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Editing Keystrokes

(Standard vs. Hyperkeys)



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Table 1

Toggling In/Out Standard and Hyperkeys Modes	
Standard Mode	Hyperkeys Mode
(default)	 Click the Hyperkeys button (or press Alt Z) to toggle in and out hyperkeys mode.

Table 2

Keyboard Behavior for Typing Text	
Standard Mode	Hyperkeys Mode
(standard keyboard functions)	N (to "insert" text) Enter (return to hyperkeys)

Table 3

Cursor Movement Functions		
Move Cursor by:	Standard Mode	Hyperkeys Mode
word	← (left) / → (right)	J (left) / L (right)
line	↑ (up) / ↓ (down) home (beginning) / end (end)	I (up) / K (down) [(beginning) /] (end)
character	Ctrl ← (left) / Ctrl → (right)	Shift J (left) / Shift L (right)
sentence	Alt B (previous) / Alt F (next)	Shift+I (previous) / Shift+K (next)
paragraph	Ctrl ← (previous) / Ctrl → (next)	(same as standard)
page	page up (up) / page down (down)	Y (up) / H (down)
document	Ctrl page up (beginning) Ctrl page down (end)	(same as standard)



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Table 4

Deleting Text		
Delete	Standard Mode	Hyperkeys Mode
word	Ctrl backspace or Ctrl delete	D
character	backspace (to left) delete (to right)	(same as standard)
to end of line	Alt Y	(same as standard)
entire line	Ctrl Y	(same as standard)
to end of paragraph	Shift Alt Y	(same as standard)
shave off word (from end)	(N/A)	S (previous) / Shift S (current)
shave off word (from beginning)	(N/A)	Shift D (current)

Table 5

Paragraphs		
Function	Standard Mode	Hyperkeys Mode
new paragraph	Ctrl P	(same as standard)
centered paragraph	Alt C	(same as standard)
right flush	Shift F3	(same as standard)
insert Q	F3	(same as standard)
insert A	F4	(same as standard)
change to Q from A	(N/A)	Shift Q
change to A from Q	(N/A)	Shift P
join paragraphs	Ctrl J	(same as standard)



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Table 6

Punctuation		
Function	Standard Mode	Hyperkeys Mode
insert punctuation/ toggle punctuation (automatically adjusts spacing and letter casing)	Place cursor at beginning of word following punctuation insertion point and press punctuation key. Instead of deleting and retyping to change punctuation, you can toggle among different punctuation marks by simply pressing the other punctuation keys.	(same as standard)
period (.) at end of sentence	Alt P	P
question mark (?) at end of sentence	Alt Q	Q
double-dash (--) at end of sentence	Alt D	=
butting in: interrupting with double-dashes (--) (for continuation from previous sentence within current paragraph style)	(N/A)	Shift B

Table 7

Text Casing		
Function	Standard Mode	Hyperkeys Mode
cap letter	F6 (cap/uncap toggle)	A
cap word	highlight text, Shift F6	Shift A
lowercase letter	Ctrl F6	(same as standard)
lowercase word	highlight text, Ctrl F6	(same as standard)



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Table 8

Single/Double Spacing Text		
Function	Standard Mode	Hyperkeys Mode
single spacing	Alt -	(same as standard)
double spacing	Alt =	(same as standard)

Table 9

Word Beginnings/Endings		
Function	Standard Mode	Hyperkeys Mode
insert and toggle 's, s, and s'	Alt A	press the accent symbol (`) key located on same key as the tilde (~) symbol
prefix/suffix	Ctrl K	W

Table 10

Speaker Identifiers	
Function	Keyboard Shortcut
THE WITNESS	F2, then 0 (number zero, not letter)
SPEAKER 1, SPEAKER 2, SPEAKER 3, etc.	F2, then 1, 2, 3, etc.

Table 11

Transferring Text or Other Content From/To Files		
Function	Standard Mode	Hyperkeys Mode
read into current file all contents from another file	Alt R, then choose other file to insert	(same as standard)
write out any highlighted portion of content from current file into a separate file	Alt W, then name and save as new file (includes synced audio)	(same as standard)



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Table 12

Miscellaneous Editing Functions		
Function	Standard Mode	Hyperkeys Mode
find/replace locate next locate previous	F5 Ctrl L Ctrl Shift L	F (same as standard) (same as standard)
highlight (or mark)	F7	M
copy	Ctrl C	(same as standard)
cut	Ctrl X	(same as standard)
paste	Ctrl V	(same as standard)
undo	Ctrl Z	Z
insert special character	Ctrl W	(same as standard)
reverse/flip words (e.g., hard work > work hard)	Ctrl R	(same as standard)
extend sentence	(N/A)	X
global	Ctrl G	G
go to (page, line, or timecode)	Alt G	Shift G

Table 13

Digital (or "Room") Recording Audio Playback Functions	
Function	Keyboard Shortcut
play/pause audio playback	Alt J
rewind playback 1 second	Alt ↑ (up)
fast-forward playback 1 second	Alt ↓ (down)
slow down playback speed 5%	Alt ← (left)
increase playback speed 5%	Alt → (right)
pause recording	Alt K
stop recording	Alt H

Table 14

Speech Audio Playback Functions	
Function	Keyboard Shortcut
play speech audio	Alt Shift J
stop playback of speech audio	Alt Shift K