

# Keyboard Shortcuts in

## Articulate Storyline

### Design Slides and Scenes

|                  |   |
|------------------|---|
| C                | Adds a cue point if you press the key while playing the slide from the timeline |
| Ctrl+M           | Insert slide  |
| Ctrl+Mouse Wheel | Zoom in / out   |
| F3               | Normal view   |
| F4               | Slide master  |
| F5               | Feedback master   |
| Shift+F9         | Show / Hide Gridlines   |

### General Interface

|              |   |
|--------------|---|
| Ctrl+N       | New project   |
| Ctrl+O       | Open project  |
| Ctrl+S       | Save project  |
| Ctrl+Shift+V | Paste formatting from the clipboard (similar to Format Painter) |
| Ctrl+W       | Close tab   |
| Ctrl+Y       | Redo  |
| Ctrl+Z       | Undo  |
| F1           | Help  |

### Preview and Publish

|           |  |
|-----------|--|
| Ctrl+F12  | Previews current slide   |
| F10       | Publish  |
| F12       | Preview entire project   |
| Shift+F12 | Preview current scene  |
| Spacebar  | Pauses/plays the timeline once you click the play button on the timeline |

### Resize, Move

|            |   |
|------------|---|
| Alt+drag   | Move or resize an object with tighter control in 1 pixel increments   |
| Ctrl+A     | Select all (Click here for details on how Ctrl+A works in Storyline.) |
| Ctrl+Arrow | Moves selected object 1 pixel in the direction of the arrow           |
| Ctrl+C     | Copy  |

### Format Objects

|                  |  |
|------------------|--|
| Ctrl+D           | Duplicate object   |
| Ctrl+drag        | If moving an object, a copy of the object will be created in the new location. If resizing an object, it will be proportionally resized from opposite directions simultaneously. |
| Ctrl+Enter       | Opens Format Shape dialog  |
| Ctrl+G           | Group objects  |
| Ctrl+J           | Insert picture   |
| Ctrl+Shift+Arrow | Resizes the selected object by 1 pixel (up/down arrows increase/decrease the object height; right/left arrows increase/decrease the object width)                                |
| Ctrl+Shift+C     | Copy the selected object's formatting  |
| Ctrl+Shift+Enter | Opens Size and Position dialog   |
| Ctrl+Shift+G     | Ungroup objects  |
| Ctrl+V           | Paste  |
| Shift+drag       | If moving an object, movement is constrained to straight lines. If resizing an object, size maintains aspect ratio.  |

### Format Text

|        |   |
|--------|---|
| Ctrl+B | Bold  |
| Ctrl+E | Center align text   |
| Ctrl+F | Find  |
| Ctrl+I | Italicize   |
| Ctrl+K | Insert hyperlink  |
| Ctrl+L | Left align text   |
| Ctrl+R | Right align text  |
| Ctrl+T | Insert text box   |
| Ctrl+U | Underline   |
| F2     | Selects all text within a shape after its bounding box has been clicked |
| F7     | Spell check   |