1. Keyboard shortcuts (bitfarm-Archiv GPL 3.6.2)

General

Marking all pages	Ctrl + A
Marking an area	Shift + click
Marking individual pages	Ctrl + click
Page change in the preview	Arrow up/down
Navigating through the hit list	Arrow scroll buttons, Pos1, End
Search via the search slot on the selected archive	Ctrl + F
Search via the search slot across all archives	Ctrl + Alt + F
Full screen mode	F11
Full screen mode with notes	Alt + F11
Call up last document	Ctrl + 0
Remember document	Shift + Ctrl + 1...5
Call up marked document	Ctrl + 1...5
Previous document from the history	Alt + Ctrl + "Left"
Next document from the history	Alt + Ctrl + "Right"
Open document in own tab	Ctrl + T
Open document in own window	Ctrl + N
Navigation through the locations that are marked in the preview	F3
Focus on hit list	F4
Repeat search	F5
Reset	F6
Copying a document to the clipboard	Ctrl + Ins
Copy original file to the clipboard	Shift + Alt + Ins
Copy page to clipboard	Ctrl + Alt + Ins
Copy DocLink to the clipboard	Shift + Ctrl + Ins
Send document to workstation	Ctrl + W
Reach menu	F10

Sort view in the Importer	F9 also Ctrl + double-click
Cancel	ESC

Save

Save document locally as TIF	Ctrl + L
Save document locally as PDF	Ctrl + Alt + L
Save original file	Shift + Alt + L
Save locally with preview	Shift + Ctrl + L

Print

Print with preview	Ctrl + P
Printing with standard printer	Shift + Ctrl + P

Dispatch by mail

Send as PDF	Ctrl + M
Send as TIF	Shift + Alt + M
Send with preview	Shift + Ctrl + M

Keywording

Rename document	Ctrl + R
Set document in process	F2
Navigating through additional fields	TAB or Shift + TAB
Area OCR	Ctrl + Y
Create link	Alt + Shift + V
Current date in additional field	Ctrl + Shift + <
User in additional field	Ctrl + <
Save	Ctrl + S

Annotations

Center text	Ctrl + E
Text left-aligned	Ctrl + L
Text right-aligned	Ctrl + R
Justification	Ctrl + J
Font options	Ctrl + F
Marked text in italics	Ctrl + I
Marked text bold	Ctrl + B
Underline selected text	Ctrl + U
Change background color (Text-Annos)	Ctrl + G
Highlight entire text	Ctrl + A
Input mode	Select Anno + Enter
Exiting the input mode	ESC
Selection tool (object selection)	F8
Leaving the selection	F7
Marking all annos	Ctrl + A
Marking individual annos	Ctrl + "Click"
Navigating through Annos	TAB or Shift + TAB

Resubmission

Switch to the Resubmission tab	Alt + 3
Create a new Resubmission	Alt + Shift + W

Switching through program elements (tabs)

Switch to administrator (only visible to administrators)	Alt + 0
Switch to stock and archives	Alt + 1
Switch to importer	Alt + 2
Switch to Resubmission	Alt + 3
Switch to bookmarks	Alt + 4

Switch to workstation	Alt + 5
Switch to standard tab	Alt + 6
Switch to additional fields tab	Alt + 7
Switch to Shortcuts tab	Alt + 8
Switch to preview	Alt + 9