

# Articulate Storyline cheat sheet

## General

Alt + H	Go to the home button of the menu
Alt + N	Go to the Insert button of the menu
Alt + G	Go to the Design button of the menu
Alt + A	Animations option
Alt + W	If you want to change your slide views, this key takes you to view the menu window
Alt + E	Open the help window
Alt + D	Play or Pause the video while recording
Ctrl + Left click + Move the mouse	Copy and resize the selected objects on slide
Ctrl + A	Copy all the selected objects on the slide
Ctrl + B	Bold the selected text
Ctrl + C	Copy the selected text or object
Ctrl + D	Duplicate any selected object or text
Ctrl + E	Align text to the top
Ctrl + F	Spot any word on the slide
Ctrl + G	Group multiple objects, for example images, text (you can't group audio files)
Ctrl + I	Italicize the text on the slide
Ctrl + J	Insert picture on the slide
Ctrl + K	Open the trigger wizard window to assign trigger
Ctrl + L	Align the text to left
Ctrl + M	Open the Insert slidewindow
Ctrl + N	Create a new storyline file
Ctrl + O	Open an existing storyline file
Ctrl + R	Align text to the right
Ctrl + S	Save the current project
Ctrl + T	Insert a text box
Ctrl + P	Publish to the word format
Ctrl + U	Underline selected text
Ctrl + V	Paste anything that is copied recently

Ctrl + W	Close the scene
Ctrl + Y	Go to the last-performed stage
Ctrl + Z	Undo the changes
Ctrl + Enter	Open up the format shape window
Ctrl + F12	Preview the current slide
Shift + F9	Show or hide grid lines
Shift + F12	Preview the current scene
Shift + F10	Open the properties of the selected object
Shift + Left click + Move the mouse	Move or resize the object
Alt + Left click + Move the mouse	Resize the object in pixels
Ctrl + Wheel up and wheel down	Zoom in and zoom out
Ctrl + Arrow	Move the selected object by one pixel
Ctrl + Shift + Arrow keys	Resize the selected object by one pixel
Ctrl + Shift + C	Copy the format of the selected object
Ctrl + Shift + V	Paste the copied format of the selected object
Ctrl + Shift + G	Ungroup the selected group
Ctrl + Shift + Enter	Open the size and position window
Esc	Save the recorded video
Alt + F4	Close storyline
Print Screen	Take screenshots
Home	Move the drag point in the timeline to the start (when the timeline is selected)
End	Move the drag point in the timeline to the end (when the timeline is selected)
C	Add a marker that is called cue point in the timeline. (This helps in making identification on the timeline and very helpful to synchronize audio.)
Space	Pause and play the timeline in the normal view
F1	Go to the help page

F2	Select the text in the text box
F3	Go to the normal view
F4	Go to the slide master
F5	Go to the feedback master
F7	Find spelling errors
F10	Publish the course
F12	Preview the entire project

*Last modification: 5/21/2020 9:34:19 PM*

*More information:* [defkey.com/articulate-storyline-shortcuts](https://defkey.com/articulate-storyline-shortcuts)

[Customize this PDF...](#)