

# APPENDIX A:

## KEYBOARD SHORTCUTS

You can see a list of each module's Keyboard Shortcuts. Select the module, right-click to open the context menu, and choose Keyboard Shortcuts.

### COMMON SHORTCUTS

#### General

SHIFT (as you launch Video Toaster):	Open with clear Desktop
F1:	Show Help screens (except Switcher)
ESC:	Toggle the main menu on/off
TAB:	Move between fields on a module
ALT + TAB:	Toggle between Video Toaster and other open Windows programs
DEL:	Remove or delete item
CTRL + A:	Select all
CTRL + X:	Cut
CTRL + C:	Copy
CTRL + V:	Paste
CTRL + S:	Save
CTRL + SHIFT + S	Save As
CTRL + O:	Open or Load
CTRL + N:	Open a new file
CTRL + I:	Add file
CTRL+ V + T:	Quit Video Toaster
ALT + A:	Cycle through three layers of partial transparency (Performance depends on graphics card)

#### Selection

SHIFT + click:	Select contiguous range of items
CTRL + click:	Select non-contiguous group of items
HOME:	Select first item and deselect all others
SHIFT+HOME:	Select all items from the last to the first

CTRL+HOME:	Select first item and keep current selection
END:	Select last item and deselect all others
SHIFT + END:	Select all items from last selected to last item
CTRL + END + HOME:	Select last items and keep current selection
Left/Up Arrow:	Deselect all items and select the previous one
SHIFT + Left/Up Arrow:	Select the previous contiguous items
CTRL + Left/Up Arrow:	Select the previous non-contiguous items
Right/Down Arrow:	Deselect all items and select the previous one
SHIFT + Right/Down Arrow:	Select the previous items
CTRL + Right/Down Arrow:	Select the previous items

## VIDEO TOASTER DESKTOP SHORTCUTS

CTRL + TAB:	Go forwards through desktops
CTRL + SHIFT + TAB:	Go backwards through desktops
CTRL + 1:	Go to Desktop 1
CTRL + 2:	Go to Desktop 2
CTRL + 3:	Go to Desktop 3
CTRL + 4:	Go to Desktop 4
CTRL + 5:	Go to Desktop 5
CTRL + 6:	Go to Desktop 6
DEL:	Remove selected icon(s) from Desktop
SHIFT + DEL:	Remove all icons from Desktop

## CAPTURE

ENTER:	Record/Stop
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### When recording

SPACEBAR:	Pause toggle
DEL:	Clear recording (while recording)
BACK SPACE:	Chop recording (while recording)

### When Not recording

CTRL + A:	Select all
CTRL + X:	Cut
CTRL + C:	Copy
CTRL + V:	Paste
CTRL + D:	File Properties
CTRL + N:	New Folder
DEL:	Delete item (when not recording)
BACK SPACE:	Up a folder (when not recording)
SHIFT+ BACK SPACE:	Previous folder... return to folder you just came from
TAB:	Show Hotlist

## DDR

### Playback

K:	Play/Stop
SHIFT + K:	Pause
CTRL + K:	Stop/Go to Start
HOME:	Go to Start of Project
END:	Go to End of Project
CTRL + G:	Go to Time
UP / DOWN ARROWS:	Step through Clips

### Jog / Shuttle

J / L	Shuttle Rev/Fwd
SHIFT + J:	Rewind
SHIFT + L:	Fast Forward
ALT + J (LEFT ARROW):	One Frame Back
ALT + L (RIGHT ARROW):	One Frame Forward
SHIFT + LEFT ARROW:	Five Frames Back
SHIFT + RIGHT ARROW:	Five Frames Forward
CTRL + LEFT ARROW:	One Second Back
CTRL + RIGHT ARROW:	One Second Forward

### Mark

I	Mark In
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O	Mark Out
P	Place Temp Out marker
SHIFT + P	Use Last Temp marker as Out Point

#### **Misc.**

U:	Cue On/Off
'	Loop On/Off
;	LED Normal/Time Remaining
SHIFT + ;	LED Selected/Total Time

## **EXTERNAL CONTROLLER**

#### **If tape stopped...**

J:	Rewind
K:	Play
L:	Fast Forward

#### **Otherwise...**

J:	Reverse Shuttle
K:	Pause/Play
L:	Forward Shuttle

#### **Also...**

SHIFT + K:	Stop
CTRL + SHIFT + K:	Record
ALT + J:	One Frame Back
ALT + L:	One Frame Forward

## **FILE BIN SHORTCUTS**

BACK SPACE:	Back... up folder
SHIFT+ BACK SPACE:	Previous... return to folder you just came from
DEL:	Delete item
TAB:	Show Hotlist
CTRL + A:	Select all
CTRL + X:	Cut
CTRL + C:	Copy
CTRL + V:	Paste

CTRL + D:	File Properties
CTRL + N:	New Folder
Rollover:	Play preview
SHIFT + rollover:	Fast forward preview at 10x speed
ALT + rollover:	Play preview backwards
ALT + SHIFT + rollover:	Play backwards at 10x speed

## SWITCHER SHORTCUTS

The Switcher shares many keys with other modules. Often, the last module you select will have first priority. In a live video production, turn **CAPS LOCK ON** to give the Video Switcher keyboard priority.

### Input Selection

#### Main Bus

F1 – F10	Program bus channels 1-10
SHIFT + F1 – F10	Program bus channels 11-20
F11 – F12	Program bus channels 21, 22
SHIFT + F11 – F12	Program bus channels 23, 24

#### Preview Bus

1 – 0:	Preview bus channels 1-10
SHIFT + 1 – 0:	Preview bus channels 11-20
~, =	Preview bus channels 21, 22
SHIFT + ~, =	Preview bus channels s 23, 24
B:	Select Black as the preview source.
SHIFT + B:	Fade immediately to Black.
N:	Select DDR1 as the preview source.
M:	Select DDR2 as the preview source.
, (COMMA <):	Select next lower input as the preview source.
. (PERIOD, >):	Select next higher input as the preview source.

#### Key Bus

ALT + 1 – 0	Key bus channels 1-10
SHIFT + ALT + 1 – 0	Key bus channels 11-20
ALT + ~, =	Key bus channels 21, 22

SHIFT + ALT + -, =.      Key bus channels 23, 24

## Other

### T-Bar / Take

ENTER:                      Take

SHIFT + ENTER:          Returns TBar to start position (without a take)

SPACEBAR:                Auto (Go / Pause)

SHIFT + SPACEBAR:      Reverse Auto

H:                            Sets TBar to halfway position (split screen)

T:                            Moves TBar forward one increment

SHIFT + T:                 Moves TBar back one increment

### Speed

Z, X, C:                    Selects speed (Slow, Medium, Fast)

SHIFT + Z, X, C:          Slightly Slower speeds

ALT + Z, X, C:            Much Faster speeds

V:                            Use variable speed

SHIFT + V:                Set variable speed

### Modes

Q:                            Toggle LockKey on/off

W:                            Toggle Reverse on/off

E:                            Toggle Repeat on/off

R:                            Advance DVEs on/off

DELETE:                    Remove selected patches from Switcher

### DownStream Key (DSK)

D:                            DSK on/off

F:                            Fade DSK on/off

A:                            Auto both DSK and Auto at the same time

S:                            Switch both DSK and Take at the same time

### DVE's \*

TAB OR NUMPAD + .      Go to Crossfade transition

SHIFT + TAB:              Go back to DVE

LEFT / RIGHT ARROW:    Select DVE

ALT + / (? KEY):          Random DVE from bin

NUMPAD + 0-9:	Enter DVE number*
TAB OR NUMPAD + .	Clear DVE number*
BACKSPACE:	Clear last DVE digit
* Set <b>NUMLOCK ON</b> to use Number Pad for entering DVE numbers	

## TOASTERCG SHORTCUTS

### Move Object

When in Modity mode.

UPARROW	Nudge Up 1 pixel
DOWNARROW	Nudge Down 1 pixel
LEFTARROW	Nudge Left 1 pixel
RIGHTARROW	Nudge Right 1 pixel

### Scroll Buttons

SHIFT ENTER	Activates GO
CTRL ENTER	Activates Cue
CTRL PGUP	Sets Motion Direction to UP
CTRL PGDWN	Sets Motion Direction to Down
CTRL ,	Sets Motion Direction to Left
CTRL .	Sets Motion Direction to Right
ALT ,	Next Motion Behavior
ALT .	Previous Motion Behavior
F1	Speed Preset 1 pixel/frame
F2	Speed Preset 2 pixel/frame
F3	Speed Preset 3 pixel/frame
F4	Speed Preset 5 pixel/frame
F5	Speed Preset 6 pixel/frame
F6	Speed Preset 10 pixel/frame
F7	Speed Preset 15 pixel/frame
F8	Speed Preset 30 pixel/frame

F9	Speed Preset 40 pixel/frame
F10	Speed Preset 50 pixel/frame
F11	Next Speed
F12	Previous Speed
CTRL F11	Increase Motion Speed by 1
CTRL F12	Decrease Motion Speed by 1

### **Safe Area Button**

ALT S	Toggles Safe Area on and off
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### **Page Lock Button**

SHIFT CTRL L	Toggles Page Lock on and off
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### **PAGE BUTTONS**

CTRL P	Go to Page Tab	
CTRL INSERT	Adds a new page	Not Working Currently
SHIFT DELETE	Deletes Current Page	
SHIFT INSERT	Clones Current Page	
PGUP	Moves up the Page list	
PGDWN	Moves down the Page list	Not Working Currently

### **Cut/Paste Buttons**

CTRL A	Select All
CTRL C	Copy
CTRL X	Cut
CTRL V	Paste
DELETE	Delete
CTRL Y	Redo
CTRL Z	Undo

### **File Buttons**

CTRL N	New CG Project
CTRL O	Open CG Project
ALT INSERT	Adds a page to the current CG Project
SHIFT CTRL S	Saves Project
CTRL S	Saves Current Page

ALT SHIFT S	Saves Current Page as Image
CTRL SHIFT Q	Exit
ALT F4	Exit

### **Tool Buttons**

CTRL 1	Selects Text Tool
ALT L	Selects Text Left Alignment
ALT C	Selects Text Center Alignment
ALT R	Selects Text Right Alignment
CTRL 2	Selects Filled Box Tool
ALT 2	Selects Empty Box Tool
CTRL 3	Selects Filled Polygon Tool
ALT 3	Selects Polygon Tool
ALT SHIFT 3	Selects Polygon Line Tool
CTRL 4	Selects Line Tool
CTRL 5	Selects Filled Closed Spline Tool
ALT 5	Selects Closed Spline Tool
ALT SHIFT 5	Selects Spline Tool
CTRL 6	Selects Filled Circle Tool
ALT 6	Selects Empty Circle Tool
CTRL SHIFT 6	Selects Slice Tool
SHIFT ALT 6	Selects Arc Tool
CTRL ALT 6	Selects Chord Tool
CTRL 7	Selects Image Tool

### **Modify Buttons**

CTRL =	Selects Modify Tool
CTRL 8	Selects Italic Tool
CTRL 0	Selects Edge Tool
CTRL 9	Selects Shadow Tool

### **Style Buttons**

ALT SHIFT A	Adds current Style to Bin
ALT DELETE	Removes current Style to Bin

## **Layout Buttons**

CTRL L	Select Layout Tab
SHIFT ALT L	Align Left
SHIFT ALT R	Align RightShift
SHIFT ALT T	Align TopShift
SHIFT ALT B	Align BottomShift
SHIFT ALT C	Align HorizontalCenter
SHIFT ALT V	Align VerticalCenter
SHIFT ALT H	Arrange across Height
SHIFT ALT W	Arrange across Width
CTRL H	Devide Horizontal
CTRL V	Devide Vertical
SHIFT ALT =	Move to Top Layer
SHIFT ALT -	Move to Bottom Layer
ALT =	Move Up one Layer
ALT -	Move Down one Layer
CTRL G	Group Selection together
CTRL U	Ungroup

## **TEXT Tab**

CTRL T	Select Text Tab
CTRL W	Increase Width by 5 pixels
CTRL SHIFT W	Decrease Width by 5 pixels
CTRL H	Increase Height by 5 pixel
CTRL SHIFT H	Decrease Height by 5 pixel
CTRL K	Increase Edge by 1 pixel
CTRL SHIFT K	Decrease Edge by 1 pixel
CTRL I	Decrease Italic by 1 pixel
CTRL SHIFT I	Increase Italic by 1 pixel
CTRL SPACE	Increase Space by 1 pixel
CTRL SHIFT SPACE	Decrease Spacing by 1 pixel
CTRL F	Next Font

CTRL SHIFT F	Previous Font
CTRL SHIFT T	Next Text Direction
CTRL ALT L	Toggle Object Lock on and off
CTRL R	Toggle Do Not Draw/Render on and off
CTRL SHIFT D	Display Object Name
ALT Z	Update
CTRL D	Deselect
SHIFT TAB	Toggle TVision on and off
SHIFT BACKSPACE	Toggle ProgramOut on and off

### **BORDER Tab**

CTRL B	Select Border Tab
ALT E	Next Border Type
ALT SHIFT E	Previous Border Type
ALT G	Next Border Gradation Type
ALT [	Add 10 to Inside Border Color: Blue
ALT N	Subtract 10 From Inside Border Color: Blue
CTRL [	Add 10 to Inside Border Color: Green
CTRL N	Subtract 10 From Inside Border Color: Green
ALT SHIFT [	Add 10 to Inside Border Color: Red
ALT SHIFT N	Subtract 10 From Inside Border Color: Red
ALT CTRL [	Add 10 to Inside Border Alpha
ALT CTRL N	Subtract 10 From Inside Border Alpha
ALT ]	Add 10 to Outside Border Color: Blue
ALT M	Subtract 10 From Outside Border Color: Blue
CTRL ]	Add 10 to Outside Border Color: Green
CTRL M	Subtract 10 From Outside Border Color: Green
ALT SHIFT ]	Add 10 to Outside Border Color: Red
ALT SHIFT M	Subtract 10 From Outside Border Color: Red
ALT CTRL ]	Add 10 to Outside Border Alpha
ALT CTRL M	Subtract 10 From Outside Border Alpha

### **SHADOW Tab**

CTRL /	Select Shadow Tab
ALT X	Add 1 to Shadow Offset X
ALT SHIFT X	Subtract 1 to Shadow Offset X
ALT Y	Add 1 to Shadow Offset y
ALT SHIFT Y	Subtract 1 to Shadow Offset y
ALT SHIFT ;	Add 5 to Shadow Softness
ALT SHIFT '	Subtract 5 to Shadow Softness
CTRL SHIFT B	Add 10 to Shadow Color: Blue
CTRL ALT B	Subtract 10 to Shadow Color: Blue
CTRL SHIFT G	Add 10 to Shadow Color: Green
CTRL ALT G	Subtract 10 to Shadow Color: Green
CTRL SHIFT R	Add 10 to Shadow Color: Red
CTRL ALT R	Subtract 10 to Shadow Color: Red
CTRL SHIFT A	Add 10 to Shadow Alpha
CTRL ALT A	Subtract 10 to Shadow Alpha
CTRL ALT S	Next Shadow Type

### **ARC/LINE Tab**

CTRL J	Select Arc/Line Tab
ALT ;	Add 1 to Thickness
ALT '	Subtract 1 from Thickness
ALT \	Add 5 to Arc Radius      Not Working Currently
CTRL \	Subtract 5 from Arc Radius      Not Working
CTRL E	Next End Style      Not Working Currently
ALT J	Next Joint Style Not Working Currently

## **TOASTEREDIT SHORTCUTS**

### **General**

## Drag and Drop

CTRL + DRAG:	Clone crouton
DROP ITEM + ALT:	Inherit
DROP ITEM + SHIFT:	Skip AutoFade (Timeline)

## Storyboard Drag and Drop

ALT + rollover:	Preview in and out points
ALT + drag:	Change in and out points
CTRL + ALT + drag:	Change in and out points, audio only
SHIFT + ALT + drag:	Slip and slide
SHIFT + CTRL + ALT + drag:	Slip and slide; audio only

## Timeline Drag and Drop

V	Constrain to vertical dragging only
Drag Crouton edge:	Change in and out points
ALT + rollover:	Preview in and out points
ALT + drag edge:	Stretch (speed)
SHIFT + ALT + drag:	Slip and slide
Drag DVE edge:	Change length of DVE
SHIFT + drag DVE edge:	Change in and out points of DVE
SHIFT + ALT + drag DVE :	Slip and slide DVE

## View

F1	Show Keyboard Shortcut list
F2	Maximize Active view
F3	Storyboard / Files view
F4	Storyboard / Timeline view
F5	Timeline / Files view
F6	Timeline / Timeline view
F7	Files / Files view
F8	Edit Properties panel

## Window

DEL	Remove
CTRL + I	Add

CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + A	Select All

## **Playback**

### **Play**

SPACEBAR OR K	Play/Stop
SHIFT + SPACEBAR	Preroll and Play
UP / DOWN ARROWS	Step through clips
SHIFT + UP / DOWN ARROWS	Step thru clips and zoom (Timeline only)
HOME	Go to Start of project
END	Go to End of project
CTRL + G	Go to Time position

### **Jog**

LEFT ARROW, 1 OR ALT + J	One Frame Back
RIGHT ARROW, 2 OR ALT + L	One Frame Forward
SHIFT + LEFT ARROW, OR 3	Five Frames Back
SHIFT + RIGHT ARROW, OR 4	Five Frames Forward
CTRL + LEFT ARROW	One Second Back
CTRL + RIGHT ARROW	One Second Forward

### **Shuttle**

J	Backwards
L	Forwards
SHIFT + J	Rewind
SHIFT + L	Fast Forward

### **Misc.**

U	Track On/Off
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‘	Loop On/Off
;	LED Normal/Time Remaining
SHIFT + ;	LED Local/Total Time

## In/Out Points...

(Note: if no clips are selected, these use nearest clip to current time)

### Clear

D	Clear In Point
F	Clear Out Point
G	Clear Both In and Out Points

### Go to

Q	Go to In Point
W	Go to Out Point
SHIFT + Q	Preroll before In and play
SHIFT + W	Preroll before Out and play
Q + LEFT/RIGHT ARROW	Adjust In point
W + LEFT/RIGHT ARROW	Adjust Out Point

### Mark

I, E OR CTRL + UP ARROW	Mark In Point
O, R OR CTRL + DOWN ARROW	Mark Out Point
SHIFT + I	Mark In then review
SHIFT + O	Mark Out then review
P	Place Temp Out marker
SHIFT + P	Use Last Temp marker as Out Point

## Special Tools

ALT + F	Fades, Insert Range
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## Timeline Only

### Cut

C	Cut (Razor) at time bar
Z	Cut to selected clip (Multicam)

## Markers

M	Add Marker
, / . (< > KEYS)	Previous / Next Marker

## Scroll

BACKSPACE	Center display around time bar
[ AND ]	Scroll Left / Right
SHIFT + [ AND ]	Scroll Half Left / Right
CTRL + [ AND ]	Scroll to Start / End of Project
V	Constrain to vertical dragging only

## Timebar

SHIFT + CLICK:	Set current time marker
RIGHT CLICK ON TIMEBAR + DRAG LEFT/RIGHT:	Pan through project
RIGHT CLICK ON TIMEBAR + DRAG UP/DOWN:	Zoom in/out of project
CTRL + RIGHT CLICK + DRAG:	Slowly pan or zoom project

## Zoom

ENTER	Fit to current clip
BACKSLASH	Fit Whole Project
BACKSPACE	Center display around time bar
SHIFT + UP / DOWN ARROWS	Step thru clips and zoom
- AND =	Zoom Out / Zoom In
CTRL + -	Fit 10 seconds around In
CTRL + =	Fit 10 seconds around Out
ALT + -	Fit 120 secs around marker
ALT + =	Fit 10 secs around marker