



FineReader 15 Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Make the selected text fragment bold	Ctrl + B	Most used FineReader 15 Shortcuts
2	Make the selected text fragment italic	Ctrl + I	Most used FineReader 15 Shortcuts
3	Underline the selected text fragment	Ctrl + U	Most used FineReader 15 Shortcuts
4	Go to table cell	Arrow keys	Most used FineReader 15 Shortcuts
5	Switch to Pages pane	Alt + 1	Most used FineReader 15 Shortcuts
6	Switch to Image pane	Alt + 2	Most used FineReader 15 Shortcuts
7	Switch to Text pane	Alt + 3	Most used FineReader 15 Shortcuts
8	Switch to Zoom pane	Alt + 4	Most used FineReader 15 Shortcuts
9	New PDF Document	Ctrl + N	Most used FineReader 15 Shortcuts
10	Open PDF Document	Ctrl + O	Most used FineReader 15 Shortcuts
11	Open in OCR Editor	Ctrl + R	Most used FineReader 15 Shortcuts
12	Scan to OCR Editor	Ctrl + S	Most used FineReader 15 Shortcuts
13	New OCR Project	Ctrl + Shift + N	Most used FineReader 15 Shortcuts
14	Open OCR Project	Ctrl + Shift + O	Most used FineReader 15 Shortcuts
15	Exit	Ctrl + Q	Most used FineReader 15 Shortcuts
16	Move Up	Alt + Up Arrow key	Most used FineReader 15 Shortcuts
17	Move Down	Alt + Down Arrow key	Most used FineReader 15 Shortcuts
18	Remove	Delete	Most used FineReader 15 Shortcuts
19	Select All	Ctrl + A	Most used FineReader 15 Shortcuts
20	Find Recent Documents	Ctrl + F	Most used FineReader 15 Shortcuts
21	New Task	Ctrl + N	OCR Editor - File Menu Shortcuts
22	Open Image	Ctrl + O	OCR Editor - File Menu Shortcuts
23	Scan Pages	Ctrl + K	OCR Editor - File Menu Shortcuts
24	Save Page Images As	Ctrl + Alt + S	OCR Editor - File Menu Shortcuts
25	Close	Ctrl + W	OCR Editor - File Menu Shortcuts
26	New OCR Project	Ctrl + Shift + N	OCR Editor - File Menu Shortcuts
27	Open OCR Project	Ctrl + Shift + O	OCR Editor - File Menu Shortcuts
28	Save OCR Project	Ctrl + Shift + S	OCR Editor - File Menu Shortcuts
29	E-mail document	Ctrl + M	OCR Editor - File Menu Shortcuts
30	E-mail images	Ctrl + Alt + M	OCR Editor - File Menu Shortcuts
31	Print text	Ctrl + P	OCR Editor - File Menu Shortcuts
32	Print image	Ctrl + Alt + P	OCR Editor - File Menu Shortcuts
33	Exit	Ctrl + Q	OCR Editor - File Menu Shortcuts
34	Undo	Ctrl + Z	OCR Editor - Edit Menu Shortcuts
35	Redo	Ctrl + Y	OCR Editor - Edit Menu Shortcuts
36	Cut	Ctrl + X	OCR Editor - Edit Menu Shortcuts
37	Recognize and Copy Text	Ctrl + C	OCR Editor - Edit Menu Shortcuts
38	Copy Area as Image	Ctrl + Shift + C	OCR Editor - Edit Menu Shortcuts
39	Paste	Ctrl + V	OCR Editor - Edit Menu Shortcuts
40	Delete	Delete	OCR Editor - Edit Menu Shortcuts
41	Select All	Ctrl + A	OCR Editor - Edit Menu Shortcuts
42	Cancel Selection	Ctrl + Shift + A	OCR Editor - Edit Menu Shortcuts
43	Delete Pages	Ctrl + Backspace	OCR Editor - Edit Menu Shortcuts
44	Delete Areas and Text	Ctrl + Delete	OCR Editor - Edit Menu Shortcuts
45	Delete Text	Ctrl + Shift + Delete	OCR Editor - Edit Menu Shortcuts
46	Rotate Pages Right	Ctrl + Shift + >	OCR Editor - Edit Menu Shortcuts
47	Rotate Pages Left	Ctrl + Shift + <	OCR Editor - Edit Menu Shortcuts
48	Edit Page Images	Ctrl + I	OCR Editor - Edit Menu Shortcuts
49	Find	Ctrl + F	OCR Editor - Edit Menu Shortcuts
50	Find Next	F3	OCR Editor - Edit Menu Shortcuts
51	Replace	Ctrl + H	OCR Editor - Edit Menu Shortcuts
52	Show Navigation Pane	F5	OCR Editor - View Menu Shortcuts
53	Show Zoom Pane	Ctrl + F5	OCR Editor - View Menu Shortcuts
54	Image Pane Only	F6	OCR Editor - View Menu Shortcuts
55	Image and Text Panes	F7	OCR Editor - View Menu Shortcuts
56	Text Pane Only	F8	OCR Editor - View Menu Shortcuts



No.	Action	Windows Shortcuts	Section
57	Next Pane	Ctrl + Tab	OCR Editor - View Menu Shortcuts
58	Previous Pane	Ctrl + Shift + Tab	OCR Editor - View Menu Shortcuts
59	Zoom In	Ctrl + +	OCR Editor - View Menu Shortcuts
60	Zoom Out	Ctrl + -	OCR Editor - View Menu Shortcuts
61	Best Fit	Ctrl + 0	OCR Editor - View Menu Shortcuts
62	Go to Page Number	Ctrl + G	OCR Editor - View Menu Shortcuts
63	Go to Next Page	Ctrl + Down Arrow key	OCR Editor - View Menu Shortcuts
64	Go to Previous Page	Ctrl + Up Arrow key	OCR Editor - View Menu Shortcuts
65	Go to First Page	Ctrl + Home	OCR Editor - View Menu Shortcuts
66	Go to Last Page	Ctrl + End	OCR Editor - View Menu Shortcuts
67	Close Page	Ctrl + F4	OCR Editor - View Menu Shortcuts
68	Recognize All Pages	Ctrl + Shift + R	OCR Editor - Recognize Menu Shortcuts
69	Recognize Page	Ctrl + R	OCR Editor - Recognize Menu Shortcuts
70	Analyze All Pages	Ctrl + Shift + E	OCR Editor - Recognize Menu Shortcuts
71	Analyze Page	Ctrl + E	OCR Editor - Recognize Menu Shortcuts
72	Verify Text	Ctrl + F7	OCR Editor - Recognize Menu Shortcuts
73	Next Error	Alt + Down Arrow key	OCR Editor - Recognize Menu Shortcuts
74	Previous Error	Alt + Up Arrow key	OCR Editor - Recognize Menu Shortcuts
75	Mark Text as Verified	Ctrl + T	OCR Editor - Recognize Menu Shortcuts
76	Recognize Area	Ctrl + Shift + B	OCR Editor - Area Menu Shortcuts
77	Change Area Type to Text	Ctrl + 2	OCR Editor - Area Menu Shortcuts
78	Change Area Type to Table	Ctrl + 3	OCR Editor - Area Menu Shortcuts
79	Change Area Type to Picture	Ctrl + 4	OCR Editor - Area Menu Shortcuts
80	Change Area Type to Background Picture	Ctrl + 6	OCR Editor - Area Menu Shortcuts
81	Change Area Type to Barcode	Ctrl + 5	OCR Editor - Area Menu Shortcuts
82	Change Area Type to Recognition Area	Ctrl + 1	OCR Editor - Area Menu Shortcuts
83	View Dictionaries	Ctrl + Alt + D	OCR Editor - Tools Menu Shortcuts
84	Redaction Mode	Ctrl + Shift + H	OCR Editor - Tools Menu Shortcuts
85	Hot Folder	Ctrl + Shift + F	OCR Editor - Tools Menu Shortcuts
86	Options	Ctrl + >	OCR Editor - Tools Menu Shortcuts
87	New Task	Ctrl + N	PDF Editor - File Menu Shortcuts
88	Open	Ctrl + O	PDF Editor - File Menu Shortcuts
89	Save	Ctrl + S	PDF Editor - File Menu Shortcuts
90	Save as PDF Document	Ctrl + Shift + S	PDF Editor - File Menu Shortcuts
91	Close Document	Ctrl + W	PDF Editor - File Menu Shortcuts
92	Recognize Document	Ctrl + Shift + R	PDF Editor - File Menu Shortcuts
93	Print	Ctrl + P	PDF Editor - File Menu Shortcuts
94	Exit	Ctrl + Q	PDF Editor - File Menu Shortcuts
95	Undo	Ctrl + Z	PDF Editor - Edit Menu Shortcuts
96	Redo	Ctrl + Y	PDF Editor - Edit Menu Shortcuts
97	Cut	Ctrl + X	PDF Editor - Edit Menu Shortcuts
98	Copy	Ctrl + C	PDF Editor - Edit Menu Shortcuts
99	Copy Area as Image	Ctrl + C	PDF Editor - Edit Menu Shortcuts
100	Copy Area as Text	Ctrl + Shift + C	PDF Editor - Edit Menu Shortcuts
101	Copy Area as Table	Ctrl + Alt + C	PDF Editor - Edit Menu Shortcuts
102	Paste	Ctrl + V	PDF Editor - Edit Menu Shortcuts
103	Delete	Delete	PDF Editor - Edit Menu Shortcuts
104	Select All	Ctrl + A	PDF Editor - Edit Menu Shortcuts
105	Add Pages from File	Ctrl + Shift + O	PDF Editor - Edit Menu Shortcuts
106	Add Pages from Scanner	Ctrl + Shift + A	PDF Editor - Edit Menu Shortcuts
107	Rotate Pages Right	Ctrl + Shift + >	PDF Editor - Edit Menu Shortcuts
108	Rotate Pages Left	Ctrl + Shift + <	PDF Editor - Edit Menu Shortcuts
109	Delete Pages	Ctrl + Backspace	PDF Editor - Edit Menu Shortcuts
110	Add Bookmark	Ctrl + D	PDF Editor - Edit Menu Shortcuts
111	Find	Ctrl + F	PDF Editor - Edit Menu Shortcuts
112	Find Next	F3	PDF Editor - Edit Menu Shortcuts
113	Show Navigation Pane	F5	PDF Editor - View Menu Shortcuts
114	Search	F9	PDF Editor - View Menu Shortcuts



No.	Action	Windows Shortcuts	Section
115	Digital Signatures	F8	PDF Editor - View Menu Shortcuts
116	Show PDF Tools	F6	PDF Editor - View Menu Shortcuts
117	Show Comments Pane	F7	PDF Editor - View Menu Shortcuts
118	Zoom In	Ctrl + +	PDF Editor - View Menu Shortcuts
119	Zoom Out	Ctrl + -	PDF Editor - View Menu Shortcuts
120	Best Fit	Ctrl + 0	PDF Editor - View Menu Shortcuts
121	Actual Size	Ctrl + 8	PDF Editor - View Menu Shortcuts
122	Fit to Width	Ctrl + 9	PDF Editor - View Menu Shortcuts
123	Go to Page Number	Ctrl + G	PDF Editor - View Menu Shortcuts
124	Next Page	Ctrl + Down Arrow key	PDF Editor - View Menu Shortcuts
125	Previous Page	Ctrl + Up Arrow key	PDF Editor - View Menu Shortcuts
126	First Page	Home	PDF Editor - View Menu Shortcuts
127	Last Page	End	PDF Editor - View Menu Shortcuts
128	Back	Alt + Left Arrow key	PDF Editor - View Menu Shortcuts
129	Forward	Alt + Right Arrow key	PDF Editor - View Menu Shortcuts
130	One-Page View	Ctrl + 1	PDF Editor - View Menu Shortcuts
131	One-Page Scrolling	Ctrl + 2	PDF Editor - View Menu Shortcuts
132	Two-Page View	Ctrl + 3	PDF Editor - View Menu Shortcuts
133	Two-Page Scrolling	Ctrl + 4	PDF Editor - View Menu Shortcuts
134	Full Screen	F11	PDF Editor - View Menu Shortcuts
135	Edit Text and Pictures	Ctrl + E	PDF Editor - Tools Menu Shortcuts
136	Text Box	Ctrl + T	PDF Editor - Tools Menu Shortcuts
137	Add Note	Ctrl + M	PDF Editor - Tools Menu Shortcuts
138	Highlight	Ctrl + H	PDF Editor - Tools Menu Shortcuts
139	Underline	Ctrl + U	PDF Editor - Tools Menu Shortcuts
140	Strikethrough	Ctrl + K	PDF Editor - Tools Menu Shortcuts
141	Insert Text	Ctrl + J	PDF Editor - Tools Menu Shortcuts
142	Search and Mark Up	F9	PDF Editor - Tools Menu Shortcuts
143	Redaction Mode	Ctrl + R	PDF Editor - Tools Menu Shortcuts
144	Options	Ctrl + >	PDF Editor - Tools Menu Shortcuts
145	New Comparison	Ctrl + N	ABBYY Compare Documents Shortcuts
146	Open Document	Ctrl + O	ABBYY Compare Documents Shortcuts
147	Close Document	Ctrl + W	ABBYY Compare Documents Shortcuts
148	Save	Ctrl + S	ABBYY Compare Documents Shortcuts
149	Exit	Ctrl + Q	ABBYY Compare Documents Shortcuts
150	Undo	Ctrl + Z	ABBYY Compare Documents Shortcuts
151	Redo	Ctrl + Y	ABBYY Compare Documents Shortcuts
152	Select All Differences	Ctrl + A	ABBYY Compare Documents Shortcuts
153	Zoom In	Ctrl + +	ABBYY Compare Documents Shortcuts
154	Zoom Out	Ctrl + -	ABBYY Compare Documents Shortcuts
155	Fit to Width	Ctrl + 0	ABBYY Compare Documents Shortcuts
156	Next Page	Ctrl + Down Arrow key	ABBYY Compare Documents Shortcuts
157	Previous Page	Ctrl + Up Arrow key	ABBYY Compare Documents Shortcuts
158	Compare Documents	Ctrl + R	ABBYY Compare Documents Shortcuts
159	Next Difference	Ctrl + Right Arrow key	ABBYY Compare Documents Shortcuts
160	Previous Difference	Ctrl + Left Arrow key	ABBYY Compare Documents Shortcuts
161	Ignore Difference	Delete	ABBYY Compare Documents Shortcuts
162	Help	F1	ABBYY Compare Documents Shortcuts

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