

Indexing Icons



-**save work**, return to web indexing page



-quality check



-**submit** batch



-mark all entries in field **blank**



-mark entry **blank**



-mark entry **unreadable**



-**add** entries



- **delete** entries



-**copy** text from *same field* on *previous entry* into selected entry



-**copy** text from the *selected field* into *all following matching fields*



-**copy** text from *previous entry* into *selected entry*



-**handwriting** helps



-**share** batch with helper



-international characters



-project instructions

Other Indexing Shortcuts

Control + B – Marks entry **blank**

Control + D – Marks as **duplicate**. Copies text from same field on the previous entry into selected entry

Control + U – Marks entry as **unreadable**

Control + Shift + U – Marks all entries as **unreadable**

Control + Insert- **Add** entries

Control + Delete- **Delete** entries

Control + I –Open **International** letters

Control + “+” – **Increase font** size

Control + “-” – **Decrease font** size

Alt + S –**Submit** batch

Alt + R- **Return** batch

