## KEYBOARD SHORT-CUT KEYS

## **Function Keys**

Help file. F1 F6 Playback from the begin cursor to the end of file. Playback from the end cursor to the end of file. F7 Playback between cursors. F8 Playback from left window border to the end cursor. F9 Playback from end cursor to the right window border. F10 Playback the current window. F11 Playback the entire File. F12

## **Control Keys**

Split Segment Ctrl+G Merge Segment Ctrl+H Open a file. Ctrl+O Save current file. Ctrl+S Redo a previous command. Ctrl+Y Undo a previous command. Ctrl+Z

Shift+G Move Data left Move Data right Shift+H

Ctrl+ Shift+G Split and move annotations left Ctrl+ Shift+H Move annotations right and merge

Add Phonetic Segment and Word Segment Alt+M

Zoom out very slowly. Up Arrow Zoom in very slowly. Down Arrow Select the transcription bar above. Alt+Up Arrow Select the transcription bar below. Alt+Down Arrow

Pan slowly to the left. Left Arrow Pan slowly to the right. Right Arrow Move the begin cursor a step to the left. Ctrl+Left Arrow Move the begin cursor a step to the right. Ctrl+Right Arrow Move the end cursor a step to the left. Shift+Left Arrow Move the end cursor a step to the right. Shift+Right Arrow Select the segment to the right. Alt+Right Arrow or Tab

Select the segment to the left. Alt+Left Arrow Move the view to the beginning of the file. Home

Move the view to the end of the file. End Zoom to maximum (maximum zoom). Ctrl+End Zoom to minimum (no zoom). Ctrl+Home

Stop playback or cancel a processing task. Esc Pan in steps one screen width to the right. Page Up Pan in steps one screen width to the left. Page Down

Zoom out quickly. Ctrl+Page Up Zoom in quickly. Ctrl+Page Down Ctrl+Enter

Zoom between cursors to screen width.