

AD SUMMATION KEYSTROKES

In AD Summation iBlaze systems, different keystrokes are available depending on the view in focus (e.g. Case Explorer, Imaging, Database, etc.). This document lists keystrokes by the views they apply to. For additional keystroke tips, see the online help system.

| TRANSCRIPTS | |
|--------------|---------------------------------|
| ALT+A | Add new note |
| ALT+D | Delete note |
| ALT+E | Edit note |
| ALT+H | Note information |
| ALT+I | List Note Issues (Must select |
| ALT+L | Create link |
| ALT+P | Show Image for note |
| ALT+V | Show Transcript vocabulary |
| ALT+SHIFT+V | Show all transcripts vocabulary |
| CTRL+A | Copy excerpt into new note |
| CTRL+B | Print Transcript Cites |
| CTRL+G | Go to Page |
| CTRL+N | Find Note |
| CTRL+R | Re-find search phrase |
| F6 or CTRL+P | Print |
| F7 | Previous Note |
| F8 | Next note |
| SHIFT+CTRL+v | Show All Vocabulary |

| OCRBASE VIEW | |
|--------------|---------------------------|
| ALT+G | Next Note |
| ALT+I | Notes by Issue |
| ALT+P | Quick View Image |
| CTRL+N | Find Note |
| F3 | Network Status |
| F7 | Previous OCR document |
| F8 | Next OCR document |
| SHIFT+F4 | Retrieve all ocrBase docs |

| IMAGE VIEW | |
|------------|-------------------------------|
| CTRL+B | Toggles show/hide Bates stamp |
| CTRL+L | Load DII file |
| CTRL+R | Print Current Page/Image |
| F | Fit Image In Window |
| F2 | Toggles edit/display markups |
| F7 | Previous Document |
| F8 | Next Image |
| F11 | Make image view full+screen |
| F12 | Next Image |
| L | 90 Degrees Left |

| IMAGE VIEW | |
|----------------|--------------------------------------|
| Plus sign (+) | Zoom in |
| Minus sign (-) | Zoom out |
| R | 90 Degrees Right |
| SHIFT+H | Toggles show/hide markups |
| SHIFT+F8 | Shrinks image for stamping |
| V or SHIFT+F7 | Reverse Image (color reversal) |
| W | Wide Mode |
| Page Down | Next page in multi+page document |
| Page Up | Previous Page in multi+page document |

| DATABASE VIEW | |
|---------------|---------------------------------------|
| Esc | Abandon changes |
| F2 | Toggle Edit/Display Modes |
| F3 | Delete entire contents of field |
| F4 | Enter today's date |
| F5 | Duplicate data in the same field from |
| F6 | Open the Lookup Table associated |
| F7 | Previous Record. |
| F8 | Next Record |
| F9 | Zoom |
| F10 | Save summary (add/edit mode) |
| Alt+F5 | Increment Field (add/edit mode). |
| Alt+L | Open Linked Field |
| Alt+T | Show Attachment |
| Alt+U | Unmark All |
| Ctrl+F | Show database field list |
| Ctrl+G | Go to Summary |
| Ctrl+H | Toggle Mark/Unmark HotFact |
| Ctrl+M | Mark Summary |
| Ctrl+R | Retrieve Format Settings |
| Ctrl+S | Sync Form and Columns |
| Shift+F2 | Switch to Add Mode |
| Shift+F4 | Retrieve all records in the database |
| Shift+F5 | Copy the data in the same field from |

| Search Operators (All Field Types) | |
|------------------------------------|--|
| Search Operator | Abbreviation or Usage in Intelli-Parse |
| Equal to | EQ OR = OR eq |
| Not equal to | NE OR ne |
| Greater or equal to | GE or ge |
| Less or equal to | LE OR le |
| Greater than | GT OR > OR gt |
| Less than | LT OR < OR lt |
| Between | Between...and |
| Exists | EXISTS OR exists |
| Fails | FAILS OR fails |

| Search Operators (Note, Text, Multi-Entry Fields) | |
|---|--|
| Search Operator | Abbreviation or Usage in Intelli-Parse |
| Contains | CONTAINS OR CON |
| Begins with | EQ [beginning letters of the search term]* OR = [beginning letters of search term]* or eq [beginning letters of search term]* |
| Ends with | EQ [ending letters of the search term]* OR = [ending letters of the search term]* OR eq [ending letters of search term]* |

| Search String Format Examples | | |
|-------------------------------|-------------------|---------------|
| (DDB Field) | (Search Operator) | (Search Term) |
| Doctype | CON | Letter |
| Docid | EQ | BDJ001 |

| Search Connectors | |
|-------------------|--|
| Connector | Definition |
| & or AND | Restricts searches to multiple phrases or terms that relate to each other. * = wildcard * Represents any number of characters and can be used before or after a search term. |
| () | Sets off phrases when combining AND and OR searches and denotes precedence of search terms or a relationship between search terms. |
| \ or OR | Broadens a search to multiple phrases or terms. OR broadens the search. |