Kiwa Digital Ltd.

Quick Keys | User Guide

This guide provides information to help you set up quick keys in VoiceQ applications.

The VoiceQ Quick Keys Reference Guide is a comprehensive document designed to assist users in mastering the key commands and shortcuts within the VoiceQ software.

This guide offers a concise and organized overview of essential quick keys, enabling users to navigate and control the application efficiently. It covers a range of functions, from basic playback controls to advanced editing features, providing users with a quick and accessible resource for enhancing their productivity and proficiency when working with VoiceQ. Whether for beginners looking to familiarize themselves with the software or experienced users seeking to optimize their workflow, this reference guide is a valuable tool for unlocking the full potential of VoiceQ through streamlined keyboard commands.

Legend	
Alt or option key	⌥ (alt)
Command key	⌘ (cmd)
Control key	˄ (ctr)
Shift key	⇧ (shift)
Function key	fn (func)
Hold and drag with mouse/trackpad	Drag (mouse)
Select by clicking with mouse/trackpad	Click (mouse)
Keyboard selection arrow up	↑ (arrow up)
Keyboard selection arrow down	↓ (arrow down)

Feature	Keys	Function
Script functions		
Add line	⌘ (cmd) + L	Allows you to insert a line at the selected point manually
Add Scene	⌘ (cmd) + Y	Allows you to manually insert a scene at the selected point
Split line...	˄ + S	Allows you to split a line. The default setting allows you to choose the specific point(s) across languages to split the line.
Merge lines	˄ +⇧ (shift) + S	Allows you to merge two or more lines.
Split scene	˄ + Y	Allows you to split scenes from the selected line and/or position.
Merge Scene	˄ +⇧ (shift) + Y	Allows you to split scenes from the chosen line or position
Done - set to done	⌘ (cmd) + D	Sets the done command to checked
Done - set to undone	⌘ (cmd) + U	Sets the done command to unchecked
Spot line start	˄ (ctr) + i	Moves the entire line so that the end of the line matches cursor position.
Special Characters (Emoji)	˄ (ctr) + ⌘ (cmd) + space bar	Displays the Special Character Palette
Spot line end	˄ (ctr) + o	Leaves the beginning of the line at the current position and stretches the entire line at cursor position
Reset word times evenly	⌥ (alt) + ⌘ (cmd) + R	Sets words in selected line(s) to even timing.
Reset word times proportionally	⌘ (cmd) + R	Sets words in selected line(s) to proportionate timing.
Select Multiple Lines	⌘ (cmd) + drag	Moves all selected lines in the timeline and changes timecode and line order in the script window

Select next line	⌘ (cmd)+⌥ (alt)+↓ (arrow down)	Select next scene
Select previous line	⌘ (cmd)+⌥ (alt)+↑ (arrow up)	Select previous scene
Select next Scene	↓ (arrow down)	Selects next line for spotting
Select previous Scene	↑ (arrow up)	Selects previous line for spotting

Feature	Keys	Function
Timeline functions		
Add Space between consecutive words	⌃ (ctr) + drag (mouse)	Allows you to add and adjust space between two consecutive words within a line
Advance 1 frame	⇧ (shift) + ⌘ (cmd) + **+**	Move forward one frame
Advance 1 second	⌥ (alt) + ⌘ (cmd) + **+**	Move Fforward one secone
Advance 10 seconds	⌃ (ctr) + ⌥ (alt) + ⌘ (cmd) + **+**	Move forward ten seconds
Back 1 frame	⌘ (cmd) + **-**	Move backward 1 frame
Back 1 second	⌥ (alt) + ⌘ (cmd) + **-**	Move backward 1 second
Back 10 seconds	⌃ (ctr) + ⌥ (alt) + ⌘ (cmd) + **-**	Move backward 10 seconds
Go To Timecode	⌘ (cmd) + G	Moves play-head to timecode location as entered
Locate to Start	⌘ (cmd) + return	Locates play-head to the start of the media file
Move a Line	Drag (from first word)	Moves a selected line in the timeline and changes timecode and line order in script window
Move All Consecutive Lines	⇧ (shift) + drag	Moves all consecutive lines selected in the timeline and changes timecode and line order in script window
Move All lines ahead of cursor position	⇧ (shift) + ⌘ (cmd)	Moves all lines ahead of selected cursor postion
Move all words within a Line	⇧ (shift) + drag (mouse)	Dragging a word in the timeline will affect all words before and after the one selected in the current line

Move following words within a Line	⇧ (shift) + ⌥ (alt) + drag (mouse)	Dragging a word in the timeline will affect all words after the one selected in the current line
Move individual words within a line	drag (mouse)	Dragging a word within the timeline will affect that word in the current line
Move previous words within a Line	⇧ (shift) + ⌃ (ctr) + drag	Dragging a word in the timeline will affect all words before the one selected in the current line
Move characters lines only from selected point	⌘ (cmd) + ⇧ (shift) + drag (on timeline)	Moves all lines in the project for that selected character ahead of the cursor
Move all lines ahead of the selected point	⌘ (cmd) + ⇧ (shift) + ⌥ (alt) + drag (on timeline)	Move all lines in the project ahead of the cursor
Zoom in	⌥ (alt) + ⌘ (cmd) +]	Shifts the timeline in to view the lines in detail
Zoom out	⌥ (alt) + ⌘ (cmd) + [	Shifts the timeline out to view more lines

Feature	Keys	Function
Media Window functions		
Preview Line	fn (func) + F1	Displays a static preview of the highlighted line or all lines.
Timecode	fn (func) + F2	Toggles the VoiceQ Timecode On and Off on the display
Scrolling Ruler	fn (func) + F3	Outputs feet and half feet Ruler onto the display. Toggles On and Off
Scrolling Waveform	fn (func) + F4	Toggles the scrolling waveform On and Off on the display
Scrolling Text	fn (func) + F5	Toggles the text On and Off on display
Audible Beeps	fn (func) + F6	Play audible beeps countdown on a selected line or all lines
Streamers & Wipes (VQ Pro*)	fn (func) + F7	Toggles the streamers On and Off on display (VQ Pro Only)
Play / Mute Audio	fn (func) + F8	Play or mute audio. Toggles On and Off
Movie Window	fn (func) + F9	Toggles movie window on and off
Line progress	fn (func) + F10	Toggles the line progress display on and off
Increase Scroll Speed	⌘ (cmd) +]	Increases the speed of the scrolling text
Decrease Scroll Speed	⌘ (cmd) + [	Decrease the speed of the scrolling text
Speech regions	⌘ (cmd) + T	Toggles speech regions.
High Performance playback mode	⌘ (cmd) + 2	Activates high-performance mode - this disable the animation of the application while playback is engaged

Feature	Keys	Function
MIDI and Recording options		
Chase external timecode (VQ Pro*)	⌘ (cmd) + J	Enables VoiceQ to chase external MTC. Toggles On and Off
Record	⌥ (alt) + ⇧ (shift) + space	Initiates recording via the DAW

Feature	Keys	Function
File options		
Import Media (movie)	⇧ (shift) + ⌘ (cmd) + I	Imports media file
Clean Display	⌘ (cmd) + 1	Removes all information displayed in the Movie output window
Close	⌘ (cmd) + W	Closes the current file
Copy	⌘ (cmd) + C	Copies highlighted sections of text and lines
Cut	⌘ (cmd) + X	Cuts highlighted sections of text and lines
Delete Line	⌘ (cmd) + Delete	Deletes a line
Delete Scene	⇧ (shift) + ⌘ (cmd) + Y	Deletes a scene
New Project	⌘ (cmd) + N	Creates a new VoiceQ Project
Open Project...	⌘ (cmd) + O	Opens an existing VoiceQ Project.
Redo	⇧ (shift) + ⌘ (cmd) + Z	Redo previous actions
Save	⌘ (cmd) + S	Saves the current file
Paste	⌘ (cmd) + V	Inserts cut or copied sections of text and lines
Play selected lines	⌥ (alt) + space bar	Plays the lines selected by the user

Play/Stop	space bar	Plays and stops movie
Preferences	⌘ (cmd) + ,	Opens VoiceQ Preferences Window
Project Settings...	⌘ (cmd) + 9	Opens Project Setup window
Undo	⌘ (cmd) + Z	Undo selection of previous actions