

Shortcuts, Menus, & Toolbars (PC)

From *E-Learning Uncovered: Adobe Captivate 8*

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

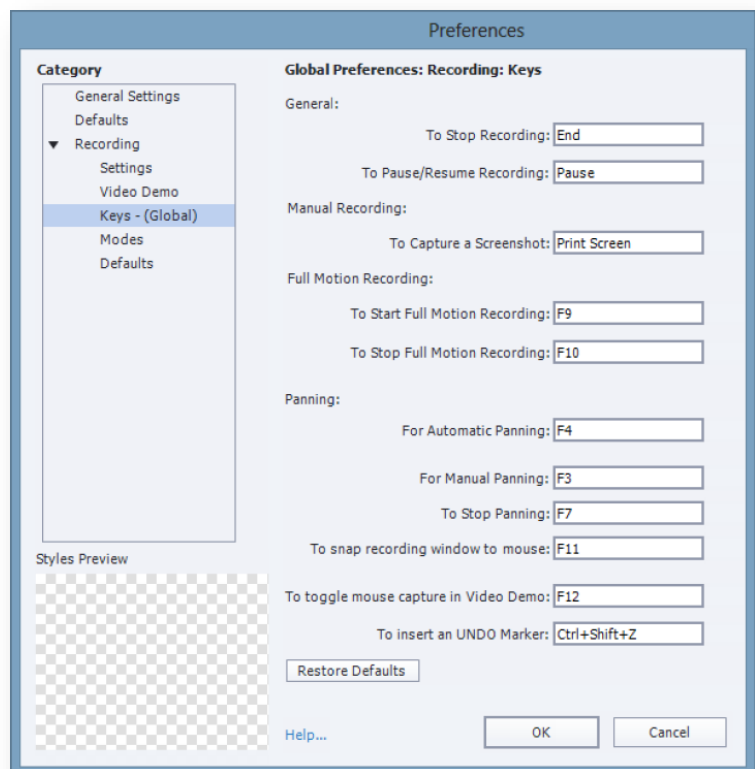
Sync Object to Playhead	Ctrl + L
Show for Rest of Slide	Ctrl + E
Start Next Slide <i>(in Edit Slides Audio)</i>	Ctrl + S

Play/Preview

Play Slide	F3
Preview Project	F4
Preview From This Slide	F8
Preview Next 5 Slides	F10
Preview in HTML5	F11
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	▶
Export	▶
Send for Shared Review	
Publish...	Shift+F12
Publish To YouTube...	
Publish Settings...	
Print...	
Project Info...	
Exit	

Edit	
Undo	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	
Add 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	
<input checked="" type="checkbox"/> Show Drawing/Smart Guides	

Insert	
New Slide from	▶
Image Slide...	Shift+Ctrl+Alt+S
CPVC Slide...	
Animation Slide...	Shift+Ctrl+N
Content Master Slide	Ctrl+Alt+M
Quiz Master Slide	▶
Placeholder Objects	▶
Placeholder Slides	▶
Widget...	Shift+Ctrl+W
Equation	
Launch Drag and Drop Interaction Wizard	

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...	
Import GIFT Format File	Shift+Alt+G

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...	

Window	
Align	
<input checked="" type="checkbox"/> Filmstrip	Ctrl+Alt+B
Mobile Palette	
Timeline	Ctrl+Alt+T
<input checked="" type="checkbox"/> Library	Ctrl+Alt+L
Master Slide	
Question Pool	
Slide Notes	Ctrl+Alt+N
Project Info	
Progress Indicator	
Branching View	Shift+Ctrl+Alt+B
Skin Editor	Shift+F11
Drag and Drop	
Advanced Interaction	F9
HTML5 Tracker	
Comments	Ctrl+Alt+X
Swatches	
Find and Replace	Ctrl+F
Effects	Shift+Ctrl+Alt+E
Workspace	▶

Themes	
Save Theme	
Save Theme As...	
Recording Defaults	
Master Slide	
Object Style Manager...	Shift+F7
Table of Contents...	Shift+F10
Skin Editor...	Shift+F11

Help	
Adobe Captivate Help	F1
About Adobe Captivate...	
Adobe Product Improvement Program...	
Adobe Captivate Blog	
Complete/Update Adobe ID Profile...	
Sign Out (dpelkins@comcast.net)	
Updates...	
Access Adobe Resources...	

Captivate Toolbar (PC)

