

docWizz

List of Shortcuts

GENERAL

Open document	Ctrl+O
Save	Ctrl+S
Open help file	F1
Show menu bar	Alt
Process	Ctrl+Shift+P
Select zone etc.	Left-click
Show (page etc.) properties	Right-click
Cancel action (back to Default Tool)	ESC
Zoom In or Zoom Out	Num + or Num -
Zoom In	Right-click+Drag
Display entire page	Ctrl+F
Fullscreen	Ctrl+Shift+F
Single Image View	Ctrl+1
Double Image View	Ctrl+2
Two rows view	Ctrl+3
Multiple images view	Ctrl+4
All images view	Ctrl+5
Dynamic view	Ctrl+0
Previous page / image	PageUp
Next page / image	PageDown
Go to page	Ctrl+G
Jump to Tree, Text and List view on the left side	Alt+[2-4]

Page Bar	
Switch page via Mouse	Scroll Up or Down
Multiple selection of consecutive items	Shift+Left-click
Multiple selection by adding or remove items on click	Ctrl+Left-click
Select or deselect page (only in Zoning / Structure)	Space

TASKS

Review Import	
Split document	Ctrl+T
Deskew manually	Ctrl+D
Deskew to left / right	L / R
Clean zone	Ctrl+W

Prepare Cropping	
Move frame	Hold left-click +Move / Arrow
Cut frame	Left-click in frame
Deskew manually	Ctrl+D
Deskew to left / right	L / R
Create new frame	Ctrl+Left-click
Enlarge all frames with 2mm on all sides	Ctrl+E
Resize frame	Hold left-click on frame
Rotate frame	Hold left-click on frame
Select frame	Right-click
Delete selected frame	Del
Show grid	G
Show next/previous image (only in multi-page views)	Tab or Shift+Tab
Scrolls to the first page	Ctrl+Home
Scrolls to last page	Ctrl+End
Scrolls to the top of the image (when zoomed in)	Home
Activates the frame	Ctrl+PageUp/Dow
2 ups: select left frame	Ctrl+L
2 ups: select right frame	Ctrl+R
Enlarge/shrink current frame with 1 mm on all sides	+ or -

*Only in Advanced Cropping + Num Lock on.
Please activate "Preview final page".*

Shrinks/enlarges frame to black pixels inside frame	0
Align bottom left	1
Align bottom center	2

Align bottom right	3
Previous page	4
Align center	5
Next page	6
Align top left	7
Align top center	8
Align top right	9

VIEWS

Tab: List	
Refresh	F5
Grouping mode	F3
Jump to tree view and expands selected item	Double left-click on list item

Tab: Tree	
Expand / collapse node	Double left-click / Arrow left or right
Expand / collapse all levels of a node	Shift+ Arrow left or right or Shift+Left-click on ▶
Go to next / previous node	Arrow up or down
Select node's parent node	*
Select root node	/
Open next tree node	Ctrl+Down
Open previous tree node	Ctrl+Up
Delete current selection	Del
Level up / down	F6 / F7
Insert missing page or page from file before node	Ctrl+I
Jump to first or last node	A or Q
Scroll opened tree section up / down	Shift+Hover over tree items scroll bar
Toggles on/off smart	F5
Tree in smart mode	Hold Alt
Opens 'Change type' menu (when item)	Ctrl+Shift+C
Opens tree context menu	Shift+F10

Set correct	Ctrl+R
Set item error	Ctrl+E
Previous error	Shift+PageUp
Next error	Shift+PageDown

Tab: Text	
Jump to next word error	Ctrl+G
Accept word	Alt+1
Autocorrect occurrences of a misspelled word	Alt+K
Add to dictionary	Alt+L
Invalid word	Alt+U
Show word in the image	Alt+V
Search	Ctrl+F
Search and replace	Ctrl+R
Undo	Ctrl+Z
Text from the beginning to cursor position is manually verified and corrected	Ctrl+D
Delete from cursor to the end of the word	Ctrl+Del
Select from cursor to the beginning of next / previous word	Ctrl+Shift+ Arrow left or right
Select text lines from cursor to first / last text line	Ctrl+Shift+ Arrow up or down
Previous word	Shift+Tab
Next word	Tab
Open "Special characters" dialog	Ctrl+Shift+U

Tab: Image	
Assign zone type to selected zone(s)	A to Z
Select a zone	Left-click
Select adjacent zones	Left-click+Drag rectangle over
Select or deselect a zone	Ctrl+Left-click
Create new zone	Left-click+ Drag rectangle

Create new zone intersecting another zone	Shift+Left-click+ Drag rectangle
Delete selected zones	Del
Polygon Tool	Ctrl+P
Knife Tool	F9
Convert one polygonal zone to a rectangular zone and vice versa	F8
Merge selected zones	Zones
Select all zones at once (by selecting parent item)	*
Select all zones at once (Only in Fullscreen)	Space
Rotate zone	Ctrl+R
Navigate through pages. Set page filters via 'Go to' dialog or Ctrl+G	(Shift+Page up) or (Shift+Page down)
Focus to next / previous image in multi-page view	Tab or Shift+Tab

HOW TO...

... use the Polygon Tool	
Activate	Ctrl+P
Define starting point	Left-click in page
Change angle (not only 90° allowed)	Hold Shift
Place point and finish it	Ctrl+Left-click
Finish polygon	Ctrl+P
Remove last defined point	Backspace
Deactivate	ESC

... create polygon out of existing zone

Add a point to an existing zone to make it a polygon.

Follow "Add Point" of "How to modify a polygon".

... modify a polygon

Add point	1. Hover over polygon's 2. Wait for double arrow 3. Right-click
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Delete point	1. Place mouse over point 2. Wait for four-headed 3. Right-click
Move point	1. Place mouse over point 2. Wait for four-headed 3. Hold left-click 4. Move mouse for change
Move edge	1. Place mouse over edge 2. Wait for double arrow 3. Hold left-click 4. Move mouse for change

... use the Knife Tool

Activate	F9
Forced cut	Long left-click
Make horizontal cut	Left-click
Make vertical cut	Hold Shift
Horizontal cut by text (Enable Knife Tool first)	Hold Ctrl
Deactivate	ESC or F9
Make polygonal cuts (disabled in Fast Correction)	1. Place mouse over the edge of a selected zone or polygon 2. Wait for staircase image 3. Add points via left-click 4. Hold Shift to change 5. Finish with left-click on edge (Wait for a knife)

... use the Grouping Mode

Adds zone	Left-click
Add zone(s)	Left-click+Drag
Add selected zone to tree (drag it over to tree)	Ctrl+Left-click+ Drag
Remove zone	Ctrl+Left-click
Expand tree to clicked zone	Double left-click

Open "Insert" item list	Ctrl+I
Open "Insert hierarchy" item	Ctrl+N
Open "Group to" item list	Ctrl+U

... use the Fast Correction Mode

Toggle fast correction on/off	F4
Cut zone horizontally	Left-click
Switch to vertical cut	Hold Shift
Merge zone	Draw rectangle over desired
Delete zone	Right-click
Rotate zone	Ctrl+R
Invert	Ctrl+I
Convert a polygonal zone to a rectangular zone and vice versa	Drag a rectangle within that zone
Move page (only in zoom)	Ctrl+Right click+Drag

... assign a zone type

Shortcuts for your zone types are configurable. The first character of the zone type name is usually used for the shortcut.

To change the zone type,

1. hover over the zone and type the shortcut or
2. change it via context menu by Right-click on zone and Double-click on type.

