

Keyboard Shortcuts

Using keyboard shortcuts can increase your indexing efficiency.



Action	Windows® Shortcut	Mac Shortcut
Batch Shortcuts		
Begin Quality Check	Alt + Q	Option + Q
Submit Batch	Alt + S	Option + S
Return Batch	Alt + R	Option + R
Save Data	Ctrl + S	⌘ + S
Help Shortcuts		
Open the Field Help	Ctrl + Shift + H	⌘ + Shift + H
Open Project Instructions	Ctrl + Shift + P	⌘ + Shift + P
Share Batch	Ctrl + Shift + S	⌘ + Shift + S
Tools Shortcuts		
Open Image Gallery	Ctrl + G	⌘ + G
Open International Letters	Ctrl + I	⌘ + I
Open Lookup List	Ctrl + L	⌘ + L
Open Organize Fields	Ctrl + O or Ctrl + Shift + O (Internet Explorer®)	⌘ + O
Fields and Records Shortcuts		
Mark Field Blank	Ctrl + B	⌘ + B
Mark Record Blank	Ctrl + Shift + B	⌘ + Shift + B
Mark Field Unreadable	Ctrl + U	⌘ + U
Mark Record Unreadable	Ctrl + Shift + U	⌘ + Shift + U
Ditto Field from Above	Ctrl + D	⌘ + D
Ditto Record from Above	Ctrl + Shift + D	⌘ + Shift + D
Add Record (after Current Record)	Ctrl + Insert	⌘ + Shift + Plus (+)
Add Record (after Last Record)	Ctrl + Shift + Insert	⌘ + Option + Plus (+)
Delete Record	Ctrl + Delete	⌘ + Shift + Minus (-)
Clear (Empty) Record	Ctrl + Shift + Delete	⌘ + Shift + E
Accept Field Value (Quality Check)	Ctrl + Shift + A	⌘ + Shift + A
Review Shortcuts		
Agree	Alt + A	Option + A
Disagree	D	D
Navigation Shortcuts		
Move to Next Field	Tab or Enter	Tab or Enter
Move to Previous Field	Shift + Tab or Shift + Enter	Shift + Tab or Shift + Enter
Move to Previous Record	Ctrl + ◀	⌘ + ◀
Move to Next Record	Ctrl + ▶	⌘ + ▶
Move to Previous Image	Ctrl + Shift + ◀	⌘ + Shift + ◀
Move to Next Image	Ctrl + Shift + ▶	⌘ + Shift + ▶
Move to the beginning of the next record	Ctrl + Enter	⌘ + Enter