



# Adobe Captivate 2019 (macOS) cheat sheet

## General

F1	Open Adobe Captivate Help (To access dialog-box-level help, click the Help button on individual dialog boxes)
F2	Rename the selected object
F3	Test view the current slide
F4	Preview the project
F5	Record audio
F6	Import audio
F7	Perform a spelling and grammar check
Cmd + F11	Preview the project in a web browser (HTML)
Cmd + F12	Preview the project in a web browser (SWF)
Page Up	Scroll to the previous slide
Page Down	Scroll to the next slide
Option + A	Create question pool
Option + Arrow keys	Click the object, click a resize handle, and use these options to resize the object in the selected direction by 1 pixel
Cmd + A	Select all
Cmd + B	Find audio in the Library/Change text to Bold
Cmd + C	Copy (slide in Filmstrip, and selected object on stage)
Cmd + E	Extend the length of the object display time to the end of the slide on the Timeline
Cmd + F	Find/replace a particular object in the project Library
Cmd + I	Increase the indent (selected object on stage)/Change text to Italics. Indentation is equal to the grid size.
Cmd + L	Sync the selected object to the playhead
Cmd + M	Merge the selected object with the background
Cmd + N	Open new project
Cmd + S	Open the project

Shift + Option + R	Insert a random question slide
Cmd + R	Start/record new capture project
Cmd + S	Save
Cmd + T	Open project template
Cmd + V	Paste what is on the clipboard (for example, slide, image, object, and so on)
Cmd + W	Close the project
Cmd + X	Cut (selected object on stage)
Cmd + Y	Redo
Cmd + Z	Undo
Command + Enter	Preview the project
Cmd + Option + A	Export PowerPoint slides as animation
Cmd + Option + B	Show or hide Filmstrip
Cmd + Option + C	Show the Closed Captioning dialog box
Shift + Option + D	Update the Library
Cmd + Option + E	Edit points of polygon drawing object
Cmd + Option + F	Find in the Library
Cmd + Option + G	Create a slide group and autoadjust the rollover area
Cmd + Option + H	Hide the selected object
Cmd + Options + I	Find PowerPoint slides in the Library
Cmd + Option + J	Edit PowerPoint slides
Cmd + Option + K	Lock the selected object
Cmd + Option + L	Show or hide the Library
Cmd + Option + M	Insert master slide
Cmd + Option + N	Show slide notes
Cmd + Option + O	Record additional slides
Cmd + Option + P	Remove a slide group.
Option + Shift + Q	Show the Question Pools Manager
Cmd + Option + T	Show or hide the Timeline
Cmd + Option + U	Library usage
Cmd + Option + V	Import video file
Cmd + Options	X Show/hide the SWF-Commenting pane
Cmd + Option + Z	Show/hide the Widget panel

Shift + F7	Show objects style manager
Cmd + ,	Preferences dialog box
Shift + Cmd + F9	Actions dialog box
Shift + Cmd + F10	Table of contents
Shift + Cmd + F11	Skin Editor panel
Shift + Option + F12	Publish the file
Shift + A	Insert Animation placeholder
Shift + F	Insert Flash video placeholder
Shift + R	Insert rollover caption placeholder
Shift + O	Insert rollover image placeholder
Shift + C	Insert Text Caption placeholder
Shift + V	Insert video place holder
Shift + M	Insert Image placeholder
Option + Q	Insert Question slide placeholder
Shift + X	Insert Text Animation placeholder
Shift + Option + A	Show Audio Management panel
Shift + Option + W	Close all the open projects
Shift + Option + O	Insert recording slide placeholder
Shift + Option + P	Import Photoshop file
Shift + Option + A	Show Speech Management panel
Shift + Option + V	Paste as Background
Shift + Option + Arrow keys	Click the object, click a resize handle, and use these options to resize the object in the selected direction by 10 pixel
Shift + Cmd + A	Add an animation object
Shift + Cmd + B	Add a new button
Shift + Control + C	Add a new text caption
Cmd + Shift + D	View slide properties
Shift + Cmd + E	Insert a new zoom area
Shift + Cmd + F	Insert an FLV file
Shift + Cmd + H	Hide/show slide
Shift + Cmd + I	Decrease the indent
Shift + Cmd + J	Insert a blank slide
Shift + Cmd + K	Add a new click box
Shift + Cmd + L	Insert a highlight box

Shift + Cmd + M	Add a new image
Shift + Cmd + N	Add a new animation slide
Shift + Cmd + O	Add a new rollover image
Shift + Cmd + P	Import PPT
Shift + Q	Insert a question slide
Shift + Cmd + R	Insert a rollover caption
Shift + Cmd + S	Save the project with different name
Shift + Cmd + T	Insert a text entry box
Shift + Cmd + U	Insert the mouse
Shift + Cmd + W	Insert a widget
Shift + Cmd + X	Insert a text animation
Shift + Cmd + Y	Copy the background
Shift + Cmd + Z	Insert Slidelet
Shift + Cmd + Option + B	Show Branching View
Shift + Cmd + Option + S	Insert an image slide
Shift + Cmd + Option + E	Show/Hide effects panel
Shift + Cmd + V	Insert stencil slides
Shift + Cmd + G	Edit gradient

## Magnification

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

## Recording

The following table lists the default shortcut keys used during recording. These shortcuts should be used only after you start the recording process. The same keys function differently when you are editing a project.

Cmd + R	Start/record new capture project
Cmd + Option + O	Record additional slides

Cmd + Enter	Stop recording
Del	Delete the current selection
Cmd + F2	Pause or resume recording
Cmd + F6	Capture a screenshot manually
F4	Preview project
F3	Preview single slide
F2	Edit caption text
F12	Preview project in browser
Cmd + F4	Auto panning
Cmd + F3	Manual panning
Cmd + F7	Stop panning
Cmd + F9	Start Full Motion Recording
Cmd + F10	Stop Full Motion Recording
Cmd + F11	Snap recording window to mouse
Cmd + F12	Toggle mouse capture

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*More information: [defkey.com/kk/adobe-captivate-2019-macos-shortcuts](https://defkey.com/kk/adobe-captivate-2019-macos-shortcuts)*

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