

# Ipro Eclipse cheat sheet

## Page and document navigation

### Image tab

Page Up / Down	Scroll up or down within the page in the tab
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Alt + Page Up / Down      Go to previous or next page in the tab

Works whether focus is in the case table or the Image tab.

### Case table

Page Up / Down	Scroll up or down through the current record set (one "screenful" at a time)
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Ctrl + Page Up / Down      Select previous or next document in the table

Tab	Move to next field in selected row (to the right or left)
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Shift + Tab      Move to previous field in selected row (to the right or left)

Arrow keys	Move from a selected field in the direction of the arrow
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Record view (when a coding form is enabled for editing)

Tab	Move to next field in a coding form (top-to-bottom or bottom-to-top)
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Shift + Tab      Move to previous field in a coding form (top-to-bottom or bottom-to-top)

Ctrl + Page Up / Down	Show previous or next document's fields
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Note: Your administrator may define shortcuts (Alt+key) for fields in coding forms to allow you to navigate quickly to needed fields.

### Editing fields in Record View

F2	Enable coding form for editing (or tagging). If form is already enabled, press F2 to exit editing mode
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F6      Copy content of previously edited field into selected (same) field of another record. (If the field was not previously edited, no change is made.)

F7	Copy all previously edited fields from previous record to currently
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selected record

Custom (Ctrl+): Your administrator may define shortcuts (Ctrl+key) to allow you to apply tags quickly. Check with your administrator.

## Editing fields in Case Table

F2 or Double click      Press F2 after clicking a field to enable fields for editing. Press F2 again to disable editing

F2 or Esc      If editing is enabled, press F2 or Esc to disable editing

Note: To ensure your last change is implemented, use F2. Pressing Esc will disable editing but will not implement the last change.

F6      When field is enabled for editing, press F6 to copy the content of the field in the row above it into enabled field (field above cannot be blank)

F7      When a field is enabled for editing, press F7 to fill currently displayed (all) empty fields in the enabled field's row with the contents of the row above

Tab or Enter or Shift + Tab      After editing a field, press Tab or Enter to complete the edit and navigate to the next field in the row and continue editing. Press Shift + Tab to complete the edit and navigate to the previous field

Ctrl + Up arrow / Down arrow      After editing a field, complete the edit and navigate to the next (or previous) field in the row and continue editing. You can also press the Enter key

Ctrl + C      Copy selected text

Ctrl + X      Cut selected text

Ctrl + V      Paste clipboard contents

## Scanning

Alt + S      Open a new scan session

Alt + O      Open an existing scan session dialogue

Alt + Q      After gaining the Commit Scanned Documents to Case

	privilege, open and perform the Statistical Quality Check process
Alt + C	After gaining the Commit Scanned Documents to Case privilege, perform the Save Scanned Items to Case process
Enter	Start a scan
Esc	Stop a scan in progress
X or Alt + X	Exit the scanning session and return to the Eclipse SE Desktop Workspace
Alt + + or Ctrl + +	Zoom in or magnify an image
Alt + - or Ctrl + -	Zoom out or reduce an image
Alt + Right arrow	Rotate an image right (clockwise)
Alt + Left arrow	Rotate an image left (counterclockwise)
M or Alt + M	Open the magnification window and then move your cursor over the specific area of the image you wish to magnify
Up arrow	Scale an image up
Down arrow	Scale an image down
P or Alt + P	Before you begin the scanning process, select the Display Scanner Dialog option in order to set additional scanner-specific options
U or Alt + U	If you have a scanner capable of scanning two sides of a page at once and you have a double sided item to scan, scan both sides of the item
R or Alt + R	When an improperly scanned image(s) has been selected and after making sure the necessary document(s) has been loaded, rescan the selected image
Alt + Del	After selecting an unnecessary image(s), delete the selected image(s)
D or Alt + D	Once the parent boundary has been identified within the document set, define parameters of the boundary
C or Alt + C	Define a child boundary for child

docs such as email attachments, etc.

Ctrl + O	OCR an entire document
Ctrl + P	OCR a single page
Ctrl + R	After selecting an image that has a problem with its image key, renumber the image
Ctrl + K	Straighten crooked, slanted, or otherwise misaligned pages
Ctrl + S	Remove extraneous marks on a page
Alt + I	Insert scanned image(s) above (before) the current page
Ctrl + I	Insert scanned image(s) after (below) the current page

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*More information: [defkey.com/bs/ipro-eclipse-shortcuts](https://defkey.com/bs/ipro-eclipse-shortcuts)*

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