

Action Shortcut Windows Shortcut Mac

Zooming

Zoom Fit	CTRL + 0	CMD + 0
Zoom 100%	CTRL + 1	CMD + 1
Zoom 200%.....	CTRL + 2	CMD + 2
Zoom 300%.....	CTRL + 3	CMD + 3
Zoom 400%	CTRL + 4	CMD + 4

Insert Objects

Insert Button	SHIFT + B	CMD + B
Insert Image	SHIFT + M	CMD + M
Insert Highlight Box	SHIFT + L	CMD + L
Insert Mouse	SHIFT + U	CMD + U
Insert Blank Slide	CTRL + SHIFT + J	CMD + SHIFT + J

Preview and Publishing

Play Slide	F3	F3
Preview Project	F4	F4
Preview Project from this Slide	F8	F8
Preview Next 5 Slides	F10	F10
Preview HTML5 in Browser	F11	F11
Preview in Browser	F12	F12
Publish to Computer	SHIFT + F12	OPT + SHIFT + F12

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Recording

Start/Record New Project	CTRL + R	CMD + R
Record Additional Slides	CTRL + ALT + V	CMD + OPT + V
Stop Recording	END	CMD + ENTER
Capture Screenshot	PRINT SCREEN	CMD + F6
Auto Panning	F4	CMD + F4
Stop Panning	F7	CMD + F7
Start Video (FMR) Recording	F9	CMD + F9
Stop Video (FMR) Recording	F10	CMD + F10

Other Useful Shortcuts

Add / Edit Text / Shape / Text Caption	F2	F2
Spelling and Grammar Check	F7	F7
Find and Replace	CTRL + F	CMD + F
Undo	CTRL + Z	CMD + Z
Redo	CTRL + Y	CMD + Y
Group	CTRL + G	CMD + G
Ungroup	CTRL + SHIFT + G	CMD + SHIFT + G
Copy Background	CTRL + SHIFT + Y	CMD + SHIFT + Y
Paste as Background	SHIFT + V	OPT + V
Advanced Actions	SHIFT + F9	SHIFT + F9
Edit > Find in Library	CTRL + ALT + F	CMD + OPT + F
Save As	SHIFT + CTRL + S	SHIFT + CMD + S