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| **SHORT CUT** | **FUNCTION** |
| **CTRL+ALT+n** | Upload New Document |
| **CTRL+ALT+m** | Upload New Batch |
| **CTRL+ALT+b** | Manage Batches |
| **CTRL+ALT+c** | Select Scanner |
| **CTRL+ALT+s** | Scan |
| **Batches** |   |
| **CTRL+ALT+t** | Attach current page |
| **CTRL+ALT+a** | Attach all pages |
| **ALT+pagedown** | Next page |
| **ALT+pageup** | Previous page |
| **ALT+l** | Rotate left |
| **ALT+r** | Rotate right |
| **ALT+up arrow** | Zoom in |
| **ALT+down arrow** | Zoom out |
| **ALT+s+l** | Rotate and save-90® clockwise |
| **ALT+s+2** | Rotate and save-180® clockwise |
| **ALT+s+3** | Rotate and save-270® clockwise |