


Ctrl 1 Change ¶ Speaker 1	Ctrl 2 Change ¶ Speaker 2	Ctrl 3 Change ¶ Speaker 3	Ctrl 4 Change ¶ Speaker 4	Ctrl 5 Change ¶ Speaker 5	Ctrl 6 Change ¶ Speaker 6		Ctrl 8 Change ¶ THE COURT	Ctrl 9 Change ¶ Other Speakers	Ctrl 0 Change ¶ Witness	` Apostrophe Flip	
Alt 1 Okay.	Alt 2 All right.	Alt 3 , you know,	Alt 4 Uh-huh.			Alt 7 Global 2 strokes	Alt 8 Global 3 strokes	Alt 9 Global 4 strokes	Alt 0 Global 5 strokes	= End sent. with Dash	
Q Change ¶ Question	W Convert to Written Number	E Edit/Create Form Field	R Reverse Words	T Convert to Time	Y ↑ Up Screen	U Untranslate Word STEPBO	I ↑ Up Sentence	O ← ← Over 2	P Change ¶ Answer		
q End sent. with ?	w Word Endings	e Fill Empty Fields	r + ← Reverse Scans	t → Scan to Trouble	y ↑ Up Paragraph	u → Scan to Untran	i ↑ Up Line	o → → Over 2	p End sent. with Period		
A ALL CAPS	S Shave Current	D Delete Character	F ← Find	G Go to page/line/time	H ↓ Down Screen	J ← Left Character	K ↓ Down Sentence	L Right → Character	Total Eclipse Hyperkeys		
a Caps Toggle	s Shave Previous	d Delete Word	f Find →	g Global 1 stroke	h ↓ Down Paragraph	j ← Left Word	k ↓ Down Line	l Right → Word			
Z Movement Oops	X Mark Spot	C → Scan to Unresolved Conflict	V Jump to Spot	B Butting In	N Convert to Numerals	M Convert to Money	< Left to Punctuation	> Right to Punctuation	{ A/V Playback Fast/Slow	} A/V Playback Pause	 A/V Playback Repeat
z Oops	x eXtend Sentence	c → Scan to Conflict	v + → Jump to Q, A, Speaker	b+ Block Functions	n New Text Insert or Replace	m Mark	Alt+Left - 5% Slower Alt+Right – 5% Faster Alt+Up – Back 1 sec. Alt+Down – Forward 1 sec.		[Home ⇐] End ⇒	

F Keys	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Help	Speaker	Question	Answer	Find	Caps Toggle	Mark	¶ Styles	Dictionary	Menus
+ Shift			Flush Right	Parenthetical	Fixed ¶ (Blank Line)	Up Case	Open Steno File			Context Menu
+ Ctrl				Close Document Window		Down Case	Untranslate Word STEPBO			
+ Shift Ctrl	Toolbars	Toolbars OFF	View Toggles dialogue	View/Hide Status Bar	View/Hide Note Bar	AutoMagic Pop-Ups On/Off	Zoom Increase	Zoom Decrease	Tile Open Windows	View/Hide Print Commands

24-hour Support: 800-800-1759

Shift Ctrl F11: Temporary Display Change

Shift Ctrl F12: WYSIWYG Preview