HIGHLAND
COUNTY ● OHIO
RECORD CENTER & ARCHIVES

KEYBOARD SHORTCUTS

Keyboard shortcuts allow you to perform tasks more efficiently using a keyboard instead of a mouse. The following shortcuts can be used in Laserfiche:

Folder Browser Shortcuts	
CTRL+SHIFT+0	Shift focus to the center pane.
CTRL+SHIFT+1	Show or hide the metadata pane. If the metadata pane was hidden, it is both displayed and focus is shifted to it.
CTRL+SHIFT+2	Show or hide the left pane that contains the folder tree. If the left pane was hidden, it is both displayed and focus is shifted to it.
CTRL+SHIFT+5	Open the Starred item list.
CTRL+SHIFT+6	Open the Recently Opened Documents list.
CTRL+SHIFT+7	Open the Documents in Use list. (This keyboard shortcut will only function if you have at least one document locked or checked out.)
CTRL+SHIFT+8	Open search results. (This keyboard shortcut will only function if you have performed a search in your current session.)
CTRL+SHIFT+9	Open the recycle bin.
CTRL+ALT+A	Check out the selected document. (Only one document can be checked out at a time.)
CTRL+SHIFT+ALT+A	Check in the selected document. (Only one document can be checked in at a time.)
CTRL+ALT+C	Open the Move or Copy dialog box.
CTRL+ALT+E	Email selected entry or entries.
CTRL+ALT+F	Extract text from selected entry or entries.
CTRL+ALT+G	Generate pages from selected PDF.
CTRL+ALT+H	Show and modify security.
CTRL+ALT+I	Import into parent folder.
CTRL+ALT+K	Open Scanning.
CTRL+ALT+M	Open the Move or Copy dialog box.
CTRL+ALT+N	Create new folder.
CTRL+ALT+O	Download selected entry or entries.
CTRL+ALT+P	Print selected entry or entries.
CTRL+ALT+R	Restore selected entry or entries from the recycle bin.
CTRL+ALT+S	Add or remove star from selected entry or entries.
CTRL+ALT+T	Purge selected entry or entries from the recycle bin.

CTRL+ALT+U	Undo the check out of the selected document.
CTRL+ALT+Y	Redo.
CTRL+ALT+Z	Undo
CTRL+A	Select all.
CTRL+F	Focus on search bar.
F2	Rename
DEL	Delete
SPACEBAR	Select the item in focus. If you have opened a streaming media file, spacebar will also play or pause the file.
ESC	Close the currently-active dialog box.

Document Viewer Shortcuts	
CTRL+SHIFT+0	Show or hide the PDF Viewer, if the document is a PDF.
CTRL+SHIFT+1	Show or hide the metadata pane. If the metadata pane was hidden, it is both displayed and focus is shifted to it.
CTRL+SHIFT+2	Show or hide the left pane that contains the thumbnails. If the left pane was hidden, it is both displayed and focus is shifted to it.
CTRL+SHIFT+4	Show or hide the text pane.
CTRL+SHIFT++	Zoom in on the page.
CTRL+SHIFT+-	Zoom out on the page.
CTRL+SHIFT+~	Show or hide the metadata pane. (Unlike CTRL+SHIFT+1, this will not shift focus to the metadata pane.)
CTRL+ALT+A	Check out the current document.
CTRL+SHIFT+ALT+A	Check in the current document.
CTRL+ALT+C	Open the Copy Pages To dialog box.
CTRL+ALT+D	Place the currently-selected annotation. The annotation will be placed in the upper left corner of the current page. This keyboard shortcut is supported with sticky notes, stamps, text boxes, callout text boxes, rectangles, rounded rectangles, ellipses, images, and attachments.
CTRL+ALT+E	Email the current document or selected pages.
CTRL+ALT+K	Open Scanning to scan additional pages into the current document.
CTRL+ALT+O	Export the current document.
CTRL+ALT+P	Print the current document.
CTRL+ALT+Q	Move to the previous document.
CTRL+ALT+R	Rotate the selected page or pages.
CTRL+ALT+T	Enter text selection mode.
CTRL+ALT+U	Undo the check out of the current document.
CTRL+ALT+W	Move to the next document.
CTRL+ALT+0	Change the cursor mode to the highlight annotation.
CTRL+ALT+1	Change the cursor mode to the redaction annotation.
CTRL+ALT+2	Change the cursor mode to the sticky note annotation.

CTRL+ALT+3	Open the Stamps dialog, allowing you to select a stamp to apply to the document.
CTRL+ALT+4	Change the cursor mode to the text box annotation.
CTRL+SHIFT+ALT+4	Change the cursor mode to the callout text box annotation.
CTRL+ALT+5	Change the cursor mode to the underline annotation.
CTRL+ALT+6	Change the cursor mode to the strikethrough annotation.
CTRL+ALT+7	Change the cursor mode to the freehand annotation.
CTRL+ALT+8	Change the cursor mode to the line annotation.
CTRL+SHIFT+ALT+8	Change the cursor mode to the ellipse annotation.
CTRL+ALT+9	Change the cursor mode to the polygon annotation.
CTRL+ALT+/	Change the cursor mode to the rectangle annotation.
CTRL+SHIFT+ALT+/	Change the cursor mode to the rounded rectangle annotation.
CTRL+ALT+*	Change the cursor mode to the arrow annotation.
CTRL+ALT+-	Open the image annotation dialog box, allowing you to select an image file to apply to the document.
CTRL+ALT++	Open the attachment annotation dialog box, allowing you to select an attachment file to apply to the document.
CTRL+F	Focus on search bar.
CTRL+S	Save.
F2	Rename
F3	Move to the next context hit. This is only available if you have performed an in-document search.
SHIFT+F3	Move to the previous context hit. This is only available if you have performed an in-document search.
CTRL+F11	Toggle full screen mode.
DEL	Delete
SPACEBAR	Select the item in focus. If you have opened a streaming media file, spacebar will also play or pause the file.
ESC	Close the currently-active dialog box.

Scanning Shortcuts	
ALT+UP	Selects a document's previous page.
ALT+DOWN	Selects a document's next page.
ALT+LEFT	Selects the previous document in the Revision Tree.
ALT+RIGHT	Selects the next document in the Revision Tree.
ALT+SHIFT+LEFT	Displays the previous document in the Revision Tree with an error. Hover over the field's A white exclamation point in a red circle. icon for more information.
ALT+SHIFT+RIGHT	Displays the next document in the Revision Tree with an error.
CTRL+G	Displays a specific page in a document.
CTRL+N	Enables the Create Document feature.
CTRL+D	Enables the Split Document feature.
CTRL+Z	Will undo your last action. Only applies to text boxes.
CTRL+Y	Will redo your last action. Only applies to text boxes.

CTRL+X	Cuts the currently selected item.
CTRL+C	Copies the currently selected item.
CTRL+V	Pastes the last item that was copied or cut.
DEL	Deletes the currently selected item.
CTRL+A	Selects all available items. Only applies to text boxes.
CTRL+M	Renames an item. You can also press F2.
CTRL++	Zooms in on the Display Pane.
CTRL+-	Zooms out on the Display Pane.
CTRL+ALT++	Zooms in on the Thumbnails Pane.
CTRL+ALT+-	Zooms out on the Thumbnails Pane.
CTRL+I	Displays scanned images and no text.
CTRL+T	Displays OCRed text and no images.
CTRL+ALT+I	Splits the Display Pane. The top section displays an image. The bottom displays text.
CTRL+ALT+T	Splits the Display Pane. The top section displays text. The bottom displays an image.
CTRL+SHIFT+I	Splits the Display Pane. The left section displays an image. The right section displays text.
CTRL+SHIFT+T	Splits the Display Pane. The left section displays text. The right displays an image.
CTRL+H	Enables/disables the Pan tool in the Display Pane. When enabled, drag in the direction you want to view.
CTRL+L	Rotates an image 270 degrees (left).
CTRL+R	Rotates an image 90 degrees (right).
CTRL+S	Start scanning a new document or into an existing document.
CTRL+O	Stop scanning.
CTRL+SHIFT+E	Opens/closes the Error Log Pane.
F4	Opens/closes the Document Properties Pane.
F3	Opens/closes the Output Log Pane.
F7	Opens/closes the Scanning Explorer Pane.
F8	Opens/closes the Thumbnails Pane.
CTRL+ALT+L	Restores the default pane layout.
CTRL+SHIFT+H	Toggles auto-hide for the active pane (if applicable).
ALT+F4	Close Laserfiche Scanning.
TAB	Selects the next item in the Document Properties Pane
ENTER	Selects the next field in the Document Properties Pane