

QUICK REFERENCE GUIDE

Pull-down Menus

| TO DISPLAY | PRESS |
|------------------|-------|
| File Menu | Alt+F |
| Edit Menu | Alt+D |
| Navigation Menu | Alt+N |
| Selection Menu | Alt+S |
| Cursors Menu | Alt+U |
| Marks Menu | Alt+K |
| Transport Menu | Alt+T |
| Record Menu | Alt+R |
| Waveforms Menu | Alt+E |
| Preferences Menu | Alt+P |
| Window Menu | Alt+W |

Control Bar Toggles

These commands toggle the various Toolbars ON and OFF.

| TO TOGGLE | PRESS |
|--|------------|
| File Toolbar | Ctrl+Alt+F |
| Ingredient Edit Toolbar | Ctrl+Alt+E |
| Undo Toolbar | Ctrl+Alt+U |
| Navigation Toolbar | Ctrl+Alt+N |
| Selection Toolbar | Ctrl+Alt+S |
| Cursors Toolbar | Ctrl+Alt+C |
| Transport Toolbar | Ctrl+Alt+T |
| Record Toolbar | Ctrl+Alt+R |
| Waveforms Toolbar | Ctrl+Alt+W |
| Timecode Toolbar | Ctrl+Alt+K |
| Debug Toolbar (DO NOT USE!) [‡] | Ctrl+Alt+D |

[‡] the Debug Toolbar is intended for use by Sonoma software developers only.

Windows-type Commands

| TO INVOKE | PRESS |
|-------------------------------|--------------|
| New EDL | Ctrl+N |
| Import New Sound Files | Ctrl+Shift+N |
| Open | Ctrl+O |
| Close | Alt+C |
| Save | Ctrl+S |
| Exit Application | Alt+F4 |
| Undo | Ctrl+Z |
| Re-do | Alt+Z |
| Help About Sonoma | Ctrl+Alt+H |
| Launch User Preferences Panel | Ctrl+Alt+P |

Switching EDL Control Panels

| TO GO TO | PRESS |
|-----------------------|--------------|
| Track Control Panel | Ctrl+Page Up |
| Next Panel | Tab |
| Previous Panel | Shift+Tab |
| Ingredient Edit Panel | Ctrl+Alt+I |
| Splice Edit Panel | Ctrl+Alt+L |
| Mark Control Panel | Ctrl+Alt+M |

Monitoring

| TO | PRESS |
|-----------------------------|--------|
| Toggle I/O Monitor | Ctrl+I |
| Monitor Input [‡] | Alt+I |
| Monitor Output [‡] | Alt+O |
| Mute/Unmute All | Ctrl+M |

[‡] applies only to selected tracks, or to all tracks if none are selected.

Metering and Waveforms

| TO | PRESS |
|----------------------------|------------------|
| Toggle Metering On/Off | Ctrl+Shift+M |
| Toggle Annex Meters On/Off | Ctrl+Alt+Shift+M |
| Decrease Metering | Alt+NumPad / |
| Increase Metering | Alt+NumPad * |
| Decrease Waveform | Alt+NumPad Minus |
| Increase Waveform | Alt+NumPad Plus |
| Default Waveform | Alt+NumPad 0 |
| Normalize Waveform | Alt+NumPad . |

Play, Record and Audition

| TO | PRESS |
|--|-----------------------------|
| RTZ (Return To Zero) | Shift+Home |
| Rewind (return to start of play) | Home |
| Play | Ctrl+P |
| Stop | Ctrl+Spacebar |
| Play/Stop Toggle | Spacebar |
| Play Selection | Shift+Spacebar |
| Audition To Edit Left [‡] | 5 |
| Audition From Edit Right [‡] | 6 |
| Audition To Nowline | 7 |
| Audition From Edit Left [‡] | Ctrl+5 |
| Audition To Edit Right [‡] | Ctrl+6 |
| Audition From Nowline | Ctrl+7 |
| Audition Around Edit Left [‡] | Alt+5 |
| Audition Around Edit Right [‡] | Alt+6 |
| Audition Around Nowline | Alt+7 |
| Audition Edit Region [‡] | - (i.e., Minus) |
| Audition Around Edit Region [‡] | Shift+- (i.e., Shift+Minus) |
| Record Trigger | Ctrl+R |
| Record Edit Region | Ctrl+Shift+R |
| Cancel Recording | Ctrl+Alt+Shift+R |
| Discard Last Recording | Ctrl+Shift+Delete |
| Preroll P1 | 1 |
| Preroll P2 | 2 |
| Preroll P3 | 3 |

[‡] applies only to selected tracks, or to all tracks if none are selected.

Selecting Ingredients

| TO | PRESS |
|---|------------------------------|
| Select All Ingredients | Ctrl+A |
| Deselect All Ingredients | Ctrl+D |
| Select Under Nowline [‡] | Ctrl+U |
| Toggle Selection Under Nowline | Ctrl+Shift+U |
| Select Starting Before Nowline [‡] | Ctrl+Shift+Y |
| Select Ending After Nowline [‡] | Ctrl+Y |
| Select Previous Ingredient | Shift+, (i.e., Shift+Comma) |
| Select Next Ingredient | Shift+. (i.e., Shift+Period) |

[‡] applies only to selected tracks, or to all tracks if none are selected.

Moving Selected Ingredients Vertically

| TO | PRESS |
|-----------------------|---------------|
| Rotate Selection Up | Alt+UpArrow |
| Rotate Selection Down | Alt+DownArrow |

Select and Edit Timecode

| TO | PRESS |
|-------------------|---------------------|
| Select Nowline | NumPad * |
| Select Edit Left | Ctrl+NumPad * |
| Select Edit Right | Ctrl+Shift+NumPad * |

Zooming and Scrolling

| TO | PRESS |
|---------------------------|-------------|
| Zoom Around Selection | Alt+A |
| Zoom to Include Selection | Alt+Ctrl+A |
| Zoom Around Edit Region | Alt+Minus |
| Zoom Around All | Alt+Shift+A |
| Zoom to 1 Minute | Alt+M |
| Zoom to 1 Minute | Alt+M |
| Scroll EDL Up 1 Page | PgUp |
| Scroll EDL Down 1 Page | PgDown |

Numeric Keypad Zooming and Scrolling

| | | |
|--|------------------------------|---|
| 7 Zoom Out Around Left | 8 Zoom Out From Center | 9 Zoom Out Around Right |
| 4 Previous Page <i>Nowline at Left (+Ctrl)</i> | 5 Nowline Centered | 6 Next Page <i>Nowline at Right (+Ctrl)</i> |
| 1 Zoom In Around Left | 2 Zoom In To Center | 3 Zoom In Around Right |

| TO | PRESS |
|-------------------|---------------------|
| Zoom to Preset 1 | Alt+NumPad 1 |
| Zoom to Preset 2 | Alt+NumPad 2 |
| Zoom to Preset 3 | Alt+NumPad 3 |
| Zoom to Preset 4 | Alt+NumPad 4 |
| Center Nowline | NumPad 5 |
| Center Edit Left | Ctrl+NumPad 5 |
| Center Edit Right | Ctrl+Shift+NumPad 5 |

Moving Cursors

| TO | PRESS |
|-----------------------------------|--------------------------|
| Nudge Nowline Backward | ← |
| Nudge Nowline Forward | → |
| Nudge Edit Left Backward | Ctrl+← |
| Nudge Edit Left Forward | Ctrl+→ |
| Nudge Edit Right Backward | Ctrl+Shift+← |
| Nudge Edit Right Forward | Ctrl+Shift+→ |
| Move Nowline Before Selection | Shift+9 |
| Before Selection/to fade-in start | Ctrl + Shift+9 |
| Before Selection/to fade-in end | Alt + Shift+9 |
| Move Nowline After Selection | Shift+0 |
| After Selection/to fade-out end | Ctrl + Shift+0 |
| After Selection/to fade-out start | Alt + Shift+0 |
| Move Nowline to Previous Mark | , (i.e., Comma) |
| Move Nowline to Next Mark | . (i.e., Period) |
| Move Nowline x secs to the Left | Alt+, (i.e., Alt+Comma) |
| Move Nowline x secs to the Right | Alt+. (i.e., Alt+Period) |

Edit Cursors and Edit Region

| TO | PRESS |
|---|--------------|
| Show/Hide Edit Left Toggle | Alt+F5 |
| Show/Hide Edit Right Toggle | Alt+F6 |
| Set Edit Left to Nowline | F5 |
| Set Edit Right to Nowline | F6 |
| Move Nowline to Edit Left | Shift+F5 |
| Move Nowline to Edit Right | Shift+F6 |
| Cut/Ripple Edit Region [‡] | F9 |
| Cut/Ripple Edit Region and Marks [‡] | Shift+F9 |
| Cut Edit Region [‡] | Alt+F9 |
| Cut Edit Region and Marks [‡] | Shift+Alt+F9 |
| Copy Edit Region [‡] | F10 |
| Copy Edit Region and Marks [‡] | Shift+F10 |
| Insert Time [‡] | F11 |
| Insert Time and Ripple Marks [‡] | Shift+F11 |

[‡] applies only to selected tracks, or to all tracks if none are selected.

Editing Ingredients: Cut, Copy, and Paste

Cut and Copy selected *ingredient(s)* from EDL to the Clipboard:

| TO | PRESS |
|--------------------|--------------|
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Copy After Nowline | Shift+[|
| Clear | Shift+Delete |

Paste and Punch from the Clipboard to the EDL:

| TO | PRESS |
|----------------------|--------|
| Paste (overlay) | Ctrl+V |
| Punch Paste | Alt+V |
| Paste After Nowline | Ctrl+[|
| Punch After Nowline | Alt+[|
| Paste Before Nowline | Ctrl+] |
| Punch Before Nowline | Alt+] |

Editing Ingredients: Slip, Trim, and Splice

Editing commands apply to the selected *ingredients*

| TO | PRESS |
|-------------------------------|-------------|
| Move Selection After Nowline | [|
| Move Selection Before Nowline |] |
| Trim Left to Nowline | / |
| Trim Right to Nowline | \ |
| Slice At Nowline | Shift+\ |
| Unslice Selection | Alt+Shift+\ |
| Nudge Selection Backward | Alt+← |
| Nudge Selection Forward | Alt+→ |
| Splice | Ctrl+L |
| Unsplice | Alt+L |

Linear Editing Commands

| TO | PRESS |
|----------------------|--------|
| Replace | F1 |
| Replace, no splicing | Alt+F1 |
| Layer | F2 |
| Insert | F3 |
| Insert, no splicing | Alt+F3 |
| Append | F4 |

Note: These commands apply only to the selected source tracks, or to all source tracks if none are selected.

Linear Editing Window Management and Navigation

| TO | PRESS |
|---------------------------------|----------------|
| Make Active EDL the Source | Shift+F7 |
| Make Active EDL the Destination | Shift+F8 |
| Bring Source To Front | F7 |
| Bring Destination To Front | F8 |
| Tile Source/Dest | F12 |
| Align at Left Edit | Ctrl+F12 |
| Align at Right Edit | Ctrl+Shift+F12 |
| Align at Nowline | Shift+F12 |
| Align at Boundaries | Alt+Ctrl+F12 |

Note: Holding the **Alt-key** down while selecting an open EDL from the Window Menu makes that EDL the Source and performs the Source/Destination tiling command (**F12**). However, this command does not work if the EDL is the Destination, or already has focus.

Fade Pivots

| TO SET | PRESS |
|------------------------------|---------|
| Ingredient Fade Pivot Min | Shift+1 |
| Ingredient Fade Pivot Center | Shift+2 |
| Ingredient Fade Pivot Max | Shift+3 |
| Splice Fade Pivot Start | Ctrl+1 |
| Splice Fade Pivot Center | Ctrl+2 |
| Splice Fade Pivot End | Ctrl+3 |

The Mark Editor

| TO | PRESS |
|---------------------------------|-------------------|
| Add EDL Mark | Enter |
| Add Start Mark | Shift+Enter |
| Add End Mark | Ctrl+Enter |
| Add Index Mark | Ctrl+Shift+Enter |
| Add Ingredient Mark | Alt+Enter |
| Type in Mark Info | Insert |
| Move Mark to Nowline | Shift+/ / |
| Sync Ingredient Mark to Nowline | Ctrl+Shift+/ / |
| Delete Selected Marks | Delete |
| Audition Authoring Mark | M |

Ingredient Editing Accelerators

These accelerators are available only when one or more *ingredients* are selected and the Ingredient Editor Control Panel is visible.

| TO | PRESS |
|----------------------------------|-------|
| Edit-in Point - by nudge amount | A |
| Edit-in Point to Nowline | S |
| Edit-in Point + by nudge amount | D |
| Edit-out Point - by nudge amount | F |
| Edit-out Point to Nowline | G |
| Edit-out Point + by nudge amount | H |

| TO TRIM | PRESS |
|-----------------------------------|-------|
| Fade-in Length - by nudge amount | Z |
| Fade-in Length to Nowline | X |
| Fade-in Length + by nudge amount | C |
| Fade-out Length - by nudge amount | V |
| Fade-out Length to Nowline | B |
| Fade-out Length + by nudge amount | N |

| TO ADJUST | PRESS |
|---------------------------------|---------|
| Fade-in Gain - by nudge amount | Shift+Z |
| Fade-in Gain + by nudge amount | Shift+X |
| Both Gains - by nudge amount | Shift+C |
| Both Gains + by nudge amount | Shift+V |
| Fade-out Gain - by nudge amount | Shift+B |
| Fade-out Gain + by nudge amount | Shift+N |

Splice Editor Modifiers and Accelerators

The Nowline can be moved to the *edit points* in the *splice* using the **Ctrl-key** and the **NL** buttons in the Splice Editor Control Panel:

| TO MOVE | PRESS |
|--------------------------------|--|
| Nowline to Outgoing Edit Point | Ctrl+NL under Edit Point Outgoing in Splice Window |
| Nowline to Incoming Edit Point | Ctrl+NL under Edit Point Incoming in Splice Window |
| Nowline to Midpoint | Ctrl+NL under Edit Point Midpoint in Splice Window |

Three groups of accelerators are available only when the Splice Editor Control Panel is selected.

The Audition Commands play between an *edit point* and a location that precedes or follows it by the currently selected *pre-roll* time. The given *fade lengths* are usually played, however, when you hold down the **Shift-key** a 2 ms linear fade is used instead (as shown in parentheses in the following table):

| TO | PRESS |
|-----------------------------------|---|
| Audition Outgoing Around the Edit | Q |
| Audition Outgoing Outtake | W (or Shift+W to audition with 2 ms fade) |
| Audition Outgoing | E (or Shift+E to audition with 2 ms fade) |
| Audition Edit | R (or Shift+R to audition with 2 ms fade) |
| Audition Incoming | T (or Shift+T to audition with 2 ms fade) |
| Audition Incoming Outtake | Y (or Shift+Y to audition with 2 ms fade) |
| Audition Incoming Around the Edit | U |

These *edit point* accelerators Trim the material in the *splice*. Holding the **Shift-key** while trimming the *incoming* or *outgoing edit points* pins the *ingredient* position (as shown in parentheses in the following table), however, the mid-point cannot be pinned:

| TO TRIM | PRESS |
|----------------------------|--|
| Outgoing - by nudge amount | A (Shift+A = Outgoing - by nudge amount [ingredient pinned]) |
| Outgoing to Nowline | S (Shift+S = Outgoing to Nowline [ingredient pinned]) |
| Outgoing + by nudge amount | D (Shift+D = Outgoing + by nudge amount [ingredient pinned]) |
| Incoming - by nudge amount | F (Shift+F = Incoming - by nudge amount [ingredient pinned]) |
| Incoming to Nowline | G (Shift+G = Incoming to Nowline [ingredient pinned]) |
| Incoming + by nudge amount | H (Shift+H = Incoming + by nudge amount [ingredient pinned]) |
| Midpoint - by nudge amount | J |
| Midpoint to Nowline | K |
| Midpoint + by nudge amount | L |

These accelerators modify the *fade length*, or, with the **Shift-key** held down, they adjust the gain, as shown in parentheses in the following table:3

| TO MODIFY | PRESS |
|---|-------------|
| Outgoing Fade Length (Gain) - by nudge amount | Z (Shift+Z) |
| Outgoing Fade Length (Gain) + by nudge amount | X (Shift+X) |
| Both Fade Lengths (Gains) - by nudge amount | C (Shift+C) |
| Both Fade Lengths (Gains) + by nudge amount | V (Shift+V) |
| Incoming Fade Length (Gain) - by nudge amount | B (Shift+B) |
| Incoming Fade Length (Gain) + by nudge amount | N (Shift+N) |