



Express Scribe 13.24 (Mac) cheat sheet

General

F2	Rename File
F3	Play Fast Speed
F4	Stop
F7	Rewind
F8	Fast Forward
F9	Play
F5	Play Real Speed
F6	Play Slow Speed
Cmd + Home	Go to start of dictation
Cmd + End	Go to end of dictation
Cmd + Del	Delete File
Cmd + K	Copy All (Notes Field)
Cmd + B	Set Bookmark
Cmd + Shift + B	Open Bookmark List
Cmd + Left arrow	Previous Bookmark
Cmd + Right arrow	Next Bookmark
Cmd + C	Copy (Notes Field)
Cmd + Y	Sync Files
Cmd + D	Dispatch File
Cmd + J	Jump to Time
Cmd + L	Load File
Cmd + Shift + L	Load and Delete File
Cmd + ?	Display Help File
Cmd + N	Done
Cmd + R	Recover Old Dictation(s)
Cmd + A	Select All
Cmd + W	Close Window
Cmd + ,	Settings
Cmd + Shift + T	Insert Audio Time
Cmd + U	Open default word processor document
Cmd + V	Paste (Notes Field)
Cmd + X	Cut from Notes Field
Cmd + Q	Exit Express Scribe
Cmd + Option + Control + R	Register Express Scribe
Cmd + Shift + C	Load Audio CD Tracks

Cmd + I Dictation Information

Cmd + Shift + F Forward Dictation

Cmd + T Copy to Clipboard - Time

Cmd + F Find

Cmd + G Find Again

Recover Old Dictations Dialog

Cmd + P Play

Cmd + D Delete

Enter Recover

Esc Close

Dictation Preview Player

Space Play

Space Pause

Home Go To Start

Left arrow Rewind

Right arrow Forward

End Go To End

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More information: defkey.com/az/express-scribe-13-24-mac-shortcuts

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