



Shortcuts

- **ALT + #**
 - Create your own shortcuts based on what you do most often.
 - Right-click an action and select Add to Quick Access Toolbar.
 - **For example, ALT + 4 on my PC is insert audio.** Having spent a fair amount of time in the past doing custom dev work, I've had a need to place/replace audio A LOT. This saves me a few steps.
 - **Record screen**
 - **Insert video**
 - **Player dialogue**
- **F3/F4/F5**
 - Switch between Slide View, Slide Master View, and Feedback View rapidly.
 - **Imagine reviewing 100 files for preflight QA in a few days.** You'll grow to love this keyboard command in that type of – albeit exaggerated – review scenario. Why's that? A solid piece of advice before you export any finalized Storyline course is to delete any unused slide/feedback masters.
 - **Or maybe you're really into a detailed custom design that needs tweaking.** In that case, masters can become pretty important. I find myself switching back a forth a fair amount during initial design and setup. This saves a lot of clicks.
- **F10/F12/Shift+F12/CTRL + F12**
 - Publish, preview the project, preview the scene, and preview the slide, respectively.
 - Use the Esc key to quickly leave this view
- **Shift Drag**
 - Shift-drag an object to move it in a straight line (l/r/u/d)
- **CTRL Drag**
 - CTRL-drag an object to duplicate it and move it (freeform) across the screen
- **Shift + CTRL Drag**

- Combination of the two above – duplicates an object and moves it in a straight line across the screen (l/r/u/d)
- **CTRL + Arrows (or Alt Drag)**
 - When you click an object and press the arrow keys, SL moves it 8px by default
 - You can customize this by modifying the grid settings (disabling snap to grid, or reducing the value of grid spacing via Grid Settings)
 - Alternatively, you can use CTRL to change the value of the movement:
 - Pressing CTRL while pressing the arrow key to reduce the amount moved to 1px
- **Shift + Arrows**
 - Resizes objects
- **Shift + CTRL + Arrows**
 - Pressing CTRL while pressing SHIFT+Arrows will resize the object by 1 px
- **CTRL + D**
 - Duplicates an object
 - Places duplicate object 8px off of original (or as set in grid settings) 8px down, 8px right
- **CTRL + J**
 - Inserts an image
- **CTRL + K**
 - Inserts a hyperlink
- **Shift+CTRL+C**
 - **Copies an object's formatting**
 - This is a CRITICAL shortcut for my workflow. I use it to copy text/textbox formatting, and also to copy the states from one object to paste to another*
- **Shift+CTRL+V**
 - **Pastes an object's formatting**
 - Once I've copied an object's formatting/states, I use this command to paste them onto my target object
 - **Point of advice – copying/pasting states overwrites any existing states an object might have, but it won't eliminate unnecessary ones.*
- **Shift + CTRL + >**
- **Shift + CTRL + <**
 - Adjusts font size of selected text up/down, respectively
- **CTRL + Enter**
 - When you have an object selected, press CTRL + Enter to bring up the formatting pane
- **CTRL + Shift + Enter**
 - When you have an object selected, press CTRL + Shift + Enter to bring up the size/position pane

Tips

- **What if you've got a custom shape that needs to be changed to a photo, but you don't want to lose all the triggers, animations, etc. you've applied to your shape?**
 - Change the shape to a standard SL3 shape (i.e., rectangle), and then resize to the size of your image.
 - Use the formatting pane to change this shape's fill to be the image you need.
- **Resize an unnecessarily long timeline back to 1 sec with a quick trick**
 - Click the timeline and drag to resize
 - Press the left arrow while dragging the timeline; do not release the timeline
 - The timeline will reset back to 1 sec, retiming all items
- **Don't panic just yet!**

Storyline files crash. And, unfortunately, there's no autosave feature in SL. There IS, however, an autorecovery.

You can set the autorecovery interval in SL3 options by clicking File > Storyline options

 - By default, Storyline will attempt to access this file if you've experienced a crash.
 - You can also manually access and open this recovery file if you need to.
 - Navigate to: %appdata%\Articulate\Storyline
 - Look for a file/files that includes your project's name. Copy it to your project's working directory, and change its extension to .story (from .tmp)
 - If you've gotten lucky, an up-to-date (or at least more than that last save you did 3 hours ago) version is now open in SL for you to work in!
- **Toggle an individual item on the base layer's visibility when a new layer opens**

Sometimes, when a new layer opens, you need to hide objects on the base layer. Instructions text, for instance, may need to be removed to take the place of an answer option or feedback.

Rather than hiding everything on the base layer, using triggers to target the visibility of specific objects, placing masks on the top layer, or similar, try using SL3's built-in tools. Each layer has a "Base Layer Objects" twirl-down.

If you click that, you'll see a list of objects on the base layer, and a visibility icon adjacent. Turn these off on a layer-by-layer basis.
- **Use button sets to avoid unnecessary triggers**
 - In cases where you have multiple custom shapes/images on screen that function similar to buttons – i.e., have at least a selected state (and associated action) – you may find yourself creating unnecessary loops of triggers to toggle object states on and off on select. For instance, button 3 is selected after button 1. Button 1 must revert to either visited or normal, while button 3 switches to selected.
 - Instead use button sets.
 - Right click the objects that will be a related group of buttons and select Button Set, then "New Set" and add a name
 - Double-check your selected states at this point. SL likes to add formatting you don't intend.

- **Make buttons identically sized**
 - Use the Arrange > Size tool to match multiple object's height, width, or uniform size.