

Shortcuts, Menus, & Toolbars (PC)

From *E-Learning Uncovered: Adobe Captivate 6*

Useful Keyboard Shortcuts

Refer to Adobe Captivate Help Files for a complete list of keyboard shortcuts.

Insert

New Slide	Shift + Ctrl + V
Blank Slide	Shift + Ctrl + J
Question Slide	Shift + Ctrl + Q
Text Caption	Shift + Ctrl + C
Mouse	Shift + Ctrl + U

Editing

Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Duplicate	Ctrl + D

File Management

Save	Ctrl + S
Publish	Shift + F12

Formatting

Bold	Ctrl + B
Underline	Ctrl + U
Italics	Ctrl + I

Timing

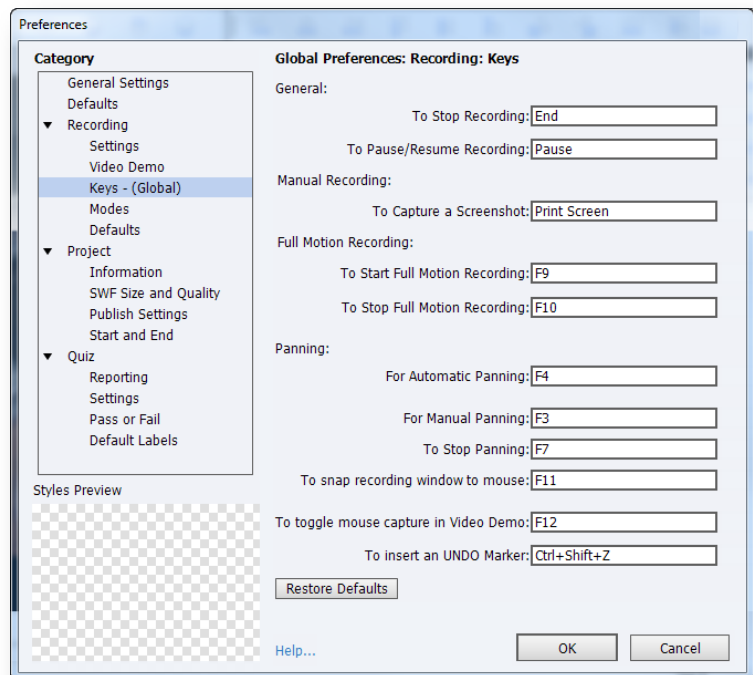
Sync Object to Playhead	Ctrl + L
Show for Rest of Slide	Ctrl + E
Start Next Slide <i>(in Edit Slides Audio)</i>	Ctrl + S

Play/Preview

Play Slide	F3
Preview Project	F4
Preview From This Slide	F8
Preview Next 5 Slides	F10
Preview In Web Browser	F12
Toggle Play/Pause	Space

View

Zoom In	Ctrl + =
Zoom Out	Ctrl + -



Captivate Menus (PC)

File	
New Project	▶
Record new Software Simulation...	Ctrl+R
Record new Video Demo...	
Browse in Bridge	
Open...	Ctrl+O
Open Recent	▶
Close	Ctrl+W
Close All	Shift+Alt+W
Save	Ctrl+S
Save As...	Shift+Ctrl+S
Save All	
Import	▶
Collaborate	▶
Export	▶
Publish...	Shift+F12
Publish To YouTube...	
Publish Settings...	
Preview	▶
Project Info...	
Exit	

Edit	
Undo Modify Timing	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Copy Background	Shift+Ctrl+Y
Paste	Ctrl+V
Paste as Background	Shift+Alt+V
Duplicate	Ctrl+D
Delete	Del
Select All	Ctrl+A
Group	Ctrl+G
Find and Replace	Ctrl+F
Ungroup	Shift+Ctrl+G
Remove From Group	
Edit with Microsoft®PowerPoint	▶
Find in the Library	Ctrl+Alt+F
Edit PSD Source File	
Convert to freeform	
Convert to rollover Smart Shape	
Edit Points	Ctrl+Alt+E
Edit Gradient	
Edit Text	F2
Object Style Manager...	Shift+F7
Preferences...	Shift+F8

View	
Zoom In	Ctrl+=
Zoom Out	Ctrl+-
Magnification	▶
Hide Comments	
Hide Slide	Shift+Ctrl+H
Lock Slide	Ctrl+K
Lock	Ctrl+Alt+K
Hide	Ctrl+Alt+H
Show Grid	
Snap to Grid	
Snap to Object	

Insert	
New Slide	Shift+Ctrl+V
New Slide from	▶
Blank Slide	Shift+Ctrl+J
Question Slide...	Shift+Ctrl+Q
PowerPoint Slide...	Shift+Ctrl+P
Recording Slide...	Ctrl+Alt+O
Image Slide...	Shift+Ctrl+Alt+S
Animation Slide...	Shift+Ctrl+N
Quiz Master Slide	▶
Content Master Slide	Ctrl+Alt+M
Standard Objects	▶
Placeholder Objects	▶
Placeholder Slides	▶
Image...	Shift+Ctrl+M
Animation...	Shift+Ctrl+A
Text Animation	Shift+Ctrl+X
Widget...	Shift+Ctrl+W
Characters	
Interactions	
Slide Transition	▶

Audio	
Import to	▶
Record to	▶
Edit	▶
Remove	▶
Audio Management...	Shift+Alt+A
Speech Management...	Shift+Alt+S
Settings...	

Video	
Insert Video...	Ctrl+Alt+V
Edit Video Timing...	
Video Management...	

Themes	
Show/Hide Themes Panel	
Master Slide	
Apply a New Theme...	
Save Theme	
Save Theme As...	
Recording Defaults	
Object Style Manager...	Shift+F7
Table of Contents...	Shift+F10
Skin Editor...	Shift+F11
Help	

Help	
Adobe Captivate Help	F1
About Adobe Captivate...	
Adobe Product Improvement Program...	
Adobe Captivate Blog	
Complete/Update AdobeID Profile...	
Deactivate...	
Updates...	
Access Adobe Resources...	

Modify	
Rescale project...	
Replace Smart Shape	
Redraw Smart Shape	Ctrl+Alt+W
Arrange	▶
Align	▶
Move Question to	▶
Merge with the background	Ctrl+M
Merge FMR Slides	
Sync with Playhead	Ctrl+L
Show for the rest of the slide	Ctrl+E
Increase Indent	Ctrl+I
Decrease Indent	Shift+Ctrl+I
Auto-adjust Rollover Area	Ctrl+Alt+R
Update from Source	
Mouse	▶
Group	▶

Project	
Advanced Actions...	Shift+F9
Variables...	
Table of Contents...	Shift+F10
Skin Editor...	Shift+F11
Advanced Interaction	F9
HTML5 Tracker	
Check Spelling...	F7

Quiz	
Question Slide...	Shift+Ctrl+Q
Random Question Slide	Ctrl+Q
Pretest Question Slide	
Quiz Master Slide	▶
Question Placeholder Objects	▶
Result Placeholder Objects	▶
Import Question Pools...	
Question Pool Manager...	Ctrl+Alt+Q
Quiz Preferences...	

Window	
<input checked="" type="checkbox"/> Object Toolbar	
<input checked="" type="checkbox"/> Main Options	
<input checked="" type="checkbox"/> Align	
<input checked="" type="checkbox"/> Filmstrip	Ctrl+Alt+B
<input checked="" type="checkbox"/> Timeline	Ctrl+Alt+T
<input checked="" type="checkbox"/> Properties	Shift+Ctrl+D
Library	Ctrl+Alt+L
Master Slide	
Widget	Ctrl+Alt+Z
Question Pool	
Quiz Properties	
Slide Notes	Ctrl+Alt+N
Branching View	Shift+Ctrl+Alt+B
Skin Editor	Shift+F11
Advanced Interaction	F9
HTML5 Tracker	
Comments	Ctrl+Alt+X
Project Info	
Find and Replace	Ctrl+F
Progress Indicator	
Effects	Shift+Ctrl+Alt+E
Workspace	▶

Captivate Toolbars for PC

Object Toolbar

	Insert Smart Shape
	Insert Text Caption
	Insert Rollover Caption
	Insert Image
	Insert Rollover Image
	Insert Highlight Box
	Insert Rollover Slidelet
	Insert Zoom Area
	Insert Mouse
	Insert Click Box
	Insert Button
	Insert Text Entry Box
	Insert Text Animation
	Insert Animation
	Insert Video
	Insert Interaction

Align Toolbar

	Align Left
	Align Center
	Align Right
	Align Top
	Align Middle
	Align Bottom
	Distribute Horizontally
	Distribute Vertically
	Center Horizontally on the Slide/Slidelet
	Center Vertically on the Slide/Slidelet
	Resize to the Same Height
	Resize to the Same Width
	Resize to the Same Size
	Align and Resize to the Same Size

Main Options Toolbar

	Save Project
	Undo
	Redo
	Preview
	Publish
	Record additional slides
	Record Audio
	Background Audio
	Collaborate
	Publish to YouTube
	Show/Hide Themes Panel
	Show/Hide Grid
	Snap to Grid
	Snap to Object
	Bring Forward
	Send backward
	Bring to front
	Send behind