

## Function Key Shortcuts

Open Adobe Captivate Help	<b>F1</b>
Rename the selected object	<b>F2</b>
Test view the current slide	<b>F3</b>
Preview the project	<b>F4</b>
Record audio	<b>F5</b>
Import audio	<b>F6</b>
Perform a spelling and grammar check	<b>F7</b>
Preview the project in a web browser (HTML)	<b>⌘ F11</b>
Preview the project in a web browser (SWF)	<b>⌘ F12</b>

## Magnification

100%	<b>⌘ 1</b>
200%	<b>⌘ 2</b>
300%	<b>⌘ 3</b>
400%	<b>⌘ 4</b>
Zoom out	<b>⌘ -</b>
Zoom in	<b>⌘ +</b>
Best Fit Zoom / Center Align Workspace	<b>⌘ 0</b>

## Recording

Start/record new capture project	<b>⌘ R</b>
Record additional slides	<b>⌘ ⌥ 0</b>
Stop recording	<b>⌘ ↵</b>
Delete the current selection	<b>⌘ ⌫</b>
Pause or resume recording	<b>⌘ F2</b>
Capture a screenshot manually	<b>⌘ F6</b>
Preview project	<b>F4</b>
Preview single slide	<b>F3</b>
Edit caption text	<b>F2</b>
Preview project in browser	<b>F12</b>
Auto panning	<b>⌘ F4</b>
Manual panning	<b>⌘ F3</b>
Stop panning	<b>⌘ F7</b>
Start Full Motion Recording	<b>⌘ F9</b>
Stop Full Motion Recording	<b>⌘ F10</b>
Snap recording window to mouse	<b>⌘ F11</b>
Toggle mouse capture	<b>⌘ F12</b>



## General and Miscellaneous Shortcuts

Scroll to the previous slide	<b>PGUP</b>
Scroll to the next slide	<b>PGDN</b>
Create question pool	<b>⌘ A</b>
Select all	<b>⌘ A</b>
Find audio in the Library/Change text to Bold	<b>⌘ B</b>
Copy (slide in Filmstrip, and selected object on stage)	<b>⌘ C</b>
Extend the length of the object display time to the end of the slide on the Timeline	<b>⌘ E</b>
Find/replace a particular object in the project Library	<b>⌘ F</b>
Increase the indent (selected object on stage)/Change text to Italics. Indentation is equal to the grid size.	<b>⌘ I</b>
Sync the selected object to the playhead	<b>⌘ L</b>
Merge the selected object with the background	<b>⌘ M</b>
Open new project	<b>⌘ N</b>
Open the project	<b>⌘ O</b>
Insert a random question slide	<b>⇧ ⌘ R</b>
Start/record new capture project	<b>⌘ R</b>
Save	<b>⌘ S</b>
Open project template	<b>⌘ T</b>
Paste what is on the clipboard (for example, slide, image, object, and so on)	<b>⌘ V</b>
Close the project	<b>⌘ W</b>
Cut (selected object on stage)	<b>⌘ X</b>
Redo	<b>⌘ Y</b>
Undo	<b>⌘ Z</b>
Preview the project	<b>⌘ ⬅</b>
Export PowerPoint slides as animation	<b>⌘ ⌘ A</b>
Show or hide Filmstrip	<b>⌘ ⌘ B</b>
Show the Closed Captioning dialog box	<b>⌘ ⌘ C</b>
Update the Library	<b>⌘ ⌘ D</b>
Edit points of polygon drawing object	<b>⌘ ⌘ E</b>

Find in the Library	<b>⌘ ⌘ F</b>
Create a slide group and autoadjust the rollover area	<b>⌘ ⌘ G</b>
Hide the selected object	<b>⌘ ⌘ H</b>
Find PowerPoint slides in the Library	<b>⌘ ⌘ I</b>
Edit PowerPoint slides	<b>⌘ ⌘ J</b>
Lock the selected object	<b>⌘ ⌘ K</b>
Show or hide the Library	<b>⌘ ⌘ L</b>
Insert master slide	<b>⌘ ⌘ M</b>
Show slide notes	<b>⌘ ⌘ N</b>
Record additional slides	<b>⌘ ⌘ O</b>
Remove a slide group.	<b>⌘ ⌘ P</b>
Show the Question Pools Manager	<b>⌘ ⌘ Q</b>
Show or hide the Timeline	<b>⌘ ⌘ T</b>
Library usage	<b>⌘ ⌘ U</b>
Import video file	<b>⌘ ⌘ V</b>
Show/hide the SWF-Commenting pane	<b>⌘ ⌘ X</b>
Show/hide the Widget panel	<b>⌘ ⌘ Z</b>
Show objects style manager	<b>⇧ F7</b>
Preferences dialog box	<b>⌘ ,</b>
Actions dialog box	<b>⌘ ⇧ F9</b>
Table of contents	<b>⌘ ⇧ F10</b>
Skin Editor panel	<b>⌘ ⇧ F11</b>
Publish the file	<b>⌘ ⇧ F12</b>
Insert Animation placeholder	<b>⇧ A</b>
Insert Flash video placeholder	<b>⇧ F</b>
Insert rollover caption placeholder	<b>⇧ R</b>
Insert rollover image placeholder	<b>⇧ O</b>
Insert Text Caption placeholder	<b>⇧ C</b>
Insert video place holder	<b>⇧ V</b>
Insert Image placeholder	<b>⇧ M</b>
Insert Question slide placeholder	

Insert Text Animation placeholder	<b>⇧ X</b>
Show Audio Management panel	<b>⇧ ⌘ A</b>
Close all the open projects	<b>⇧ ⌘ W</b>
Insert recording slide placeholder	<b>⇧ ⌘ O</b>
Import Photoshop file	<b>⇧ ⌘ P</b>
Show Speech Management panel	<b>⇧ ⌘ S</b>
Paste as Background	<b>⇧ ⌘ V</b>
Add an animation object	<b>⇧ ⌘ A</b>
Add a new button	<b>⇧ ⌘ B</b>
Add a new text caption	<b>⇧ ^ C</b>
View slide properties	<b>⌘ ⇧ D</b>
Insert a new zoom area	<b>⌘ ⇧ E</b>
Insert an FLV file	<b>⌘ ⇧ F</b>
Hide/show slide	<b>⌘ ⇧ H</b>
Decrease the indent	<b>⌘ ⇧ I</b>
Insert a blank slide	<b>⌘ ⇧ J</b>
Add a new click box	<b>⌘ ⇧ K</b>
Insert a highlight box	<b>⌘ ⇧ L</b>
Add a new image	<b>⌘ ⇧ M</b>
Add a new animation slide	<b>⌘ ⇧ N</b>
Add a new rollover image	<b>⌘ ⇧ O</b>
Import PPT	<b>⌘ ⇧ P</b>
Insert a question slide	<b>⌘ ⇧ Q</b>
Insert a rollover caption	<b>⌘ ⇧ R</b>
Save the project with different name	<b>⌘ ⇧ S</b>
Insert a text entry box	<b>⌘ ⇧ T</b>
Insert the mouse	<b>⌘ ⇧ U</b>
Insert a widget	<b>⌘ ⇧ W</b>
Insert a text animation	<b>⌘ ⇧ X</b>
Copy the background	<b>⌘ ⇧ Y</b>
Insert Slidelet	<b>⌘ ⇧ Z</b>



Insert an image slide	⌘	↑	↵	<b>S</b>
Show/Hide effects panel	⌘	↑	↵	<b>E</b>
Insert stencil slides	⌘	↑		<b>V</b>
Edit gradient	⌘	↑		<b>G</b>

### Pie Menu for Adobe Captivate

Work faster with a customized radial menu for Adobe Captivate. Add whatever shortcut you want!

[Download at www.pie-menu.com](http://www.pie-menu.com)



