



Laserfiche Cloud cheat sheet

Folder Browser

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
Space	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

Alt + Up arrow	Selects a document's previous page.
Alt + Down arrow	Selects a document's next page.
Alt + Left arrow	Selects the previous document in the Revision Tree.
Alt + Right arrow	Selects the next document in the Revision Tree.
Alt + Shift + Left arrow	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 arrow	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 OCR'd 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

Source: Laserfiche Cloud help

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More information: defkey.com/fa/laserfiche-cloud-shortcuts

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