nd NetDocuments ndOffice cheat sheet

All dialog boxes

Tab	Move to a next focusable item on a dialog box
Shift + Tab	Move to a previous focusable item on a dialog box
Esc	Close a dialog box
Space	Select/clear a check box
Enter	Apply action for a selected element
Alt + Space	Open Windows menu
Alt + F4	Close a dialog box
Alt + O	Apply the OK button
Alt + C	Apply the Cancel button
Alt + S	Apply the Save button

Backstage enabled

Open a document/ND document:

Ctrl + O or Alt + F + O or Alt + Ctrl + F2	Go to Open Backstage

Open a document/ND document:

Ctrl + F12	Go to ndOpen dialog box

Open/edit a document/ND document:

F12	Go to ndSave As dialog box

Create a document, open or edit ND document:

Ctrl + S or Alt + F + S or Ctrl + S or Shift + F12 or Alt + Shift + F2 or Alt + F + A	Go to Save As Backstage

Edit ND document

Ctrl + S or Shift + F12 or Alt + Shift + F2	Silently save changes

Backstage disabled

Alt + F + O	Go to Open Backstage
Ctrl + O or Ctrl + F12 or Alt + Ctrl + F2	Go to ndOpen dialog box
F12 or Ctrl + S or Alt + F + S or Shift	Go to ndSave As dialog box

+ F12 or Alt + Shift + F2	
Alt + F + A or Alt + F + A or Alt + F + A	Go to Save As Backstage
Ctrl + S or Shift + F12 or Alt + Shift + F2	Silently save changes
Ctrl + W or Ctrl + F4 or Alt + F4	Close the document

Activity Center

Space	Pin/unpin AC (when the button is Tab focused)
I	Open the Edit Profile dialog box for the selected version
Right arrow	Expand the Date section
Left arrow	Collapse the Date section
Down arrow	Open Settings (when the button is Tab focused)
F2	Turn the selected document's name to Edit mode
Page Down	Show the next part of the list
Page Up	Show the previous part of the list
End	Go to the bottom of documents list
Home	Go to the top of documents list

Outlook

Outlook ribbon:

Alt + H + Y + 3	Open the Outlook Save dialog box for the selected email
Alt + H + Y + 2	Open suggested locations drop-down list
Alt + H + Y + 2	Open Select workspace
Alt + H + P then A	Select/clear the Private access check box
Alt + H + S then F	Open the Send and File dialog box for selected email
Alt + H + S then O	Select the Send Only button

Word ribbon:

Alt + R + Y + 1 or Alt + R + Y + 2	Open the Compare Documents dialog box

Alt + R + Y + 3	Open the Save As Attachment dialog box for comparison result

Outlook Save dialog box:

Alt + A	Save emails and close the dialog box
Alt + S	Save emails and do not close the dialog box

Send and File dialog box:

Alt + F	Send email and file it to the selected location
Alt + O	Send only

Advanced Search dialog box:

Alt + A	Open Advanced Search
Alt + S or Alt + S	Perform search

Versions and Attachments dialog box:

Down arrow	Move to the next version in a list
Up arrow	Move to the previous version in a list
Alt + O	Open the selected version
I	Open the Information dialog box for the selected version
Alt + I	Attach all selected versions to an email
Ctrl + Enter	Save description

Confirmation of unsaved changes:

Alt + S	Save changes
Alt + N	Discard changes

ndOpen dialog box:

Alt + O	Open the selected document

ndAttach dialog box:

Alt + I	Attach the selected document to an email

Edit Attachments dialog box (Outlook):

F2	Edit the name of the selected attachment
Alt + Up arrow	Move the attachment up in the list
Alt + Down arrow	Move the attachment down in the list

Report a Problem dialog box:

Alt + G	Open NetDocuments support page in a browser

Alt + V	Open a folder with logs

Profile Attributes Lookup dialog box:

Alt + S	Select a profile attribute from the list
Alt + F	Search by the entered value
Alt + G	Go to the entered page number

Login form:

Alt + R	Select the Reconnect button (if Login was open with no Internet)

Error Details dialog box

Alt + C	Close the dialog box without any action
Alt + I	Ignore an error (remove Upload failed from AC)
Alt + R	Retry upload

Warning about opening unofficial version:

Alt + N	Open the selected unofficial version
Alt + O	Open official version

Documents list

Down arrow	Move to the next item in the list
Up arrow	Move to the previous item in the list
F2	Edit the name of the selected document
Esc	Exit edit mode for the document name
Down arrow	Move down to the next container in navigation tree
Up arrow	Move up to the previous container in navigation tree
Right arrow	Expand selected container / Move to subcontainer (if expanded)
Left arrow	Collapse selected container / Move to parent container (from subcontainer)

Navigation tree:

Right arrow	(hold) Expand all connected containers under selected one
Left arrow	(hold) Collapse all connected containers under parent container

End	Go to bottom of navigation tree
Home	Go to top of navigation tree
Num *	Expand all connected containers under the selected one
Num +	Display contents of the selected container (expand)
Num -	Collapse the selected container
Alt + Up arrow	Move to the parent container
Context menu key	Open context menu (for selected document)
Down arrow	Open drop-down menu
Down arrow	Move to next item in the menu
Up arrow	Move to previous item in menu
Right arrow	Open submenu (if available)
Left arrow	Close submenu
Enter	Select option in the menu
Esc	Close menu
Text box:	
Home	Go to top
End	Go to bottom
Ctrl + Home	Go to beginning of entry
Ctrl + End	Go to end of entry
Right arrow	Go one character to the right
Left arrow	Go one character to the left
Ctrl + Right arrow	Go one word to the right
Ctrl + Left arrow	Go one word to the left
Shift + Right arrow	Select/cancel selection for one character to the right
Shift + Left arrow	Select/cancel selection for one character to the left
Ctrl + Shift + Right arrow	Select/cancel selection for one word to the right
Ctrl + Shift + Left arrow	Select/cancel selection for one word to the left
Shift + Home	Select entry/cancel selection from cursor position to the beginning
Shift + End	Select entry/cancel selection from cursor position to the end
Ctrl + A	Select everything in the box
Ctrl + C	Copy selected entry
Ctrl + V	Paste from clipboard

Source: netdocuments.com

Last modification: 6/21/2023 9:55:09 PM

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