

Keyboard Guide for eCopy PDF Pro Office

This listing is according to actions with the most important word placed first. We also provide a listing according to keystrokes.

Cascade windows (Window menu)	Shift + Ctrl + J
Check spelling in comments (Edit Menu)	F7
Close all windows (Window menu)	Shift + Ctrl + W
Close current document and program on last close	Alt + F4
Close current document but not the program	Ctrl + F4
Close document (File menu)	Ctrl + W
Copy selection (Edit menu)	Ctrl + C
Create new bookmark	Ctrl + B
Crop Pages dialog box open (Document menu)	Shift + Ctrl + C
Custom Page Size dialog box open (File menu)	Ctrl + N
Cut selection (Edit menu)	Ctrl + X
Delete Pages dialog box open (Document menu)	Shift + Ctrl + D
Deselect All (Edit menu)	Shift + Ctrl + A
Document Properties dialog box (Document menu)	Ctrl + D
Exit program (File menu)	Ctrl + Q
Extract Pages dialog box open (Document menu)	Shift + Ctrl + E
Find dialog box open (Edit menu)	Ctrl + F
Fit page to window height (View sub-menu)	Ctrl + 4
Fit page to window size (View sub-menu)	Ctrl + 0
Fit page to window width (View sub-menu)	Ctrl + 2
Fit visible content to window size (View sub-menu)	Ctrl + 3
Focus to File menu	F10
Full screen mode on/off (View menu)	Ctrl + L
Go to first page	Ctrl + Home
Go to last page	Ctrl + End
Go to next page	Ctrl+ Page Down
Go to next view	Alt + Right arrow
Go to previous page	Ctrl+ Page Up
Go to previous view	Alt + Left arrow
Grids show/hide (View menu)	Ctrl + U
Help system open at introduction topic	F1
Hide/show menu bar (View menu)	F9
Hide/show Toolbars (View Menu)	F8
JavaScript Console open (Document menu)	Ctrl + J
Jaws: Cancel reading	Escape
Jaws: Read content of next tag	Ctrl + Down
Jaws: Read content of previous tag	Ctrl + Up
Jaws: Read first content element of document	Home
Jaws: Read first content element of next page	Page Down
Jaws: Read first content element of previous page	Page Up
Jaws: Read last content element of document	End
Jaws: Read next content element in tag tree	Down arrow
Jaws: Read next word	Right arrow
Jaws: Read previous content element in tag tree	Up arrow
Jaws: Read previous word	Left arrow
Move half a page down	Page Down
Move half a page up	Page Up

New Pages dialog box open (Document menu)	Shift + Ctrl + N
Open a listing of Navigation and Organizer panels	Ctrl + Tab
Open dialog box to insert pages (Document menu)	Shift + Ctrl + I
Open dialog box to replace pages (Document menu)	Shift + Ctrl + P
Open file dialog box (File menu)	Ctrl + O
Open from SharePoint dialog box (File Menu)	Ctrl + 5
Paste Selection (Edit menu)	Ctrl + V
PDF Converter launch to unlock a file (Tools menu)	Ctrl + T
Preferences dialog box open (Edit menu)	Ctrl + K
Print dialog box open (File menu)	Ctrl + P
RealSpeak: Pause/resume reading aloud	Shift + Ctrl + V
RealSpeak: Read Current Page (Tools menu)	Shift + Ctrl + G
RealSpeak: Read to End of Document (Tools menu)	Shift + Ctrl + O
RealSpeak: Read to File (Tools menu)	Shift + Ctrl + B
RealSpeak: Stop (Tools menu)	Shift + Ctrl + T
Redo action (Edit menu)	Ctrl + Y
Reset Toolbars (View sub-menu)	Ctrl + F8
Rotate Pages dialog box open	Shift + Ctrl + R
Rulers show/hide (View menu)	Ctrl + R
Save As (File menu)	Shift + Ctrl + S
Save document (File menu)	Ctrl + S
Save to SharePoint (File menu)	Shift + Ctrl + 5
Search interface open (Edit menu)	Shift + Ctrl + F
Select All (Edit menu)	Ctrl + A
Show page at actual size (View sub-menu)	Ctrl + 1
Snap to Grid (View menu)	Shift + Ctrl + U
Switch between open documents	Alt + F6
Tile multiple windows horizontally (Window menu)	Shift + Ctrl + K
Tile multiple windows vertically (Window menu)	Shift + Ctrl + L
Undo action (Edit menu)	Ctrl + Z
Zoom in (View sub-menu)	Ctrl + +
Zoom out (View sub-menu)	Ctrl + -
Zoom to dialog box open (View sub-menu)	Ctrl + M