



# Adobe Captivate 9 shortcuts frequently used on Windows and Mac OS



|   |                          |                                       |                          |  |                          |
|---|--------------------------|---------------------------------------|--------------------------|--|--------------------------|
| Adobe Captivate Help.....               | F1                       | Sync object to playhead.....          | Ctrl/Cmd+L               | Edit polygon points.....                 | Ctrl/Cmd+Alt/Opt+E       |
| Rename the selected object.....         | F2                       | Merge object with background.....     | Ctrl/Cmd+M               | Edit gradient.....                       | Shift+Ctrl/Cmd+G         |
| Test view the current slide.....        | F3                       | Start / record new capture.....       | Ctrl/Cmd+R               | Decrease the indent.....                 | Shift+Ctrl/Cmd+I         |
| Preview the project.....                | F4                       | Record additional slides.....         | Ctrl/Cmd+Alt/Opt+O       | Insert blank slide.....                  | Shift+Ctrl/Cmd+J         |
| Record audio.....                       | F5                       | Show / hide a slide.....              | Shift+Ctrl/Cmd+H         | Insert master slide.....                 | Ctrl/Cmd+Alt/Opt+M       |
| Import audio file.....                  | F6                       | Show / hide filmstrip.....            | Ctrl/Cmd+Alt/Opt+B       | Insert question slide.....               | Ctrl+Q, Shift+Opt+R      |
| Import video file.....                  | Ctrl/Cmd+Alt/Opt+V       | Show CC dialog box.....               | Ctrl/Cmd+Alt/Opt+C       | Insert animation placeholder.....        | Shift+A                  |
| Spelling and grammar check.....         | F7                       | Show slide notes.....                 | Ctrl/Cmd+Alt/Opt+N       | Insert text caption placeholder.....     | Shift+C                  |
| Preview the project.....                | Ctrl/Cmd+Enter/Return    | Show question pool.....               | Ctrl+Alt+Q, Opt+Sh+Q     | Insert Flash video placeholder.....      | Shift+F                  |
| Preview project from current slide..... | F8 (Win)                 | Show / hide timeline.....             | Ctrl/Cmd+Alt/Opt+T       | Insert image placeholder.....            | Shift+M                  |
| Preview current and following.....      | F10 (Win)                | Show SWF comment.....                 | Ctrl/Cmd+Alt/Opt+X       | Insert rollover image placeholder.....   | Shift+O                  |
| Preview in web browser.....             | F12, Cmd+F12             | Show Widget panel.....                | Ctrl/Cmd+Alt/Opt+Z       | Insert rollover caption placeholder..... | Shift+R                  |
| View slide properties.....              | Shift+Ctrl/Cmd+D         | Show Object Style manager.....        | Shift+F7                 | Insert video placeholder.....            | Shift+V                  |
| Scroll to previous/next slide.....      | Page Up/Down             | Show audio management panel.....      | Shift+Alt/Opt+A          | Insert question slide placeholder.....   | Shift+Q, Opt+Q           |
| Open a new project.....                 | Ctrl/Cmd+N               | Show speech mgt panel.....            | Shift+Alt+S, Shift+Opt+A | Insert text animation placeholder.....   | Shift+X                  |
| Open a project.....                     | Ctrl+O; Cmd+S            | Show branching view.....              | Shift+Ctrl/Cmd+Alt/Opt+B | Insert an FLV file.....                  | Shift+Ctrl/Cmd+F         |
| Open project template.....              | Ctrl/Cmd+T               | Show effects panel.....               | Shift+Ctrl/Cmd+Alt/Opt+E | Insert a highlight box.....              | Shift+Ctrl/Cmd+L         |
| Save.....                               | Ctrl/Cmd+S               | Show Skin Editor panel.....           | Shift+F11, Shift+Cmd+F11 | Insert question slide.....               | Shift+Ctrl+Q, Shift+Q    |
| Save As.....                            | Shift+Ctrl/Cmd+S         | Show Actions dialog box.....          | Shift+F9, Shift+Cmd+F9   | Insert rollover caption.....             | Shift+Ctrl/Cmd+R         |
| Close project file.....                 | Ctrl/Cmd+W               | Show advanced interaction panel.....  | F9 (Win)                 | Insert text entry box.....               | Shift+Ctrl/Cmd+T         |
| Close all open projects.....            | Shift+Alt/Opt+W          | Show / hide Library.....              | Ctrl/Cmd+Alt/Opt+L       | Insert the mouse.....                    | Shift+Ctrl/Cmd+U         |
| Undo.....                               | Ctrl/Cmd+Z               | Library usage.....                    | Ctrl/Cmd+Alt/Opt+U       | Insert stencil slides.....               | Shift+Ctrl/Cmd+V         |
| Redo.....                               | Ctrl/Cmd+Y               | Update the Library.....               | Ctrl+Alt+D, Sh+Opt+D     | Insert a widget.....                     | Shift+Ctrl/Cmd+W         |
| Cut, Copy, Paste.....                   | Ctrl/Cmd+X, C, V         | Find in Library.....                  | Ctrl/Cmd+Alt/Opt+F       | Insert text animation.....               | Shift+Ctrl/Cmd+X         |
| Copy the background.....                | Shift+Ctrl/Cmd+Y         | Find / replace object in Library..... | Ctrl/Cmd+F               | Insert slidelet.....                     | Shift+Ctrl/Cmd+Z         |
| Duplicate slide or object.....          | Ctrl+D                   | Find audio in the Library.....        | Ctrl/Cmd+B               | Insert an image slide.....               | Shift+Ctrl/Cmd+Alt/Opt+S |
| Paste as background.....                | Shift+Alt/Opt+V          | Find PPT in Library.....              | Ctrl/Cmd+Alt/Opt+I       | Insert recording slide.....              | Shift+Alt/Opt+O          |
| Select All.....                         | Ctrl/Cmd+A               | Edit PPT slides.....                  | Ctrl/Cmd+Alt/Opt+J       | Insert a new zoom area.....              | Shift+Ctrl/Cmd+E         |
| Preferences.....                        | Shift+F8, Cmd+,          | Import PPT.....                       | Shift+Ctrl/Cmd+P         |  |                          |
| Publish the project.....                | Shift+F12, Shift+Opt+F12 | Export PPT animation.....             | Ctrl/Cmd+Alt/Opt+A       | <b>E F F I C I E N T Z O O M</b>         |                          |
| Add animation object.....               | Shift+Ctrl/Cmd+A         | Create a slide group.....             | Ctrl/Cmd+Alt/Opt+G       | Fit Page in View.....                    | Ctrl/Cmd+0               |
| Add a new button.....                   | Shift+Ctrl/Cmd+B         | Remove slide group.....               | Ctrl/Cmd+Alt/Opt+P       | Magnify percentage.....                  | Ctrl/Cmd+1, 2, 3, 4, 5   |
| Add a new text caption.....             | Shift+Ctrl/Cmd+C         | Lock selected object.....             | Ctrl/Cmd+Alt/Opt+K       | Zoom In/Out.....                         | Ctrl/Cmd + or -          |
| Add a new click box.....                | Shift+Ctrl/Cmd+K         | Hide selected object.....             | Ctrl/Cmd+Alt/Opt+H       | <b>B A S I C F O R M A T T I N G</b>     |                          |
| Add a new image.....                    | Shift+Ctrl/Cmd+M         | Import Photoshop file.....            | Shift+Alt/Opt+P          | Align Left.....                          | Ctrl/Cmd+L               |
| Add new animation slide.....            | Shift+Ctrl/Cmd+N         | Table of contents.....                | Shift+F10, Shift+Cmd+F10 | Align Right.....                         | Ctrl/Cmd+R               |
| Add new rollover image.....             | Shift+Ctrl/Cmd+O         | Create question pool.....             | Alt/Opt+A                | Bold.....                                | Ctrl/Cmd+B               |
| Extend time to end of slide.....        | Ctrl/Cmd+E               | Resize by 1px.....                    | Alt/Opt+Up, Dn, L, R     | Italic.....                              | Ctrl/Cmd+I               |
|   |                          |                                       |                          | Underline.....                           | Ctrl+U                   |