

Shortcut Keys and Hot Keys: DocuScan Plus (Windows)

NAVIGATION COMMANDS

Note: the Modifier key is one of four possible keys. Use either the Insert key on the numeric keypad, the standard insert key in the 6-pack group of keys, the CapsLock key located above the left shift key, or the ScrollLock key. Use whichever of these four keys in combination with the DownArrow key that feels most comfortable to you.

- CTRL HOME: Move to the beginning of the first page, or top of document
- CTRL END: Move to the end of the last scanned page, or bottom of document
- MODIFIER DOWN ARROW ("SAY ALL" for SystemAccess): Read from your current position to the end of all currently scanned pages by pressing the "say all" key combination for your screen reader
- PAGE UP: Move up one screen at a time
 - PageUp and PageDown keys move by computer screens, and not by scanned pages
- PAGE DOWN: Move down one screen at a time
 - PageUp and PageDown keys move by computer screens, and not by scanned pages
- DOWN ARROW: Read the next line
- UP ARROW: Read the previous line
- CTRL LEFT ARROW: Read the previous word
- CTRL RIGHT ARROW: Read the next word

Shortcut Keys and Hot Keys: DocuScan Plus (Macintosh)

NAVIGATION COMMANDS

- CMD GRAVE ACCENT: Cycle between open windows in DocuScan
- CMD SHIFT GRAVE ACCENT: Cycle between open windows in DocuScan
- CMD TAB: Cycle between DocuScan Plus and other applications
- CMD W: To close the currently focused window within the application
- CMD Q: To exit the application completely
- SPACEBAR or VO SPACEBAR: Simple Scan; to activate the "New document" button
- VO SPACEBAR: Batch Scan; to select the "scan first page" button
- VO SPACEBAR: Batch Scan; to select the "scan next page" button when your next page is ready
- TAB or VO RIGHT ARROW: Batch Scan; to navigate to the "save" button to save your document
- VO LEFT ARROW: Batch Scan; to navigate to the previous element
- VO SPACEBAR: Batch Scan; to activate the button and save your document to Serotek's servers
- VO RIGHT ARROW: Continuous Scan; to move to the HTML content

- TAB or VO RIGHT ARROW: Continuous Scan; to navigate to the "save" button
- VO SPACEBAR: Continuous Scan; to activate the button and save your document to Serotek's servers
- CMD I: PDF; to open the file info screen
- CMD W: PDF; to close the file info window
- VO SHIFT M: PDF; to bring up the context menu.

