

SHORTCUT KEYS IN CLARO

There are a number of shortcut keys you can currently use in Claro.

Note: The COMMAND key on a Mac keyboard (or Apple key) cannot be used for shortcuts on the Mac currently. Please use the Control key instead for most actions.

Note: When dragging an element on the stage, hold Ctrl to lock the X coordinate and constrain movement vertically and Shift to lock the Y coordinate and constrain movement horizontally.

Actions on a selected element and shortcuts on a PC and a Mac

| <i>ACTION</i> | <i>PC SHORTCUT</i> | <i>MAC SHORTCUT</i> |
|---|-----------------------|---|
| Edit (show context tab) | ENTER | ENTER |
| Delete | DELETE | DELETE (or fn-delete on a small or laptop keyboard) |
| Copy | CTRL+C | CONTROL+C |
| Cut | CTRL+X | CONTROL+X |
| Duplicate | CTRL+D | CONTROL+D |
| Paste | CTRL+V | CONTROL+V |
| Paste with Actions | CTRL+SHIFT+V | CONTROL+SHIFT+V |
| Add an Action | CTRL+SHIFT+A | CONTROL+SHIFT+A |
| Bring Forward a Layer | CTRL+UP ARROW | N/A |
| Send Backward a Layer | CTRL+DOWN ARROW | N/A |
| Bring to Front Layer | CTRL+SHIFT+UP ARROW | N/A |
| Send to Back Layer | CTRL+SHIFT+DOWN ARROW | N/A |
| Constrain Height and Width Proportion when Re-sizing | SHIFT | SHIFT |
| Move One Pixel in Direction | ARROW keys | ARROW keys |
| Open or Add Image Map (with image selected) | CTRL+SHIFT+I | CONTROL+SHIFT+I |

Actions that apply to specific Claro tools and shortcuts on a PC and a Mac

| <i>ACTION</i> | <i>PC SHORTCUT</i> | <i>MAC SHORTCUT</i> |
|---|------------------------|---------------------|
| Preview Course from Current Page (must have element selected on stage) | CTRL+1 or SHIFT+CTRL+1 | N/A |
| Toggle Guides | CTRL+ALT+H | CONTROL+OPTION+H |
| Toggle Grid | CTRL+ALT+G | CONTROL+OPTION+G |
| Toggle Hide Targets (for Mouse Events) | CTRL+ALT+T | CONTROL+OPTION+T |
| Undo | CTRL+Z | CONTROL+Z |
| Redo | CTRL+Y | CONTROL+Y |
| References | CTRL+R | CONTROL+R |

Actions that apply to text when editing (formatting and navigation) and shortcuts on a PC and a Mac

| <i>ACTION</i> | <i>PC SHORTCUT</i> | <i>MAC SHORTCUT</i> |
|--|----------------------------------|---------------------|
| Bold selection | CTRL+B | CONTROL+B |
| Italic selection | CTRL+I | CONTROL+I |
| Underline selection | CTRL+U | CONTROL+U |
| Undo | CTRL+Z | CONTROL+Z |
| Redo | CTRL+Y | CONTROL+Y |
| Delete a character | BACKSPACE or DELETE | DELETE |
| Delete a word | CTRL+BACKSPACE or CTRL+DELETE | N/A |
| Copy selection to clipboard | CTRL+C | N/A |
| Cut selection to clipboard | CTRL+X or SHIFT+DELETE | N/A |
| Paste from clipboard | CTRL+V or SHIFT+INSERT | N/A |
| Jump to next/previous word | ALT+ARROW | OPTION+ARROW |
| Jump to beginning of line | HOME | N/A |
| Jump to end of line | END | N/A |
| Jump to beginning of text field | CTRL+HOME | N/A |
| Jump to end of text field | CTRL+END | N/A |
| Select all | CTRL+A | COMMAND+A |
| Select by letters | SHIFT+ARROW | SHIFT+ARROW |
| Select by words | CTRL+SHIFT+ARROW | OPTION+SHIFT+ARROW |
| Select from cursor to beginning of line | SHIFT+HOME | N/A |
| Select from cursor to end of line | SHIFT+END | N/A |
| Select from cursor to beginning of text field | CTRL+SHIFT+HOME | N/A |
| Select from cursor to end of text field | CTRL+SHIFT+END | N/A |