

DOCUMENT EDITOR HOT KEYS *for* PC



When working with documents on dotloop, we want to make the process as simple as possible for you. Below, we have listed all the ways you can work with hot keys to quickly add interactive fields to your PDF(s) in dotloop! If you're unfamiliar with what a hot key is, holding down the **SHIFT** button while clicking in multiple places on the page to place signature boxes, is an example of utilizing a hot key!

Document editor fields have hot keys to speed up the document creation process.

- ⇧ Shift** + **CLICK** ▶ Select multiple fields/Unselect field if selected
- ⇧** + **CLICK** ▶ Move all selected fields by 1 px
- Ctrl** + **⇧ Shift** + **ARROW** ▶ Move all selected fields by 10px in direction of arrow
- Alt** + **ARROW** ▶ Resize field by 1 px
 - LEFT** ▶ Shrink width
 - RIGHT** ▶ Grow width
 - UP** ▶ Shrink height
 - DOWN** ▶ Grow height
- ⇧ Shift** + **Alt** + **ARROW** ▶ Copy field and focus new field (Copies in the direction of the arrow)
- ⇧ Shift** + **CLICK PAGE** ▶ The field width will grow/shrink so that the right or left side of the field is now at the site of the mouse click
- ⇧ Shift** + **Delete** ▶ Delete all selected fields

Fields will be placed on the last mouse click.

- Alt** + **C** ▶ Add Checkbox
- Alt** + **R** ▶ Add Radio
- Alt** + **T** ▶ Add Textbox
- Alt** + **N** ▶ Add Name
- Alt** + **S** ▶ Add Signature
- Alt** + **I** ▶ Add Initial
- Alt** + **K** ▶ Add Strikethrough
- Alt** + **Z** ▶ Add Date

- Ctrl** + **⇧ Shift** + **C** ▶ Copy Field
- Ctrl** + **⇧ Shift** + **V** ▶ Paste Field
- Ctrl** + **⇧ Shift** + **L** ▶ Label Field
- Ctrl** + **⇧ Shift** + **S** ▶ Save Document



GIVE IT A TRY!

Using the **Hot Keys** place fields on the place holders below. Move them around, copy-paste them and get faster at editing documents.

PLACE TEXT BOX HERE

COPY THE TEXT BOX FROM ABOVE



MOVE THE TEXT BOX USING HOTKEYS

ADD SIGNATURE FIELD HERE

- ADD CHECKBOX HERE.
- THEN COPY THAT FIELD AND PAST IT BELOW.
-
-