

ActivInspire Control Key Options	
To use the Control Key Options press and hold the CTRL Key then add any of the single or combination of keys listed.	
File Menu Options	
N	Creates a New Flipchart
O	Opens a Saved Flipchart
W	Closes the Current Flipchart
S	Saves the Current Flipchart
P	Prints a Flipchart
Edit Menu Options	
Z	Undo Recent Action
Y	Redo Recent Action
A	Selects All
Shift + G	Creates a Grid
X	Cuts Selected Item
C	Copies Selected Item
V	Pastes Selected Item
D	Duplicates Selected Item
Shift + Q	The Question on Current Page
J	Opens Inspire Profiles Panel
=	Increase Size of Selected Item(s)
(-)	Reduce Size of Selected Item(s)
Shift + X	Flip Selected Item on X axis
Shift + Y	Flip Selected Item on Y axis
Shift + F	Bring Selected Item to Front
Shift + V	Bring Selected Item Forward One Level
Shift + B	Send Selected Item to Back
Shift + W	Send Selected Item Backward One Level
View Menu Options	
Shift + Z	Page Zoom
B	Open Browser Window
U	Customize View of Toolbar, Layout, Settings and User Defined Buttons
Insert Menu	
Q	Question to Current Page
M	Media to Current Page
T	Opens Text Toolbar
Shift + S	Opens Shapes Toolbar
Shift + C	Opens Connectors Toolbar
I	Blank Page after Current
Shift + D	Take a Desktop Snapshot
L	Insert a Link on Selected Item(s)

ActivInspire Control Key Options	
Tools Menu	
Shift + A	Toggle to Annotate over Desktop
Shift + P	Pen
H	Highlighter
E	Eraser
F	Fill Bucket
Shift + M	Magic Ink Tool
Shift + H	Handwriting Recognition Tool
R	Revealer Tool
Shift + O	Opens Spotlight Tool
Shift + K	Opens Camera Tool
Shift + R	Opens Sound Recorder Toolbar
K	Displays Onscreen Keyboard
Shift + U	Displays Clock
Shift + T	Opens Tickertape Toolbar
Here are the Function and Special Key definitions for use within ActivInspire	
Function Keys	
F1	Help Menu Contents List
F2	Enters Design Mode
F3	Opens Express Poll
F4	Starts Dual User Mode
F5	Enters Full Screen Mode
F6	Opens Desktop Tools
F7	Spell Check Feature
F8	Opens Page Browser
F9	Opens Property Browser
F10	Opens Action Browser
F11	Opens the Dashboard
F12	Link to Promethean Planet
Special Keys	
ESC	Select Item
DEL	Delete Selected Item(s)
PgDown	Moves to next Page
PgUp	Goes back one Page