

## VoiceQ Quick Keys Reference Guide

### Legend

Alt or option key	⌥
Command key	⌘
Control key	^
Shift key	⇧
Function key	fn

Feature	Quick Key	Function
Add line	⌘L	Allows you to manually insert a line at the selected point
Add Scene	⌘Y	Allows you to manually insert a scene at the selected point
Add Space Between Consecutive Words	^ drag	Allows you to add and adjust space between two consecutive words within a line
Advance 1 frame	⇧⌘+	Forward one frame
Advance 1 second	⌥⌘+	Forward one second
Advance 10 seconds	^⌥⌘+	Forward ten seconds
Audible Beeps	fn F6	Play audible beeps countdown on a selected line or all lines
Back 1 frame	⌘-	Backward 1 frame
Back 1 second	⌥⌘-	Backward 1 second
Back 10 seconds	^⌥⌘-	Backward 10 seconds
Chase Ext Time- code	⌘J	Enables VoiceQ to chase external MTC. Toggles On and Off
Clean Display	⌘1	Removes all information displayed in the Movie output window
Close	⌘W	Closes the current file
Copy	⌘C	Copies highlighted sections of text and lines
Cut	⌘X	Cuts highlighted sections of text and lines
Decrease Scroll Speed	⌘[	Decrease the speed of the scrolling text
Delete Line	⇧⌘L	Deletes a line
Delete Scene	⇧⌘Y	Deletes a scene
Go To Timecode	⌘G	Moves play-head to timecode location as entered
Import Media (movie)	⇧⌘I	Imports media file (movie)

Increase Scroll Speed	⌘]	Increases the speed of the scrolling text
Locate to Start	⌘ return	Locates play-head to the start of the movie
Move a Line	⌘ click	Moves a selected line in the timeline and changes timecode and line order in script window
Move All Consecutive Lines	⇧ drag or ⇧ click	Moves all consecutive lines selected in the timeline and changes timecode and line order in script window
Move all words within a Line	⇧ drag	Dragging a word in the timeline will affect all words <u>before and after</u> the one selected in the current line
Move following words within a Line	⇧⌘ drag	Dragging a word in the timeline will affect all words <u>after</u> the one selected in the current line
Move previous words within a Line	⇧^ drag	Dragging a word in the timeline will affect all words <u>before</u> the one selected in the current line
Move individual words within a line	drag	Dragging a word within the timeline will affect that word in the current line
Move individual word within a line	^ drag	Dragging a word will create a Gap between each word without affecting other words in the line. Allows the user to synchronize individual words within a line.
Movie Window	fn F9	Toggles movie window on/off
New Project	⌘N	Creates a new VoiceQ Project
Open Project...	⌘O	Opens an existing VoiceQ Project. Also used to import a text file.
Paste	⌘V	Inserts cut or copied sections of text and lines
Play / Mute Audio	fn F8	Play or mute audio. Toggles On and Off
Play with Pre-roll	^space bar	Plays selected line with the pre-roll value set in preferences
Play/Stop	space bar	Plays and stops movie
Preferences	⌘,	Opens VoiceQ Preferences Window
Preview Line	fn F1	Displays a static preview of the highlighted line or all lines.
Project Settings...	⌘9	Opens Project Setup window
QuickSpot line end	^o	Spots the end of a highlighted line to the time- line
QuickSpot line start	^i	Spots the start of a highlighted line to the

		timeline
Redo	⇧⌘Z	Redo previous actions
Save	⌘S	Saves the current file
Scrolling Ruler	fn F3	Outputs feet and half feet Ruler onto the display. Toggles On and Off
Scrolling Text	fn F5	Toggles the text On and Off on the display
Scrolling Waveform	fn F4	Toggles the scrolling waveform On and Off on the display
Select next line	▼ (arrow down)	Selects next line for spotting
Select previous line	▲ (arrow up)	Selects previous line for spotting
Select Multiple Lines	⌘ drag or ⌘ click	Moves all selected lines in the timeline and changes timecode and line order in script window
Special Characters	^⌘ space bar	Displays the Special Character Palette
Streamers or Wipes	fn F7	Toggles the streamers On and Off on the display
Timecode	fn F2	Toggles the VoiceQ Timecode On and Off on the display
Undo	⌘Z	Undo selection of previous actions

Note: When using any of the Quick Keys (F3, F5, F9 etc) some computers require that you also use the Function key (fn) at the same time.