

# Quick Reference

Shortcuts, the FCP export checklist, and how we think about edits.

## Keyboard shortcuts

---

Play / pause	Space
Step one frame	← →
Previous / next segment	↑ ↓
Select all	⌘A
Deselect all	⌘⇧A
Focus search	⌘F
Rate 1–5 stars	⌘1–5
Set color label	Ctrl+1–7
Send to Final Cut Pro	⌘⇧E
Regenerate transcript	⌘⇧S
Split caption at midpoint	⌘\
Merge caption with next	⌘J

## Send to Final Cut Pro

---

- 1 Confirm the project's frame rate matches your FCP library.
- 2 Click Export, then Final Cut Pro, in the Paper Edit or Mosaic workspace.
- 3 If FCP is open, your library is auto-detected; otherwise FCP shows its picker.
- 4 Wait for the FCPXML to land. We open FCP for you.
- 5 Drag the new event into a project to start editing.

## How we think about edits

---

- Edit by ear first, by eye second. The transcript is faster than the timeline.
- Write the cut you want. The mosaic finds the words across your clips and surfaces the alternates you didn't remember.
- Captions are a finishing step. Don't burn them in until the cut is locked.