

MediaShout 7 cheat sheet

Navigating scripts

Ctrl + S	Save
Ctrl + Shift + S	Save As
Ctrl + N	New Script
Ctrl + O	Open Script
Ctrl + P	Print

Inserting Elements (Cues/Objects)

Ctrl + T	Inserts a Text Box Object (non-paginated) in the Edit Area
Ctrl + Alt + L	Opens the Insert Lyric Window
Ctrl + Alt + B	Opens the Insert Bible Window

Editing Elements

Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste (with Formatting)
Ctrl + Z	Undo
Ctrl + Shift + Z	Redo
Ctrl + A	Select All

Moving object:

Left arrow	Move Selected Object Left 1 Pixel
Right arrow	Move Selected Object Right 1 Pixel
Up arrow	Move Selected Object Up 1 Pixel
Down arrow	Move Selected Object Down 1 Pixel
Shift + Left arrow	Move Selected Object Left 10 Pixels
Shift + Right arrow	Move Selected Object Right 10 Pixels
Shift + Up arrow	Move Selected Object Up 10 Pixels
Shift + Down arrow	Move Selected Object Down 10 Pixels

Stretch/Shrink object:

Ctrl + Left arrow	Stretch Object's Left Side
Ctrl + Right arrow	Stretch Object's Right Side
Ctrl + Up arrow	Stretch Object's Top Side

Ctrl + Down arrow Stretch Object's Bottom Side

Ctrl + Shift + Left arrow Shrink Object's Left Side

Ctrl + Shift + Right arrow Shrink Object's Right Side

Ctrl + Shift + Up arrow Shrink Object's Top Side

Ctrl + Shift + Down arrow Shrink Object's Bottom Side

Rotate object:

Alt + Left arrow Rotate Object 15 degrees Counter-clockwise

Alt + Right arrow Rotate Object 15 degrees Clockwise

Select/Unselect:

Esc	Unselects all selected elements
Ctrl + Left click	Selects all clicked items together
Shift + Left click	Selects all items in a series between two clicks

Formatting:

Ctrl + B Toggle Bold on/off for selected Text

Ctrl + I Toggle Italic on/off for selected Text

Ctrl + U Toggle Underline on/off for selected Text

Ctrl + , Toggle Subscript on/off for selected Text

Ctrl + . Toggle Superscript on/off for selected Text

Tab Tabs to the right (when inside a Text Box)

Ctrl + Shift + L Text Left Alignment

Ctrl + Shift + C Text Center Alignment

Ctrl + Shift + R Text Right Alignment

Ctrl + Shift + J Text Justified Alignment

Ctrl + Shift + T Text Vertical Top Alignment

Ctrl + Shift + M Text Vertical Middle Alignment

Ctrl + Shift + B Text Vertical Bottom Alignment

Misc.:

Ctrl + Alt + S Toggles Scale of Media Object through Custom, Full Scale, Full Stretch, and Original

Ctrl + +	Zoom In on the Edit Area
Ctrl + -	Zoom Out on the Edit Area
Ctrl + Enter	Inserts a Page Break (when working with paginated Text Boxes like in Lyrics or Bibles)

Playback Controls

F2	Show/Hide Displays
F4	Fire Quick Cue 1
F5	Fire Quick Cue 2
F6	Fire Quick Cue 3
F7	Fire Previous Page in Script
F8	Stop All
F9	Fire Next Page (or Step) in Script
Space	Fire Next Page (or Step) in Script (when not focused on text box)
Shift + Space	Fire Previous Page in Script (when not focused on text box)

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More information: defkey.com/ja/mediashout-7-shortcuts

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