

Transcriptive

Transforming The Art of Transcription

KEYBOARD SHORTCUTS

Switch to Edit Mode: Enter (allows you to edit like a word processor)
Exit out of Edit Mode: ESC

Navigation

Play/Stop: Spacebar
Next Word: Right Arrow
Previous Word: Left Arrow
Next Sentence: Alt/Option+Right Arrow
Previous Sent.: Alt/Opt+Left Arrow
Next Speaker: Alt/Opt+Shift+Right Arrow
Previous Sp.: Alt/Opt+Shift+Left Arrow

Capitalization

Make Upper case: Up Arrow
Make Lower case: Down Arrow

Line Merging/Splitting

Merge with line above:
Alt/Option + Up Arrow
Split sentence and make new line:
Alt/Opt + Down Arrow

Punctuation in Tracking Mode

This allows you to add punctuation without having to place the cursor where you want the punctuation. Just use the shortcut with the highlighted word.

Period:	.	Left Single Quote:	'
Comma:	,	Right Single Quote:	Command/Control + '
Question Mark:	?	Left Double Quote:	Shift + "
Exclamation Point:	!	Right Double Quote:	Cmd/Cntrl + Shift + "
Colon:	:		
Semi-Colon:	;		
Left Parenthesis:	(
Right Parenthesis:)		

Delete Word: Backspace/Delete
Delete Punctuation: Cmd/Cntrl+Backspace