

To save time while using Kofax Express, you can use the keyboard shortcuts listed below.



# KOFAX Express

## Keyboard Shortcuts

| Keyboard Shortcut           | Focus             | Description   |
|-----------------------------|-------------------|---|
| Alt                         | Application       | View keyboard combinations that can be used to navigate within the application without a mouse. |
| Alt+F4                      | Application       | Close the application   |
| Ctrl+F1                     | Application       | Show/hide the Ribbon.   |
| Down arrow                  | Viewer            | Next row  |
| Up arrow                    | Viewer            | Previous row  |
| Ctrl+K                      | Application       | Enter/exit Key from Image (indexing) mode   |
| Ctrl+R                      | Application       | Release batch   |
| F1                          | Application       | View online Help in your browser window   |
| Shift+F1                    | Application       | View context-sensitive Help topic   |
| Ctrl+I                      | Application       | View the Options window   |
| Ctrl+G                      | Application       | Go directly to the specified document or image  |
| Ctrl+Home                   | Viewer            | Go to the top of the batch  |
| Ctrl+End                    | Viewer            | Go to the end of the batch  |
| Ctrl+B                      | Application       | Create new batch  |
| Ctrl+right arrow            | Image             | Rotate selected pages 90 degrees to the right   |
| Ctrl+left arrow             | Image             | Rotate selected pages 90 degrees to the left  |
| Ctrl+up arrow or down arrow | Image             | Rotate selected pages 180 degrees   |
| Ctrl+Shift+C                | Image             | Crop tool   |
| F7                          | Image             | Change selected images to color   |
| F8                          | Image             | Change selected images to grayscale   |
| F9                          | Image             | Change selected images to black and white   |
| Esc                         | Window/Dialog box | Close an open window or dialog box  |
| Home                        | Viewer            | Top of document   |
| End                         | Viewer            | Bottom of document  |
| Ctrl+D                      | Application       | Create new document   |
| Ctrl+Page Down              | Viewer            | Go to the next document   |
| Ctrl+Page Up                | Viewer            | Go to the previous document   |
| Ctrl+X                      | Document/image    | Cut selection   |
| Ctrl+C                      | Document/image    | Copy selection  |
| Ctrl+V                      | Document/image    | Paste from clipboard  |
| Delete                      | Document/image    | Delete selection  |
| Ctrl+Z                      | Application       | Undo  |
| Ctrl+Y                      | Application       | Redo  |
| Ctrl+O                      | Application       | Open job  |
| Ctrl+F4                     | Application       | Close job   |
| Ctrl+J                      | Application       | Create a new job  |

|              |  |   |
|--------------|--|---|
| Ctrl+Shift+A | Application                              | Save job as   |
| Ctrl+T       | Application                              | Save job as template  |
| Esc          | Key from Image (indexing) mode           | Exit Key from Image (indexing) mode   |
| Enter        | Key from Image (indexing) mode           | Next invalid or blank field   |
| Tab          | Key from Image (indexing) mode           | Next field (invalid or not)   |
| Arrow keys   | Dialog box, toolbar                      | Move to the next element in a dialog box or toolbar                             |
| Arrow keys   | Thumbnail viewer                         | Move from one thumbnail image to another  |
| Shift+Tab    | Dialog box, toolbar                      | Move to the previous element in a dialog box or toolbar                         |
| Page Down    | Viewer                                   | Scroll down   |
| Page Up      | Viewer                                   | Scroll up   |
| Enter        | Dialog box                               | Perform the action associated with the selected button                          |
| Spacebar     | Application                              | Select or clear a check box   |
| F2           | Text fields                              | Rename  |
| Tab          | Navigation                               | Move to the next element in a dialog box or toolbar                             |
| Shift+Tab    | Navigation                               | Move to the previous element in a dialog box or toolbar                         |
| Ctrl+Shift+R | Page                                     | Rescan and replace selected pages   |
| Ctrl+M       | Image                                    | Rescan after multifeed occurs; replace first selected page with rescanned pages |
| Insert       | Document/Image                           | Scan and insert pages before the selected page                                  |
| F11          | Application                              | Scan one page   |
| F12          | Application                              | Scan all pages in the scanner   |
| Esc          | Scanning                                 | Stop scan operation   |
| Ctrl+Shift+F | Single image viewer                      | Page fit  |
| Ctrl+Shift+H | Single image viewer                      | Horizontal fit  |
| Ctrl+Shift+V | Single image viewer                      | Vertical fit  |
| Ctrl+Shift+L | Single image viewer                      | 100% view   |
| Ctrl+Shift+Z | Single image viewer                      | Zoom on rectangle tool  |
| Ctrl+Shift+P | Single image viewer                      | Pan tool  |
| Ctrl+Shift+T | Single image viewer                      | Switch to thumbnail view  |
| Ctrl+Shift+S | Thumbnail viewer                         | Switch to single image view   |
| Ctrl+Shift+O | Single image viewer/<br>thumbnail viewer | Switch to compact thumbnail viewer  |
| F6           | Application                              | Pin/unpin the panels  |
| Ctrl+A       | Document/page                            | Select all  |
| Ctrl++       | Application                              | Zoom in   |
| Ctrl+-       | Application                              | Zoom out  |