TechSmith® Camtasia™

Hotkeys & Shortcuts

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Contents

Camtasia Hotkeys & Shortcuts

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

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** Windows 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** Windows Sticky Keys:
Press both of the keyboard's Shift keys simultaneously.

Windows Application Mnemonics/Accelerators

A mnemonic or accelerator 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:

1.   Press Alt and the first letter of the menu command. For example, press Alt+M to open the Modify menu. The accelerator letters appear.
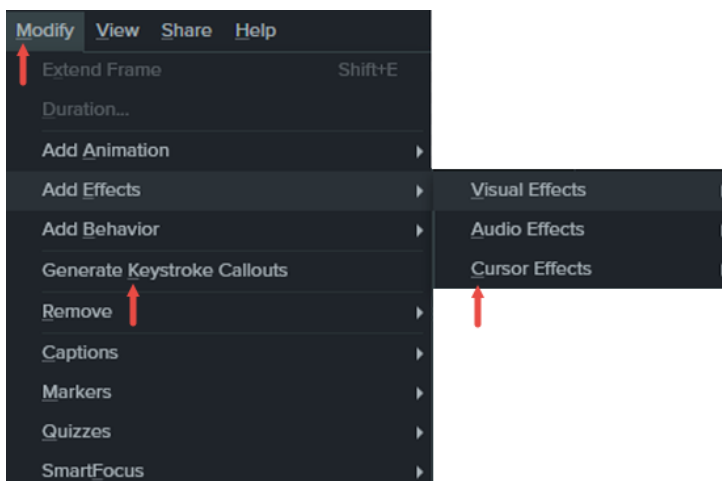
2.   While still holding the Alt key, press the underlined letter on the keyboard.

Recorder Hotkeys

Function	Windows Hotkey **Each of these are customizable.** **Choose Tools > Options > Hotkeys tab.**	Mac Hotkey
Start recording	F9	-----
Pause recording	F9	Cmd+Shift+2
Stop recording	F10	Cmd+Option+2
Marker	Ctrl+M	-----
ScreenDraw	Ctrl+Shift+D	-----
Select Region	None (Choose your own)	-----
Hide Tray Icon	None (Choose your own) Tools > Options > Hotkeys tab.	-----
Mute	None (Choose your own) Tools > Options > Hotkeys tab.	-----

To Change the Default Settings

Choose Camtasia Recorder > Tools > Options > Hotkeys tab.

To assign record keyboard hotkeys:

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

Camtasia Windows PowerPoint Add-In Hotkeys

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

Function	Windows Hotkey
Record	Ctrl + Shift + F9
Pause	Ctrl + Shift + F9
Stop	Ctrl + Shift + F10

To Change the Default Settings

Choose PowerPoint > Add-Ins tab > Camtasia 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**.

Project Options

Function	Windows Hotkey	Mac Hotkey
Launch Recorder	Ctrl+R	Cmd+Shift+2
Launch online help	F1	-----
Save project	Ctrl+S	Cmd+S
New project	Ctrl+N	Cmd+N
Open project	Ctrl+O	Cmd+O
Import media into Media Bin	Ctrl+I	Cmd+I
Export audio as	-----	-----
Export frame as	Ctrl+F	Ctrl+F
Produce / Share Production Wizard	Ctrl+P	Cmd+E

Program Options

Function	Windows Hotkey	Mac Hotkey
Open Media tab	B	B
Open Annotation tab	N	N
Open Transition tab	T	T
Open Behaviors tab	O	O
Open Zoom-n-Pan Animation tab	A	A
Open Cursor Effects tab	U	U
Open Voice Narration tab	V	V
Open Audio Effects tab	D	D
Open Visual Effects tab	L	X
Open Interactivity tab	I	I
Open Captions tab	C	-----
Open Gesture Effects Tab	-----	G
Open Properties Panel	Ctrl+2	Cmd+2
Hide Other Programs	-----	Cmd+Option+H
Minimize Window	Windows Key+Down Arrow	Cmd+M
Quit/Exit	Alt+F4	Cmd+Q
Close (the window, not the program)	-----	Cmd+W
Symbols and emojis	-----	Ctrl+Cmd+Space
Enter full screen (whole program, not canvas)	-----	Cmd+Shift+F
Display system menu	Alt+Space	-----
Activate Menus	Alt+First letter of menu	-----
Menu options accelerators	1. Alt+First letter of menu 2. Let go of Alt+ Press underlined letter key	-----
Remove focus from current control or close a menu or combo dialog box	Esc	Esc

Canvas Options

Function	Windows Hotkey
Enable / Disable Canvas Snapping	Ctrl+;
Zoom in on canvas	Ctrl+Plus -Or- Scroll wheel
Zoom out on canvas	Ctrl+Minus -Or- Scroll wheel
Change size of selected media on canvas	Select media + Scroll wheel
Full screen	-----
Exit full screen canvas view	Esc
Move selected media on canvas	Arrow Keys (hold)
Nudge media 1 pixel	Arrow Key (one press at a time)
Nudge Media 10 pixels	Shift+Arrow Key (one press at a time)
Maintain aspect ratio while resizing media	Drag corner handle on selected media to resize.
Override Aspect Ratio when resizing	Shift + Drag corner handle on selected media to resize.
Resize media with aspect ratio and maintain center point	Ctrl + Drag corner handle on media to resize.
Freely Rotate Media (3D)	**For Callouts** Ctrl (hold both) 1. Select media on canvas. 2. Press and hold Ctrl. 3. Drag on media clip to freely rotate in 3D. **Note**: Do not use side or rotate handles. **All Other Media Clips** Shift+Ctrl (hold both) 1. Select media on canvas. 2. Press and hold both Shift + Ctrl. 3. Drag on media clip to freely rotate in 3D. **Note**: Do not use side or rotate handles.

Timeline Editing

Function	Windows Hotkey	Mac Hotkey
Copy	Ctrl+C	Cmd+C
Cut • Copies to clipboard • No gap • Media is stitched together on timeline	Ctrl+X	Cmd+Shift+X
Paste	Ctrl+V	Cmd+ V
Delete Leaves space on timeline	Delete	Delete
Redo	Ctrl+Y	Cmd+Shift+Z
Undo	Ctrl+Z	Cmd+Z
Group	Ctrl+G	Cmd+G
Ungroup	Ctrl+U	Cmd+U
Pan	Spacebar (hold) + Drag on Canvas	Spacebar (hold)+ Drag on Canvas
Crop	Alt (hold)	Alt (hold)
Record Screen	Ctrl + R	Ctrl + R
Ripple Delete/Cut	Ctrl+Delete 1. Make a selection on timeline. 2. Press Ctrl+Delete. Selection is deleted and all timeline media is shifted.	Cmd+Shift+X 1. Make a selection on timeline. 2. Press Cmd+Shift+X. Selection is deleted and all timeline media is shifted.
Split selected media at playhead	S	Cmd+T
Split all tracks at playhead	Ctrl+Shift+S	Cmd+Shift+T
Stitch selected media	Ctrl+Alt+I	Cmd+Option+I
Unstitch	-----	-----
Extend frame	Shift+E	-----
Select All	Ctrl+A	Cmd+A
Deselect All	Ctrl+D	Cmd+Shift+A
Add selection to Library	Ctrl+Shift+A	-----
Open Media Bin tab -Or- Toggle Clip Bin / Library view	B	B
Show/Hide Tools Panel	Ctrl+1	Cmd+1
Show / Hide Properties	Ctrl+2	Cmd+2

Timeline Navigation

Function	Windows Hotkey	Mac Hotkey
Play/Pause/Stop video	Spacebar	Spacebar
Stop playback and return to previous location of the playhead	Ctrl+Alt+Space	Ctrl+Option+Space
Move playhead to previous clip	Ctrl+Alt+Comma	Ctrl+Comma
Move playhead to next clip	Ctrl+Alt+Period	Ctrl+Period
Step Backward on timeline	Comma	Comma
Step Forward on timeline	Period	Period
Zoom in on timeline	Ctrl+Shift+Plus -Or- Ctrl (hold)+Scroll Wheel	Cmd+Shift+Plus -Or- Cmd (hold)+Scroll Wheel
Zoom out on timeline	Ctrl+Shift+Minus -Or- Ctrl (hold)+Scroll Wheel	Cmd+Shift+Minus -Or- Cmd (hold)+Scroll Wheel
Zoom to see all media on timeline	Ctrl+Shift+7 -Or- Ctrl (hold)+Scroll Wheel	Cmd (hold)+Scroll Wheel
Zoom to maximum timeline view	Ctrl+Shift+9 -Or- Ctrl (hold)+Scroll Wheel	Cmd+Shift+9 -Or- Cmd (hold)+Scroll Wheel
Zoom to timeline selection	Ctrl+Shift+8	Cmd+Shift+8
Play from beginning	-----	-----
Jump to beginning of timeline	Ctrl+Home	----
Jump to beginning select	Ctrl+Shift+Home	-----
Jump to end of timeline	Ctrl+End	-----
Jump to end select	Ctrl+Shift+End	-----
Next clip select	Ctrl+Shift+Alt+Right Arrow	Cmd+Shift+Option+Period
Previous clip select	Ctrl+Shift+Alt+Left Arrow	Cmd+Shift+Option+Comma
Split and ripple move everything on track This creates space on timeline	Shift + Drag Playhead	Shift + Drag Playhead
Ripple move	Shift 1. Select clip on timeline. 2. Hold Shift and drag media.	-----
Ripple trim	Hold Shift and trim end of media in/out.	----
Ripple split and move everything on track at playhead	Shift+drag selected media	Shift+drag selected media
Make timeline selection	Ctrl Hold and drag playhead	Cmd Hold and drag playhead

Function	Windows Hotkey	Mac Hotkey
Extend timeline range selection right	Shift+Period	Shift+Period
Extend timeline range selection left	Shift+Comma	Shift+Comma
Temporarily disable snapping	Ctrl	Ctrl
Move up or down through tracks	Scroll Wheel	Scroll Wheel
Increase Track Heights	Alt+Plus	-----
Decrease Track Heights	Alt+Minus	-----

Marker and Quiz Options

Function	Windows Hotkey	Mac Hotkey
Add Marker	Shift+M	Shift+M
Show / Hide marker view	Ctrl+M	Ctrl+M
Next Marker	Ctrl+]	Ctrl +]
Select between Markers	Ctrl+Shift+[-Or- Ctrl+Shift+]	-----
Previous Marker	Ctrl+[	Ctrl +[
Timeline Select to Previous Marker	Ctrl +Shift+[	Ctrl +Shift+[
Timline Select to Next Marker	Ctrl+Shift+]	Ctrl+Shift+]
Open Interactivity tab	I	I
Add Quiz	Shift+Q	Shift+Q
Show / Hide quiz view	Ctrl+Q	Ctrl+Q
Jump to and select previous quiz	Ctrl+9	Ctrl+9
Jump to and select next quiz	Ctrl+0	Ctrl+0

Animations and Effects

Function	Windows Hotkey	Mac Hotkey
Open Transition tab	T	T
Add Last Used Transition to Selected Media	Shift+T	Shift+T
Open Behaviors tab	O	O
Open Animations tab	A	A
Jump to next animation	Alt+K	Option+K
Jump to previous animation	Shift+K	Shift+K
Add Custom Animation	Shift+A	Shift+A

Function	Windows Hotkey	Mac Hotkey
Open Visual Effects tab	L	X
Open Voice Narration tab	V	V
Start/Stop Voice Narration Recording	Ctrl+Shift+V	-----

Text Options for Annotations

Function	Windows Hotkey	Mac Hotkey
Edit Text	_____	Option+Return
Bold	Ctrl+B	Cmd+Shift+B
Italic	CTRL+I	Cmd+Shift+I
Select one character right of the cursor	Shift+Right Arrow	Shift+Right Arrow
Select one character left of the cursor	Shift+Left Arrow	Shift+Left Arrow
Select all characters after the cursor.	Shift+Down Arrow	Shift+Down Arrow
Select all characters before the cursor.	Shift+Up Arrow	Shift+Up Arrow
Underline	Ctrl+U	Cmd+Shift+U
Copy selected text	Ctrl+C	Cmd+C
Paste Text	Ctrl+V	Cmd+V
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Y	Shift+Cmd+Z
Delete Text	Highlight text+Delete	Highlight text+Delete
Align Left	-----	Select text, then: Cmd+Shift+{
Align Center	-----	Select text, then: Cmd+Shift+\
Align Right	-----	Select text, then: Cmd+Shift+}
Copy Style	-----	Cmd+Option+C
Paste Style	-----	Cmd+Option+V
Show Special Characters	-----	Ctrl+Cmd+Spacebar

Captions

Function	Windows Hotkey	Mac Hotkey
Add Caption	Shift+C	Shift+C
Previous Caption	Shift+Tab	Shift+Tab
Next Caption	Tab	Tab
Replay Current Caption Segment (Loop button)	Enter	Enter
Increase Caption Duration	Ctrl+ALT+]	Cmd+]
Decrease Caption Duration	Ctrl+ALT+[	Cmd+[

ScreenDraw (Windows Only)

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

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

- When recording 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.

Function	Current Windows Hotkey
Program Options	
Enable ScreenDraw	Ctrl+Shift+D
Exit ScreenDraw	Esc
Tool Width	1 through 8
Undo	Ctrl+Z
Redo	Ctrl+Y
Shape	
Frame	F
Highlight	H
Ellipse	E
Pen	P
Line	L
Arrow	A
Color	
Black	K
Blue	B
Cyan	C
Green	G

Function	Current Windows Hotkey
Yellow	Y
White	W
Magenta	M
Red	R