



Keyboard Shortcuts for Transit NXT and TermStar

Translators Quick Guide

Introduction

We put this guide together to help make the translator's job a little easier and faster.

Print out the parts you need so you'll always have this quick reference to hand.

We hope you'll find this useful. Drop me a line if you have any suggestions for improvements.



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Transit NXT

**Translation
Memory**

1. TRANSIT

2. General functions

The following table shows the shortcuts for general functions:

Function	Shortcut
Close file	CTRL+F4
Save file	CTRL+S
Save the file and exit Transit	ALT+F4
Delete the character at the cursor position	DEL
Find	CTRL+F
Find next	ALT+CTRL+Y
Replace	CTRL+H
Go to	CTRL+G
Print file	CTRL+P
Undo	ALT+BACKSPACE key
Close window	ESC

3. Moving between windows

The following table shows the shortcuts for moving between windows:

Function	Shortcut
Back one open language pair	ALT+F7
Forward one open language pair	ALT+F8
Switch between the tabs	CTRL+Tab
Switch to the source-language pane	ALT+1
Switch to the target-language pane	ALT+2
Switch to the Terminology window	ALT+3
Switch to the Segment info window	ALT+4

Switch to the Source fuzzy window	ALT+5
Switch to the Target fuzzy window	ALT+6
Switch to the Markup window	ALT+7
Switch to the viewer that is assigned to the file format of the project (e.g. InDesign, PowerPoint --> PDF viewer, HTML files --> HTML viewer)	ALT+8
Switch to the File navigation window	ALT+9

4. Translating in the Transit editor

The following table lists the shortcuts you can use when translating in the editor:

Function	Shortcut
Confirm the active segment and assign new segment status. Move the cursor to the next segment to be processed and search for fuzzy matches there.	ALT+INSERT
Search for fuzzy matches for the current segment	ALT+ENTER
Undo translation of current segment	CTRL+ALT+BACKSPACE key
Delete update marker	In the target-language window or the fuzzy index window: ALT+U
Navigating based on the current status:	
Go to previous 'Not translated' segment	CTRL+MINUS (numeric keypad)
Go to next 'Not translated' segment	CTRL+PLUS (numeric keypad)
Go to previous segment with the status 'Check pretranslation'	ALT+MINUS (numeric keypad)
Go to next segment with the status 'Check pretranslation'	ALT+PLUS (numeric keypad)
Go to previous 'Not translated' or 'Check pretranslation' segment	CTRL+ALT+MINUS (numeric keypad)
Go to next 'Not translated' or 'Check pretranslation' segment	CTRL+ALT+PLUS (numeric keypad)
Navigating based on the status directly after import:	
Go to previous 'Not translated' segment	SHIFT+CTRL+MINUS (numeric keypad)



Go to next 'Not translated' segment	SHIFT+CTRL+PLUS (numeric keypad)
Go to previous segment with the status 'Check pretranslation'	SHIFT+ALT+MINUS (numeric keypad)
Go to next segment with the status 'Check pretranslation'	SHIFT+ALT+PLUS (numeric keypad)
Go to previous 'Not translated' or 'Check pretranslation' segment	SHIFT+CTRL+ALT+MINUS (numeric keypad)
Go to next 'Not translated' or 'Check pretranslation' segment	SHIFT+CTRL+ALT+PLUS (numeric keypad)

5. Starting the format check / Updating the error display

The following table shows details on keys you can use when starting the format check or the update of the error display:

Function	Shortcut
Additionally checks the markup order in the segments	SHIFT+Starting the format check or update of the error display
Additionally checks markups that were removed by selecting Empty & next	CTRL+Starting the format check or update of the error display

6. Working in the error display in the “File navigation” window

Shortcuts for working in the error display on the **Error (type)** and **Error (file)** tabs of the **File navigation** window:

Function	Shortcut
Switch between the tabs of the File navigation window	CTRL+PAGE-UP / PAGE-DOWN
Go to the next / previous not-ignored error	CTRL+DOWN ARROW / UP ARROW
Switch to segment containing error in the target-language window	CTRL+RIGHT ARROW
Ignore error(s)	CTRL+I
Remove error(s) from list	CTRL+D

7. Working with terminology

Function	Shortcut
Replace a word with its (first) translation from the dictionary	ALT+T
Replace a word with its (first) translation from the dictionary and change case	ALT+ SHIFT+T
Select term to replace a word when there are several dictionary suggestions	ALT+K, <letter> <Letter> here refers to the letter which is in front of the particular translation in the Terminology window.
Select a term to replace a word when there are several dictionary suggestions and change case	ALT+K, SHIFT+<letter> <Letter> here refers to the letter which appears before the desired translation in the Terminology window.
Insert a translation from the dictionary without replacing a word	ALT+G, <letter> <Letter> here refers to the letter which appears before the desired translation in the Terminology window.
Insert translation from the dictionary, without replacing, and change case	ALT+G, SHIFT+<letter> <Letter> here refers to the letter which is in front of the particular translation in the Terminology window.
Switch to the Terminology window	ALT+3

8. Moving the cursor

Shortcuts for moving the cursor in the editor:

Function	Shortcut
Move one character to the left	LEFT ARROW
Move one character to the right	RIGHT ARROW
Move one word to the left	CTRL+LEFT ARROW
Move one word to the right	CTRL+RIGHT ARROW
Go to start of segment	ALT+LEFT ARROW
Go to end of segment	ALT+RIGHT ARROW
Go to beginning of line	HOME
Go to end of line	END
Go to next segment	PLUS (numeric keypad)
Go to previous segment	MINUS (numeric keypad)
Move up one line	UP ARROW
Move down one line	DOWN ARROW
Insert/overwrite	INSERT
Go to first line of the file	CTRL+HOME
Go to last line of the file	CTRL+END
Go to first line in the active window pane	CTRL+PAGE UP
Go to last line in the active window pane	CTRL+PAGE DOWN
Go to the previous screen	PAGE UP
Go to the next screen	PAGE DOWN

9. Formatting text manually

The following table shows shortcuts for formatting text manually in the editor:

Function	Shortcut
Bold	CTRL+SHIFT+B
Italics	CTRL+SHIFT+I
Underline	CTRL+SHIFT+U
Subscript	CTRL+#
Superscript	CTRL+Plus

10. Selecting and editing text blocks

The following table shows shortcuts for selecting and editing text blocks in the editor:

Function	Shortcut
Highlight one character to the left of the cursor	SHIFT+LEFT ARROW
Highlight one character to the right of the cursor	SHIFT+RIGHT ARROW
Highlight to the beginning of a word	CTRL+SHIFT+LEFT ARROW
Highlight to the end of a word	CTRL+SHIFT+RIGHT ARROW
Highlight to the beginning of a line	SHIFT+HOME
Highlight to the end of a line	SHIFT+END
Highlight to the beginning of a segment	SHIFT+ALT+LEFT ARROW
Highlight to the end of a segment	SHIFT+ALT+RIGHT ARROW
Highlight to the beginning of a language pair	CTRL+SHIFT+HOME
Highlight to the end of a language pair	CTRL+SHIFT+END
Highlight one line up	SHIFT+UP ARROW
Highlight one line down	SHIFT+DOWN ARROW
Highlight one screen up	SHIFT+PAGE UP
Highlight one screen down	SHIFT+PAGE DOWN
Cut selected text	CTRL+X



Copy selected text	CTRL+C
Delete selected text	DEL
Paste selected text	CTRL+V
Change the case of the highlighted text	SHIFT+F3

11. Searching for comments

Keyboard shortcuts that can be used in the **Segment info** window to search for comments:

Function	Shortcut
Comments from the project manager:	
Previous comment	ALT+MINUS (numeric keypad)
Next comment	ALT+PLUS (numeric keypad)
Comments from the translator or WebCheck reviewer:	
Previous comment	CTRL+MINUS (numeric keypad)
Next comment	CTRL+PLUS (numeric keypad)
All comments:	
Previous comment	ALT+CTRL+MINUS (numeric keypad)
Next comment	ALT+CTRL+PLUS (numeric keypad)

TermStar NXT

**Terminology
Management**

12. TERMSTAR

13. General functions

Function	Shortcut
Close file	CTRL+F4
Exit TermStar	ALT+F4
Print dictionary	CTRL+P
Close window	ESC
Find	CTRL+F

14. Navigating within a dictionary

Keyboard shortcuts for moving the cursor within a dictionary.

Function	Shortcut
First data record	CTRL+HOME
Last data record	CTRL+END
Previous page	PAGE UP
Next page	PAGE DOWN
Previous data record	MINUS (keypad)
Next data record	PLUS (keypad)
Previous cross-reference	CTRL+ALT+MINUS (keypad).

15. Editing a dictionary

Keyboard shortcuts that can be used when editing a dictionary.

Function	Shortcut
Insert new data record	ALT+PLUS (keypad)
Delete data record	ALT+MINUS (keypad)
Cut data record	ALT+FORWARD SLASH (keypad)
Copy data record	ALT+ASTERISK (keypad)
Paste cut/copied data record	ALT+ENTER

16. Edit mode for a data record

Keyboard shortcuts that can be used to access and quit edit mode and which you can use when the selected data record is open in edit mode.

Function	Shortcut
Access edit mode for the currently selected data record	ENTER or CTRL+E
Access edit mode on right-hand page	CTRL+ENTER
Next field	TAB
Previous field	SHIFT+TAB
Insert new entry	CTRL+PLUS (keypad)
Delete entry	CTRL+MINUS (keypad)
Cut entry	CTRL+FORWARD SLASH (keypad)
Copy entry	CTRL+ASTERISK (keypad)
Paste cut/copied entry	CTRL+ENTER
Undo	CTRL+Z
Redo	CTRL+Y
Quit edit mode	ESC



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