## Unity Client
### Keyboard Shortcuts

#### Global
<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt + F4</td>
<td>Closes the program.</td>
</tr>
<tr>
<td>Alt + Space</td>
<td>Opens the system menu for minimizing, maximizing, and restoring the program.</td>
</tr>
</tbody>
</table>

**Alt**
When on the Home tab, shows shortcut keys for the ribbon tabs and application menu.

**F1**
Accesses the help files.

**Alt + F4**
Closes the program.

#### Data Lists
<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl + A</td>
<td>Selects all items in a list.</td>
</tr>
</tbody>
</table>

**Ctrl**
Hold to select multiple items in a list.

**Ctrl + Shift + End**
Selects all items below the selected item in a list, including the selected item.

**Ctrl + Shift + Home**
Selects all items above the selected item in a list, including the selected item.

#### Keywords
<table>
<thead>
<tr>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F3</td>
<td>Changes the operator for the selected Keyboard Type.</td>
</tr>
<tr>
<td>F4</td>
<td>Changes the connector for the selected Keyword Type.</td>
</tr>
<tr>
<td>F5</td>
<td>Shows the drop-down select list for the selected Keyword Type.</td>
</tr>
</tbody>
</table>

**F6 or Ctrl + T**
Adds another value for a Keyword Type.

**Ctrl + O**
Collapse or expand any Multi-Instance Keyword Type Group.

#### Document Viewer

**Ctrl + Shift+Page Down**
Displays the next document in the Document Search Results list.

**Ctrl + G**
Opens the Go to Page dialog box.

**Ctrl + H**
Flips the currently selected page horizontally.

**Ctrl + V**
Flips the currently selected page vertically.

**Ctrl + Right Arrow**
Rotates the currently selected page 90 degrees clockwise.

**Ctrl + Left Arrow**
Rotates the currently selected page 90 degrees counterclockwise.

**Ctrl + Page Up or Ctrl and +**
Zooms in on the document. **Note:** Ctrl and + is not usable when working within a text document. Use the Ctrl + Mouse Wheel Up shortcut to zoom in on text documents.

**Ctrl + Mouse Wheel Down or Ctrl and -**
Zooms out on the document. **Note:** Ctrl and - is not usable when working within a text document. Use the Ctrl + Mouse Wheel Down shortcut to zoom out on text documents.

**Ctrl + Page Up or F11**
Displays the previous page in a multi-page document.

**Ctrl + Page Down or F12**
Displays the next page in a multi-page document.

**Ctrl + Home**
Displays the first page in a multi-page document.

**Ctrl + End**
Displays the last page in a multi-page document.

**Ctrl + Shift + Page Up**
Displays the previous document in the Document Search Results list.

**Ctrl + Shift+Page Down**
Displays the next document in the Document Search Results list.

**Esc**
Exits the Document Separation layout without saving changes.

**Ctrl + S**
Saves selected documents.

**Ctrl + P**
Partitions/Appends selected pages.

**Ctrl + N**
Flips selected pages vertically.

**Ctrl + H**
Flips selected pages horizontally.

**Ctrl + .**
Rotates selected pages right.

**Ctrl + ,**
Rotates selected pages left.

**Ctrl + J**
Joins selected pages.

**Ctrl + M**
Breaks selected documents into new documents.

**Alt and +**
Copies selected document.

**Ctrl and +**
Copies selected pages in new document.

**Ctrl + Shift and +**
Copies selected pages in place.

**Ctrl + C**
Copies individual pages to the clipboard.

**Ctrl + X**
Cuts individual pages.

**Ctrl + V**
Paste individual pages.

**Ctrl + Delete**
Enters Delete Mode.

**Alt + Home**
Scrolls to the first selected page of a document, if not already in view.

**Ctrl + Mouse Wheel Up**
Zooms in on the page open in Detailed View.

**Ctrl + Mouse Wheel Down**
Zooms out on the page open in Detailed View.

**Ctrl + Left Arrow**
Rotates the page open in Detailed View 90 degrees counterclockwise.

**Ctrl + Right Arrow**
Rotates the page open in Detailed View 90 degrees clockwise.

**Alt + H**
Flips the page open in Detailed View horizontally.

**Alt + V**
Flips the page open in Detailed View vertically.