Sanction® 4.0
Keyboard Shortcuts

Keyboard Shortcuts

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⊟ **Keyboard Shortcuts - HOME > Exhibits Area**

Group > Button	Task	Shortcut
New > Import	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
New > New Folder	Create a new folder.	Ctrl+Shift+F3
New > Capture	Create a screen capture of the contents of the exhibit viewer.	F7
Actions > Rename	Rename items and folders.	F2
Actions > Update Exhibit	Add pages to an exhibit or update existing pages.	Ctrl+U
Actions > Edit	Edit exhibit or page properties, such as the name, exhibit number, or Bates number.	Ctrl+Shift+I
Actions > Move	Move the selected exhibit.	Ctrl+Shift+F2
Actions > Delete	Delete the selected exhibit.	Ctrl+D
Actions > Rename Folder	Rename the selected folder.	Ctrl+Shift+F
Actions > Move Folder	Move the selected folder.	Ctrl+Shift+M
Actions > Delete Folder	Delete the selected folder. (Folder must be empty.)	Ctrl+Shift+D
Add To > Presentation	Add the selected page to the existing presentation of your choice. Or create a new presentation from a selected page.	Ctrl+Shift A
Present > Presentation	Open the presentation window.	Ctrl+Shift+F1
Present > Show Item	Immediately open the selected item in the presentation window.	Ctrl+S
Share > Export	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
Share > Print	Print exhibits.	Ctrl+Shift+P
Search > Find Items	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description.	Ctrl+F
	Search for items by admit date or transcript date.	

Shortcut keys - HOME > Media

Group > Button	Task	Shortcut
New > Import	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
New > New Folder	Create a new folder.	Ctrl+Shift+F3
New > Video Still	Create a video still from a frame of video.	Ctrl+Shift+V
Actions > Rename	Rename the selected media or clip.	F2
Actions > Edit	Edit the properties of the selected media or clip.	Ctrl+Shift+I
Actions > Move	Move the selected media item.	Ctrl+Shift+F2
Actions > Delete	Delete the selected media or clip.	Ctrl+D
Actions > Rename Folder	Rename the selected folder.	Ctrl+Shift+F
Actions > Move Folder	Move the selected folder.	Ctrl+Shift+M
Actions > Delete Folder	Delete the selected folder. (Folder must be empty.)	Ctrl+Shift+D
Actions > Move Up	Move the selected clip up in the playlist.	Ctrl+Alt+U
Actions > Move Down	Move the selected clip down in the playlist.	Ctrl+Alt+U
Actions > Remove Item	Remove the selected clip from the playlist.	Ctrl+Alt+R
Add To > Presentation	Add the selected media to the existing presentation of your choice. Or create a new presentation from a selected media.	Ctrl+Shift A
Add To > Playlist	Add the selected clip to an existing playlist. Or create a new playlist from a selected clip.	Ctrl+Y
Present > Presentation	Open the presentation window.	Ctrl+Shift+F1
Present > Show Item	Immediately open the selected item in the presentation window.	Ctrl+S
Share > Export	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
Share > Print	Print exhibits.	Ctrl+Shift+P
Search > Find Items	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description.	Ctrl+F

	Search for items by admit date or transcript date.	

Group > Button	Task	Shortcut
New > Import	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
New > Media Clip	Create a new media clip from selected lines in a synchronized transcript.	Ctrl+Alt+M
New > Text Clip	Create an image of the selected transcript text.	Ctrl+Shift+X
New > Video Still	Create a new video still from a frame in a synchronized transcript.	Ctrl+Shift+V
Actions > Rename	Rename the selected transcript.	F2
Actions > Edit	Edit transcript properties.	Ctrl+Shift+I
Actions > Delete	Delete the selected transcript.	Ctrl+D
Add To > Presentation	Add the selected transcript to the existing presentation of your choice. Or create a new presentation from a selected transcript.	Ctrl+Shift A
Add To > Playlist	Add selected clip (from a synchronized transcript) to an existing transcript, or create a new transcript from the selected clip.	Ctrl+Y
Present > Presentation	Open the presentation window.	Ctrl+Shift+F1
Present > Show Item	Immediately open the selected transcript in the presentation window.	Ctrl+S
Share > Export	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
Search > Find Items	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description. Search for items by admit date or transcript date.	Ctrl+F

Group > Button	Task	Shortcut
New > Import	Import exhibits, media, transcripts, exhibit load files,	Ctrl+I

and clip lists.

New > New Presentation	Create a new presentation.	Ctrl+Shift+N
Actions > Rename	Rename selected presentation.	F2
Actions > Delete	Delete selected presentation.	Ctrl+D
Actions > Move Up	Move selected items up in the presentation.	Ctrl+Alt+U
Actions > Move Down	Move selected items down in the presentation.	Ctrl+Alt+D
Actions > Remove Item	Remove selected items from the presentation.	Ctrl+Alt+R
Add To > Presentation	Add the currently selected item to a different presentation, or create a new presentation from a selected item.	Ctrl+Shift+A
Present > Presentation	Open the selected presentation.	Ctrl+Shift+F1
Present > Show Item	Open the selected item in the presentation window.	Ctrl+S
Share > Export	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
Display Mode	Only active when presentation window is open. • Allows you to change the focus of the next item button and previous item button to different item windows when View Mode is set to Side By Side, 3 Across, or 4 Quadrants. • Prevents new item windows from opening when View Mode is set to Side By Side, 3 Across, or 4 Quadrant. Display Mode (locked) Display Mode (unlocked)	Ctrl+Shift+T (Toggles on/off)

View Mode	Sets a maximum to the number of item windows that can be opened at one time in the presentation window.	Full Screen: Ctrl+Shift+Up Arrow
		Side By Side: Ctrl+Shift+Left Arrow
		3 Across: Ctrl+Shift+Right Arrow
	Only active when presentation window is open.	4 Quadrants: Ctrl+Shift+Down Arrow
	Regardless of which View Mode is selected, when you open a presentation, the window opens as a Full Screen.	

⊟ **Keyboard Shortcuts - Presentation window**

Action	Key combination
Full Screen view mode	F11 or Alt+Shift+Up Arrow
Side by Side view mode	Alt+Shift+Left Arrow
3 Across view mode	Alt+Shift+Right Arrow
4 Quadrant View	Alt+Shift+Down Arrow
Rotate image counterclockwise	Ctrl+Comma
Rotate image clockwise	Ctrl+Period
Select	Ctrl+Shift+S
Crop/Zoom	Ctrl+M
Tear out (in presentation window)	Ctrl+O
Pan	In the presentation window, there is no shortcut key for the Pan tool. In the main program window, Ctrl+Alt+P activates the Pan tool.
Erase	Ctrl+D in the presentation window. In the main program window, Ctrl+Alt+S activates Erase tool.
Delete all visible annotations	Ctrl+Delete In presentation window, this shortcut deletes all visible annotations. In main program window, this shortcut activates the Delete Annotations menu item.

Highlight	Ctrl+H
Arrow	Ctrl+W
Line	Ctrl+L
Pen	Ctrl+N
Rectangle	Ctrl+G
Ellipse	Ctrl+E
Redaction	Ctrl+Shift+R
Play\Pause media	Ctrl+P
Go to page **(when multiple pages from the same exhibit have been added to a presentation)**	1. Press **CTRL** 2. Press **** 3. Type the page number 4. Press **ENTER**
Show previous item	Ctrl+Left Arrow
Show next item	Ctrl+Right Arrow
Close all other item windows	Ctrl+Shift+F4
Display Mode lock/unlock	Ctrl+Shift+T
Zoom in/out exhibit page (using mouse)	Ctrl+Mouse wheel forward or back
Zoom in exhibit page (using keyboard)	Ctrl+Plus or Ctrl+Equals
Zoom out exhibit page (using keyboard)	Ctrl+Minus
Next presentation	Ctrl+Alt+P
Previous presentation	Shift+Alt+P
Clear presentation window	Esc
Close presentation window	Shift+Esc
Close all item windows	Shift+F4
Select next item window	Tab
Select previous item window	Shift+Tab
Layer visibility	Ctrl+[Layer#] (e.g. 2 - 9) to toggle on/off

Show next hidden layer	F12
Hide last visible layer	Shift+F12
	(not available in main program window)
Capture	F7
Page up and page down through a multi-page exhibit	Page Up
	Page Down
Page forward like a book	Ctrl+J

□ **Keyboard Shortcuts - VIEW tab**

Group > Button	Task	Shortcut
Layout > Details View	Change the details view of exhibits to left, minimized, or right.	Ctrl+Alt+V
Layout > Details View	Show or minimize navigation panes.	Ctrl+Alt+N
Monitors	Show presentations on a second display, such as an external monitor or projector.	Ctrl+Alt+Y

□ **Keyboard Shortcuts - IMAGE TOOLS tab**

Group > Button	Task	Shortcut
Tools > Select	Selection tool.	Ctrl+Shift+S
Tools > Crop	Crop and zoom.	Ctrl+M
Tools > Tear Out	Magnify a selected part of the page and move the selection around.	Ctrl+O
Tools > Magnifier	Drag a magnifier across the exhibit.	Ctrl+Alt+G
Tools > Pan	Drag a zoomed page around in the exhibit viewer window.	Ctrl+Alt+P
Tools > Erase	Erase annotations one at a time. Note -- in the presentation window, the shortcut key for Erase is Ctrl+D .	Ctrl+Alt+S
Tools > Delete Annotations	Delete all of the annotations or exhibit stamps applied to selected exhibit pages. **IMPORTANT** In presentation window, Ctrl+Delete immediately deletes all visible annotations.	Ctrl+Delete
Annotations > Highlight	Create a transparent rectangle.	Ctrl+H

Annotations > Arrow	Draw an arrow.	Ctrl+W
Annotations > Line	Draw a line.	Ctrl+L
Annotations > Pen	Draw a freehand shape.	Ctrl+N
Annotations > Rectangle	Create an unfilled ellipse.	Ctrl+G
Annotations > Ellipse	Create an unfilled rectangle.	Ctrl+E
Annotations > Redaction	Create a filled rectangle.	Ctrl+R
Annotations > Text	Type text into the exhibit.	Ctrl+Alt+X
Options > Line Size	Set the line thickness for: arrow, line, pen, rectangle, and ellipse.	Ctrl+Alt+I
Options > Line Color	Set the line color for: arrow, line, pen, rectangle, and ellipse.	CTRL+Alt+O
Options > Fill Color	Set the fill color for: highlight, redaction, and text box.	Ctrl+Alt+F
Layers > 1 - 9	Select a layer; show it if it is hidden.	Ctrl+[Layer#]
	For more information, see: Annotation Layers.	(e.g. 2 - 9)
Image > Rotate Right	Rotate page right.	Ctrl+Period
Image > Rotate Left	Rotate page left.	Ctrl+Comma
Image > Print	Print the selected exhibit page.	Ctrl+Shift+P

Related Topics

Quick Start Guide
Customizing the Layout