

# SUMMATION BLAZE® LG KEYSTROKES

In Summation Blaze LG systems, different keystrokes are available depending on the view in focus (e.g. case Explorer, Imaging, Database). This document lists keystrokes by the views they apply to. For additional keystroke tips, see the online help system.

ALL VIEWS	
<b>Ctrl+C</b>	Copy Text
<b>Ctrl+O</b>	Open Case
<b>Ctrl+P</b>	Print
<b>Ctrl+Q</b>	Puts focus on the Quick Search Box
<b>Ctrl+V</b>	Paste Text
<b>F1</b>	Open Help System
<b>F11</b>	Toggle Full-Screen Normal view
<b>Shft+Ctrl+F4</b>	Close current view

TRANSCRIPT VIEW	
<b>Alt+A</b>	Add new note
<b>Alt+D</b>	Delete note
<b>Alt+E</b>	Edit note
<b>Alt+I</b>	List Note Issues (Must select Tran/ocrBase Notes from CE)
<b>Alt+L</b>	Create link
<b>Alt+P</b>	Show Image for note
<b>Alt+V</b>	Show Transcript vocabulary
<b>Ctrl+A</b>	Copy excerpt into new note
<b>Ctrl+B</b>	Print Transcript Cites
<b>Ctrl+D</b>	Copy excerpt into new note
<b>Ctrl+G</b>	Go to Page
<b>Ctrl+N</b>	Find Note
<b>Ctrl+R</b>	Re-find search phrase
<b>F7</b>	Previous Note
<b>F8</b>	Next note
<b>Shft+Ctrl+V</b>	Show All Vocabulary
<b>Ctrl+F</b>	Final Word/Phrase

ocrBASE VIEW	
<b>Alt+I</b>	List Notes by Issue
<b>Alt+P</b>	Quick View Image
<b>Ctrl+N</b>	Find Note
<b>F3</b>	Network Status
<b>F7</b>	Previous OCR document
<b>F8</b>	Next OCR document
<b>Shft+F4</b>	Retrieve all ocrBase docs

DATABASE VIEW	
<b>Alt+F5</b>	Increment Field (Add or Edit mode)
<b>Alt+L</b>	Open Linked File
<b>Alt+T</b>	Show Attachment
<b>Alt+U</b>	UnMark All
<b>Alt+Z</b>	Transcript Zoom
<b>Ctrl+F</b>	Show database field list
<b>Ctrl+G</b>	Goto Summary
<b>Ctrl+H</b>	Toggle Mark/Unmark HotFact
<b>Ctrl+M</b>	Mark Summary
<b>Ctrl+R</b>	Retrieve Format Settings
<b>Ctrl+S</b>	Sync Form & Columns
<b>F2</b>	Toggle Display/Edit DB
<b>F3</b>	Clear Current Field (Add/Edit Mode)
<b>F4</b>	Input Today's Date
<b>F5</b>	Duplicate Field (Add/Edit Mode)
<b>F6</b>	Open Lookup Table (Add/Edit Mode)
<b>F7</b>	Previous Record
<b>F8</b>	Next Record
<b>F9</b>	Zoom
<b>F10</b>	Save Summary (Add/Edit Mode)
<b>Shft+F2</b>	Add Summaries
<b>Shft+F4</b>	Retrieve All Summaries
<b>Shft+F5</b>	Decrement Field (Add/Edit Mode)

IMAGE VIEW	
<b>Ctrl+B</b>	Toggle show/hide Bates stamp
<b>Ctrl+L</b>	Load DII file
<b>Ctrl+R</b>	Print Current Page/Image
<b>F</b>	Fit Image In Window
<b>F2</b>	Toggle edit/display markups
<b>F7</b>	Prev Document
<b>F8</b>	Next Document
<b>F12</b>	Next Image
<b>L</b>	90 Degrees Left
<b>Minus sign (-)</b>	Zoom out
<b>Plus sign (+)</b>	Zoom in
<b>Page down</b>	Next page in a multi-page document
<b>Page up</b>	Previous page in a multi-page document
<b>R</b>	90 Degrees Right
<b>Shft+Alt+Ctrl+C</b>	Returns number of markups or the current image
<b>Shft+F12</b>	Previous Image
<b>Shft+H</b>	Toggle show/hide markups
<b>W</b>	Wide Mode

## Search Operators (All Field Types)

Search Operator	Abbreviation or Usage in Intelli-Parse
Equal to	<b>EQ</b> OR = OR <b>eq</b>
Not equal to	<b>NE</b> OR <b>ne</b>
Greater or equal to	<b>GE</b> OR <b>ge</b>
Less or equal to	<b>LE</b> OR <b>le</b>
Greater than	<b>GT</b> OR > OR <b>gt</b>
Less than	<b>LT</b> OR < OR <b>lt</b>
Between	<b>Between...and</b>
Exists	<b>EXISTS</b> OR <b>exists</b>
FAILS	<b>FAILS</b> OR <b>fails</b>

## Search Operators (Note, Text, Multi-Entry Fields)

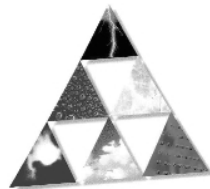
Search Operator	Abbreviation or Usage in Intelli-Parse
Contains	<b>CONTAINS</b> OR <b>CON</b>
Begins with	<b>EQ</b> [beginning letters of the search term]* OR = [beginning letters of search term]* OR <b>eq</b> [beginning letters of search term]*
Ends with	<b>EQ</b> *[ending letters of the search term] OR = *[ending letters of search term] OR <b>eq</b> *[ending letters of the search term]

## Search String Format Examples

(DB Field)	(Search Operator)	(Search Term)
Doctype	CON	letter
Docid	EQ	BDJ001

## Search Connectors

Connector	Definition
<b>&amp; or AND</b>	Restricts searches to multiple phrases or terms that relate to each other. * = wildcard * Represents any number of characters and can be used before or after a search term.
<b>()</b>	Sets off phrases when combining AND and OR searches and denotes precedence of search terms or a relationship between search terms.
<b>\ or OR</b>	Broadens a search to multiple phrases or terms. OR broadens the search.



**SUMMATION**<sup>®</sup>  
LEGAL TECHNOLOGIES, INC.

AMERICA'S #1  
LITIGATION SUPPORT  
SOFTWARE

550 California Street, Suite 800 • San Francisco • CA • 94104  
www.summation.com • 800-735-7866 • 415-442-0404