

Concordance® Hot Key Quick Reference

Concordance

Browse & Table View	
Hot Key	Function
F5	Table View
F6	Browse View
F8	Sort
F	First Document
-	Previous
+	Next
L	Last
G	Go To Document
P	Previous Hit
N	Next Hit
V	View Image
C	Copy Text
O	Font Selection
Esc	Backtrack

Search View	
Hot Key	Function
F2	Search
F3	Search Review
F4	Form Search (Query by Example)
Enter	Go (Execute Search)
Esc	Cancel Search in Progress

Navigation – Edit View	
Hot Key	Function
Ctrl+PgUp	Previous Document
Ctrl+PgDn	Next Document
Tab	Next Field
Shift+Tab	Previous Field

Data Entry View	
Hot Key	Function
Ctrl+D	Ditto
Ctrl+L	Authority List
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+F	Find a Word
Ctrl+Shift+S	Find Again
Ctrl+H	Find and Replace
Ctrl+Z	Undo

Concordance Image

Hot Key	Function
Ctrl+O	Open Image
Ctrl+B	Toggle Bar Code Mode
Ctrl+R	Toggle Redlines
Ctrl+P	Print
Ctrl+C	Copy
Ctrl+X	Cut
Ctrl+V	Paste
Ctrl+T	Image Type - Textual
Ctrl+L	Image Type - Line
Ctrl+H	Image Type - Photograph
I	Invert Color
Ctrl++	Zoom In a Little
Ctrl+-	Zoom Out a Little
+	Zoom In 50%
-	Zoom Out 50%
Alt Z	Zoom on Selection
W	Zoom to Width
H	Zoom to Height
Ctrl F	Full Screen
<	Rotate Left from Original Orientation
>	Rotate Right from Original Orientation
/	Flip from Original Orientation
Left Arrow	Rotate Left from Current Orientation
Right Arrow	Rotate Right from Current Orientation
Down Arrow	Flip from Current Orientation
Ctrl+Home	First Page
PgDn	Next Page
PgUp	Previous Page
Ctrl+End	Last Page
G	Go To Page
Ctrl+G	Go To Image
Ctrl+PgDn	Next Document
Ctrl+PgUp	Previous Document
Shift+PgDn	Next Folder
Shift+PgUp	Previous Folder