

Shortcuts, Menus, & Toolbars (PC)

From *E-Learning Uncovered: Adobe Captivate 5.5*

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

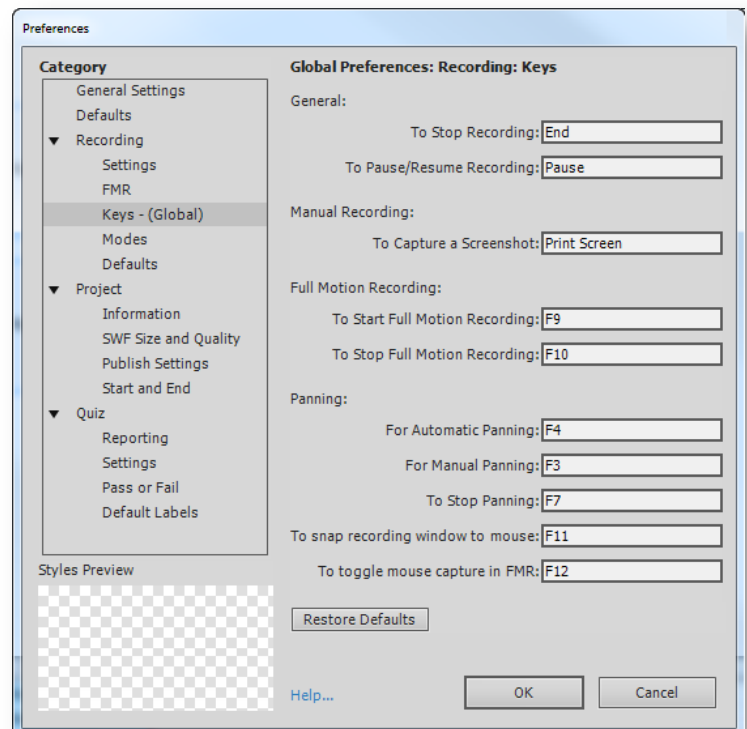
Sync Object to Playhead	Ctrl + L
Show for Rest of Slide	Ctrl + E
Start Next Slide <i>(in Edit Slides Audio)</i>	Ctrl + S

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 for PC

File	Edit	View	Insert	Modify	Project
New Project					▶
Record new project...				Ctrl+R	
Open...				Ctrl+O	
Browse in Bridge					
Open Recent					▶
Close				Ctrl+W	
Close All				Shift+Alt+W	
Save				Ctrl+S	
Save As...				Shift+Ctrl+Alt+S	
Save All					
Import					▶
Collaborate					▶
Export					▶
Publish...				Shift+F12	
Publish To YouTube...					
Publish Settings...					
Preview					▶
Project Info...					
Exit					

Edit	View	Insert	Modify	Project	Quiz
Undo Offset Position					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
Find Background in the Library					Ctrl+Alt+F
Find and Replace					Ctrl+F
Edit with Microsoft PowerPoint					▶
Edit PSD Source File					
Edit Points					Ctrl+Alt+E
Edit Gradient					Shift+Ctrl+G
Edit Text					F2
Object Style Manager...					Shift+F7
Preferences...					Shift+F8

View	Insert	Modify	Project	Quiz
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	Modify	Project	Quiz	Audio
New Slide				Shift+Ctrl+V
Blank Slide				Shift+Ctrl+J
PowerPoint Slide...				Shift+Ctrl+P
Question Slide...				Shift+Ctrl+Q
Recording Slide...				Ctrl+Alt+O
Image Slide...				Shift+Ctrl+S
Animation Slide...				Shift+Ctrl+N
Master Slide				Ctrl+Alt+M
Standard Objects				▶
Placeholder Objects				▶
Placeholder Slides				▶
Slide Video...				Ctrl+Alt+V
Image...				Shift+Ctrl+M
Animation...				Shift+Ctrl+A
FLV or F4V File...				Shift+Ctrl+F
Text Animation				Shift+Ctrl+X
Widget...				Shift+Ctrl+W
Slide Transition				▶

Modify	Project	Quiz	Audio	Video	Window
Rescale project...					
Redraw 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	Quiz	Audio	Video	Window
Advanced Actions...				Shift+F9
Variables...				
Table of Contents...				Shift+F10
Skin Editor...				Shift+F11
Advanced Interaction				F9
Check Spelling...				F7

Quiz	Audio	Video	Window	Help
Question Slide...				Shift+Ctrl+Q
Random Question Slide				Ctrl+Q
Import Question Pools...				
Question Pool Manager...				Ctrl+Alt+Q
Quiz Preferences...				
Download Quiz Templates				

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

Video	Window	Help
Insert Slide Video...		Ctrl+Alt+V
Edit Video Timing...		
Video Management...		

Help	
Adobe Captivate Help	F1
About Adobe Captivate...	
Adobe Product Improvement Program...	
Product Registration...	
Deactivate...	
Updates...	
Adobe Captivate Blog	
Access Adobe Resources...	

Window	Help
<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
Properties	Shift+Ctrl+D
<input checked="" type="checkbox"/> 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
Project Info	
Comments	Ctrl+Alt+X
Progress Indicator	
Find and Replace	Ctrl+F
Effects	Shift+Ctrl+Alt+E
Workspace	▶

Captivate Toolbars for PC

Object Toolbar

	Selection Tool
	Insert Caption
	Insert Rollover Caption
	Insert Highlight Box
	Insert Click Box
	Insert Button
	Insert Text Entry Box
	Insert Rollover Slidelet
	Insert Zoom Area
	Insert Mouse
	Insert Text Animation
	Insert Shape Tools
	Stroke Color
	Fill Color
	Set Stroke/Fill to Black/White
	Swap Fill/Stroke Color

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

	Open
	Save Project
	Undo
	Redo
	Cut Selected Objects
	Copy Selected Objects
	Paste
	Duplicate Selected Objects
	Delete
	Record Add'l Slides
	Record Audio
	Background Audio
	Collaborate
	Publish to YouTube
	Bring to Front
	Send to Back
	Bring Forward
	Send Backward
	Snap to Object
	Show/Hide Grid
	Snap to Grid