

All numbers refer to NUMPAD keys, numlock must be on for these to work.

|  |   |                          |  |
|--|---|--------------------------|--|
| <b><u>Navigation</u></b>   |   | <b><u>Timecoding</u></b> |  |
| PGUP   | Go to previous description  | F12                      | Play video and audio for current description   |
| PGDN   | Go to next description or create one if there is no next description                                      | SHIFT+F12                | Play video from Out Cue of current description   |
| F6   | Open the <b>Goto Title Number</b> dialog box. Type the number and click <b>OK</b> to go to a description. | SHIFT+F11                | Replay clip (clip length set in <b>Options/Timing</b> dialog box)  |
| ALT+HOME   | Go to first description in the group  | ALT+C                    | Enter VITC window and type a timecode to go to that frame  |
| ALT+END  | Go to last description in the group   | 2                        | Move video to In Cue of current description  |
| ALT+2  | Go to description for current frame (when timecoded)  | 0                        | Set In Cue to VITC   |
| SHIFT+PGUP   | Go to previous comment  | ENTER                    | Set Out Cue to VITC  |
| SHIFT+PGDN   | Go to next comment  | SHIFT+/<br>SHIFT+*       | Edit In Cue<br>Edit Out Cue  |
| <b><u>Group commands</u></b>                                       |   | TAB                      | When cursor is in current description, press TAB to move through In Cue, Duration and Out Cue windows.<br><br>Then, when the cursor is in the timecode field use the following keys: |
| F4   | Go to previous group  | SHIFT+UP/DOWN<br>ARROW   | Change the selected value by +/- 5   |
| F11  | Go to next group  | UP/DOWN<br>ARROW         | Change the selected value by +/- 1   |
| CTRL+G   | Find group  | F5                       | Lock or unlock cues to VITC  |
| CTRL+A   | Add group   | <b><u>Recording</u></b>  |  |
| <b><u>Text editing keys</u></b>                                    |   | F9                       | Toggle record mode   |
| ALT+DELETE   | Delete the description  | F10                      | Toggle record all mode   |
| ALT+INSERT   | Insert blank description before the current one   | /(NUMPAD)                | Set fade duration  |
| F8   | Merge current description with previous description   | *(NUMPAD)                | Set fade depth   |
| F2   | Spell check description   | 7                        | Record current description   |
| SHIFT+F2   | Thesaurus   | 8                        | Stop AD record or playback   |
| <b><u>Playing the video</u></b>                                    |   | 9                        | Playback audio clip for current description  |
| All numbers refer to NUMPAD, numlock must be on for these to work. |   | F12                      | Play video and audio for current description   |
| Ctrl+Home  | Go to start of video  |                          |  |
| 1  | Fast rewind   |                          |  |
| Alt+PgUp   | Jump back 5 seconds   |                          |  |
| ALT+4  | Step back 10 frames   |                          |  |
| 4  | Step back 1 frame   |                          |  |
| 5  | Play/Pause (toggle)   |                          |  |
| 6  | Step forward 1 frame  |                          |  |
| ALT+6  | Step forward 10 frames  |                          |  |
| ALT+PGDN   | Jump forward 5 seconds  |                          |  |
| 3  | Fast forward  |                          |  |
| CTRL+END   | Go to end of video  |                          |  |