus, Ctrl+_	X	X	Zooms out the page view.
Ctrl+Alt+1	X	X	Shows the smallest thumbnails.
Ctrl+Alt+2	X	X	Shows small thumbnails.
Ctrl+Alt+3	X	X	Shows medium thumbnails.
Ctrl+Alt+4	X	X	Shows large thumbnails.
Ctrl+Alt+5	X	X	Shows the largest thumbnails.
Ctrl+Alt+W	X	X	Fits the page to width.
Ctrl+Alt+H	X	X	Fits the page to height.
Navigation			
Up	X		Selects the previous document.
		X	Selects the previous thumbnail.
Down	X		Selects the next document.
		X	Selects the next thumbnail.
Ctrl+Up	X		Selects the previous document.
		1st	Selects the first thumbnail in the previous document.
		2nd+	Selects the first thumbnail of the current document.
Ctrl+Down	X		Selects the next document.
		X	Selects the first thumbnail in the next document.
Shift+Up	X		Selects the current and the previous document.
		X	Selects the current and the previous thumbnail.
Shift+Down	X		Selects the current and next document.
		X	Selects the current and next thumbnail.
Shift+Ctrl+Up (or PageUp, Left Arrow)	X		Selects the current and the previous document.
		1st	Selects the first thumbnail of the current document and all thumbnails of the previous document.
		2nd+	Selects all thumbnails from the first thumbnail of the current document till the selected thumbnail.
Shift+Ctrl+Down (or PgDn, Rt Arrow)	X		Selects the current and the next document.
		X	Selects all thumbnails from the selected till the first thumbnail in the next document.
Ctrl+?	X		Selects the next document of "Unknown" or "Bypass" type.
		X	Selects the first thumbnail in the next document of "Unknown" or "Bypass" type.
Ctrl+/\	X		Selects the next document of "Unknown" or "Bypass" type.
			Selects the first thumbnail in the next document of "Unknown" or

		X	"Bypass" type.
Ctrl+. (period)		X	Selects the next uncertain thumbnail.
Home	X		Selects the first document in the list.
		X	Selects the first thumbnail of the first document.
End	X		Selects the last document in the list.
		X	Selects the last thumbnail of the last document.
PgUp	X		Selects the first document in the visible part of the list.
		X	Selects the previous thumbnail.
PageDown	X		Selects the last document in the visible part of the list.
		X	Selects the next thumbnail.
Left Arrow		X	Selects the previous thumbnail.
Right Arrow		X	Selects the next thumbnail.
Ctrl+F	X	X	Places the cursor in the document search bar.
Ctrl+A	X	X	Selects all documents and thumbnails.
Spacebar			Activates the control with input focus.
Sorting mode			
Ctrl+M	X		Merges the selected documents.
		X	Moves thumbnails from the second document to the end of the first document (only for adjacent thumbnails).
Alt+C	X		Classifies the selected document.
		X	Classifies the whole document.
Alt+N		X	Saves the selected pages as a new document.
Space	X		Classifies the selected document.
		1st	Classifies the current document.
		2nd+	Creates a new document.
Enter	X		Classifies the selected document.
		1st	Classifies the current document.
		2nd+	Creates a new document.
Del	X		Moves the selected documents to recycle bin.
		X	Moves the selected thumbnails to recycle bin.
Ctrl+Alt+R	X	X	Rotates the selected pages 90° right.
Ctrl+Alt+L	X	X	Rotates the selected pages 90° left.
Alt+Up, Alt+Left	X		Moves the selected document up the list.
		X	Moves the selected pages up within the document.*
Alt+Down, Alt+Right	X		Moves the selected document down the list.
		X	Moves the selected pages down within the document.*
Alt+PageUp		X	Moves the selected pages to the end of the previous document.*
Alt+PageDown		X	Moves the selected pages to the beginning of the next document.*
Ctrl+Alt+PageUp, Ctrl+Alt+Up	X		Merges the selected documents with the previous document.
		1st	Moves all thumbnails of the current document to the previous document.
		Any two thumbnails	Moves the range of thumbnails between the selected two thumbnails to the previous document.
Ctrl+Alt+PageDown, Ctrl+Alt+Down	X		Merges the selected documents with the next document.
		1st	Moves all thumbnails of the current document to the next document.
		Any two thumbnails	Moves the range of thumbnails between the selected two thumbnails to the next document.
Shift+Ctrl+Alt+Up (or PgUp)		1st	Moves all thumbnails of the current document to the previous document.

		2nd+	Moves the selected thumbnails to the previous document.
Shift+Ctrl+Alt+Down (or PgDn)		1st	Moves all thumbnails of the current document to the next document.
		2nd+	Moves the selected thumbnails to the next document.
Ctrl+X	X	X	Cuts the selected pages to clipboard.
Ctrl+V	X		Pastes pages from clipboard at the end of the selected document.
		X	Pastes pages from clipboard before the selected thumbnail (disabled when multiple thumbnails are selected).
Alt+H	X		Mark the selected documents as hidden / visible.
Queues			
Enter**			Validates / Unvalidates a field.
Down / Up Arrow *			Moves to the next / previous field.
Home / End*			Moves to the first / last field.
Ctrl+tab*			Moves the cursor between the list of fields and the editing field.
Double-click			Moves the cursor from the list of fields to the editing field.
Any letter*			In the list of fields, moves to the field name starting with this letter.
Ctrl + Z*			Cancels a previously typed character or entire value (in the input field).
Ctrl + L			Marks the item as completed.
Ctrl + S, Alt + F4			Closes the window.
Ctrl + K			Skips the item.
Ctrl + E			Escalates the item to the supervisor.
* Disabled when thumbnails from different documents are selected.			
** Applicable to data validation items only.			