



## EEG Reference Guide

### Scribe Software Shortcuts

Last Revised: April 2015

Function	Description	Shortcut
Set Start Time	Set the selected caption's start time to the current video time	CTRL + [
Set End Time	Set the selected caption's end time to the current video time	CTRL + ]
Nudge Start Time Back	Nudge the start time backwards	CTRL + MINUS
Nudge End Time Back	Nudge the end time backwards	CTRL + SHIFT + MINUS
Nudge Start Time Forward	Nudge the start time forward	CTRL + PLUS
Nudge End Time Forward	Nudge the end time forward	CTRL + SHIFT + PLUS
New Caption	Create a new caption	CTRL + N
Insert Caption	Create a new caption after the selected caption	CTRL + SHIFT + N
Feed to New Caption	Send line feed from text bucket to new caption	CTRL + ALT + N
Select Previous	Select the previous caption in the list	CTRL + ;
Select Next	Select the next caption in the list	CTRL + "
Toggle Play/Pause	Toggle the play state between play and paused	CTRL + P, Spacebar
Find	Show find form	CTRL + F
Replace	Show replace form	CTRL + H
Save Project	Save project file	CTRL + S
Nudge Up	Nudge selected row(s) up by 1	CTRL + ↑
Nudge Down	Nudge selected row(s) down by 1	CTRL + ↓
Un-feed Line	Move line(s) from selected caption back to text bucket	CTRL + ALT + ↑
Feed Line	Feed line(s) from text bucket to select caption	CTRL + ALT + ↓
Left Align	Horizontally align caption row(s) left	CTRL + L
Center Align	Horizontally align caption row(s) center	CTRL + E
Right Align	Horizontally align caption row(s) right	CTRL + R
Nudge Left	Nudge selected row(s) left by 1	CTRL + <
Nudge Right	Nudge selected row(s) right by 1	CTRL + >
Music Note	Add music note to captions	CTRL + M
Top Align	Vertically align captions to top	CTRL + T

Bottom Align	Vertically align captions to bottom	CTRL + B
Rewind	Rewind video	CTRL + ←, CTRL + J (Press once or hold)
Fast Forward	Fast forward video	CTRL + →, CTRL + K (Press once or hold)
Step Back	Step back 1 frame	CTRL + SHIFT + ←, CTRL + SHIFT + J
Step Forward	Step forward 1 frame	CTRL + SHIFT + →, CTRL + SHIFT + K
Jump Back	Jump back 5 seconds	CTRL + 9
Jump Forward	Jump forward 5 seconds	CTRL + 0
Underline	Underline selected caption text	CTRL + U
Italic	Italicize selected caption text	CTRL + I