

## Web Client Keyboard Shortcuts

Instead of using your mouse, you can use keyboard shortcuts to accomplish tasks in certain areas of the W

### Global Function Keys

The following shortcuts can be used globally across the Web Client.

Shortcut	Action
<b>F1</b>	Accesses the help files.
<b>Ctrl + F4</b>	Closes the open dialog box.
<b>Alt + F4</b>	Closes the Web Client.

### Main Menu Keys

The following keyboard commands are available in the Main Menu.

Command	Action
<b>Tab</b>	Moves the focus between the <b>Main Menu</b> button and other elements in the Web Client interface.
<b>Spacebar</b>	Selects the focused interface element.  <b>Tip:</b> To open the Main Menu, move the focus to the <b>Main Menu</b> button and press <b>Spacebar</b> .
<b>Up Arrow</b>	Moves the cursor up in the Main Menu.
<b>Down Arrow</b>	Moves the cursor down in the Main Menu.
<b>Page Up</b>	Scrolls up in the Main Menu.
<b>Page Down</b>	Scrolls down in the Main Menu.

### Document Retrieval Shortcuts

The following shortcuts are available when navigating the keyword panel in Document Retrieval mode.

Shortcut	Action
<b>F3</b>	Toggles the Keyword Operator button.
<b>F4</b>	Toggles the Logical (Boolean) Operator button for duplicate keyword type fields.

<b>F5</b>	Expands a Keyword Type field's Keyword Select List (if one exists).
<b>F6 or Ctrl + T</b>	Creates a duplicate Keyword Type field.
<b>Ctrl + R</b>	Displays the <b>Keywords</b> search tab.
<b>Ctrl + S</b>	Displays the <b>Text</b> search tab
<b>Ctrl + I</b>	Activates the <b>Search</b> button.
<b>Ctrl + N</b>	Displays the <b>Note</b> search tab.
<b>Ctrl + K</b>	Activates the <b>Clear Keywords</b> button.
<b>Ctrl + C</b>	Activates the <b>Clear All</b> button when focus is outside of a keyword field. When focus is inside of a keyword field, the <b>Copy</b> function is executed.
<b>Ctrl + O</b>	Expands or collapses Multi-Instance Keyword Type Groups.

## Internal Mail Shortcuts

The following keyboard shortcuts are available when using Internal Mail.

Shortcut	Action
<b>Ctrl + M</b>	Selects the text in the <b>Message</b> text box.
<b>Ctrl + R</b>	Opens the Send Mail dialog to send a reply to the received message.
<b>Ctrl + O</b>	Opens the Send Mail dialog to forward the received message to another user.
<b>Ctrl + S</b>	Sends the message to the specified recipient.
<b>Ctrl + D</b>	Prompts you to delete the mail message.

## Document Search Results Lists and Open Documents

There are several keyboard shortcuts available in search result lists and in documents that are opened in th

### Document Search Results List Shortcuts

The following keyboard shortcuts are available when navigating Document Search Results lists.

Shortcut	Action
<b>Ctrl + K</b>	View or modify keywords for the selected document.
	View the document history for the selected document.

Ctrl + H	
Ctrl + Up Arrow	Select multiple documents.
Ctrl + Down Arrow	Select multiple documents.

### Keyword Type Field Function Keys and Shortcuts

The following Function Keys and keyboard shortcuts are available in Keyword Type fields.

Shortcut	Action
F3	Toggles the Keyword Operator button.
F4	Toggles the Logical (Boolean) Operator button for duplicate Keyword Type fields.
F5	Expands a Keyword Type field's Keyword Select List (if one exists).
F6 or Ctrl + T	Creates a duplicate Keyword Type field.
Ctrl + O	Expands all Multi-Instance Keyword Type Groups, or collapses all Multi-Instance Keyword Type Groups.
Ctrl + Del	When the focus is set to a Keyword Value that is part of a Multi-Instance Keyword Type Group, the entire instance of the Multi-Instance Keyword Type Group is deleted. <b>Note:</b> If there is only a single instance of the Multi-Instance Keyword Type Group, the single instance is not removed.

### Document Viewer Toolbar Navigation

The following key-press combinations allow you to navigate the Document Viewer toolbar in the HTML Web

Key-press	Action
Tab	Navigate the toolbar buttons from left to right.
Shift + Tab	Navigate the toolbar buttons from right to left.
Enter	Activate the selected button.

### Document Viewer Shortcuts

The following keyboard shortcuts are available while viewing documents in the Web Client.

**Note:** These keyboard shortcuts are not available when viewing embedded OLE documents.

Shortcut	Function
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<b>Ctrl + F6</b>	Navigates to the previous document in the Document Search Results list.
<b>Ctrl + F7</b>	Navigates to the next document in the Document Search Results list.
<b>Ctrl + Page Up</b>	Navigates to the previous page of the document.
<b>Ctrl + Page Down</b>	Navigates to the next page of the document.
<b>Ctrl + Home</b>	Navigates to the first page of the document. <b>Note:</b> This function is not supported in the ActiveX Web Client.
<b>Ctrl + End</b>	Navigates to the last page of the document.
<b>Home</b>	Navigates to the top of the current page.
<b>End</b>	Navigates to the bottom of the current page.
<b>Page Up</b>	Quickly scrolls up the current page.
<b>Page Down</b>	Quickly scrolls down the current page.
<b>Up Arrow</b>	Slowly scrolls up the current page.
<b>Down Arrow</b>	Slowly scrolls down the current page.
<b>Ctrl + Up Arrow</b>	Quickly scrolls up the current page.
<b>Ctrl + Down Arrow</b>	Quickly scrolls down the current page.
<b>Left Arrow</b>	Slowly scrolls to the left on the current page.
<b>Right Arrow</b>	Slowly scrolls to the right on the current page.
<b>Ctrl + Left Arrow</b>	Quickly scrolls to the left on the current page.
<b>Ctrl + Right Arrow</b>	Quickly scrolls to the right on the current page.
<b>+ (on numeric keypad)</b>	Zooms in on the current page. (Only available in the ActiveX Web Client)
<b>- (on numeric keypad)</b>	Zooms out on the current page. (Only available in the ActiveX Web Client)

### HTML Web Client Document Viewer Shortcuts

The following keyboard shortcuts are available while viewing documents in the HTML Web Client, in addition to the previous section.

**Note:** These keyboard shortcuts are not available when viewing embedded OLE documents.

Shortcut	Function
<b>Page Up</b>	Quickly scrolls up the current page. At the beginning of a page in a multi-page document, scrolls to the previous page.
<b>Page Down</b>	Quickly scrolls down the current page. At the end of a page in a multi-page document, scrolls to the next page.
<b>Ctrl + K</b>	View or modify keywords for the selected document.
<b>Ctrl + H</b>	View the document history for the selected document.
<b>Ctrl + N</b>	Display the <b>Add Note</b> dialog for the current document.
<b>Ctrl + Shift + N</b>	Display the <b>View Notes</b> dialog for the current document.
<b>Ctrl + P</b>	Displays the <b>Print</b> dialog box.
<b>Ctrl + W</b>	Initiate a cross-reference from the current document.

## Item-specific Keyboard Shortcuts

You can use keyboard shortcuts in the Folders layout and the User Menu Preferences dialog box.

### Folders

There is only one keyboard function available in the Folders layout:

Shortcut	Function
<b>Ctrl + F</b>	Opens the <b>Find Folder</b> dialog box when focus is on the Folder Tree.

### User Preferences

The following keyboard functions are available when navigating the User Menu **Preferences** dialog box.

Shortcut	Function
<b>Tab</b>	Change the focus between radio buttons, drop-down select lists, text entry fields, check boxes, and the <b>Save</b> button.
<b>Arrow Keys (Up, Down, Left, Right)</b>	Navigate between radio buttons, and scroll within a drop-down select list.
<b>Space Bar</b>	Select or deselect a check box, and expand a drop-down select list.
<b>Enter</b>	Save the configured user preferences.

