

## General

|                                  |  |
|----------------------------------|--|
| Design mode (only in Admin mode) | F3   |
| Underline menus                  | F10  |
| Terminate newsClip               | Alt+F4                                     |
| Open document                    | Ctrl+O                                     |
| Print                            | Ctrl+P                                     |
| Save                             | Ctrl+S                                     |
| Split document                   | Ctrl+T                                     |
| Delete                           | Del  |
| Zoom in                          | Ctrl+and drag a frame with right mouse key |
| Undo on source page              | Ctrl+Z                                     |
| Undo on clipping page            | Shift+Ctrl+Z                               |

## Working with pages

|  |        |
|--|--------|
| Page view (twice the size)                       | Ctrl+D |
| Show full page                                   | Ctrl+F |
| Delete all existing target pages -> new clipping | Ctrl+N |
| Scroll page in large steps to the left           | ↓      |
| Scroll page in large steps to the right          | ↑      |
| Scroll page in large steps to the top            | ←      |
| Scroll page step-by-step down                    | →      |
| Scroll page up                                   | Ctrl+→ |
| Scroll page down                                 | Ctrl+← |
| Scroll page right                                | Ctrl+↓ |
| Scroll page left                                 | Ctrl+↑ |

## Working with pages

|   |  |
|---|--|
| Go to previous page   | Page up                                      |
| Go to next page   | Page down                                    |
| Jump to top left edge of page, zooms twice  | Pos1   |
| Zoom in/out page view   | Num+ / Num-                                  |
| Target page: Toggle tools   | Ctrl+Click                                   |
| Open dialog „Clipping (BS)“ and load a page. Shows AI (artificial intelligence) created layout analysis | Ctrl+A                                       |
| Grey/Color  | Ctrl + C                                     |
| Automatic brightness  | Ctrl + H                                     |
| Remove cover  | Ctrl + E                                     |
| Automatic sort  | Ctrl + R                                     |
| Fix articles  | Ctrl + X                                     |
| Underline tool on target page   | Ctrl + L                                     |
| Shows a high resolution source page thumbnail   | Ctrl+T                                       |
| Toggle target page layouts  | Ctrl+ Y                                      |
| Toggels through optiones (Original, multiple columns block, like headline, column wise, ...)            | Ctrl+Click on options for target page layout |

## Clipping job

|  |                  |
|--|------------------|
| Select article (standard layout analysis)                      | Shift+Left mouse |
| Select article (with switched on AI supported layout analysis) | Ctrl+Left mouse  |
| Open entry fields  | F5               |

## Working with zones - Assign a zone type

The first character of the zone type name is usually used for the shortcut.  
To change the zone type,  
1. hover over the zone and type the shortcut or  
2. change it via context menu by Right-click on zone and Double-click on type.

|  |                      |
|--|----------------------|
| Author   | A                    |
| Barcode  | B                    |
| Cutline  | C                    |
| Extra text   | E                    |
| Footnote   | F                    |
| Graphic  | G                    |
| Headline   | H                    |
| Switch zone edge marks on/off                        | I                    |
| Link   | J                    |
| Knife tool   | K                    |
| Lead   | L                    |
| Merge zones  | M                    |
| Overline   | O                    |
| Polygon tool   | P                    |
| Text zone  | Q                    |
| Copyright  | R                    |
| Subtitle   | S                    |
| Headline   | H                    |
| Subhead  | U                    |
| Advertisement  | V                    |
| Wipe zone tool                                       | W                    |
| Mark zones without graphics                          | X                    |
| Split zones  | Y                    |
| Next clipping page (mouse cursor on right hand side) | Alt+S                |
| Assemble the active zones                            | Double click on zone |
| Activate or deactivate all zones at once             | Space bar            |

## Working with multiple zones

|  |  |
|--|--|
| Click several zones to activate them all   | Ctrl+left click on existing zone         |
| Select zones   | Shift+ Left click                        |
| Hold Shift   | Drag frame around zones to activate them |
| Hold Alt   | Drag frame around zones to split them    |
| Activate or deactivate all zones at once   | Space bar                                |
| Activate or deactivate all zones at once by menu entries „Mark all“ or „Mark all including images“ | Zone menu                                |

## Menu bar

|                      |     |
|----------------------|-----|
| Show hidden menu bar | Alt |
|----------------------|-----|

## newsClip Web

| General   |           |
|---|-----------|
| Refresh web window                                      | F5        |
| Stop in web window                                      | Esc       |
| Show whole page   | Ctrl+F    |
| Delete clipping page                                    | Del       |
| Move web window to the right in large steps             | →         |
| Move web window to the left in large steps              | ←         |
| Scroll page down in web window                          | Page up   |
| Scroll page up in web window                            | Page down |
| Jump to top left edge of page                           | Pos1      |
| Move content of web window in the direction selected    | →↑←↓      |
| In newsClip Web K P W I M X ALT-R are without function. |           |

### Working in Browser window

|  |                      |
|--|----------------------|
| Select or deselect a zone  | Left click           |
| Create new zone  | drag with left mouse |
| Zone properties only on selected zones   | Right click          |
| On selected zone border or edge – resize.<br>Drag all selected zones on target page.<br>Outside a zone – create a new zone | Hold left mouse      |
| Assemble selected zones  | Double click         |
| Delete selected zones under the cursor   | Del                  |

## Correction

| General                     |            |
|-----------------------------|------------|
| Accept once                 | Alt+1      |
| Auto refresh auto in future | Alt+K      |
| Take into dictionary        | Alt+L      |
| Word list                   | Alt+U      |
| Show as image               | Alt+V      |
| Mark paragraph              | Ctrl+Enter |
| Copy                        | Ctrl+C     |
| Open                        | Ctrl+O     |
| Store in buffer             | Ctrl+S     |
| Print                       | Ctrl+P     |
| Delete                      | Ctrl+V     |
| Cut                         | Ctrl+X     |
| Undo                        | Ctrl+Z     |

### PDF Vote

|                                |        |
|--------------------------------|--------|
| Next alternative               | Alt+ → |
| Next line with differences     | Alt+ ↓ |
| Previous line with differences | Alt+ ↑ |

## Polygon Tool

| Use polygon tool   |                    |
|--|--------------------|
| Aktiviere  | Strg+P             |
| Define starting point  | Left click on page |
| Change angle (not only 90° allowed)  | Hold Shift         |
| Place point and finish it  | Ctrl+left click    |
| Remove last defined point  | Backspace          |
| Deaktiviere  | Esc                |
| Create polygon out of existing zone  |                    |
| MiAdd a point to an existing zone to make it a polygon. Follow "Add Point" of "How to modify a polygon". |                    |

### Edit a polygon

|              |  |
|--------------|--|
| Add point    | 1. Right click over the polygon's edge   |
| Delete point | 1. Place mouse over point<br>2. Wait for four-headed arrow<br>3. Right-click                                 |
| Move point   | 1. Place mouse over point<br>2. Wait for four-headed arrow<br>3. Hold left-click<br>4. Move mouse for change |
| Move edge    | 1. Place mouse over edge<br>2. Wait for double arrow<br>3. Hold left-click<br>4. Move mouse for change       |

## Knife Tool

| Use knife tool                           |   |
|--|---|
| Activate (make horizontal cuts)          | M   |
| Make vertical cuts                       | Hold Shift  |
| Move cutline vertically before cutting   | Hold Shift an left mouse  |
| Move cutline horizontally before cutting | Hold left mouse   |
| Deactivate                               | Esc   |
| Polygonale Schnitte                      | 1. Place mouse over the edge of a selected zone or polygon<br>2. Wait for staircase image<br>3. Add points via left-click<br>4. Hold Shift to change angle<br>5. Finish with left-click on edge (Wait for a knife icon) |

## newsCorr

| Correction                  |            |
|-----------------------------|------------|
| Accept once                 | Alt+1      |
| Auto refresh auto in future | Alt+K      |
| Take into dictionary        | Alt+L      |
| Word list                   | Alt+U      |
| Show as image               | Alt+V      |
| Mark paragraph              | Ctrl+Enter |
| Copy                        | Ctrl+C     |
| Open                        | Ctrl+O     |
| Store in buffer             | Ctrl+S     |
| Print                       | Ctrl+P     |
| Delete                      | Ctrl+V     |
| Cut                         | Ctrl+X     |
| Undo                        | Ctrl+Z     |
| Previous error              | Shift+Tab  |
| Next error                  | Tab        |

| Correction colors   |        |
|---|--------|
| No error detected   | black  |
| Characters and character strings not recognised with the required certainty                       | red    |
| Digits, single letters and abbreviations. Could not be verified                                   | green  |
| Words that were automatically corrected by the system   | blue   |
| For multilingualism. „Not available in main language“   | orange |
| For multilingualism: „Text has been recognised in one of the configured languages, please check.“ | purple |

| PDF Vote Farbcodes  |   |
|---|---|
| Marks lines where a difference has been recognised and the OCR does not match the PDF text (red circle) |  |
| Indicates differences with spaces (blue circle)   |  |
| Indicates differences in punctuation marks (yellow circle)  |  |
| Indicates that words in this line have already been corrected by the system itself (light green circle) |  |
| Indicates differences word by word (orange circle)  |  |
| Dot changes to white if the line has been edited  |  |
| Dot changes to white square when clicked again. The PDF text is now displayed                           |  |

| PDF Vote  |        |
|---|--------|
| Next alternative (toggles between OCR and PDF Text)                     | Alt+ → |
| Displays the highlighting again after the difference has been displayed | Alt+ ← |
| Next line with differences  | Alt+ ↓ |
| Previous line with differences  | Alt+ ↑ |

## newsPress

| General             |        |
|---------------------|--------|
| Open help file      | F1     |
| Underline menus     | F10    |
| Terminate newsPress | Alt+F4 |
| Open press review   | Ctrl+O |
| Save                | Ctrl+S |

| Working with pages                    |              |
|---------------------------------------|--------------|
| Zoom in                               | Ctrl+B       |
| Copy                                  | Ctrl+C       |
| Print                                 | Ctrl+P       |
| Paste                                 | Ctrl+V       |
| Cut                                   | Ctrl+X       |
| Undo                                  | Ctrl+Z       |
| Delete                                | Entf         |
| Delete all                            | Ctrl+Entf    |
| Go to page                            | Ctrl+Shift+G |
| Show pages twice in size              | Ctrl+D       |
| Show whole page                       | Ctrl+G       |
| Renew table of contents               | Ctrl+I       |
| Show page in original size            | Ctrl+Shift+O |
| Scroll page up                        | ↓            |
| Scroll page down                      | ↑            |
| Scroll page to the right              | ←            |
| Scroll page to the left               | →            |
| Scroll page step-by-step to the right | Ctrl+←       |
| Scroll page step-by-step to the left  | Ctrl+→       |
| Scroll page step-by-step down         | Page up      |
| Scroll page up                        | Page down    |

| Working with pages   |              |
|--|--------------|
| Scroll page down   | Pos1         |
| Scroll page to the right   | Tab          |
| Jump to previous page  | Shift+Tab    |
| In article overview: assembles all articles at once                      | Double click |
| On empty space in background: zoom in, double click again zooms page out | Double click |

| Working with windows |          |
|----------------------|----------|
| Show default layout  | Ctrl+L   |
| Zoom in              | Ctrl+F12 |

| Special functions                    |                 |
|--------------------------------------|-----------------|
| Show grid on/off auswählen           | Alt+G           |
| Orthogonal lines on/off              | Alt+O           |
| Auto sort on source page             | Alt+S           |
| Select recipients (if configured)    | Ctrl+Alt+E      |
| Opens article data mask in tree view | Ctrl+Left mouse |