

TRANSANA

Shortcuts in Transcription Window:

Windows	OS X	Function
Ctrl-A	Cmd-A	Rewind 10 seconds and play video.
Ctrl-S	Cmd-S	If video is playing, pause it. If not, rewind video by the amount of the Transcription Setback setting in Program Settings (2 seconds by default) and play it.
Ctrl-D	Cmd-D	If video is playing, pause it. If not, play it with no rewind.
Ctrl-F	Cmd-F	Fast-Forward the video 10 seconds and play it.
Ctrl-P	Cmd-P	Play the previous time-coded segment.
Ctrl-N	Cmd-N	Play the next time-coded segment.
Ctrl-T	Cmd-T	Insert Time Code in Transcripts, Insert a Time Stamp in Documents
Ctrl-Z	Cmd-Z	Undo edit
Ctrl-X	Cmd-X	Cut highlighted text.
Ctrl-C	Cmd-C	Copy highlighted text.
Ctrl-V	Cmd-V	Paste text.
Ctrl-B	Cmd-B	Toggle Bold character formatting.
Ctrl-I	Cmd-I	Toggle Italics character formatting.
Ctrl-U	Cmd-U	Toggle Underline character formatting.
Ctrl-Cursor Up	Cmd-Cursor Up	Insert Rising Intonation symbol.
Ctrl-Cursor Down	Cmd-Cursor Down	Insert Falling Intonation symbol.
Ctrl-H	Cmd-J	Insert Audible Breath symbol.
Ctrl-O	Cmd-O	Insert Whispered Speech symbol.
Ctrl-K	Cmd-K	Create a Quick Clip (if a Keyword is selected in the Database Tree)
Ctrl-. (period) Ctrl-Shift-. (period)	Cmd-. (period) Ctrl-Shift-. (period)	Speed up playback, where permitted
Ctrl-, (comma) Ctrl-Shift-, (comma)	Cmd- Shift-, (comma)	Slow down playback, where permitted
Ctrl-M	Cmd-M	Take a Snapshot
F12	Cmd-F12	Quick Save

TRANSANA

Shortcuts in Visualization Window:

Windows	OS X	Function
← or → (cursor left or cursor right)	← or → (cursor left or cursor right)	Move the Visualization selection (and the video) 1 PIXEL in the indicated direction. The amount of time this represents depends on the length of the media file, the size of the visualization window, and the level of magnification that has been applied. Minimum movement is 1 video frame (1/30 th of a second.)
Shift - ← or Shift - →	Shift - ← or Shift - →	Move the video exactly 1 second in the indicated direction.
Alt - ← or Alt - →	Alt - ← or Alt - →	Move the video exactly 1/2 second in the indicated direction.
Ctrl - ← or Ctrl - →	Cmd - ← or Cmd - →	Move the video exactly 1 frame (1/30 th of a second) in the indicated direction.
Ctrl-A	Cmd-A	Rewind 10 seconds and play video.
Ctrl-S	Cmd-S	If video is playing, pause it. If not, rewind video by the amount of the Transcription Setback setting in Program Settings (2 seconds by default) and play it.
Ctrl-D	Cmd-D	If video is playing, pause it. If not, play it with no rewind.
Ctrl-F	Cmd-F	Fast-Forward the video 10 seconds and play it.
Ctrl-T	Cmd-T	Insert Time Code
Ctrl-K	Cmd-K	Create a Quick Clip (if a Keyword is selected in the Database Tree)
Ctrl-. (period), Ctrl-Shift-. (period)	Cmd-. (period) Cmd-Shift-. (period)	Speed up playback, where permitted
Ctrl-, (comma) Ctrl-Shift-, (comma)	Cmd- Shift-, (comma)	Slow down playback, where permitted

TRANSANA

Jeffersonian Transcription Notation:

Symbol	Name	Use
[text]	Brackets	Indicates the start and end points of overlapping speech.
=	Equal Sign	Indicates the break and subsequent continuation of a single utterance.
(# of seconds)	Timed Pause	A number in parentheses indicates the time, in seconds, of a pause in speech.
(.)	Micropause	A brief pause, usually less than 0.2 seconds.
. or ↓	Period or Down Arrow	Indicates falling pitch or intonation.
? or ↑	Question Mark or Up Arrow	Indicates rising pitch or intonation.
,	Comma	Indicates a temporary rise or fall in intonation.
-	Hyphen	Indicates an abrupt halt or interruption in utterance.
>text<	Greater than / Less than symbols	Indicates that the enclosed speech was delivered more rapidly than usual for the speaker.
<text>	Less than / Greater than symbols	Indicates that the enclosed speech was delivered more slowly than usual for the speaker.
°	Degree symbol	Indicates whisper, reduced volume, or quiet speech.
ALL CAPS	Capitalized text	Indicates shouted or increased volume speech.
<u>underline</u>	Underlined text	Indicates the speaker is emphasizing or stressing the speech.
:::	Colon(s)	Indicates prolongation of a sound.
(hhh)		Audible exhalation.
• or (.hhh)	High Dot	Audible inhalation.
(text)	Parentheses	Speech which is unclear or in doubt in the transcript.
((italic text))	Double Parentheses	Annotation of non-verbal activity.

Jeffersonian Transcription Notation is described in G. Jefferson, Transcription Notation, in J. Atkinson and J. Heritage (eds), Structures of Social Interaction, New York: Cambridge University Press, 1984.