

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

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

Changing Paragraphs States

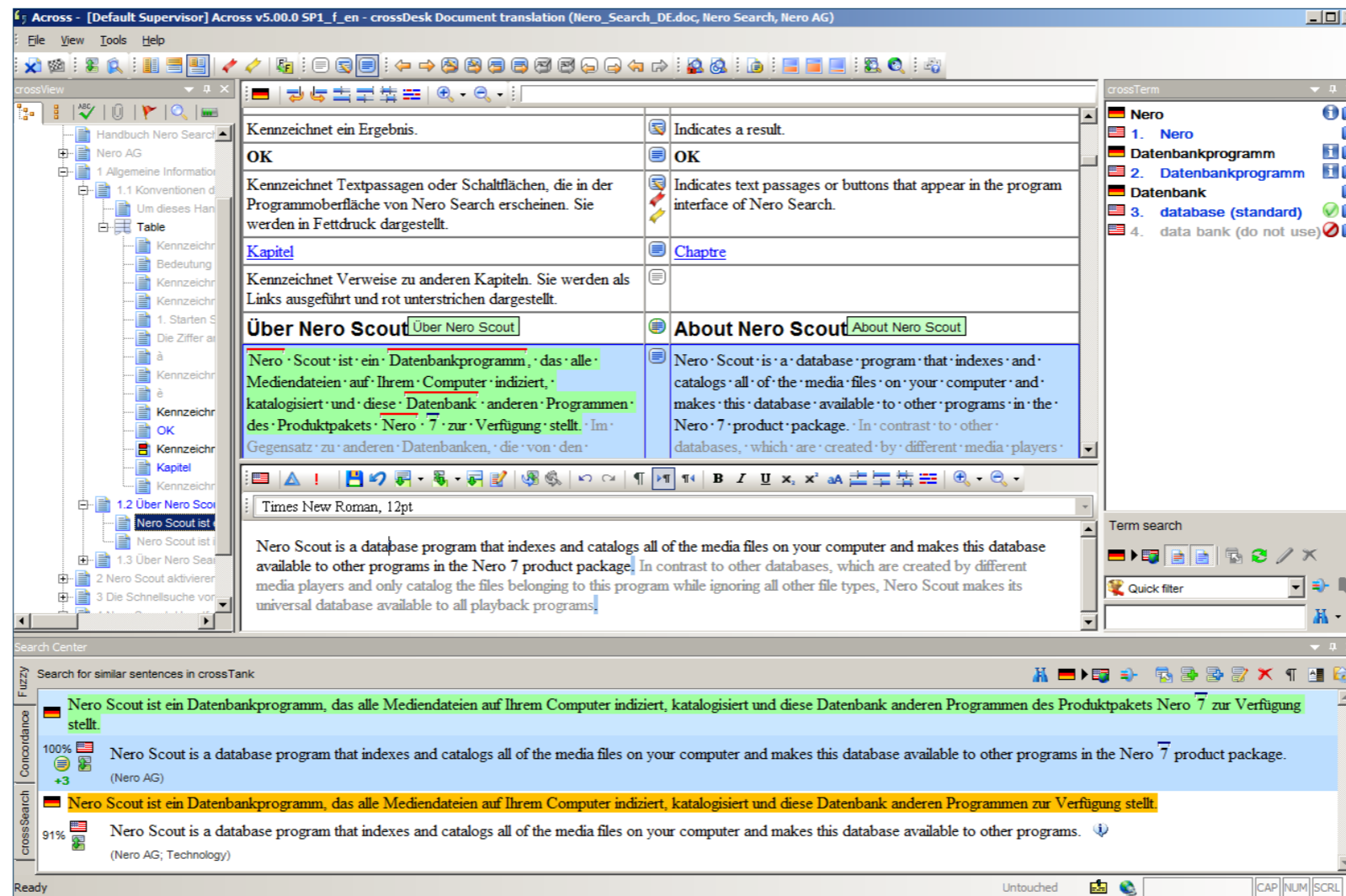
Alt+U	Set paragraph to "untouched"	Ctrl+Alt+Enter	Set paragraph to final editing state and go to next paragraph
Alt+S	Set paragraph to "touched"	Ctrl+Alt+Z	Set paragraph to final editing state and go to next untouched paragraph
Alt+R	Set paragraph to "translated"	Ctrl+B	Add/remove bookmark
Alt+A	Set paragraph to "reviewed"	Alt+O	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+I	Start crossSearch for selected word
Ctrl+F	Start crossTerm search for selected word
Ctrl+Shift+H	Open "Search and replace" dialog

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 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 sentence	Ctrl+Alt+R	Undo changes to target text segments		