

13. LECTORA PREFERENCES

Lectora Hotkeys

File	
New Title	Ctrl + N
Open an Existing Title	Ctrl + O
Save Title	Ctrl + S
Print	Ctrl + P
Preferences	Ctrl + N
Exit	Ctrl + W
Edit	
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Paste Unformatted Text	Ctrl + Shift + V
Find	Ctrl + F
Find Next	F3
Replace	Ctrl + H
Add	
Assignable Unit	Ctrl + 0
Chapter	Ctrl + 1
Section	Ctrl + 2
Page	Ctrl + 3
Animation	Ctrl + 9
Audio	Ctrl + Shift + 0
Button	Ctrl + Shift + 1

Document	Ctrl + Shift + 2
Equation	Ctrl + Shift + 3
External HTML	Ctrl + Shift + 4
Form	Ctrl + Alt + 2
Radio Button Group	Ctrl + Alt + 3
Radio Button	Ctrl + Alt + 4
Check Box	Ctrl + Alt + 5
Entry Field	Ctrl + Alt + 6
Drop-Down List	Ctrl + Alt + 7
List Box	Ctrl + Alt + 8
Image	Ctrl + Shift + 5
IPIX Image	Ctrl + Shift + 6
Menu	Ctrl + Shift + 7
Progress Bar	Ctrl + Alt + 9
Reference List	Ctrl + Shift + 8
Table of Contents	Ctrl + Shift + 9
Text Block	Ctrl + Alt + 0
Video	Ctrl + Alt + 1
Action	Ctrl + 4
Group	Ctrl + 5
Test	Ctrl + 6
Test Section	Ctrl + 7
Question	Ctrl + 8
Survey	Alt + 6
Survey Question	Alt + Shift + 8

Lectora Hotkeys

Tools	
Spell Check Current Page	F7
Spell Check Title	Ctrl + F7
Mode	
Edit	F12
Run	F10
Preview	F11
Publish	
Publish to .EXE	F2
Publish to CDROM	F6
Publish to HTML	F8
Publish to CourseMill	Ctrl + F2
Publish to AICC/Web	Ctrl + F6
Publish to SCORM/Web	Ctrl + F8
View	
Show Grid	Ctrl + G
Show Rulers	Ctrl + R
Show Guides	Ctrl + E
Zoom In	Ctrl + Space
Zoom Out	Alt + Space
Refresh	F5
Help	
Contents	F1

Text	
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Superscript	Alt + 4
Subscript	Alt + 5
Center	Alt + 8
Align Right	Alt + 9
Bulleted List	Alt + B
Insert Animation	Ctrl + 9
Insert Button	Ctrl + Shift + 1
Insert Equation	Ctrl + Shift + 3
Other	
Edit a Text Box	Shift + Enter
Select All Objects	Ctrl + A
Next Page	Page Down
Previous Page	Page Up
My Custom Shortcuts	

Add your own custom shortcuts in **Preferences** on the **File** menu.