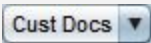


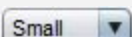
Common Keyboard Shortcuts

Section	Icon	Function	Shortcuts
Batch List		Refresh	F5
		Search	F7
Batch		Release Batch	Ctrl + Alt + R
		Scan New Batch	F9
		Unlock Batch	F10
Document		Create/Split Document	Ctrl + E
		Append Pages	Ctrl + Alt + A
		Insert Pages	
		Delete/Combine Selected Documents	Ctrl + Alt + D
		Copy Active Document Offender Metadata	Ctrl + Alt + C
		Paste Offender Metadata to Active Document	Ctrl + Alt + V
Page		Delete Selected Pages	Ctrl + D
		Rotate Selected Pages Right	Ctrl + R
Thumbnails		Previous Document	Ctrl + Alt + P
		Next Document	Ctrl + Alt + N
		Previous Page	Ctrl + P
		Next Page	Ctrl + N
		Select All Pages	Ctrl + A
		Select First Page	Home
		Select Last Page	End
View		Fit to Window	Ctrl + W
		Zoom In	Ctrl + I
		Zoom Out	Ctrl + O

All Batch Pane Button Descriptions and Shortcuts

Button	Function	Shortcut
	Client Profiles	
	Capture	F9
	Capture Settings/ Capture Source	Ctrl+S (Settings) Ctrl+Alt+S (Source)
	Unlock	F10 (Unlock)
	Release	Ctrl+Alt+R (Release)
	Delete Batch	
	Search	F7
	Refresh Batch List	F5
	Find Document	Ctrl+F
	Find Previous	Shift+F3
	Find Next	F3

All Document Pane Button Descriptions and Shortcuts

Button	Name	Shortcut
	Create/Split Document	Ctrl+E
	Delete/Combine Selected Documents	Ctrl+Alt+D
	Create New Attachment	Ctrl+E
	Delete Attachment	Ctrl+Alt+D
	Duplicate Pages	Ctrl+U
	Insert Pages	
	Append Pages	Ctrl+Alt+A
	Replace Pages	
	Delete Pages	Ctrl+D
	View document in associated application	
	Database Lookup	Ctrl+L
	Zoom In	Ctrl+I
	Zoom Out	Ctrl+O
	Fit to Window	Ctrl+W
	Fit to Height	
	Fit to Width	
	Rotate Left	
	Rotate Right	Ctrl+R
	Flip	
	Print Page	
	Show File Information	
	View thumbnails horizontally/vertically	
	Thumbnail size	