

# ABBYY FineReader Windows



## General Shortcuts

Shortcut Key	Action
Ctrl N	New PDF Document
Ctrl O	Open PDF Document...
Ctrl R	Open in OCR Editor...
Ctrl S	Scan to OCR Editor
Ctrl Shift N	New OCR Project
Ctrl Shift O	Open OCR Project...
Ctrl Q	Exit
Alt ↑	Move Up
Alt ↓	Move Down
Del	Remove
Ctrl A	Select All
Ctrl F	Find Recent Documents
Ctrl >	Options...
F1	Help

## OCR Editor

Shortcut Key	Action
Ctrl N	New Task...
Ctrl O	Open Image...
Ctrl K	Scan Pages...
Ctrl Alt S	Save Page Images As...
Ctrl W	Close
Ctrl Shift N	New OCR Project
Ctrl Shift O	Open OCR Project...
Ctrl Shift S	Save OCR Project...
Ctrl M	E-mail document
Ctrl Alt M	E-mail images
Ctrl P	Print text
Ctrl Alt P	Print image
Ctrl Q	Exit

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Shortcut Key	Action
Ctrl Z	Undo
Ctrl Y	Redo
Ctrl X	Cut
Ctrl C	Recognize and Copy Text
Ctrl Shift C	Copy Area as Image
Ctrl V	Paste
Del	Delete
Del A	Select All
Ctrl Shift A	Cancel Selection
Ctrl Backspace	Delete Pages...
Ctrl Del	Delete Areas and Text
Ctrl Shift Del	Delete Text
Ctrl Shift >	Rotate Pages Right
Ctrl Shift <	Rotate Pages Left
Ctrl I	Edit Page Images...
Ctrl F	Find...
F3	Find Next
Ctrl H	Replace...
F5	Show Navigation Pane
Ctrl F5	Show Zoom Pane
F6	Image Pane Only
F7	Image and Text Panes
F8	Text Pane Only
Ctrl Tab	Next Pane
Ctrl Shift Tab	Previous Pane
Ctrl +	Zoom In
Ctrl -	Zoom Out
Ctrl 0	Best Fit
Ctrl G	Go to Page Number...
Ctrl ↓	Go to Next Page
Ctrl ↑	Go to Previous Page
Ctrl Home	Go to First Page
Ctrl End	Go to Last Page

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Shortcut Key	Action
Ctrl F4	Close Page
Ctrl Shift R	Recognize All Pages
Ctrl R	Recognize Page
Ctrl Shift E	Analyze All Pages
Ctrl E	Analyze Page
Ctrl F7	Verify Text...
Alt ↓	Next Error
Alt ↑	Previous Error
Ctrl T	Mark Text as Verified
Ctrl Shift B	Recognize Area
Ctrl 2	Change Area Type to Text
Ctrl 3	Change Area Type to Table
Ctrl 4	Change Area Type to Picture
Ctrl 6	Change Area Type to Background Picture
Ctrl 5	Change Area Type to Barcode
Ctrl 1	Change Area Type to Recognition Area
Ctrl Alt D	View Dictionaries...
Ctrl Shift H	Redaction Mode
Ctrl Shift F	Hot Folder
Ctrl >	Options...
Ctrl B	Make the selected text fragment bold
Ctrl I	Make the selected text fragment italic
Ctrl U	Underline the selected text fragment
Arrow keys	Go to table cell
Alt 1	Switch to Pages pane
Alt 2	Switch to Image pane
Alt 3	Switch to Text pane
Alt 4	Switch to Zoom pane

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## PDF Editor

Shortcut Key	Action
Ctrl N	New Task...
Ctrl O	Open...
Ctrl S	Save
Ctrl Shift S	Save as PDF Document...
Ctrl W	Close Document
Ctrl Shift R	Recognize Document
Ctrl P	Print...
Ctrl Q	Exit
Ctrl Z	Undo
Ctrl Y	Redo
Ctrl X	Cut
Ctrl C	Copy
Ctrl C	Copy Area as Image
Ctrl Shift C	Copy Area as Text
Ctrl Alt C	Copy Area as Table
Ctrl V	Paste
Del	Delete
Ctrl A	Select All
Ctrl Shift O	Add Pages from File...
Ctrl Shift A	Add Pages from Scanner...
Ctrl Shift >	Rotate Pages Right
Ctrl Shift <	Rotate Pages Left
Ctrl Backspace	Delete Pages...
Ctrl D	Add Bookmark...
Ctrl F	Find
F3	Find Next
F5	Show Navigation Pane
F9	Search
F8	Digital Signatures
F6	Show PDF Tools
F7	Show Comments Pane

# ABBYY FineReader Windows


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Shortcut Key	Action
Ctrl +	Zoom In
Ctrl -	Zoom Out
Ctrl 0	Best Fit
Ctrl 8	Actual Size
Ctrl 9	Fit to Width
Ctrl G	Go to Page Number...
Ctrl ↓	Next Page
Ctrl ↑	Previous Page
Home	First Page
End	Last Page
Alt ←	Back
Alt →	Forward
Ctrl 1	One-Page View
Ctrl 2	One-Page Scrolling
Ctrl 3	Two-Page View
Ctrl 4	Two-Page Scrolling
F11	Full Screen
Ctrl E	Edit Text and Pictures
Ctrl T	Text Box
Ctrl M	Add Note
Ctrl H	Highlight
Ctrl U	Underline
Ctrl K	Strikethrough
Ctrl J	Insert Text
F9	Search and Mark Up
Ctrl R	Redaction Mode
Ctrl >	Options...

# ABBYY FineReader Windows



## ABBYY Compare Documents

Shortcut Key	Action
Ctrl N	New Comparison
Ctrl O	Open Document...
Ctrl W	Close Document
Ctrl S	Save Document with Differences as PDF...
Ctrl Q	Exit
Ctrl Z	Undo
Ctrl Y	Redo
Ctrl A	Select All Differences
Ctrl +	Zoom In
Ctrl -	Zoom Out
Ctrl O	Fit to Width
Ctrl ↓	Next Page
Ctrl ↑	Previous Page
Ctrl R	Compare Documents
Ctrl →	Next Difference
Ctrl ←	Previous Difference
Del	Ignore Difference