

DigitalCAT

How to mark or highlight text

Select Document Beginning: Highlights from the location of the cursor to the beginning of the transcript.

Select Document End: Highlights from the location of the cursor to the end of the transcript.

Select Down: Highlights text to the right of the cursor and down one line.

Standard Windows Keys: SHIFT + DOWN ARROW

How to copy text

USING COPY AND PASTE

This command will copy selected text to the clipboard for pasting. Please note that any previously copied text will be removed from the clipboard.

Standard Windows Keys: CTRL + C