TechSmith®

Camtasia Studio®
Hotkeys & Shortcuts

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Trademarks

Contents

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 Logo 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, you press the Ctrl key, and then press the C key.

To Turn On Sticky Keys

Press the keyboard's <**Shift**> key five times. You will hear a beep. 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.

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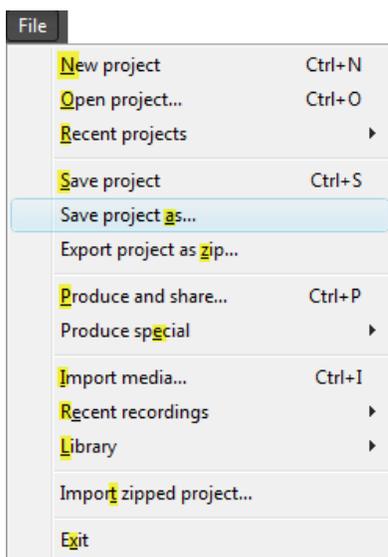
2. While still holding the <ALT> key, press the underlined letter on the keyboard.

Recorder Hotkeys

Default Hotkeys

Option	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 keyboard hotkeys:

1. Select a recording function.
2. Choose the keystrokes.
3. Click **OK**.
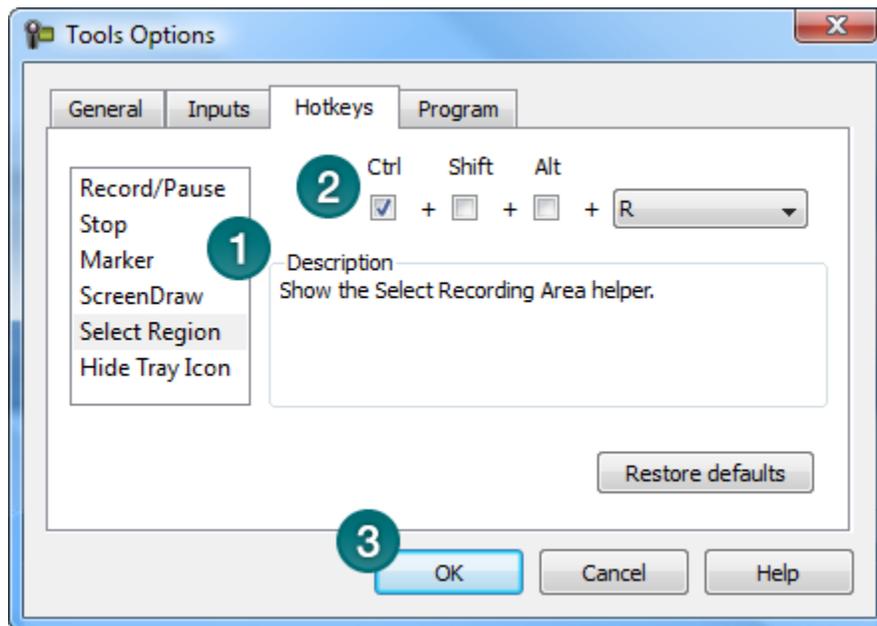
PowerPoint Add-In Hotkeys

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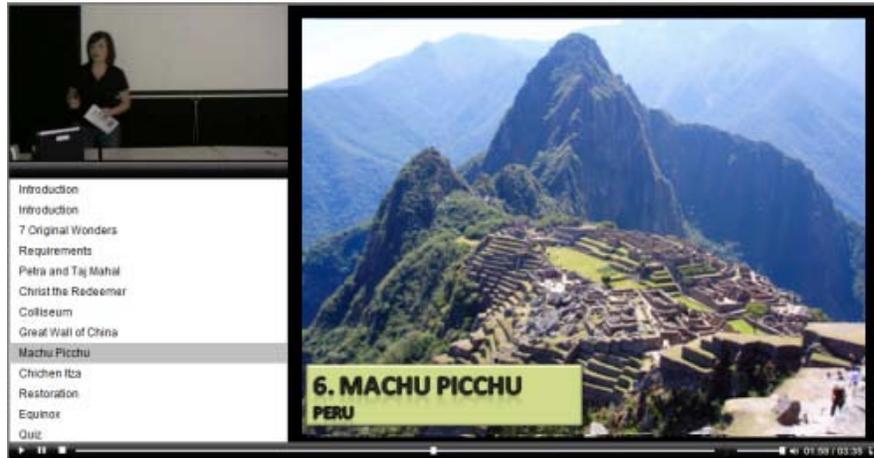
Default Hotkeys

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

Editor's Playback Controls & Hotkeys

The Preview Window plays clips from the Clip Bin, Library, or timeline.
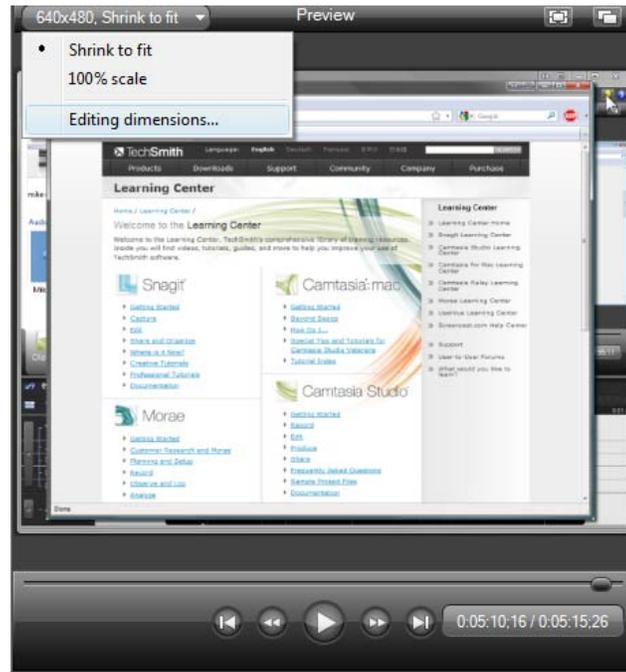
Playback Controls & Hotkeys

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		Indicates the playback progress on the timeline.
0:05:10;16 / 0:05:15;26	Time code		Shows the current position of the playhead within the duration of the timeline. The time code displays in Hours:Minutes:Seconds;Frames.

Editor's 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 Or CTRL + SHIFT + Left

Editor's 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.
2. Choose the keystrokes.
3. Click **OK**.
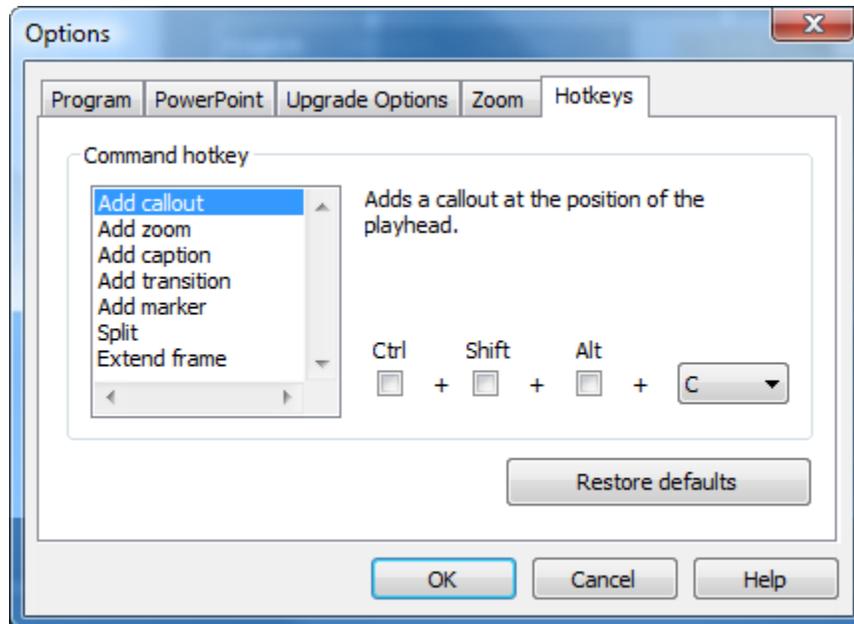
Camtasia MenuMaker Hotkeys

Use Camtasia MenuMaker to create an attractive menu to launch your files. With MenuMaker, copies of all of your files are located in one central location making it easy to open and close files or applications. This means no more searching through drives, directories, and folders when giving a presentation or teaching a class. This also allows you to easily create a CD-ROM that will launch with the menu displayed, a perfect way to distribute information to customers, students, workgroups, and more.

These hotkeys are not customizable.

Option	Hotkey
Create a New Project	CTRL + N
Open Project	CTRL + O
Test the Menu	CTRL + T
Save the Project	CTRL + S
Exit MenuMaker	ALT + F4
Open Help	F1

Camtasia Theater Hotkeys

Use Camtasia Theater to create an attractive and interactive menu to launch your Camtasia Studio Flash files.

Camtasia Theater adds DVD-like navigation to your screen videos in Flash format. Using Theater's menu, users can quickly navigate between multiple movies or view them all in a pre-defined sequence. Theater presentations can be viewed online and on CD-ROM.

These hotkeys are not customizable.

Option	Hotkey
New	CTRL + N
Open	CTRL + O
Save	CTRL + S
Export Flash menu	CTRL + E
Exit Theater	ALT + F4
Open Help	F1

Camtasia Player Hotkeys

Camtasia Player is a simple, standalone video player, optimized for playing screen recordings.

These hotkeys are not customizable.

Option	Hotkey
Open	CTRL + O
Play/Pause	Space
Stop	CTRL + S
Beginning	Home
Rewind	Page Up
Forward	Page Down
End	End
Full Screen	ALT + Enter
Repeat	CTRL + R
Increase Volume	CTRL + Up arrow
Decrease Volume	CTRL + Down arrow
Mute Volume	CTRL + M

Generic 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's ScreenDraw Hotkeys

⚠ With these options, the drawing is permanently burned into the recording and cannot be changed or removed. Adding arrows or callouts in Camtasia Studio 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