

## Articulate Storyline 3 & 360 Shortcut Key List

Key(s)	Function
F1	Help
F2	Select all text within a shape after its bounding box has been clicked
F3	Switch to Slide View
F4	Switch to Slide Master View
F5	Switch to Feedback Master View
F7	Spell check
F10	Publish
F12	Preview the entire project
Shift+F9	Show or hide gridlines
Shift+F12	Preview the current scene
Shift+Drag	If moving an object, movement is constrained to straight lines. If resizing an object, size maintains aspect ratio.
Alt+Drag	Move or resize an object with tighter control in one-pixel increments
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+Shift+Drag	Duplicate the selected object and move it in straight horizontal or vertical lines
Ctrl+A	Select all
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+D	Duplicate
Ctrl+E	Center align text
Ctrl+F	Find
Ctrl+G	Group the selected objects
Ctrl+I	Italicize
Ctrl+J	Insert a picture
Ctrl+K	Insert a hyperlink or trigger
Ctrl+L	Left align text
Ctrl+M	Insert a new slide with the same layout as the current slide
Ctrl+N	Create a new project
Ctrl+O	Open an existing project
Ctrl+P	Publish the project as a Microsoft Word document
Ctrl+Q	Insert a new question slide
Ctrl+R	Right align text
Ctrl+S	Save the project
Ctrl+T	Insert a text box

<b>Ctrl+U</b>	Underline
<b>Ctrl+V</b>	Paste
<b>Ctrl+W</b>	Close the active tab in Slide View
<b>Ctrl+X</b>	Cut
<b>Ctrl+Y</b>	Redo
<b>Ctrl+Z</b>	Undo
<b>Ctrl+Tab</b>	Cycle through Story View and Slide View tabs
<b>Ctrl+F12</b>	Preview the current slide
<b>Ctrl+Shift+F12</b>	Preview the selected scenes or slides
<b>Ctrl+Shift+C</b>	Copy object formatting
<b>Ctrl+Shift+D</b>	Paste object in the same place as the original object
<b>Ctrl+Shift+G</b>	Ungroup the selected objects
<b>Ctrl+Shift+M</b>	Insert a Content Library 360 slide template
<b>Ctrl+Shift+J</b>	Launch the Content Library 360 media browser
<b>Ctrl+Shift+V</b>	Paste object formatting
<b>Ctrl+Enter</b>	Open the Format Shape/Format Picture window
<b>Ctrl+Shift+Enter</b>	Open the Size and Position window
<b>Ctrl+Mouse Wheel</b>	Zoom in or out
<b>Ctrl+Arrow</b>	<p>This moves the selected object.</p> <p>If the snap-to-grid feature is turned off (the default setting), then Ctrl+Arrow nudges the object by the number of pixels in your grid settings. The default is 8 px.</p> <p>If the snap-to-grid feature is turned on, then Ctrl+Arrow nudges the object 1 px at a time.</p>
<b>Ctrl+Shift+Arrow</b>	<p>This resizes the selected object.</p> <p>If the snap-to-grid feature is turned off (the default setting), then Ctrl+Shift+Arrow adjusts the width or height of the object by the number of pixels in your grid settings. The default is 8 px.</p> <p>If the snap-to-grid feature is turned on, then Ctrl+Shift+Arrow adjusts the width or height of the object 1 px at a time.</p>
<b>Ctrl+=</b>	Change the selected text to subscript
<b>Ctrl+Shift+=</b>	Change the selected text to superscript
<b>Ctrl+Shift+&gt;</b>	Increase the font size
<b>Ctrl+Shift+&lt;</b>	Decrease the font size
<b>C</b>	Add a cue point to the timeline at the current playhead position while playing the slide
<b>Spacebar</b>	Play/pause the timeline

Source:

<https://community.articulate.com/articles/articulate-storyline-360-user-guide-how-to-use-keyboard-shortcuts>

