

Customizing Shortcut Keys for Perceptive Content (ImageNow)

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Background

Perceptive Content workflow customers requested shortcut keys for repetitive tasks

Resolution

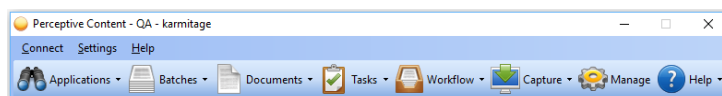
Shortcut key functions vary depending on which search results grid or Perceptive Content component you are using. To view default shortcuts or create custom shortcut keys, complete the following steps.

The first section explains how to configure custom shortcuts within the Perceptive Content client. The second section provides an example of configuring a “route forward” key within the workflow component views.

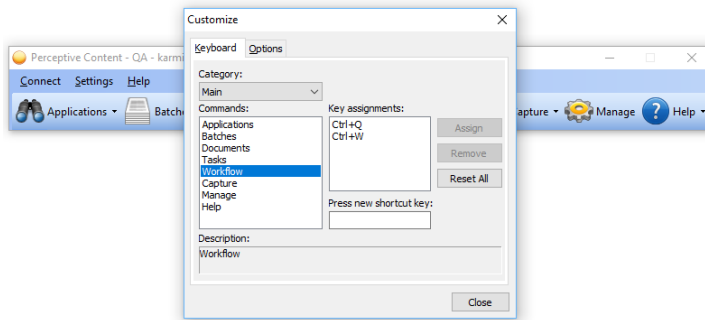
Assigning Shortcut Keys (General Instructions)

To assign a shortcut key to a command, perform the following steps:

1. Open your Perceptive Content Toolbar



2. Look under **Settings** → **Customize** to view Keyboard Shortcuts for the **Main Menu**



3. On the **Keyboard** tab, in the **Category** list, select a category. The **Commands** list displays the commands available for the selected category. The commands vary according to the category selected.

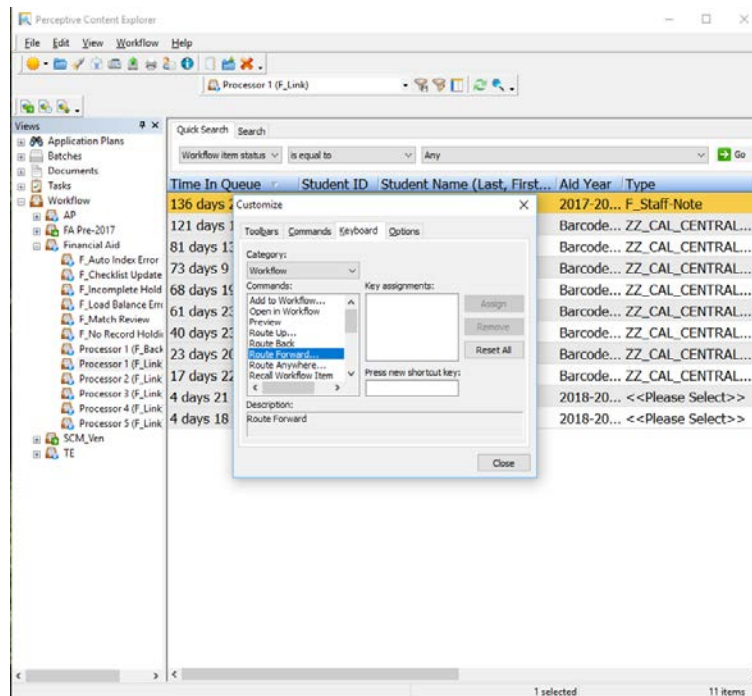
Note: Command descriptions are available in the **Description** box.

4. In the **Commands** list, select the command for which you want to create a shortcut key. When there is a default shortcut key for a command, it appears in the **Key assignments** list.
5. Click your mouse in the **Press new shortcut key** box.
6. On your keyboard, press the keys you want to use for the selected command and then click **Assign**.
7. This Process will need to be performed on each view required

Repeat steps **1 - 4** to assign shortcut keys for any remaining commands. Click **Close** to finish customization.

Assigning Shortcut Keys (Workflow Component Example)

1. Hit Ctrl+W or click on the “Workflow” button on the main menu – this will open the “**Perceptive Content Explorer**” view
2. Go to **View -> Toolbars -> Customize**



3. On the **Keyboard** tab, in the **Category** list, select a **Workflow**. The **Commands** list displays the commands available for the selected category, such as **Route Forward**. The commands vary according to the category selected.

Note: Command descriptions are available in the **Description** box.

4. In the **Commands** list, select the command for which you want to create a shortcut key. When there is a default shortcut key for a command, it appears in the **Key assignments** list.
5. Click your mouse in the **Press new shortcut key** box.
6. On your keyboard, press the keys you want to use for the selected command and then click **Assign**.
7. Open a document and repeat this process for the “**Perceptive Content Viewer – Workflow**” view if required. This setting needs to be configured separately for every view.

