crossDesk – Translator's Workplace at a Glance

Basic Functions and Modes

F1	Open Across help		
F2	Switch between Edit and Correction Modes or Combi and Correction Modes		
Alt+1	Open crossTerm Manager		
Alt+2	Open crossTank Manager		
Ctrl+Q	Close task		
Ctrl+Shift+F	Finish task		
Ctrl+S	Save all		

Changing Paragraphs States

	0 0 1		
Alt+U	Set paragraph to "untouched"	Ctrl+Alt+Enter	Set paragraph to final editing state and go to next paragraph
Alt+S	Set paragraph to "touched"	Ctrl+Alt+Z	Set paragraph to final editing state and go to next untouched paragraph
Alt+R	Set paragraph to "translated"	Ctrl+B	Add/remove bookmark
Alt+A	Set paragraph to "reviewed"	Alt+0	Add comment
Alt+C	Set paragraph to "corrected"	Ctrl+E	Place mark indicating that current paragraph needs to be edited before saving it to crossTank

Search

Ctrl+Shift+C	Start concordance search for selected word
Ctrl+l	Start crossSearch for selected word
Ctrl+F	Start crossTerm search for selected word
Ctrl+Shift+H	Open "Search and replace"

Navigating in Document

Ctrl+Shift+B	Next bookmark
Ctrl+Shift+0	Next comment
Alt+Down Arrow	Next paragraph
Alt+Up Arrow	Previous paragraph
Alt+plus (number pad)	Next sentence or segment
Alt+minus (number pad)	Previous sentence or segment
Alt+Right Arrow	Next "untouched" paragraph
Alt+Left Arrow	Previous "untouched" paragraph
Ctrl+Alt+Right Arrow	Next "touched" paragraph
Ctrl+Alt+Left Arrow	Previous "touched" paragraph
Ctrl+Alt+Down Arrow	Next paragraph with final editing state
Ctrl+Alt+Up Arrow	Previous paragraph with final editing state
Ctrl+Shift+Alt+Down Arrow	Next "corrected" paragraph
Ctrl+Shift+Alt+Up Arrow	Previous "corrected" paragraph
Ctrl+Shift+Down Arrow	Next "updated" paragraph
Ctrl+Shift+Up Arrow	Previous "updated" paragraph
Ctrl+Page Down	Last changed paragraph
Ctrl+Page Up	Next changed paragraph
Ctrl+Shift+E	Next paragraph to be edited before it is saved to crossTank

Editing

Editing	
Alt+Page Down	Copy entire active paragraph from source text to target text
Alt+Page Up	Copy crossTank hits for entire active paragraph to target text
Alt+Shift+ Page Down	Copy active sentence from source text to target text
Ctrl+Alt+Page Down	Copy active selection from source text to target text
Alt+Shift+1	Add selected term to crossTerm
Alt+Shift+2	Insert selected text in crossTank
Ctrl+Z	Undo changes
Ctrl+Y	Redo
Ctrl+F	Switch to crossTerm search term input
Alt+Insert	Insert crossTank suggestion into target text
Ctrl+Space	Use standard formatting
Ctrl+Shift+A	Use next style from the list of available styles
Ctrl+Shift+Alt+B	Format selected text in bold type
Ctrl+Shift+Alt+I	Format selected text in italics
Ctrl+Shift+Alt+U	Underline selected text
Ctrl+Shift+Alt+3	Format selected text as subscript
Ctrl+Shift+Alt++	Format selected text as superscript
Alt+X	Convert Unicode value of a character to the corresponding character
Ctrl+Shift+number	Copy inline object from source text to target text
Ctrl+Shift+0	Copy current inline object from source text to target text
Ctrl+Alt+number	Copy number with blue overline from source text to target text
Ctrl+Alt+0	Copy active number with blue overline from source text to target text
Shift+F3	Change uppercase/lowercase spelling of the selected text area
Ctrl+H	Hide active paragraph in document preparation task
Ctrl+L	Lock active paragraph in document preparation task

■ Nero 🚰 🚦 💝 | 🛈 | 🏲 | 🔍 | 🚃 00 ennzeichnet ein Ergebnis Indicates a result. 1. Nero ■ Datenbankprogramm **■** ок 2. Datenbankprogramm Indicates text passages or buttons that appear in the program Kennzeichnet Textpassagen oder Schaltflächen, die in der ■ Datenbank 1.1 Konver Programmoberfläche von Nero Search erscheinen. Sie interface of Nero Search. ■ 3. database (standard) ■ 4. data bank (do not use) ■ 1. data bank werden in Fettdruck dargestellt. Kennzeichnet Verweise zu anderen Kapiteln. Sie werden als Links ausgeführt und rot unterstrichen dargestellt. Über Nero Scout Über Nero Scout About Nero Scout About Nero Scout Nero · Scout · ist · ein · Datenbankprogramm , · das · alle · Nero · Scout · is · a · database · program · that · indexes · and · Mediendateien · auf · Ihrem · Computer · indiziert, · catalogs all of the media files on your computer and makes this database available to other programs in the katalogisjert und diese Datenbank anderen Programmen des · Produktpakets · Nero · 7 · zur · Verfügung · stellt. · Im Nero · 7 · product · package. · In · contrast · to · other databases, which are created by different media players egensatz·zu·anderen·Datenbanken, die von den Kennzeich [三 | 🛕 ! | 💾 🗸 위 • 육 • 위 📝 | 塚 🕲 | 와 ལ | ୩ 🕅 14 | B I 🗓 x, x, 34 军 幸 至 😑 연 • 연 • Nero Scout is a database program that indexes and catalogs all of the media files on your computer and makes this database available to other programs in the Nero 7 product package. In contrast to other databases, which are created by different media players and only catalog the files belonging to this program while ignoring all other file types, Nero Scout makes its Quick filter universal database available to all playback programs **#** -Nero Scout ist ein Datenbankprogramm, das alle Mediendateien auf Ihrem Computer indiziert, katalogisiert und diese Datenbank anderen Programmen des Produktpakets Nero 7 zur Verfügung

Nero Scout is a database program that indexes and catalogs all of the media files on your computer and makes this database available to other programs in the Nero 7 product package.

crossTerm Window

Ctrl+F1	Change focus from the Target Editor to the crossTerm window	
Ctrl+number	Insert term from the list of retrieved terms: Ctrl+1 inserts the first term, Ctrl+2 the second, and so on	
Ctrl+number+L	Insert term from the list of retrieved terms and invert uppercase/lowercase spelling: Ctrl+1+L inserts the first term with reverse uppercase/lowercase spelling, Ctrl+2+L the second, etc.	
Down Arrow	Select next term	
Up Arrow	Select previous term	
Enter	Insert selected term in the Target Editor	

Editing Segments

Shift+Alt+Up Arrow	Expand source text segment by one sentence from cursor position	Shift+Alt+Right Arrow	Shrink target segment from cursor position by one sentence	Ctrl+M	Display dialog for allocating source and target text segments of the current paragraph
Shift+Alt+Down Arrow	Shrink source text segment by one sentence from cursor position	Ctrl+Shift+R	Undo changes to source text segments	Ctrl+Alt+U	Define selected area in the Target Editor as a segment
Shift+Alt+Left Arrow	Expand target segment from cursor position by one	Ctrl+Alt+R	Undo changes to target text segments		

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