



Camtasia Studio[®]

Hotkeys

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Camtasia Studio Hotkeys

This guide lists the hotkeys available throughout the Camtasia Studio suite of products.

Recorder Hotkeys

Default Hotkeys

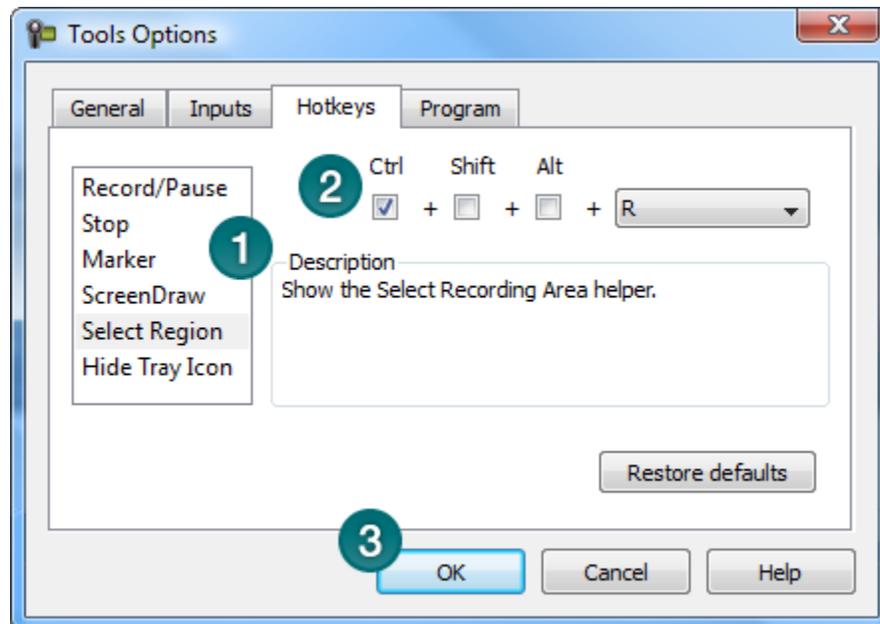
| Option | Hotkey |
|----------------|------------------|
| Record/Pause | F9 |
| Stop | F10 |
| Marker | CTRL + M |
| ScreenDraw | CTRL + SHIFT + D |
| Select Region | None |
| Hide Tray Icon | None |
| Mute | None |

To Change the Default Settings

 Camtasia Recorder > Tools > Options > Hotkeys tab.

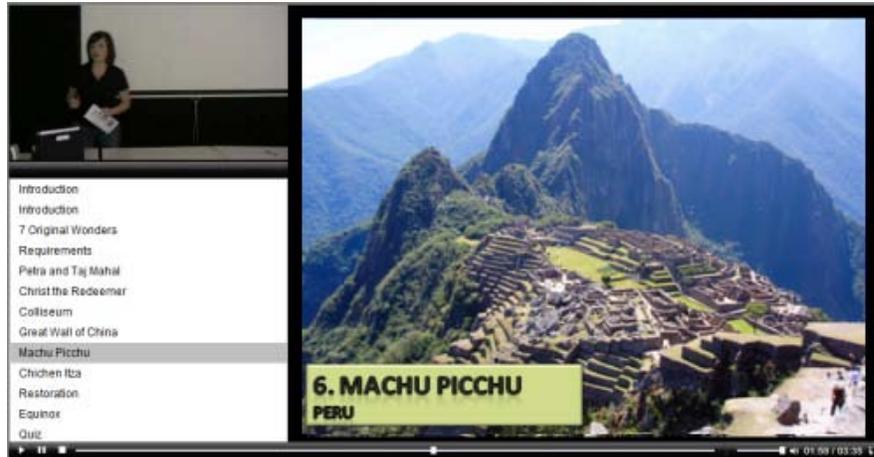
To assign keyboard hotkeys:

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

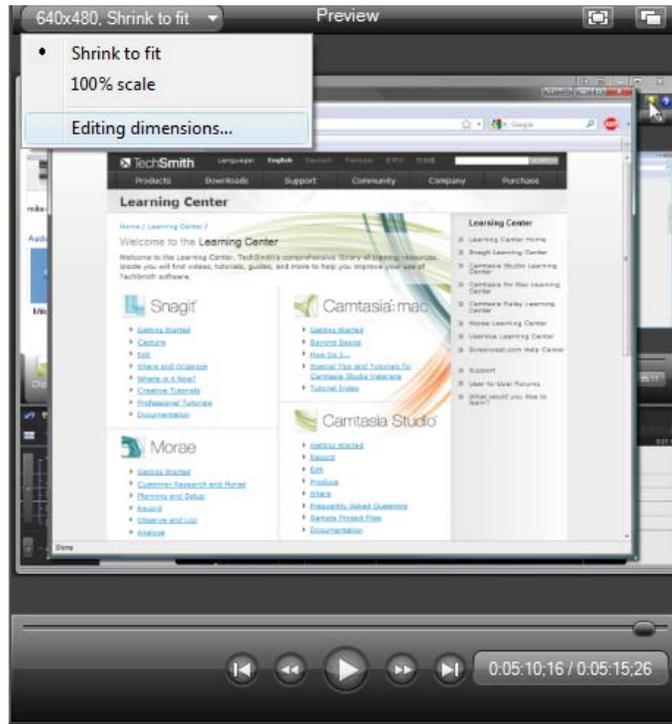
To assign keyboard hotkeys:

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. |
|  | 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 |

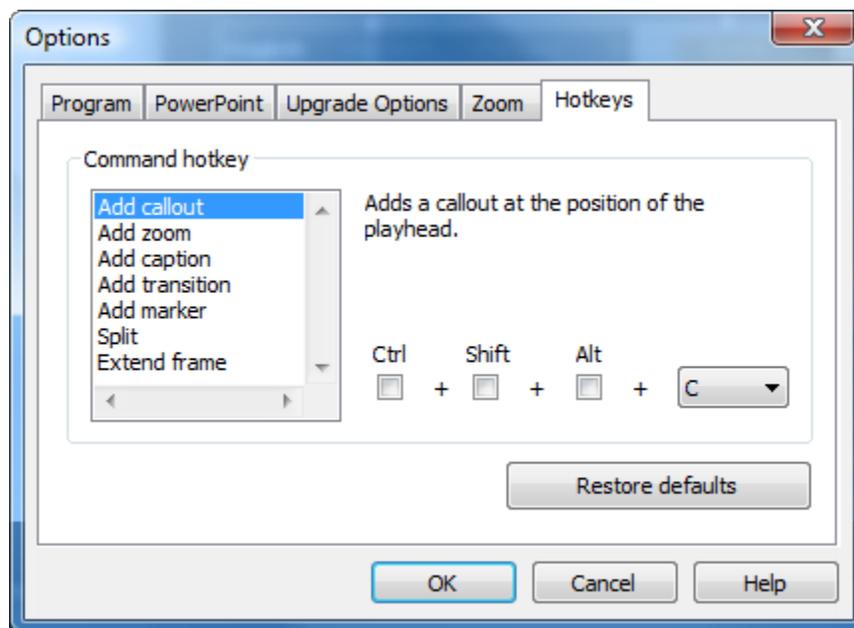
To Change the Default Settings

 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

 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

 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

 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 |

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 |