



# Express Scribe 13.24 cheat sheet

## System-wide hotkeys

These shortcuts will work even if the application is minimized. Note that system-wide hotkeys will take precedence over standard keyboard shortcuts of this application.

F3	Play fast speed
F4	Stop
F5	Open Express Scribe
F6	Minimize Express Scribe
F7	Rewind
F8	Fast forward
F9	Play
F10	Play real speed
F11	Play slow speed

## General

F1	Display Help
F2	Rename File
F12	Play (with Pausing)
Ctrl + Home	Go to start of dictation
Ctrl + End	Go to end of dictation
Ctrl + Del	Delete File
Ctrl + K	Copy All (Notes Field)
Ctrl + B	Set Bookmark
Ctrl + Shift + B	Open Bookmark List
Ctrl + Left arrow	Previous Bookmark
Ctrl + Right arrow	Next Bookmark
Ctrl + C	Copy (Notes Field)
Ctrl + Y	Sync Files
Ctrl + D	Dispatch File
Ctrl + H	Attach a File
Ctrl + J	Jump to Time
Ctrl + L	Load File
Ctrl + Shift + L	Load and Delete File
F1	Display Help File
Ctrl + M	Show Express Scribe Mini Control
Ctrl + N	Done
Ctrl + R	Recover Old Dictation(s)
Ctrl + Shift + T	Insert Audio Time

Ctrl + U	Open default word processor document
Ctrl + V	Paste (Notes Field)
Ctrl + X	Cut from Notes Field
Alt + F4	Exit Express Scribe
Ctrl + Shift + C	Load Audio CD Tracks
Ctrl + I	Dictation Information
Ctrl + Shift + F	Forward Dictation
Ctrl + T	Copy to Clipboard - Time
Ctrl + F	Find
Ctrl + G	Find Again
Ctrl + A	Select All

## Recover old Dictations dialog

Ctrl + P	Play
Ctrl + 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

Source: [help.nchsoftware.com](http://help.nchsoftware.com)

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More information: [defkey.com/th/express-scribe-13-shortcuts](http://defkey.com/th/express-scribe-13-shortcuts)

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