

# Paperless Pipeline Keyboard Shortcuts

## SUMMARY

Use keyboard shortcuts to perform common tasks swiftly. The shortcuts work on Mac and PC.

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## Global Shortcuts

- Add Transaction: Ctrl -Alt-T
- Upload Doc: Ctrl -Alt-D
- Go to each menu item on nav bar (use Ctrl -Alt-1, Ctrl -Alt-2, etc.)
- Go to Admin area (if admin option is available to the user): Ctrl -Alt-Z.

## Document Shortcuts

- Page through previewed doc: ← (left arrow) or → (right arrow) keys
- Jump to a page: Type in the corresponding page on a previewed doc (example: type "8" to jump to page 8)
- Mark a doc as reviewed when its preview is opened: Alt + R
- When previewing a doc in either pop-out or inline modes, pressing Shift

+ ↑ (up arrow) or Shift + ↓ (down arrow) will show the previous or next doc preview, if available.

## Transaction Shortcuts

- Add Note: Ctrl -Alt-N
- Bulk Email Docs: Ctrl -Alt-E

## Keyboard Shortcuts Infographic

The infographic features a blue background with white text and graphics. At the top, it reads "Paperless Pipeline's" in a serif font, followed by "Keyboard Shortcuts" in a large, white, cursive font. Below this is a circular logo containing a stylized white arrow pointing up and to the right. The text "Save time with these Windows and Mac shortcuts!" is centered below the logo. Further down, a white globe icon is flanked by two white ribbon-like boxes containing the text "System-wide" and "Shortcuts". At the bottom, a white horizontal line with circular endpoints is positioned above three blue rounded rectangular buttons. The first and third buttons are labeled "Add a" and the middle button is labeled "Navigate".

Paperless  
Pipeline's

# Keyboard Shortcuts

Save time with these Windows and Mac shortcuts!

System-wide      Shortcuts

Add a      Navigate      Add a

## Transaction



Use  
**Ctrl+Alt+T**  
to create  
a transaction



Ctrl



Alt



1

Go to each item on the  
top navigation menu by  
using **Ctrl -Alt-1**,  
**Ctrl -Alt-2**, etc.

## Admin Area



Jump to the Admin  
area using **Ctrl -Alt-Z**  
(if you have admin  
privileges)

## Document



Use  
**Ctrl+Alt+D**  
to upload a  
document



Transaction



Shortcuts



## Add a Note



Use **Ctrl+Alt+N** to add a note to a transaction

## Bulk Email Docs



Use **Ctrl+Alt+E** to bulk email docs

Document Preview



Shortcuts

*open a doc preview to use these shortcuts*

## Page through a Doc



and

## Jump to a Page



Enter a **number** to jump to that

## Mark a Doc as Reviewed



Use the **left** and **right** arrow keys to page through a doc preview

page of a doc preview.  
ex: type "8" to jump to **page # 8**

Use **Alt+R** to mark the doc as reviewed

for more tips n' tricks check out:  
[help.paperlesspipeline.com](https://help.paperlesspipeline.com)

## Pipeline Pro Webinar Recording - Keyboard Shortcuts

In this Pipeline Pro webinar, learn valuable keyboard shortcuts that will streamline and optimize your Pipeline skills.

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[View more Pipeline Pro Webinars here →](#)