

GoldVision Software PowerKeys Reference Guide

Link Center	VQL Select	VQL Link	Key(s)	Description
v	v	v	F1	Launch the GVP Help File
v			F3	Toggle sorting search results by Date or Title
v			Ctrl + F3	Toggle add/remove sort by File Modified Date in Link List
		v	F4	Toggle to display Most Recent Link list or Default list in Document Title drop-down box.
		v	Shift + F4	Toggle to display User Defined field list only
v			F4	Toggle to display single or multiple Most Recent Link(s) when user selects the Most Recent Link button.
			F5	QuickSelect Field Search – sets the field for searching [Contact is the Default; last field used is retained]
v	v		F5	- Company
v	v		Shift + F5	- Last Name
v	v		Alt + F5	- Phone 1
v	v		Ctrl + F5	- Key5
v	v		Ctrl + Shift + F5	- Key4
v	v		Alt + Shift + F5	- ZipCode
v	v		Ctrl + Alt + F5	- City
v	v		F6	QuickContact – clears display & gets the active GM contact [links]
			F7	QuickResize Column Display
v	v		F7	- Increase all column widths by 20%
v	v		Shift + F7	- Decrease all column widths by 10%
v	v		Alt + F7	- Reset all column widths
v	v		Ctrl + F7	- Fit left 3 columns to display; all others to default
v	v		Ctrl + Shift + F7	- Fit left 2 columns to display; all others to default
v	v		Ctrl + Alt + F7	- Fit left first column to display; all others to default
v	v		Alt + Shift + F7	- Fit all columns to viewable display
		v	F8	Toggle for Link, Link & List, or Link & Launch. The Link & List button will create the link, and then open the Link Center with the new link displayed. Link & Launch adds launching the file to the Link & List function. Clears [also from VQL Select] other F8 states.
		v	Ctrl + F8	Activates ReLink state of InPlace Linking – relinks current file
	v	v	Ctrl + Alt + Shift + F8	Activates InPlace linking for any file. Master user or member of [mandatory] Browse Folder Group
v			F8	Relink selected link.
v		v	F9	Toggle for getting UnSummarized Text or Summarized Text in the Link Note.
v		v	Ctrl + F9	Toggle “Extended” OCR method – using PP application
			F12	QuickCopy current Link information to Windows Clipboard
v		v	F12	- Basic Link Information [Company, Contact, Title, Filename, Notes]
v		v	Shift + F12	- Title
v		v	Alt + F12	- Filename [in quotes]
v		v	Shift + Alt + F12	- Filename [no quotes]
v		v	Ctrl + F12	- Notes
v		v	Ctrl + Alt + F12	- Title, Filename, Notes
v			Ctrl + Alt + Shift + F12	- Basic & supplemental Link information [ACCOUNT #, RECID #, Link Owner, Link Date, Record Type, Sync Value]
				Document Title drop-down box
v		v	Esc	Restores original Title
v		v	Alt + “+”	Appends original Title to prefix selected from drop-down list [excess of 35-character maximum deleted from left side of original Title]
v		v	Ctrl + “+”	Appends original Title to prefix selected from drop-down list [excess of 35-character maximum deleted from right side of original Title]