# 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).
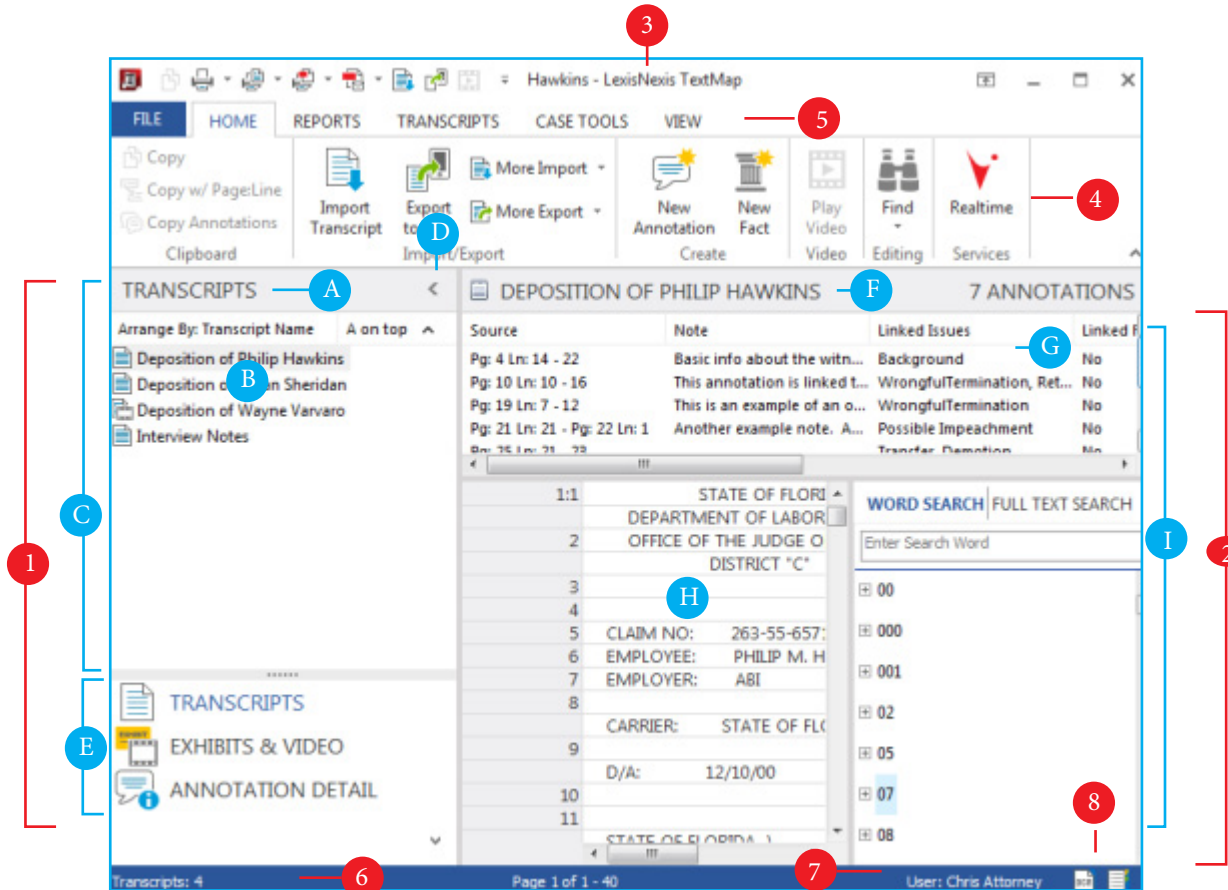
## 3. Title Bar
Displays the open TextMap case file name.

### 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. Ribbons
Contains menus, each responsible for a set of tasks.

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

## 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.

## 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 |