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Adobe Captivate keyboard shortcuts windows & macOS v13



BASICS COMMANDS

Adobe Captivate Help	F1
Open a new project	Ctrl/Cmd+N
Open a project	Ctrl+O; Cmd+S
Open project template	Ctrl/Cmd+T
Save	Ctrl/Cmd+S
Save As	Shift+Ctrl/Cmd+S
Close project file	Ctrl/Cmd+W
Close all open projects	Shift+Alt/Opt+W
Undo	Ctrl/Cmd+Z
Redo	Ctrl/Cmd+Y
Cut, Copy, Paste	Ctrl/Cmd+X, C, V
Copy the background	Shift+Ctrl/Cmd+Y
Duplicate slide or object	Ctrl+D
Paste as background	Shift+Alt/Opt+V
Select All	Ctrl/Cmd+A
Show / hide filmstrip	Ctrl/Cmd+Alt/Opt+B
Preferences	Shift+F8, Cmd+,

PREVIEW AND PUBLISH

Test view the current slide	F3
Preview the project	Ctrl/Cmd+Enter/Return; F4
Preview project from current slide	F8 (Win)
Preview current and following	F10 (Win)
Preview in web browser	F12, Cmd+F12
Publish the project	Shift+F12, Shift+Opt+F12
Start / record new capture	Ctrl/Cmd+R
Record additional slides	Ctrl/Cmd+Alt/Opt+O
Show slide notes	Ctrl/Cmd+Alt/Opt+N
Show question pool	Ctrl+Alt+Q, Opt+Shift+Q

AUDIO

Record audio	F5
Import audio file	F6
Show audio management panel	Shift+Alt/Opt+A
Show speech mgt panel	Shift+Alt+S, Shift+Opt+A

TIMING

Show / hide timeline	Ctrl/Cmd+Alt/Opt+T
Extend time to end of slide	Ctrl/Cmd+E
Sync object to playhead	Ctrl/Cmd+L

SLIDES

Scroll to previous/next slide	Page Up/Down
Show / hide a slide	Shift+Ctrl/Cmd+H
Insert an image slide	Shift+Ctrl/Cmd+Alt/Opt+S
Insert recording slide	Shift+Alt/Opt+O
Add new animation slide	Shift+Ctrl/Cmd+N
View slide properties	Shift+Ctrl/Cmd+D
Insert blank slide	Shift+Ctrl/Cmd+J
Insert master slide	Ctrl/Cmd+Alt/Opt+M
Insert question slide	Shift+Ctrl+Q, Shift+Q
Insert random question slide	Ctrl+Q, Shift+Opt+R
Insert stencil slides	Shift+Ctrl/Cmd+V
Insert slidelet	Shift+Ctrl/Cmd+Z

ASSET LIBRARY

Show / hide Library	Ctrl/Cmd+Alt/Opt+L
Library usage	Ctrl/Cmd+Alt/Opt+U
Update the Library	Ctrl+Alt+D, Shift+Opt+D
Find in Library	Ctrl/Cmd+Alt/Opt+F
Find / replace object in Library	Ctrl/Cmd+F
Find audio in the Library	Ctrl/Cmd+B
Find PPT in Library	Ctrl/Cmd+Alt/Opt+I
Import Photoshop file	Shift+Alt/Opt+P
Edit PPT slides	Ctrl/Cmd+Alt/Opt+J
Import video file	Ctrl/Cmd+Alt/Opt+V
Import PPT	Shift+Ctrl/Cmd+P
Export PPT animation	Ctrl/Cmd+Alt/Opt+A

OBJECTS

Rename the selected object	F2
Merge object with background	Ctrl/Cmd+M
Add animation object	Shift+Ctrl/Cmd+A
Add a new button	Shift+Ctrl/Cmd+B
Add a new text caption	Shift+Ctrl/Cmd+C
Add a new click box	Shift+Ctrl/Cmd+K
Add a new image	Shift+Ctrl/Cmd+M
Add new rollover image	Shift+Ctrl/Cmd+O
Lock selected object	Ctrl/Cmd+Alt/Opt+K
Hide selected object	Ctrl/Cmd+Alt/Opt+H
Insert animation placeholder	Shift+A

Insert text caption placeholder	Shift+C
Insert image placeholder	Shift+M
Insert rollover image placeholder	Shift+O
Insert rollover caption placeholder	Shift+R
Insert video placeholder	Shift+V
Insert question slide placeholder	Shift+Q, Opt+Q
Insert text animation placeholder	Shift+X
Insert a highlight box	Shift+Ctrl/Cmd+L
Insert rollover caption	Shift+Ctrl/Cmd+R
Insert text entry box	Shift+Ctrl/Cmd+T
Insert the mouse	Shift+Ctrl/Cmd+U
Insert a widget	Shift+Ctrl/Cmd+W
Insert text animation	Shift+Ctrl/Cmd+X
Insert a new zoom area	Shift+Ctrl/Cmd+E
Create question pool	Alt/Opt+A
Create a slide group	Ctrl/Cmd+Alt/Opt+G
Remove slide group	Ctrl/Cmd+Alt/Opt+P

PANELS AND DIALOGS

Spelling and grammar check	F7
Show Object Style manager	Shift+F7
Show Widget panel	Ctrl/Cmd+Alt/Opt+Z
Show branching view	Shift+Ctrl/Cmd+Alt/Opt+B
Show Effects panel	Shift+Ctrl/Cmd+Alt/Opt+E
Show Skin Editor panel	Shift+F11, Shift+Cmd+F11
Show Actions dialog box	Shift+F9, Shift+Cmd+F9
Show advanced interaction panel	F9 (Win)
Show Closed Caption dialog	Ctrl/Cmd+Alt/Opt+C
Table of contents	Shift+F10, Shift+Cmd+F10
Resize by 1px	Alt/Opt+Up, Down, L, R
Edit polygon points	Ctrl/Cmd+Alt/Opt+E
Edit gradient	Shift+Ctrl/Cmd+G

EFFICIENT ZOOM

Fit Page in View	Ctrl/Cmd+0
Magnify percentage	Ctrl/Cmd+1, 2, 3, 4, 5
Zoom In/Out	Ctrl/Cmd + or -

BASIC FORMATTING

Align Left or Right	Ctrl/Cmd+L or R
Bold or Italic or Underline	Ctrl/Cmd+B or I or U

