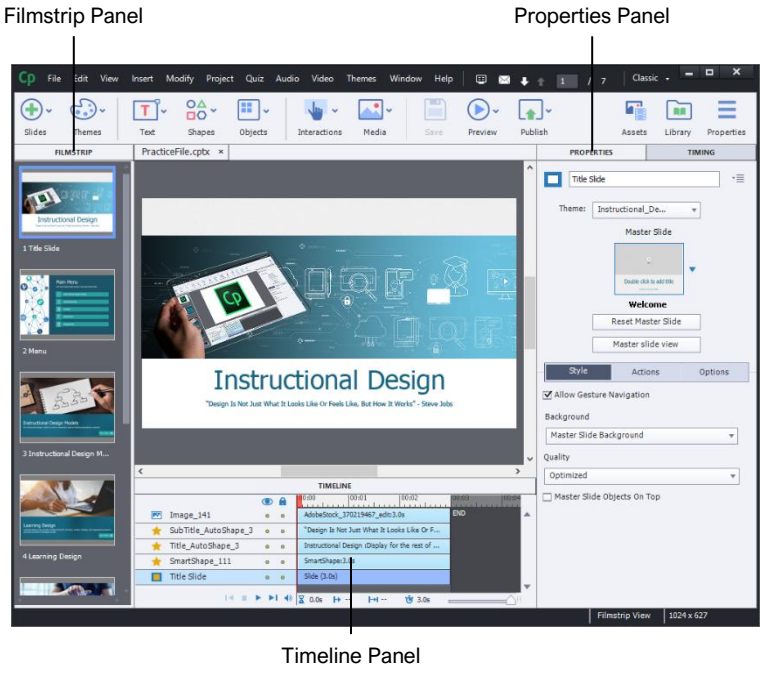
Adobe®

Captivate

Quick Reference Guide

TOBIN SOLUTIONS

The Captivate Program Screen



The Fundamentals

Create a Blank Project: From the Welcome screen, click the **New** tab, click **Blank Project**, click the **Canvas** menu arrow and select a canvas size, then click **Create**. From the Captivate window, click **File** on the menu bar, select **New Project**, select **Blank Project**, set a canvas size or select one from the menu, then click **OK**.

Create a Project from a Template: Click **File** on the menu bar, select **New Project**, select **Project From Template**, select a template, then click **Open**.

Open a Project: Click **File** on the menu bar, select **Open**, find and select the project in the file browser, then click **Open**.

Save a Project: Click the **Save** button on the toolbar. If necessary, navigate to the folder you want to save the project to, give it a name, then click **Save**.

Save a Copy of a Project: Click **File** on the menu bar, select **Save As**, navigate to the folder you want to save the copy of the project to, give it a new name, then click **Save**.

Create a New Slide: Click the **Slides** button on the toolbar and select the type of slide you want to insert.

Duplicate a Slide: Select a slide in the filmstrip pane, click **Edit** on the menu bar, and select **Duplicate**.

Move a Slide: Click and drag a slide in the filmstrip pane up or down in the slide order.

Delete a Slide: Select a slide in the filmstrip pane, click **Edit** on the menu bar, then select **Delete**.

Display the Timing Properties Panel: Click **Window** on the menu bar, then select **Timing Properties**.

Display an Object for the Rest of the Slide: Click the **Display For** menu on the Timing Properties panel, then select **Rest of Slide**.

Display an Object for the Rest of the Project: Click the **Display For** menu on the Timing Properties panel, then select **Rest of Project**.

Display an Object for a Specific Time: Click the **Display For** menu on the Timing Properties panel, then select **Specific Time**. Use the **Time** field to specify when the object should appear on the side, and use the **Appear For** field to specify how long it should appear on the slide.

Keyboard Shortcuts

General

Open project	**Ctrl** + **O**
Create new project	**Ctrl** + **N**
Save project	**Ctrl** + **S**
Close project	**Ctrl** + **W**
New project template	**Ctrl** + **T**
Help	**F1**
Spellcheck	**F7**
Show / Hide Filmstrip	**Ctrl** + **Alt** + **B**
Show / Hide Library	**Ctrl** + **Alt** + **L**
Show / Hide Slide Notes	**Ctrl** + **Alt** + **N**
Show / Hide Timeline	**Ctrl** + **Alt** + **T**

Editing

Cut	**Ctrl** + **X**
Copy	**Ctrl** + **C**
Paste	**Ctrl** + **V**
Duplicate	**Ctrl** + **D**
Undo	**Ctrl** + **Z**
Redo	**Ctrl** + **Y**
Find and Replace	**Ctrl** + **F**
Select All	**Ctrl** + **A**
Rename selected object	**F2**
Scroll to next slide	**Page Down**
Scroll to previous slide	**Page Up**
Sync object to playhead	**Ctrl** + **L**
Hide selected object	**Ctrl** + **Alt** + **H**

Insert Objects

Button	**Shift** + **Ctrl** + **B**
Text Caption	**Shift** + **Ctrl** + **C**
Zoom Area	**Shift** + **Ctrl** + **E**
Blank Slide	**Shift** + **Ctrl** + **J**
Click Box	**Shift** + **Ctrl** + **K**
Highlight Box	**Shift** + **Ctrl** + **L**
Image	**Shift** + **Ctrl** + **M**
Question Slide	**Shift** + **Ctrl** + **Q**
Text Entry Box	**Shift** + **Ctrl** + **T**
Mouse Animation	**Shift** + **Ctrl** + **U**

Preview a Project

Preview a project	**F4**
From the current slide	**F8**
Next 5 slides	**F10**
As HTML in a browser	**F11**
Publish a project	**Shift** + **F12**

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The Fundamentals

Display the Timeline: Click **Window** on the menu bar and select **Timeline**.

Move Objects on the Timeline: Click and drag an object to move it on the timeline. Click and drag an object's side border left or right to adjust its duration.

Sync an Object to the Playhead: Click a spot on the timeline to move the playhead. Select an object, click **Modify** on the menu bar, then select **Sync with Playhead**.

Reorder Objects: Click and drag an object up or down on the timeline to adjust the layer order.

Work with Text

Insert a Text Caption: Click the **Text** button on the toolbar and select **Text Caption**.

Apply a Text Style: Select the text you want to apply a style to, click the **Text Style** menu arrow on the Properties panel's Style tab, then select a text style.

Save a New Text Style: Select the text that's styled in the way that you want to save, click the **Style Name** menu button in the Properties panel's Style tab, select **Create New Style**, give the style a name, then click **OK**.

Set the Default Text Style: Select some text with the style applied that you want to set as the default, click the **Style Name** menu button in the Properties panel's Style tab, then select **Set as Default Style**.

Add a Text Entry Box: Click the **Text** button on the toolbar and select **Text Entry Box**.

Work with Shapes and Images

View the Library: Click the **Library** button on the toolbar; or click **Window** on the menu bar and select **Library**.

Insert a Smart Shape: Click the **Shapes** button on the toolbar, select a type of shape, then click and drag to draw the shape.

Align Objects: Select the objects you want to align together, starting with the object that the rest will align to. Click **Modify** on the menu bar, select **Align**, then select an alignment option.

Arrange Objects: Select the object or objects you want to arrange, click **Modify** on the menu bar, select **Arrange**, and select an arrangement option.

Apply an Object Style: Select an object, click the **Object Style** menu arrow, and select an object style.

Save a New Object Style: Select an object formatted the way you want to save. Click the **Style Name** menu button in the Properties panel's Style tab, select **Create New Style**, give the style a name, then click **OK**.

Work with Shapes and Images

Set the Default Object Style: Select an object formatted with the style that you want to set as the default applied, click the **Style Name** menu button in the Properties panel's Style tab, then select **Set as Default Style**.

Insert an Image: Click the **Media** button on the toolbar, select **Image**, navigate to and select the image you want to insert, then click **Open**.

Insert a Character: Click the **Media** button on the toolbar, select **Characters**, double-click a character, select a character pose, select an image crop level, then click **Insert**.

Import Assets to the Library: Click the **Import** button in the Library panel, select a file or files, click **Open**, then click **OK**.

Work with Objects

Insert a Highlight Box: Click the **Objects** button on the toolbar, select **Highlight Box**, then click and drag to draw the highlight box on the stage.

Insert Mouse Animation: Click the **Objects** button on the toolbar, then select **Mouse**.

Adjust a Mouse's Path: Click and drag a mouse animation's start and end points on the stage to adjust its path. Check the **Straight Pointer Path** checkbox on the Properties panel to toggle a straight path or a curved path.

Change the Mouse Animation Cursor: Select a mouse animation, then select a cursor from the gallery on the Properties panel.

Insert a Zoom Area: Click the **Objects** button on the toolbar and select **Zoom Area**. Move and resize the Zoom Source object to the part of the stage you want to zoom in on. Move and resize the Zoom Destination object to where you want to display the zoomed-in section.

Work with Interactions

Insert a Button: Click the **Interactions** button on the toolbar and select **Button**.

Insert a Click Box: Click the **Interactions** button on the toolbar and select **Click Box**.

Change the Button Type: Select a button, click the **Style** tab on the Properties panel, click the **Button Style** menu arrow, and select a button type.

Change the Button Image: Select an image button, click the **Style** tab on the Properties panel, click the **Change** button, select an image file (or a series of image files, appended with _up, _over, and _down), then click **Open**.

Adjust a Button Pause Timing: Click and drag the pause point on a button on the timeline; or, edit the value in the Pause After field on the Timing Properties panel. Use the **Pause After** checkbox to toggle automatic pausing.

Work with Interactions

Change a Button's Action: Select a button, click the **Actions** tab on the Properties panel, click the **On Success** menu arrow, select an action, then customize that action's options.

Add a Shortcut Key: Select a button, click the **Actions** tab on the Properties panel, click the **Shortcut** option button, then press the key (or key combination) you want to use as a shortcut.

Convert a Smart Shape into a Button: Select a smart shape, then check the **Use as Button** checkbox on the Properties panel.

Work with Media

Add Audio to a Slide: Click the **Media** button on the toolbar, select **Audio**, navigate to and select an audio file, and click **Open**. Select how to adjust the slide audio timing (if necessary), then click **OK**.

Add Background Audio: Click **Audio** on the menu bar, select **Import To**, and select **Background**. Navigate to and select an audio file and click **Open**. Set the background audio options in the preview editor window, click **Save**, then click **Close**.

Add Audio to an Object: Select an object, click the **Options** tab on the Properties panel, click the **Add Audio** button, and click the **Import** button. Navigate to and select an audio file, click **Open**, click **Save**, then click **Close**.

Record Audio to a Slide: Click **Audio** on the menu bar, select **Record To**, select **Slide**, select an audio source (a microphone or system audio), customize the audio quality settings, click **OK**, click the **Record** button, record your audio, click the **Stop** button, click **Save**, then click **Close**.

Adjust Audio Volume: Click **Audio** on the menu bar, select **Edit**, select the audio location you want to edit, click the **Adjust Volume** button, use the slider to adjust the volume, click **OK**, click **Save**, then click **Close**.

Preview and Publish a Project

Preview a Project: Click the **Preview** button on the toolbar, then select a preview option (From this slide, Next five slides, or Project). Click the **Play** button to play the preview, then click **End** to close the preview window.

Preview a Project in a Web Browser: Click the **Preview** button on the toolbar, then select **HTML5 in Browser**. Click the **Play** button to play the project, then close the browser tab when finished.

Publish a Project: Click the **Publish** button on the toolbar and select **Publish to Computer**. Click the **Publish As** menu arrow, select a type of output, and enter a title in the Project Title field. Click the **Browse** button, select a destination folder, click **Select Folder**, click **Publish**, then click **OK**.

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