TextMap® Quick Reference Litigation Services

1. Navigation Pane
Provides tools for performing tasks on three different panes: Transcripts, Exhibits and Video, and Annotation Detail.

A. Task Pane Name
Displays the name of the pane that is currently open.

B. Transcripts Pane
Contains names of transcripts imported into the TextMap case.

C. Task Pane
Displays panes for performing tasks specific to the selected pane (C), divided into areas called task panes. Currently shown is the Transcripts pane. Click on a Navigation button to change panes (E).

D. Minimize
Allows you to minimize the Navigation pane so that you can have a larger Transcript window (1D).

E. Navigation Buttons
Opens task panes available within the Navigation pane (E).

2. Workspace
Displays case transcripts and annotations, and the Search pane.

F. Transcript Name
Contains the transcript name that is selected in the Transcripts pane.

G. Annotations Pane
Lists the annotations within the transcript currently selected in the Transcripts pane (1B).
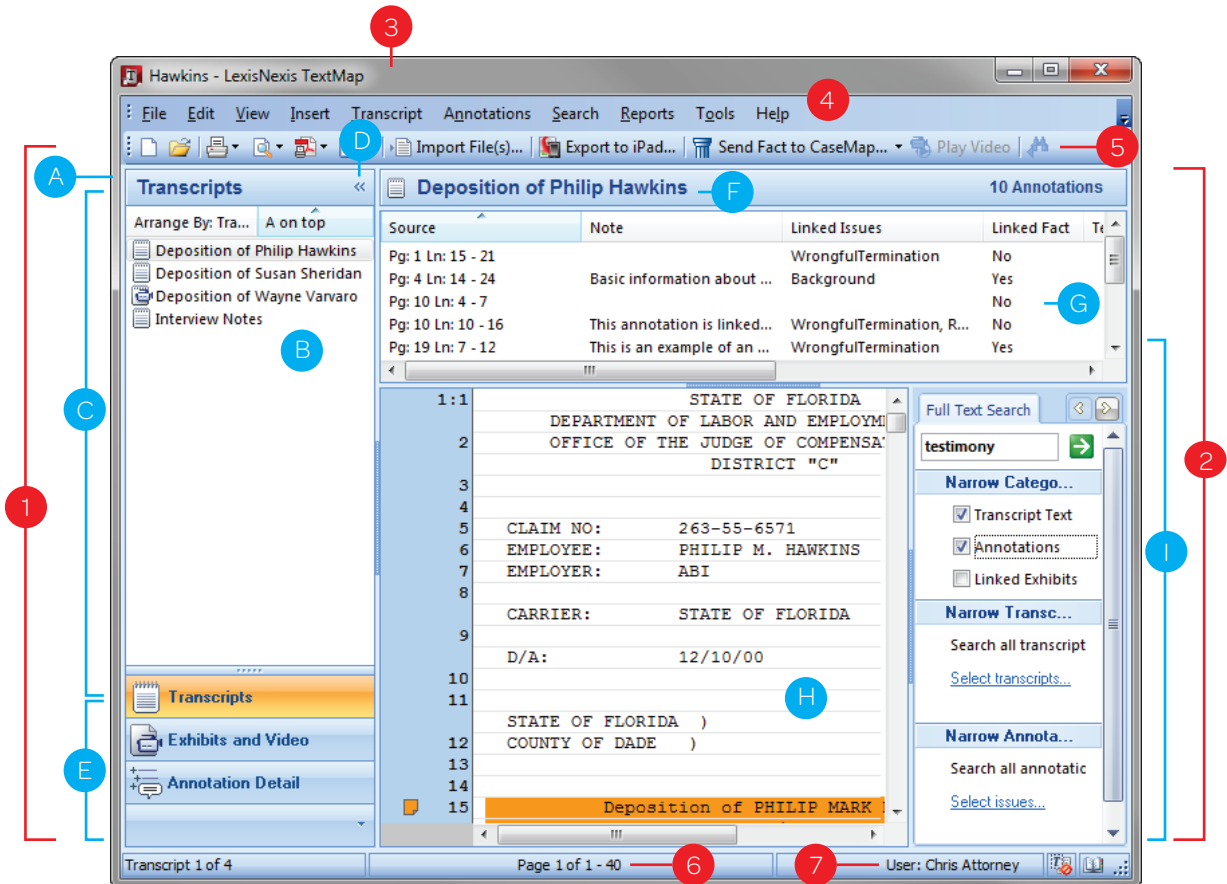
3. Title Bar
Displays the open TextMap case file name.

H. Transcript Window
Shows the transcript selected within the Transcript pane (1B).

I. Search Pane
Allows you to run word searches and full-text searches on transcripts within the case. Contains the Word Search and Full Text Search tabs.

4. Menu Bar
Contains menus, each responsible for a set of tasks.

6. Transcript Status Bar
Displays status information, such as current document count and cursor location within the Transcript window.

7. Case Staff User
Name of staff member who is logged in to the TextMap case.

5. Tool Bar
Contains buttons that let you access TextMap features.

8. Index and OCR Status Icon
Displays the current indexing and optical character recognition (OCR) processing status.

TextMap® Keyboard Shortcuts Reference

General

Keys	Function
F1	Opens Online Help
F2	Opens Transcript Properties dialog box
F1Alt+F1	View/Hide the Navigation Pane when transcript is open
Ctrl+2	Opens the Exhibits and Video panel in the Navigation Pane
Ctrl+3	Opens Annotation Detail in the Navigation Pane
Ctrl+6	Opens/closes the Annotations pane
Shift+F10	Displays the shortcut (right-click) menu that includes the Send Transcript to TextMap®, Hyperlink, Send To, and Annotation Mode functions
Ctrl+N	Creates a new case. Closes your current case.
Ctrl+0	Opens an existing case

Dialog Box

Keys	Function
Spacebar	Toggles the state of check boxes or option boxes
Esc	Cancels out of message boxes
End	Moves cursor to the last item in a list
Tab	Moves cursor left to right and top to bottom
Shift+Tab	Moves cursor right to left and bottom to top
Ctrl+Left or Right Arrow	Moves cursor one word at time left or right
Ctrl+Shift+Left or Right Arrow	Selects one word at a time to the left or right of cursor
Delete	Deletes the characters or contents of a text box

Lists

Keys	Function
Home	Moves cursor to the first item in a list
End	Moves cursor to the last item in a list
Tab	Moves cursor to the left or right of an item in a list

Annotations

Keys	Function
Ctrl+F7	Displays first annotation in Annotations pane
F7	Displays previous annotation in Annotations pane
Ctrl+F8	Displays last annotation in Annotations pane

Transcripts Pane

Keys	Function
Left Arrow	Collapses a selected transcript group
Right Arrow	Expands a selected transcript group
Up or Down Arrow+Enter	Navigates transcripts within the Transcripts pane. Press Enter to display selected transcript.

Transcript Window

Keys	Function
Home	Moves cursor to the beginning of a line
End	Moves cursor to the end of a line
Ctrl+Home	Moves cursor to the beginning of the transcript
Ctrl+End	Moves cursor to the end of the transcript
Insert	Adds a new annotation when text is selected
Ctlr+F	Opens the Find dialog box
Ctrl+G	Opens the Go To dialog box
Ctrl+I	Sends information to CaseMap when text is selected
Ctrl+K	Opens new hyperlink wizard
Shift+F10	Displays the right-click menu on selected text
L or R Arrow	Moves cursor to left or right
Up/Down Arrow	Moves cursor up or down
Ctrl+Shift+L or R Arrow	Selects letters to left or right of cursor
Ctrl+Shift+Up or Down Arrow	Selects lines to the left or right of the cursor to the beginning or the end of the line
Ctrl+Left or Right Arrow	Moves cursor one word at time left or right

Search

Keys	Function
Ctrl+2	Cancels out of message boxes
Ctrl+S	Moves cursor to the last item in a list

Search Results

Keys	Function
Ctrl+F4	Moves cursor to first result
F4	Moves cursor to previous search result
Ctrl+F5	Moves cursor to last result
F5	Moves cursor to next search result

Editing

Keys	Function
Ctrl+A	Selects all the text in a transcript
Ctrl+C	Copies selected text in a transcript to the clipboard
Ctrl+Alt+C	Copies selected text in a transcript, including page line to the clipboard
Ctrl+V	Pastes text from the clipboard