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# **Hotkeys**

#### **Hotkeys, Shortcuts and Mouse Actions**

Mac users can mostly substitute Cmd for Ctrl

## **Main Window**

- F1 User Guide Online
- F3 Full Screen View of File List
- F4 Toggle Full Screen (Slide List) see also http://docs.pteavstudio.com/en/main-window/slidelistview#full screen view of slide list
- F5 Quick Preview
- F6 Toggle Slide List / Timeline View
- F7 Create AVI file
- F8 Create Show for Mac
- F9 Create Executable File for PC (EXE)
- Ctrl+A Select All Slides
- Ctrl+B Select Objects and Animation
- Ctrl+H Manage Templates Window
- Ctrl+N New Project
- Ctrl+O Open Project
- Ctrl+P Open Project Options
- Ctrl+R Start Preview from Current Slide
- Ctrl+S Save Project
- Ctrl+T Create Template from this Show
- Ctrl+U Customize Current Slide (Slide Options)
- Crtl+W Edit File
- Ctrl+Y Redo
- Ctrl+Z Undo last operation
- Ctrl+Shift+S Save As
- Ctrl+Shift+T Manage Templates
- Ctrl+Alt+H Cut All Transition Points
- Alt+B Create Backup in Zip (BIZ)
- Alt+F Rotate Counter Clockwise (lossless)
- Alt+S Insert Blank Slide
- Alt+X Exit
- Spacebar Play/Pause in Mini-Player
- Spacebar Full screen view of selected image in the Fullscreen View of File List

#### File / Slide List

- F2 Rename Selected File in the File List
- F5 Quick Preview

- Ctrl+F4 Sort File by Name
- Ctrl+F5 Sort File by Extension
- Ctrl+F6 Sort File by Date
- Ctrl+F7 Sort File by Size
- Ctrl+1 Toggle File List as Table (Details) / Thumbnails
- Ctrl+F Rotate Selected File Clockwise in File List (lossless)
- Ctrl+G Toggle File Tree On and Off
- Ctrl+I File Info for File List Image
- Ctrl+A Select all images
- Ctrl+D Add all images to Slide List
- Right Click and choose "Add Selected Files (Images) to Project (Slide List)"
- Hit Enter to add selected Files (Images) to Project (Slide List)
- Double click on a Single File (Image) to add it to the Project (Slide List)
- Ctrl+C Copy Slide
- Ctrl+V Paste Slide
- Ctrl+2 Toggle Slide List as Table / Thumbnails
- Shift+End Select all Slides to the Right of the selected Slide
- Shift+Home Selects all Slides to the Left of the selected Slide
- Shift+Left MouseClick Contiguous selection between two slides
- Ctrl+Left Mouse Click Non-Contiguous selection
- Ctrl+Mouse Wheel Adjust the height of the Slide List
- Alt+C Opens the Folder containing the selected Image
- Alt+F Rotate Selected File Anti-Clockwise in File List (lossless)
- Alt+R Random Order
- Del Delete Selected Slide

#### Timeline

- F5 Quick Preview
- Ctrl+E Shift Transition Points (by selected amount and direction)
- Ctrl+Alt+H Cut All Transition Points
- Ins Insert a Transition Point at the Cursor Position
- Ctrl+L Lock / Unlock All Tracks (See icon at end of track)
- Ctrl+M Mute / Restore the Sound in a Track (See icon at end of track)
- Ctrl+F11 Adjusts the Width of the Timeline (Zoom in)
- Ctrl+F12 Adjusts the Width of the Timeline (Zoom out)
- Ctrl+Mouse Wheel Adjusts the Width of the Timeline (Zoom)
- Ctrl+PgUp Move Track Up
- Ctrl+PgDn Move Track Down
- Ctrl+Shift+T Set Time of Points ????????
- Ctrl+Shift+Mouse Wheel Height of selected audio and slide tracks in timeline view

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- Alt+C Opens the Folder containing the selected Image
- Shift + Left Mouse Click on a Track Move all Clips in the Track (to the Right of the Click Point) to the Left or Right
- Shift + Left Mouse Click on a Key Point- Constrain movement of Keypoint to Vertical Plane
- Shift + Left Mouse Click on an Audio Track- Constrain movement of Track to Horizontal Plane
- Del Remove Selected Audio Clip

## **Objects and Animation**

- F5 Quick Preview
- F11 Previous Slide Ctrl+F11 on MAC
- F12 Next Slide Ctrl+F12 on MAC
- Ctrl+1 Add Image
- Ctrl+2 Add Rectangle
- Ctrl+3 Add Text or Hyperlink
- Ctrl+4 Add Button
- Ctrl+5 Add Frame
- Ctrl+6 Add Mask
- Ctrl+7 Add Video
- Ctrl+A Select All Parent Objects
- Ctrl+E Shift Key Frames (by selected amount and direction)
- Ctrl+I File Info for Selected Image
- Ctrl+P Start/Stop
- Ctrl+R Start Preview from this Slide ????????
- Ctrl+S Save Project
- Ctrl+Shift+S Save Project AS
- Ctrl+T Change Slide Duration
- Ctrl+U Customize Current Slide (Slide Options)
- Ctrl+X Cut selected object
- Ctrl+Y Redo
- Ctrl+Z Undo last operation
- Ctrl+Page Up Shift Object up one level in the Objects Panel
- Ctrl+Page Down Shift Object Down one level in the Objects Panel
- Ctrl+Shift+Page Up Sends Object to the Front in the Objects Panel
- Ctrl+Shift+Page Down Sends Object to the Back in the Objects Panel
- Shift + Left Mouse + Drag Middle Handle on Object Bounding Box to adjust size of Object (Aspect Ratio is not maintained)
- Click and Drag on Corner Hadle on Object Bounding Box to adjust size of Object (Aspect Ratio is Maintained)
- Click on first Key Frame and Shift Click on last KF to select all KF
- Ctrl+Mouse Wheel Change percentage of Slide View
- Click Left Mouse button in View Percentage Window and Scroll Mouse Wheel to change by Presets

- Alt+I Ignore Objects Not Selected
- Alt+G Show Local/Global Times of Key Frames
- Alt+S Cover Screen
- Alt+Left Click+Mouse up/down Change Pan Z
- Alt+Arrow Keys Moves the selected object by one pixel per key press
- Ins Add Keyframe at the Cursor position (Cmd+K on MAC)
- Alt+Insert Clone the Highlighted Key Frame (Cmd+Option+K on Mac)
- / Set 100% View
- Copyright Symbol ©
  - Alt+0169 (Windows)
  - Option+G (Mac)
- Del Delete Selected Key Frame / Object
- Down Arrow Scroll down through Objects in the Objects Panel
- Up Arrow Scroll up through Objects in the Objects Panel
- Spacebar Start/Stop

### **Order of Objects**

- Ctrl+PgUp Forward One
- Ctrl+PgDn Back One
- Shift+PgUp Bring To Front
- Shift+PgDn Send To Back

## **Play Animation**

- Spacebar Play/Pause in Objects and Animation
- Ctrl+P Play/Pause in Objects and Animation

## VideoBuilder

- Shift+F1 DVD-Video Disc (From Main Screen)
- Shift+F2 HD Video for PC and Mac (From Main Screen)

### With Video Builder open:

- Ctrl+N New Video Builder Project
- Ctrl+O Open existing Video Builder Project
- Ctrl+S Save Video Builder Project
- Ctrl+U File Info for selected Pte File
- Ctrl+Shift+S Save As Video Builder Project
- Del Remove selected Pte File

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## **Styles**

- Ctrl + J Create Slide Style
- Ctrl + Z Undo the Application of a Style

## In Executables

With "Permit control of show using keyboard" in Project Options / Control Tab ticked:

- F1 Help Window (See Project Options / Advanced Windows / Customize)
- Left Arrow / Up Arrow / Page Up Back one slide
- Right Arrow / Down Arrow / Page Down Forward one slide
- Spacebar Pause / Play the show
- Home Go to First Slide
- End Go to Last Slide
- Esc Exit show
- Print Screen Copies the screen to the clipboard (Project Options / Advanced to Disable)

For Keyboards with Function and "Tape Recorder" style controls:

- Fn+Play/Pause Plays or Pauses the show
- Fn+Rewind Previous slide
- Fn+Fast Forward Next slide
- Fn+Stop Returns to Zero and Pause

### Using the Mouse:

• It is also possible, with the Navigation Bar active, to drag the cursor from any point in a show to any other point in the show

## **Hotkeys and Wacom Tablets**

Various Wacom Tablets (and other makes) have different methods of achieving the same results so consulting the maker's manual is essential to get the required result.

Some examples:

Wacom Intuos 3/4 users can configure the Express keys to be Control, Alt and Shift.

Wacom Intuos 3 users can configure the Slider Strip to be the Scroll/Zoom/Mouse wheel.

Wacom Intuos 4 users can configure the "wheel" to be the Scroll/Zoom/Mouse wheel.

Some Bamboo Tablets have Gesture or Touch Controls but this method needs verification by a user??

2015/02/08

Last update: 2022/12/21 15:51

From:

https://docs.pteavstudio.com/ - PTE AV Studio

Permanent link:

https://docs.pteavstudio.com/en-us/11.0/hotkeys/main

Last update: 2022/12/21 15:51

