



# Camtasia Studio 8.1<sup>®</sup>

## Hotkeys & Shortcuts

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# Camtasia Studio Hotkeys & Other Shortcuts

This guide gives some overview information on hotkeys and keyboard shortcuts and lists all the hotkeys available throughout the Camtasia Studio suite of products.

## What is a Hotkey?

A hotkey, also called a keyboard shortcut, shortcut key, or keystroke combination, is a key or set of keys that perform a defined function in a software application or computer operating system.

Reducing application tasks and processes to a hotkey often saves the user time and makes software usage easier for those with disabilities.

## Windows Sticky Keys

When a keyboard shortcut includes the <Shift>, <Ctrl>, <Alt> keys, or the Windows key, the Windows Sticky Keys feature lets you press that key and it remains active until another key is pressed.

This is especially useful for those who might have a difficult time holding down two or more keys at one time.

For example, the keyboard shortcut for Copy is to press and hold the <Ctrl> key and then press the <C> key. When Sticky Keys is turned on, press the < Ctrl > key, and then press the <C> key.

- ▶ **To Turn On** Sticky Keys
  1. Press the keyboard's < Shift > key five times. You will hear a beep.
  2. A dialog box appears with instructions on how to set up the Sticky Keys feature.
  
- ▶ **To Turn Off** Sticky Keys:

Press both of the keyboard's < Shift > keys simultaneously.

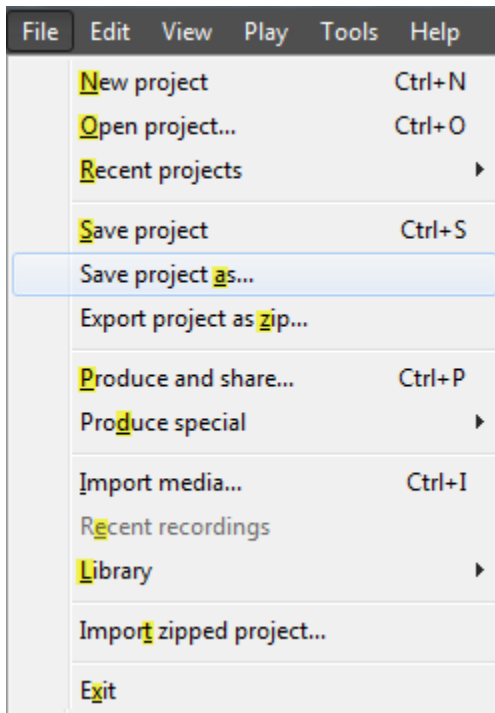
Continue with **Application Mnemonics**.

## Application Mnemonics

A mnemonic is an underlined character found in an application's title bar, menu item, text of a button, and more.

To activate the mnemonic commands in Camtasia Studio:

1. Press <Alt> and the first letter of the menu command. For example, press <Alt + F> to open the File menu. The mnemonic letters appear.



2. While still holding the <Alt> key, press the underlined letter on the keyboard.

## Recorder Hotkeys

### Default Hotkeys

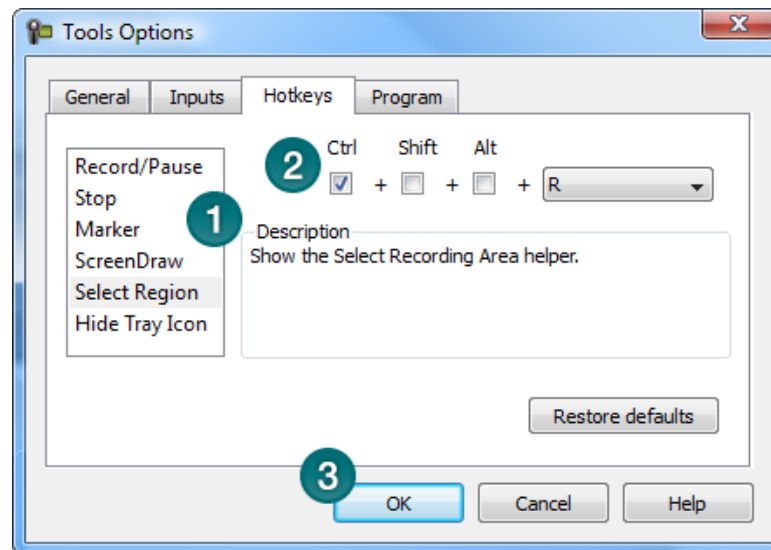
Option	Default Hotkey
Record	F9
Pause	F9
Stop	F10
Marker	Ctrl + M
ScreenDraw	Ctrl + Shift + D
Select Region	None (You can choose your own)
Hide Tray Icon	None (You can choose your own)
Mute	None (You can choose your own)

### To Change the Default Settings

 Camtasia Recorder > Tools > Options > Hotkeys tab.

To assign record keyboard hotkeys:

1. Select a recording function.
2. Choose the keystrokes.
3. Click **OK**.

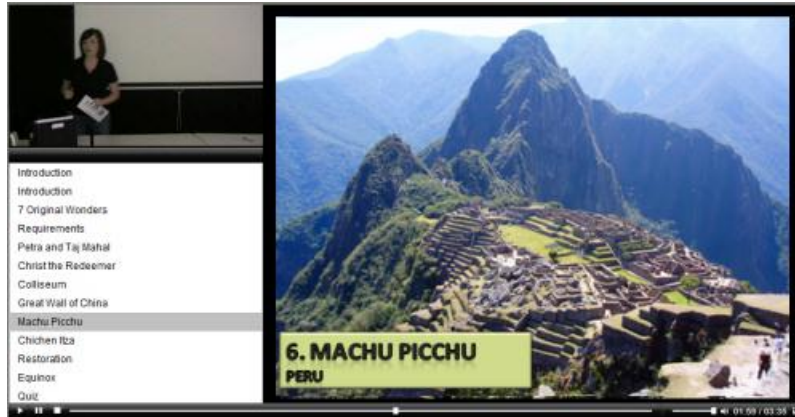


See also:

- ▶ PowerPoint Add-In Hotkeys
- ▶ Preview Window Options, Controls, & Hotkeys
- ▶ Editor Effects and Elements Hotkeys
- ▶ Generic Windows Hotkeys
- ▶ Recorder ScreenDraw Hotkeys

## PowerPoint Add-In Hotkeys

Use the Camtasia Studio PowerPoint Add-in to record and produce PowerPoint presentations from within Microsoft PowerPoint®.




### Default Hotkeys

Option	Hotkey
Record	Ctrl + Shift + F9
Pause	Ctrl + Shift + F9
Stop	Ctrl + Shift + F10

### To Change the Default Settings

PowerPoint > Add-Ins tab > Camtasia Studio toolbar > Recording Options icon > Record hotkey group

To assign keyboard hotkeys:

1. In PowerPoint, click the **Recording Options** button on the Add-Ins tab .
2. In the Record hotkey group, select a recording function.
3. Create the desired keystrokes.

Record hotkey

Record/Pause:  CTRL +  SHIFT +  ALT + F9

Stop:  CTRL +  SHIFT +  ALT + F10







4. Click **OK**.

## Preview Window Options, Controls, & Hotkeys

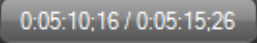




The Preview Window plays clips from the Clip Bin, Library, or timeline.



### Playback Controls & Hotkeys



Preview Window Button	Option	Hotkey	Description
	Previous Clip	Ctrl + Alt + Left Arrow	Move the scrubber to the beginning of the previous clip on the timeline.
	Step Backward	Ctrl + Left Arrow Hold the keys down to rewind.	Rewind the video frame-by-frame.
	Play/Pause	Spacebar	Start the video from the playhead/scrubber position. Click again to pause.
	Step Forward	Ctrl + Right Arrow Hold the keys down to fast forward.	Fast forward the video frame-by-frame.
	Next Clip	Ctrl + Alt + Right Arrow	Move the scrubber to the beginning of the next clip on the timeline.
	Scrubber	None Grab and drag the scrubber	Indicates the playback progress on the timeline.




Preview Window Button	Option	Hotkey	Description
	Time Code	None This is a read-only field.	Shows the current position of the playhead within the duration of the timeline. The time code displays in Hours:Minutes:Seconds;Frames.
	Pan	With Pan icon off, hold <b>Spacebar</b> to toggle Pan on.  To engage Pan mode, click the <b>Pan</b> icon, then again to turn off.	When zoomed in on the video at a high magnification level, use the pan option to move the video around within the boundaries of the canvas. 1. Press and hold <Spacebar> key. 2 Drag media to get the desired view. Or, click the Pan icon.
	Crop	With Crop icon off, hold <b>Alt</b> to toggle Crop mode on. Release <b>Alt</b> to escape Crop mode.  To engage Crop mode, click the <b>Crop</b> icon, then again to turn off.	1. Select media on canvas. 2. Press and hold <Alt> key. 3 Drag blue handles to crop media.  Or, click Crop icon.
	Full screen	Alt + Enter	<ul style="list-style-type: none"> <li>▶ View the entire canvas in full screen mode.</li> <li>▶ Press the <b>Esc</b> key on the keyboard to exit full screen mode.</li> </ul>
	Detach / Attach Preview Window	-	<ul style="list-style-type: none"> <li>▶ Click to detach the entire Preview Window from the Editor.</li> <li>▶ Click again to reattach the Preview Window to the Editor.</li> </ul>


## Canvas Keyboard Shortcuts

 These hotkeys are not customizable.

Function	Hotkey	To Use
Move Media	Keyboard Arrow Keys	<ul style="list-style-type: none"> <li>▶ Move the selected media on the canvas.</li> <li>▶ When in pan mode, moves the view.</li> </ul>
Magnify the view of Canvas	Scroll Mouse Wheel	Click on canvas then use scroll wheel to increase or decrease the magnification view.
Resize Media	Ctrl	<ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold &lt; Ctrl &gt; key.</li> <li>3. Use scroll mouse wheel to increase or decrease size of media.</li> </ol>
Maintain aspect ratio while resizing media	Shift	<ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold &lt; Shift &gt; key.</li> <li>3 Drag a handle on the media to change size.</li> </ol>
Override aspect ratio when resizing	Ctrl	<p>Override maintaining aspect ratio when resizing media.</p> <ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold &lt; Shift &gt; key.</li> <li>3 Drag a handle on the media to change size.</li> </ol>
Freely Rotate Media (3D)	Shift + Ctrl	<ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold &lt; Shift + Alt &gt; key.</li> <li>3 Drag on the media clip to freely rotate in 3D.</li> </ol> <p><b>Note:</b> Do not use the side handles or rotate handle.</p>
Edit media or open task page	Double-click	Double-click on any media to edit it or open its task page.
 Pan	<p>With Pan icon off, hold <b>Spacebar</b> to toggle Pan on.</p> <p>To engage Pan mode, click the <b>Pan</b> icon, then again to turn off.</p>	<p>When zoomed in on the video at a high magnification level, use the pan option to move the video around within the boundaries of the canvas.</p> <ol style="list-style-type: none"> <li>1. Press and hold &lt;Spacebar&gt; key.</li> <li>2 Drag media to get the desired view.</li> </ol> <p>Or, click the Pan icon.</p>
 Crop	<p>With Crop icon off, hold <b>Alt</b> to toggle Crop mode on. Release <b>Alt</b> to escape Crop mode.</p> <p>To engage Crop mode, click the <b>Crop</b> icon, then again to turn off.</p>	<ol style="list-style-type: none"> <li>1. Select media on canvas.</li> <li>2. Press and hold &lt;Alt&gt; key.</li> <li>3 Drag blue handles to crop media.</li> </ol> <p>Or, click Crop icon.</p>

## Editor Hotkeys & Shortcuts

 These hotkeys are not customizable.

Timeline Functions	Hotkey	Menu Location
Play/Pause	Spacebar	
Stop playback and return to previous location of the playhead.	Ctrl + Alt + Space	-
Delete	Delete key Delete / remove a timeline selection or any selected media clip. For a timeline selection, the delete action spans all unlocked tracks. <b>When using Delete, a gap will be left between any clips on the timeline.</b> 1. On the timeline, make a playhead selection or click to select a clip. 2. Press the <Delete> key on the keyboard.	-
Copy	Ctrl + C Copy and place media on clipboard. 1. On the timeline, make a playhead selection or click to select a clip. 2. Press the <Ctrl + C> key on the keyboard.	Edit
Cut	Ctrl + X Cut a timeline selection or any selected media clip and place on clipboard. For a timeline selection, the cut action spans all unlocked tracks. <b>When using Cut, the gap between any clips on the timeline is stitched together.</b> 1. On the timeline, make a playhead selection or click to select a clip. 2. Press the <Ctrl + X> key on the keyboard.	Edit
Paste	Ctrl + V	Edit
Redo	Ctrl + Y	Edit
Undo	Ctrl + Z	Edit
Split	S	Edit
Split All	Ctrl + Shift + S	Edit
 Crop	With Crop icon off, hold <b>Alt</b> to toggle Crop mode on. Release <b>Alt</b> to escape Crop mode.  To engage Crop mode, click the <b>Crop</b> icon, then again to turn off. 1. Select media on canvas. 2. Press and hold <Alt> key. 3 Drag blue handles to crop media.  Or, click Crop icon.	Edit

Timeline Functions	Hotkey	Menu Location
Stitch Media (Joins media clips together.)	Ctrl + Alt + I	Edit
Select All	Ctrl + A	-
Group	Ctrl + G	-
Ungroup	Ctrl + U	-
Add to Library	Ctrl + Shift + A	Edit
Record the Screen	Ctrl + R	Tools
Camtasia Studio Help	F1	Help
Insert time (blank space) for timeline selection	Right-click > Insert Time This action inserts a blank space across all unlocked tracks. The amount of inserted space is determined by the size of the playhead selection.  1. Make sure the green in-point is located where the space is to <b>begin</b> . 2. Make a playhead selection. 3. Right-click the selection and choose <b>Insert space</b> .	-
Insert blank space	Shift + Drag This action inserts a blank space on a track. The amount of space is determined by dragging.  1. Select a clip on the timeline where space is to begin. 2. Press and hold <Shift>. 3. Drag media to create the space.  To insert space on more than one track at a time, hold <Shift> and select a media clip on each track. When clips are selected, drag to create space.	-
Extend range selection	▶ Shift + Arrow key left – to move green playhead left. ▶ Shift + Arrow key right – to move red playhead right.	-
Toggle Clip Bin / Library	Ctrl + B	-

Project Options	Hotkey	Menu Location
Save project	Ctrl + S	File
New project	Ctrl + N	File
Open project	Ctrl + O	File
Import media	Ctrl + I	File
Export audio as	Ctrl + D	File
Export frame as	Ctrl + F	File
Produce and share	Ctrl + P	File

Video Playback in Preview Window	Hotkey	Menu Location
Play	Ctrl + Spacebar	Play
Play from beginning	Ctrl + Shift + Spacebar	Play
Jump to beginning	Ctrl + Home	Play
Jump to beginning select	Ctrl + Shift + Home	-

Video Playback in Preview Window		Hotkey	Menu Location
Previous clip		Ctrl + Alt + Left	Play
Previous clip select		Ctrl + Shift + Alt + Left	-
Step forward		Ctrl + Right	Play
Seek forward select		Ctrl + Shift + Right	-
Step backward		Ctrl + Left	Play
Step backward select		Ctrl + Shift + Left	-
Stop		Ctrl + Alt + Spacebar	Play

Timeline View	Hotkey	Menu Location
Show marker view	Ctrl + M	View
Show quiz view	Ctrl + Q	View
Zoom in	Ctrl + Plus	View
Zoom out	Ctrl + Minus	View
Zoom to fit	Ctrl + F9	View
Zoom to max	Ctrl + F11	View
Zoom to selection	Ctrl + F10	View
Full screen view	Alt + Enter	View
Quit full screen view	Esc	View
Scroll timeline horizontally with the playhead.	Left Arrow (moves playhead to the left) Right Arrow (moves to the right)	

Timeline Navigation	Hotkey	Menu Location
Select Next Clip	Ctrl + Shift + Alt + Right Arrow	-
Select Previous Clip	Ctrl + Shift + Alt + Left Arrow	-
Snapping Ctrl is a toggle for the snapping options. ▶ If Snapping to Media is OFF under View->Timeline Snapping > Clip Edges, then holding Ctrl will snap to media edges. ▶ If Snapping to media is ON, holding control will not snap to media edges.	Ctrl Press <Ctrl> while dragging to toggle on or off snapping.	-
Select from current position to the end of the timeline	Ctrl + Shift + End	-
Select from current position to the beginning of the timeline	Ctrl + Shift + Home	-
Make a selection step-by-step	Ctrl + Shift + Right Arrow Or Ctrl + Shift + Left Arrow	-

Timeline Navigation	Hotkey	Menu Location
Ripple Trim Moves media on track to left or right when trimming media clip	Hold <Shift> and drag end of media clip to trim in or trim out.	-
Ripple Move Ripple move media on track to left or right	Shift 1. Click to select clip on timeline. 2. Hold <Shift> and drag media clip left or right.	-
Ripple Move Multiple Clips Ripple move media on track to left or right	Shift 1. Hold <Shift> and click to select multiple media clips on the timeline. 2. Hold <Shift> and drag media clip left or right.	-
Ripple Move at Playhead Moves ALL media at the point of the playhead.	All media clips at location of playhead will be split. 1. Position playhead. 2. Hold <Shift> and drag playhead.	-
Step Backward	Left Arrow Repeated	-
Rewind	Left Arrow Hold the key down to rewind	-
Step Forward	Right Arrow Repeated	-
Fast Forward	Right Arrow Hold the key down to fast forward	-
Previous Clip	Ctrl + Alt + Left Arrow	-
Next Clip	Ctrl + Alt + Right Arrow	-
Next clip select	Ctrl + Shift + Alt + Right	-
Jump to end of timeline	Ctrl + End	-
Jump to end select	Ctrl + Shift + End	-
Jump to beginning of timeline	Ctrl + Home	-

Zoom View of Timeline		
Zoom In	Ctrl + Plus -or- Ctrl + Mouse scroll wheel up	
Zoom Out	Ctrl + Minus -or- Ctrl + Mouse scroll wheel down	
Zoom to Fit	Ctrl + F9 -or- Ctrl + Mouse scroll wheel down	
Zoom to Maximum	Ctrl + F11 -or- Ctrl + Mouse scroll wheel up	
Zoom to Selection	Ctrl + F10	

### Marker & Quiz


Select between Markers	Ctrl + Shift + [ Or Ctrl + Shift + ]	
Previous Marker	Ctrl + [	
Select Previous Marker	Ctrl + Shift + [	
Next Marker	Ctrl + ]	
Select Next Marker	Ctrl + Shift + ]	
Show / Hide Marker View	Ctrl + M	
Show / Hide Quiz View	Ctrl + Q	

## Editor Effects and Elements Hotkeys

### Default Hotkeys

Option	Hotkey	Configurable?
Add Callout	C	Yes Tools > Options
Add Caption	A	Yes Tools > Options
Add Quiz	Q	Yes Tools > Options
Add Transition	T	Yes Tools > Options
Add Zoom Animation	Z	Yes Tools > Options
Add Marker	M	Yes Tools > Options
Extend frame	E	Yes Tools > Options
Split	S	Yes Tools > Options

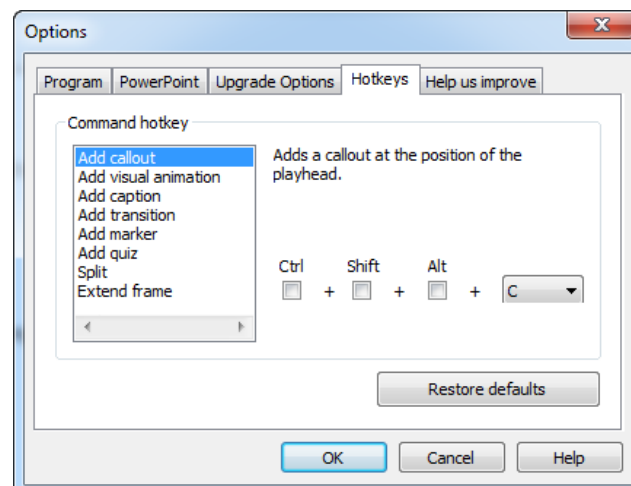
### To Change the Default Settings

 Camtasia Studio > Tools > Options > Hotkeys tab

The options in the Hotkeys tab allow you to change the default hotkeys for adding elements or effects (callouts, zoom keyframes, etc.) to the timeline.

To assign hotkeys:

1. Select a command from the scrolling list.
2. Create the desired hotkey combination.
3. Click **OK**.






## Generic Windows Hotkeys

These hotkeys work in most Windows applications.


Option	Hotkey
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + N	New
Ctrl + S	Save
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Z	Undo
Ctrl + A	Select all
F1	Open help
Alt + First letter of menu item	Activate menu bar
Alt + Space	Display system menu
Escape	Remove focus from current control/menu, or close dialog box
Ctrl + F4	Close tab or child window

## Recorder ScreenDraw Hotkeys

 When using ScreenDraw, all drawing is permanently burned into the recording and cannot be changed or removed. Adding arrows or callouts in Camtasia Studio Editor after recording creates a similar effect. However, arrows and callouts in Camtasia Studio can be edited.

Add drawing effects like arrows and circles over the screen as your record with ScreenDraw.

### ScreenDraw Hotkeys

 These hotkeys are not customizable.

When recording the full screen, use the ScreenDraw hotkeys to enable ScreenDraw and to change the tools. You can change the tool, color, or width of the drawing tools.

Option	Hotkey
<b>Program Options</b>	
Enable ScreenDraw	Ctrl + SHIFT + D
Tool Width	1 through 8
Undo	Ctrl + Z
Redo	Ctrl + Y
Exit ScreenDraw	ESC
<b>Shape</b>	
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L
Arrow	A
<b>Color</b>	
Black	K
Blue	B
Cyan	C
Green	G
Yellow	Y
White	W
Magenta	M
Red	R

See also:

- ▶ Recorder Hotkeys
- ▶ PowerPoint Add-In Hotkeys
- ▶ Preview Window Options, Controls, & Hotkeys
- ▶ Editor Effects and Elements Hotkeys
- ▶ Generic Windows Hotkeys