

Express Scribe Hotkeys

System Wide Hotkeys

Control Shortcuts

Play: F5

Stop: F6

Rewind: F7

Fast Forward: F8

Play Fast: F4

Play Slow Speed: F3

Play Normal Speed: F9 or Ctrl + F9

Copy Time: Ctrl + T

Hotkeys Within Express Scribe

Use these keys within Express Scribe when it's the active window. If your cursor or mouse is in Word or another program, these hotkeys won't work.

File Menu Shortcuts

Load Dictation File: Ctrl + L

Dictation Information: Ctrl + I

Rename: F2

Delete: Ctrl + Delete

Exit: Alt + F4

Control Shortcuts

Play with Pausing: F12

Go to Home: Ctrl + Home

Go to End: Ctrl + End:

Jump to Time: Ctrl + J:

Bookmark Controls (To Use with Speaker Tracking)

Open Bookmark List: Ctrl + Shift + B

Set Bookmark: Ctrl + B:

Previous Bookmark: Ctrl + Left:

Next Bookmark: Ctrl + Right: