



Camtasia Studio 8[®]

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 SHIFT, CTRL, ALT, 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.

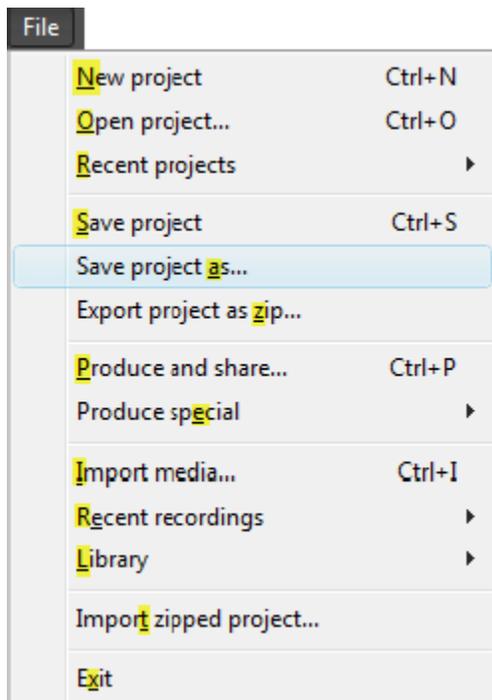
Continue with **Application Mnemonics**.

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.

See also:

- ▶ Recorder Hotkeys
- ▶ PowerPoint Add-In Hotkeys
- ▶ Editor Playback Controls & Hotkeys
- ▶ Editor Timeline Navigation Hotkeys
- ▶ Editor Effects and Elements Hotkeys
- ▶ Generic Windows Hotkeys
- ▶ Recorder ScreenDraw Hotkeys

Recorder Hotkeys

Default Hotkeys

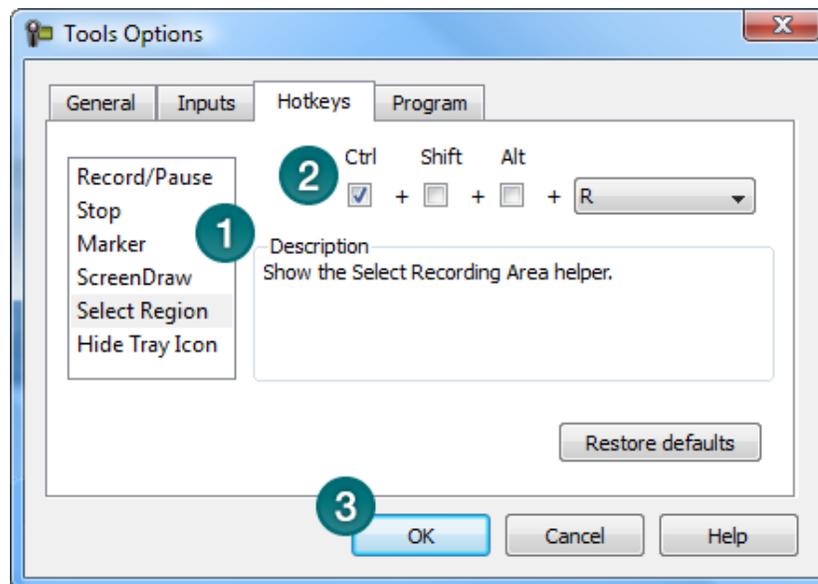
Option	Hotkey
Record/Pause	F9
Stop	F10
Marker	CTRL + M
ScreenDraw	CTRL + SHIFT + D
Select Region	None
Hide Tray Icon	None
Mute	None

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**.

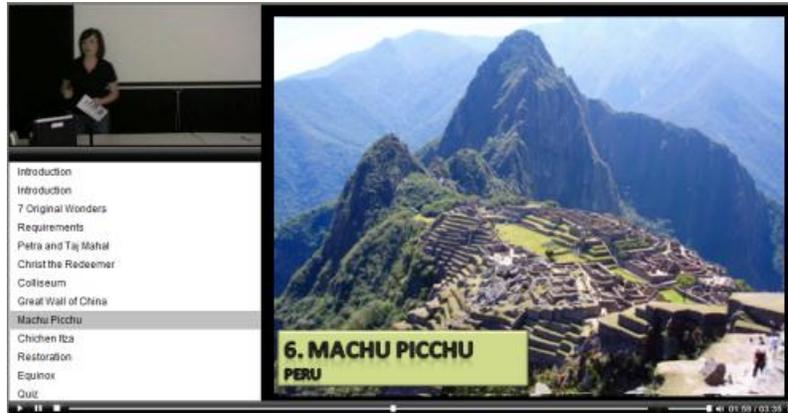


See also:

- ▶ PowerPoint Add-In Hotkeys
- ▶ Editor Playback Controls & Hotkeys
- ▶ Editor Timeline Navigation 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.



4. Click **OK**.

See also:

- ▶ Editor Playback Controls & Hotkeys
- ▶ Editor Timeline Navigation Hotkeys
- ▶ Editor Effects and Elements Hotkeys
- ▶ Generic Windows Hotkeys
- ▶ Recorder ScreenDraw Hotkeys

Editor Playback Controls & Hotkeys

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



Playback Controls & Hotkeys

 These hotkeys are not customizable.

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.
	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.

Editor Timeline Navigation Hotkeys

 These hotkeys are not customizable.

Option	Hotkey
Previous Clip	CTRL + ALT + Left Arrow
Step Backward	CTRL + Left Arrow Hold the keys down to rewind
Play/Pause	Spacebar
Stop	CTRL + ALT + Space
Step Forward	CTRL + Right Arrow Hold the keys down to fast forward
Next Clip	CTRL + ALT + Right Arrow
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 + SHIFT + Mouse scroll wheel down
Zoom to Maximum	CTRL + F11 Or CTRL + SHIFT + Mouse scroll wheel up
Zoom to Selection	CTRL + F10
Select Next Clip	CTRL + SHIFT + ALT + Right Arrow
Select Previous Clip	CTRL + SHIFT + ALT + Left Arrow
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
Select between markers	CTRL + SHIFT [Or CTRL + SHIFT]
Previous marker	CTRL + [
Next marker	CTRL +]
Jump to end of timeline	CTRL + End
Jump to beginning of timeline	CTRL + Home
Make a selection step-by-step	CTRL + SHIFT + Right Arrow Or CTRL + SHIFT + Left Arrow

Editor Effects and Elements Hotkeys

Default Hotkeys

Option	Hotkey
Add callout	C
Add zoom	Z
Add caption	A
Add transition	T
Add marker	M
Split	S
Extend frame	E

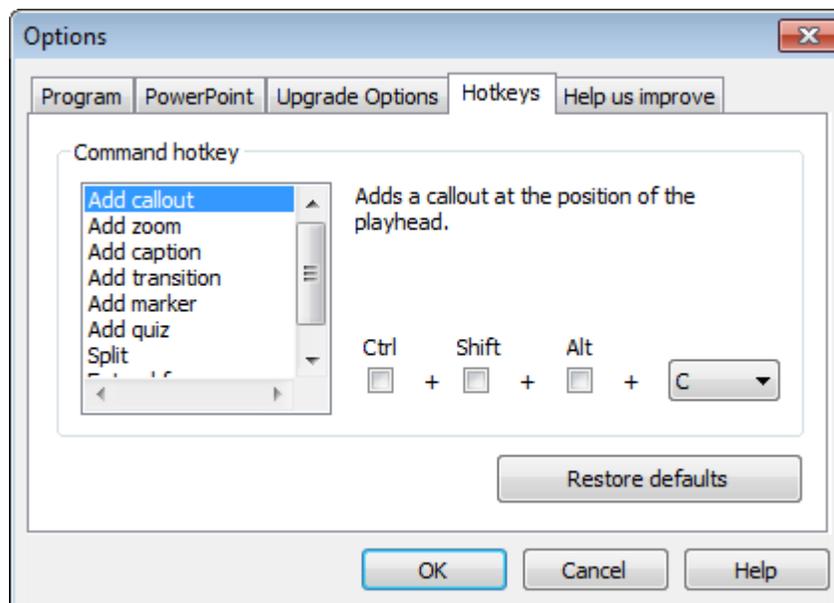
To Change the Default Settings

 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**.



See also:

- ▶ Recorder Hotkeys
- ▶ PowerPoint Add-In Hotkeys
- ▶ Generic Windows Hotkeys
- ▶ Recorder ScreenDraw Hotkeys

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

See also:

- ▶ Recorder Hotkeys
- ▶ PowerPoint Add-In Hotkeys
- ▶ Editor Playback Controls & Hotkeys
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- ▶ Recorder ScreenDraw Hotkeys

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

See also:

- ▶ Recorder Hotkeys
- ▶ PowerPoint Add-In Hotkeys
- ▶ Editor Playback Controls & Hotkeys
- ▶ Editor Timeline Navigation Hotkeys
- ▶ Editor Effects and Elements Hotkeys
- ▶ Generic Windows Hotkeys