

Keyboard Shortcuts

Quick-start

Shortcut	To do...	Comments
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About... Splash Screen

Click	Click the splash screen to close	Click on the version number to display the minor version.
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Attributes Panel

Any Alpha/Num	Opens and begins filtering on a panel, based upon the grid that had focus in the attributes panel when the key was pressed	For example, if the cursor is in the Documents grid in the attributes panel and you press a key, the Documents panel opens with the focus in the filter grid of the Documents panel and with the pressed key starting a filter (you can continue to enter the remainder of the filter).
Shift+Tab	Moves the focus from the attributes grid, by group, to the list and back	Generally works in a counter-clockwise direction.
Tab	Moves the focus from the list to the attributes grid, by group, and back	In Items panel, will also move from attribute grid to next Generally works in a clockwise direction.
Up/Down Arrows	Navigates up and down through the Folders/Documents/Items attributes grids	

Attributes Panel and File Assignment Grid (Transfer/Import/Scan Tabs)

Arrow Keys	Press the left and right arrow keys when in a list or grid to move the view area left and right, respectively	Press the up and down arrow keys when in a list or grid to move the focus up and down, respectively.
Click	Toggle assignment	
Enter	Toggle assignment on selected row(s) and advance to next row	
PgDn	Moves to the bottom of the visible attribute grid or list, depending on focus	Use in any list (or grid) to display the next page-full of list items.
PgUp	Moves to the top of the visible attribute grid or list, depending on the focus	Use in any list (or grid) to display the previous page-full of list items.
Shift+Click	Toggle assignment on ALL rows	
Shift+Space	Toggle assignment on ALL rows	
Space	Toggle assignment on selected row without advancing to next row	

Data Lists (folders, documents, items)

PgDn	Moves to the bottom of the visible list	
PgUp	Moves to the top of the visible list	
Shift+Home	Select all rows from the currently focused row to the <i>first</i> row in the list	
Shift+End	Select all rows from the currently focused row to the <i>last</i> row in the list	
Shift+PgDn	Select all rows from the currently focused row to the <i>last</i> row in the visible page	Hold down Shift and press PgDn multiple times to select multiple pages
Shift+PgUp	Select all rows from the currently focused row to the <i>first</i> row in the visible page	Hold down Shift and press PgUp multiple times to select multiple pages

Dialogs

Enter	Acts like an OK button (on any dialog with an OK, or similar, button)	
Esc	Acts like a Cancel button (on any dialog where cancel is allowed)	Quits the current action (e.g., to close a dialog <i>without</i> saving changes).

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Drop-down List

Alt+Down-arrow	Open the drop-down list	Works depending on where it is used (for example, fields in a WP page).
Enter	Close the drop-down list and accept any change	First, choose a selected value.
Esc	Close the drop-down list and cancel any change	

Edit Controls

Ctrl+A	Select all	
Ctrl+C	Copy	
Ctrl+V	Insert	
Ctrl+X	Cut	
Ctrl+Z	Undo	

Image Viewer

+ /-	Zoom in/out	
Click	Zoom in and switch to drag mode	When in Zoom mode.
Double-click	Zoom to fit image, then switch to zoom mode	When in Drag mode.
Double-click	Zoom to fit image	When in Zoom mode.
Drag	Drag image	When in Drag mode.
Drag	Select area and zoom to that area	When in Zoom mode.
Shift+Click	Zoom out	When in Zoom mode.
Ctrl+-	Show ruler	Ctrl+hyphen (Ctrl+-).
Ctrl+.	Add annotation	Ctrl+period (Ctrl+.).
Ctrl+H	Fit to height	Use to zoom an image to its height in the image area (you may need to scroll left and right to view the image width).
Ctrl+I or (+)	Zoom in	
Ctrl+L	Press to rotate the current image 90-degrees to the left	This action is image-specific and does not affect subsequent images.
Ctrl+N	Zoom normal (100%)	
Ctrl+O or (-)	Zoom out	
Ctrl+R	Press to rotate the current image 90-degrees to the right	This action is image-specific and does not affect subsequent images.
Ctrl+W	Fit to width	Use to zoom an image to its width in the image area (you may need to scroll up and down to view the image height).

Main Window (Panels or Viewer)

Enter	Go forward (down/right) through the panels, stopping on the View panel	Note that when on a filter grid, this means to accept the current filter and move down to the data grid; while on the data grid, it means move right to the next grid.
Esc	Go back (up/left) through the panels, stopping when all panels are fully closed	Note that if a filter is in effect, the first Esc will clear that filter and display all data. If there is no filter to clear, then the focus will move to the left, until all panels have been fully closed. For example, pressing Esc on an open folder panel closes that panel and then the next Esc closes the cabinet panel.

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Shortcut	To do...	Comments
F1	Display popup help for where the focus is	If there is no popup help for that item, displays the Help system. That is, if there is no popup information on a particular dialog field, then the general topic on the dialog displays.
F5	Refresh views	Updates the current view with any changes (also available from the PowerFlow menu).
Right-click	Display the fly-out context menu	
Shift+F1	Display the Help system, context-sensitive by topic	

Menus

Alt+Enter	Display properties	Folder, Document, or Item: based upon focus.
Alt+X	Press to immediately exit PowerFlow	
Ctrl+A	Select all	
Ctrl+F	Select filter	Displays the Select Filter dialog.
Ctrl+F4	Displays the Audit Review panel	Requires Admin
Ctrl+G	Manage bookmarks	
Ctrl+M	Renumber items	
Ctrl+P	Use to display the Print Options dialog	
Ctrl+Shift+F	Clears filtering	
Ctrl+Shift+G	Set bookmark	
Del	Delete	A delete warning message displays, requiring you to click Yes or No , as appropriate. You can still view deleted content by clicking Show Deleted from the Filter menu. Deleted content displays with a line through its listed attributes to indicate deleted status.
F3	Find again	Initial find, if no previous find.
F4	Show Audits	Requires Admin
Ins	New (Folder, Document, or Item: based upon focus)	This is dependant on where the cursor is located: if in the Folders Panel, press Insert (Ins) to display the Create a new Folder dialog; if in the Documents Panel, press Insert to display the Create a new Document dialog, and so forth. (If using the keypad, " * " works like Insert .)
Shift+Del	Lock (Folder, Document, or Item: based upon focus)	
Shift+F3	Find text	Displays the Find Text dialog.
Shift+F4	Show Audits and Data	Requires Admin
Shift+Ins	Modify (Folder, Document, or Item: based upon focus)	

Panels (including attributes)

Any Alpha/Num	Will add the character to the end of the current filter string	Works even when you are in the data grids: typing the filter right on the data grid will start a new filter.
Backspace	Deletes the last character of the current filter	Works just like typing any key (above) in that it will work on either the filter grid or the data grid.

Keyboard Shortcuts

Quick-start

Shortcut	To do...	Comments
Ctrl+PgDn	Next panel tab	Use in any panel with tabs to move the focus to the next vertical tab.
Ctrl+PgUp	Previous panel tab	Use in any panel with tabs to move the focus to the previous vertical tab.
End	Move focus to last row in the data grid	
Home	Move focus to first row in the data grid	
Shift+Enter	Pin or unpin the active panel	Acts as a toggle.
Shift+←	Expand the active panel	Works the same as clicking the panel's pin button.
Shift+→	Contract the active panel	Works the same as clicking the panel's pin button.
Tab	Move between data grid and filter grid	

Print Preview

Home/End	View first/last page	
PgDn/PgUp	View next/previous page	

Splitter Resizing

Drag	Resize	
Drag fully to left	Resets panel to its original default width	

Word Processor

Ctrl+1	Font settings dialog	
Ctrl+2	Paragraph settings dialog	
Ctrl+A	Select all	
Ctrl+B	Bold font	
Ctrl+C	Copy	
Ctrl+E	Form mode	
Ctrl+F	Insert formula	
Ctrl+H	Fit to height	Use to zoom an image to its height in the image area (you may need to scroll left and right to view the image width).
Ctrl+I	Italic font	
Ctrl+N	Normal font	
Ctrl+S	Save	Since PowerFlow automatically saves all data changes, this is mostly for comfort.
Ctrl+Shift+T	Insert token	
Ctrl+Shift+Z	Redo	
Ctrl+T	Insert tag	
Ctrl+U	Underline font	
Ctrl+V	Insert	
Ctrl+W	Fit to width	Use to zoom an image to its width in the image area (you may need to scroll up and down to view the image height).
Ctrl+X	Cut	
Ctrl+Z	Undo	
F3	Find	
Shift+F3	Find Again	