

# Soundpad cheat sheet

## General

Ctrl + S	Save sound list
F2	Edit selected category
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Del	Remove selected entries
Ctrl + A	Select all
Ctrl + F	Search
Ctrl + R	Sound recorder
F1	Show About window
Alt + F4	Exit program

## Setting hotkeys

When you set a keyboard shortcut for a sound in Soundpad, it is always global. That means the key combination will be recognized and the sound will be played even if Soundpad window is not active.

There are two ways to set hotkeys:

- Right click on a sound and select Set hotkey from the context menu or
- Double click on the hotkey column of the sound.

The hotkey dialog will appear. Here you can press the key combination you want to assign to that sound.

## Unassigned actions

Usual program hotkeys are called "Special hotkeys" in Soundpad. There aren't many shortcuts available right away, because they mostly waiting to be assigned.

You can define special hotkeys in File > Preferences > Hotkeys > Special Hotkeys.

Stop playback

Start playback

Pause/resume playback

Play previous file

Play next file

Select previous file

Select next file

Play selected file

Play random file

Play random file from all categories

Select previous category

Select next category

Start recording

Stop recording

Jump back by a configurable amount of seconds

Jump forward by a configurable amount of seconds

Lower speakers volume by a configurable value

Raise speakers volume by a configurable value

Set speakers volume to a certain value

Mute speakers

Set play mode to default (speakers and microphone)

Set play mode to speakers

Set play mode to microphone

Switch to next play mode

Enable Auto Keys

Disable Auto Keys

Toggle Auto Keys

Enable Hotkeys - works even if hotkeys are disabled

Disable Hotkeys

Toggle Hotkeys - works even if hotkeys are disabled

For more information about Soundpad hotkeys, please take a look at the official manual.

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*More information:* [defkey.com/soundpad-shortcuts](https://defkey.com/soundpad-shortcuts)

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