



Adobe Captivate 2017 shortcuts frequently used on Win & Mac OS



Adobe Captivate Help	F1
Rename the selected object	F2
Test view the current slide	F3
Preview the project	F4
Record audio	F5
Import audio file	F6
Import video file	Ctrl/Cmd+Alt/Opt+V
Spelling and grammar check	F7
Preview the project	Ctrl/Cmd+Enter/Return
Preview project from current slide	F8 (Win)
Preview current and following	F10 (Win)
Preview in web browser	F12, Cmd+F12
View slide properties	Shift+Ctrl/Cmd+D
Scroll to previous/next slide	Page Up/Down
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
Preferences	Shift+F8, Cmd+,
Publish the project	Shift+F12, Shift+Opt+F12
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 animation slide	Shift+Ctrl/Cmd+N
Add new rollover image	Shift+Ctrl/Cmd+O
Extend time to end of slide	Ctrl/Cmd+E

Sync object to playhead	Ctrl/Cmd+L
Merge object with background	Ctrl/Cmd+M
Start / record new capture	Ctrl/Cmd+R
Record additional slides	Ctrl/Cmd+Alt/Opt+O
Show / hide a slide	Shift+Ctrl/Cmd+H
Show / hide filmstrip	Ctrl/Cmd+Alt/Opt+B
Show CC dialog box	Ctrl/Cmd+Alt/Opt+C
Show slide notes	Ctrl/Cmd+Alt/Opt+N
Show question pool	Ctrl+Alt+Q, Opt+Shift+Q
Show / hide timeline	Ctrl/Cmd+Alt/Opt+T
Show SWF comment	Ctrl/Cmd+Alt/Opt+X
Show Widget panel	Ctrl/Cmd+Alt/Opt+Z
Show Object Style manager	Shift+F7
Show audio management panel	Shift+Alt/Opt+A
Show speech mgt panel	Shift+Alt+S, Shift+Opt+A
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 / 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
Edit PPT slides	Ctrl/Cmd+Alt/Opt+J
Import PPT	Shift+Ctrl/Cmd+P
Export PPT animation	Ctrl/Cmd+Alt/Opt+A
Create a slide group	Ctrl/Cmd+Alt/Opt+G
Remove slide group	Ctrl/Cmd+Alt/Opt+P
Lock selected object	Ctrl/Cmd+Alt/Opt+K
Hide selected object	Ctrl/Cmd+Alt/Opt+H
Import Photoshop file	Shift+Alt/Opt+P
Table of contents	Shift+F10, Shift+Cmd+F10
Create question pool	Alt/Opt+A
Resize by 1px	Alt/Opt+Up, Down, L, R

Edit polygon points	Ctrl/Cmd+Alt/Opt+E
Edit gradient	Shift+Ctrl/Cmd+G
Decrease the indent	Shift+Ctrl/Cmd+I
Insert blank slide	Shift+Ctrl/Cmd+J
Insert master slide	Ctrl/Cmd+Alt/Opt+M
Insert question slide	Ctrl+Q, Shift+Opt+R
Insert animation placeholder	Shift+A
Insert text caption placeholder	Shift+C
Insert Flash video placeholder	Shift+F
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 an FLV file	Shift+Ctrl/Cmd+F
Insert a highlight box	Shift+Ctrl/Cmd+L
Insert question slide	Shift+Ctrl+Q, Shift+Q
Insert rollover caption	Shift+Ctrl/Cmd+R
Insert text entry box	Shift+Ctrl/Cmd+T
Insert the mouse	Shift+Ctrl/Cmd+U
Insert stencil slides	Shift+Ctrl/Cmd+V
Insert a widget	Shift+Ctrl/Cmd+W
Insert text animation	Shift+Ctrl/Cmd+X
Insert slidelet	Shift+Ctrl/Cmd+Z
Insert an image slide	Shift+Ctrl/Cmd+Alt/Opt+S
Insert recording slide	Shift+Alt/Opt+O
Insert a new zoom area	Shift+Ctrl/Cmd+E

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