POPULAR KEYBOARD SHORTCUTS

Keyboard shortcuts are keys or combinations of keys that provide an alternative way to do something using just the keyboard, rather than a mouse. Following is a list of the most popular shortcuts, or 'Hotkeys' used in Doc.It, the Doc.It PDF Editor, and in Windows.

DOC.IT HOTKEYS

SHORTCUT	DESCRIPTION
Delete	Delete the selected document in Doc.It
F2	Rename the selected item
Alt + underlined letter	Perform the command for that letter (Add, Edit, Delete, Cancel, Save)
F6	Focus the client drop-down list (in Binder Explorer)
F7	Focus the saved search drop-down list (in Binder Explorer)
Shift + Click	Select multiple consecutive items from a list
Ctrl + Click	Select multiple non-consecutive items from a list

DOC.IT PDF EDITOR HOTKEYS

With a PDF file open, select File/Edit/View. In menus and sub-menus are over 60 shortcuts. Right click on a document to view more hotkeys. Hover over each icon on the screen to view more options. Below are a few of the frequently used hotkeys in PDF Editor.
Note: CTRL keys may not work with RDP or other KVM emulation software.

SHORTCUT	DESCRIPTION
Ctrl + T	In the PDF Editor open Thumbnails View
Ctrl + B	In the PDF Editor open Bookmarks View
Alt + C	In the Doc.It PDF Editor open Calculator
Ctrl + Z	Undo an action
Ctrl + F4	Close the active document (in apps that are full-screen and let you have multiple documents open at the same time)
Ctrl + A	Select all items in a document or window
Ctrl + Y	Redo an action

Doc.It®

WINDOWS HOTKEYS

SHORTCUT	DESCRIPTION
Ctrl + X	Cut the selected item
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Alt + Tab	Switch between open apps
Alt + F4	Close the active item, or exit the active app
Windows logo key + L	Lock your PC
Windows logo key + D	Display and hide the desktop
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt + F8	Show your password on the sign-in screen
Alt + Esc	Cycle through items in the order in which they were opened
Alt + Enter	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window
Alt + Left arrow	Go back
Alt + Right arrow	Go forward
Alt + Page Up or Page Down	Move up or down one screen
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle Bin
Ctrl + R (or F5)	Refresh the active window
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Ctrl + Esc	Open Start
Ctrl + Shift + Esc	Open Task Manager
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available
Shift + F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text in a document
Shift + Delete	Delete the selected item without moving it to the Recycle Bin first (permanent delete)
Right arrow	Open the next menu to the right, or open a submenu
Left arrow	Open the next menu to the left, or close a submenu
Esc	Stop or leave the current task
F2	Rename the selected item
Alt + underlined letter	Perform the command for that letter
Ctrl + Z	Undo an action
Ctrl + A	Select all items in a document or window
Ctrl + Y	Redo an action