Capti® Library Shortcuts

For **Capti Accommodate** and **Capti Higher Ed**

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Main commands

Shortcut	Action
Alt + 0	Disable or enable all the other shortcuts
Q	Start or pause speech
E	Replay most recently played segment
T	Translate currently selected word or phrase
D	Define currently selected word or phrase
Period (.)	Next track
Shift + Period (.)	Previous track
C	Open table of contents
X	Focus on text view - this will enable all text view shortcuts
Ctrl + F10, Shift + F10, WinKey + Ctrl + F10, WinKey + Shift + F10.	Open contextual menu (like mouse right-click). Works in sidebar and text view.
N	Insert new sticky note (requires Original Layout document)

Adding content to Library

Shortcut	Action
A	Open list of content sources
Ctrl + V or Command + V	Paste text or image into Playlist. To copy-paste a region of screen use Shift + Command + 4 (Mac) or Windows Key + Shift + S (Windows 10)

Skipping in text (unit navigation)

Shortcut	Action
R	Skip again - repeat previous unit navigation command
1 2 3	Skip to next heading h1, h2, or h3
Shift + 1 Shift + 2 Shift + 3	Skip to previous heading h1, h2, or h3
Right Arrow or Comma (,)	Skip to next page
Left Arrow or Shift + Comma (,)	Skip to previous page
P	Skip to next paragraph
Shift + P	Skip to previous paragraph
S	Skip to next sentence
Shift + S	Skip to previous sentence
W	Skip to next word
Shift + W	Skip to previous word

List of tracks sidebar (Left Side)

Shortcut	Action
Enter	Start or pause speech
Space	Check or uncheck track
Down Arrow	Select the next track in the list
Up Arrow	Select the previous track in the list
Left Arrow	Jump from the left sidebar to the list of playlists
Right Arrow **Shift+Enter**	Jump from the left sidebar to the table of contents for the selected track
Z	Jump from anywhere to the list of tracks (left sidebar)
[- left square bracket	Show or hide list of tracks sidebar

List of Notes Sidebar (Right Side)

Shortcut	Action
Enter	Open the selected note in text for editing
Space	Move current reading position to the text highlighted by the note
Down Arrow	Select the next note in the list
Up Arrow	Select the previous note in the list
Right Arrow **Shift + Enter**	Jump from right sidebar to the start of text linked to the selected note
] - right square bracket	Show or hide list of notes sidebar

Table of Contents navigator

Shortcut	Action
C	Open table of contents from anywhere. You can also open the table of contents by clicking Right Arrow or Shift+Enter in the left sidebar.
Left Arrow	Jump from table of contents to the list of tracks (left sidebar)
Right Arrow **Shift+Enter**	Jump to the selected section in text
Enter	Jump to the selected section in text and start or stop playback

Text editor

Shortcut	Action
Alt + Shift + S	Start or pause speech
Alt + Shift + D	Start or pause dictation