

Shortcuts, Menus, & Toolbars (PC)

From *E-Learning Uncovered: Adobe Captivate 7*

Useful Keyboard Shortcuts

Refer to Adobe Captivate help files for a complete list of keyboard shortcuts.

Feature	Shortcut
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 (in audio)	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
Preview in HTML5	F11
Toggle Play/Pause	Space

General:

To Stop Recording:

To Pause/Resume Recording:

Manual Recording:

To Capture a Screenshot:

Full Motion Recording:

To Start Full Motion Recording:

To Stop Full Motion Recording:

Panning:

For Automatic Panning:

For Manual Panning:

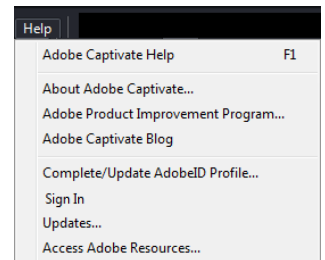
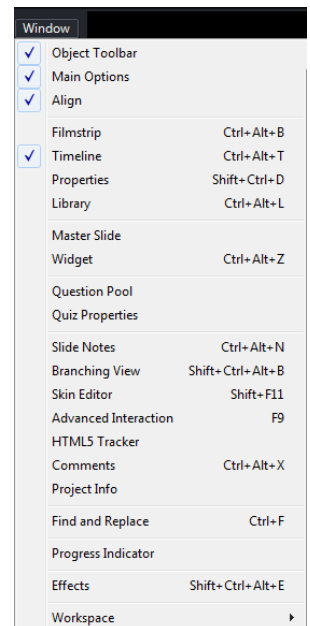
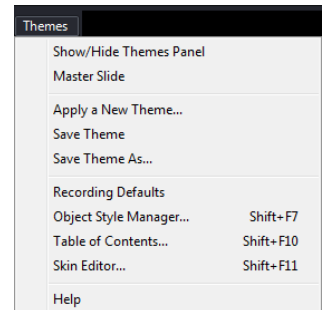
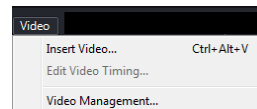
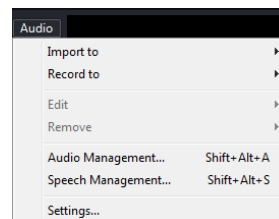
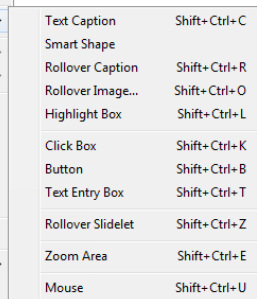
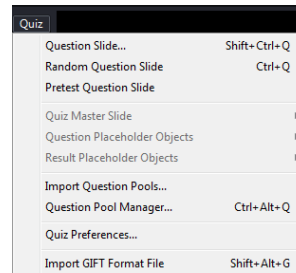
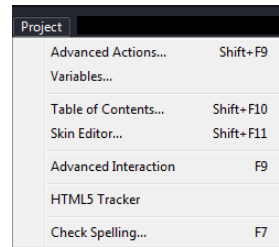
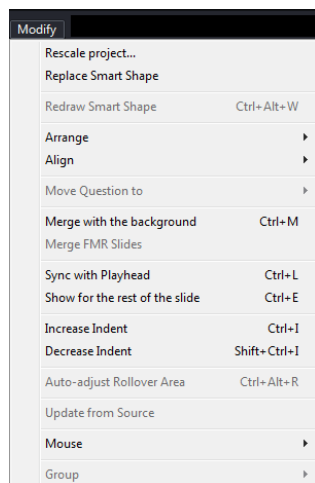
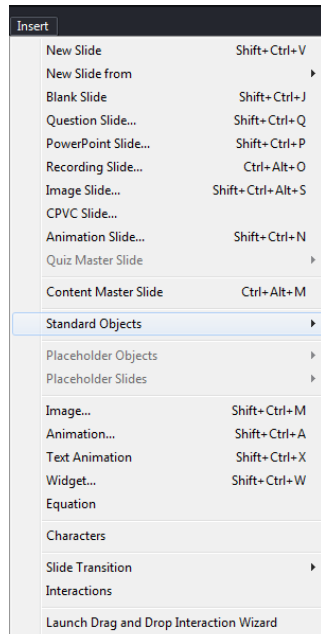
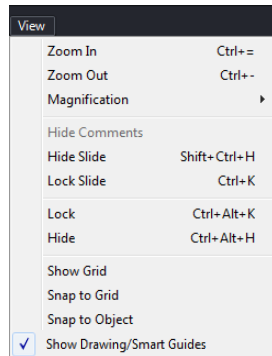
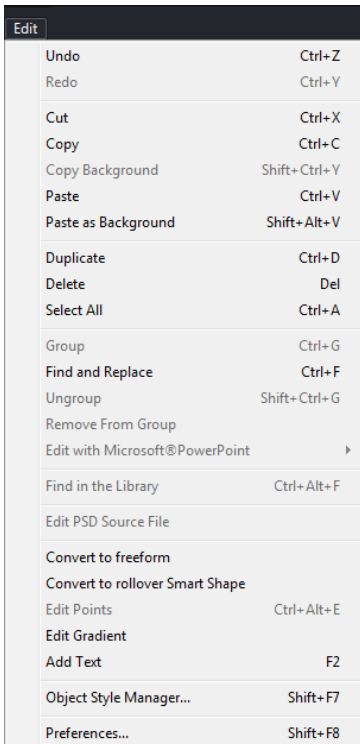
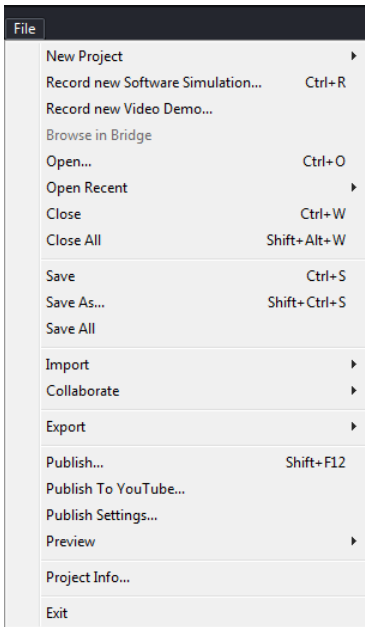
To Stop Panning:

To snap recording window to mouse:

To toggle mouse capture in Video Demo:

To insert an UNDO Marker:

Captivate Menus (PC)



Captivate Toolbars (PC)

The screenshot displays the top portion of the Captivate software interface. The menu bar includes: Cp, File, Edit, View, Insert, Modify, Project, Quiz, Audio, Video, Themes, Window, and Help. The toolbar contains icons for 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 selected objects forward, Send selected objects backward, Bring selected objects to the front, and Send selected objects behind. On the right side, a vertical menu lists: Access Adobe Resources, Next Slide, Previous Slide, Current Slide, Total Slides, and Zoom Control. The status bar at the bottom shows slide 1 of 8 and a zoom level of 100.

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