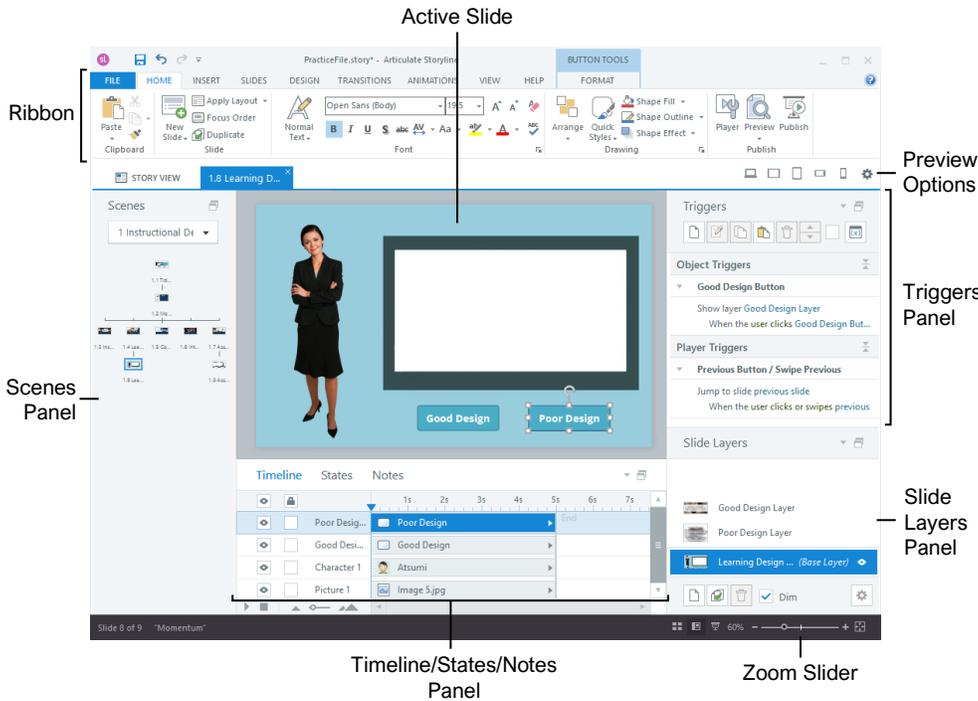




The Storyline Program Screen



Keyboard Shortcuts

General

Open a project	Ctrl + O
Create a new project	Ctrl + N
Save a project	Ctrl + S
Insert a slide	Ctrl + M
Insert a question slide	Ctrl + Q
Close a scene	Ctrl + W
Close Storyline	Alt + F4
Publish a project	F10
Help	F1

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Duplicate	Ctrl + D
Undo	Ctrl + Z
Redo	Ctrl + Y
Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Find	Ctrl + F
Select All	Ctrl + A
Insert a picture	Ctrl + J
Insert a link or trigger	Ctrl + K
Insert a text box	Ctrl + T
Select text in a text box	F2
Check spelling	F7

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Align Right	Ctrl + R
Align Center	Ctrl + E
Copy object formatting	Ctrl + Shift + C
Paste object formatting	Ctrl + Shift + V

Viewing and Previewing

Open Slide View	F3
Open Slide Master View	F4
View Feedback Master	F5
Cycle through open tabs	Ctrl + Tab
Preview current slide	Ctrl + F12
Preview current scene	Shift + F12
Preview project	F12

The Fundamentals

Create a New Project: Click **New Project** from the Welcome screen or press **Ctrl + N** from an existing project.

Open a Project: Click the **File** tab and select **Open**, or click **Ctrl + O**. Find and select the project you want to open and click **Open**.

Save a Project: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose the location where you want to save the file. Give the project a name, then click **Save**.

Navigate Between Slides: In Story View, double-click the slide you want to view. In Slide View, select the slide you want to navigate to in the Scenes Panel.

Navigate Between Scenes: In Slide View, click the **Scenes** menu arrow and select the scene you want to view.

Create a New Scene: In Story View, click the **New Scene** button on the Home tab.

Create a New Slide: In Slide View, select where you want to insert the slide, click the **New Slide** button on the Home tab, and select a layout.

Preview a Project: Click the **Preview** button on the ribbon.

Work with Text and Objects

Insert a Text Box: Click the **Insert** tab, click the **Text Box** button, click and drag where you want the text box.

Cut, Copy, and Paste Objects: Select the object you want to cut or copy and click the **Cut** button or **Copy** button on the Home tab. Click where you want the object and click the **Paste** button.

Delete Objects: Select the object(s) you want to delete. Press the **Delete** button on the keyboard.

Duplicate an Object: Select the object you want to duplicate, click the **Copy** button menu arrow on the Home tab, and select **Duplicate**.

Align Objects: Select the objects you want to align, click the **Format** tab, and select an alignment option.

Arrange Objects: Select the objects you want to arrange, click the **Arrange** button on the Format tab, and select an arrangement option.

Rename Objects: Double-click the object's name in the Timeline. Type a new name and press **Enter**.

Insert a Mouse Animation: Click the **Insert** tab, click the **Mouse** button, and select a mouse animation.

Work with Text and Objects

Modify Mouse Animation Properties: Select a mouse animation. Click and drag the start or end point of the mouse path to move it or click the **Format** tab on the ribbon and use the options to adjust the mouse animation properties.

Insert a Zoom Region: Click the **Insert** tab and click the **Zoom Region** button. Move and resize the zoom region to the area you want zoomed in, and position the zoom region to where you want it to appear on the Timeline.

Work with Shapes and Images

Insert a Shape: Click the **Insert** tab, click the **Shapes** button, and select a shape. Click and drag where you want the shape.

Insert a Photo, Illustration, or Icon: Click the **Insert** tab; click the **Photos** button, **Illustrations** button, or **Icons** button; type a term in the **Start searching now** field and press **Enter**. Select a photo, illustration, or icon and click **Insert**.

Insert a Picture from a File: Click the **Insert** tab, click the **Insert Picture** button, select the image you want to insert, and click **Open**.

Replace a Picture: Select a picture, click the **Replace Picture** button on the **Format** tab, navigate to and select a new picture, and click **Open**.

Insert a Character: Click the **Insert** tab, click the **Characters** button, and select a character. Click the **Pose** tab, specify an emotion and style, and click **Insert**.

Insert a Caption: Click the **Insert** tab, click the **Caption** button, select a caption type, then click and drag where you want the caption.

Add Course Interaction

Insert a Button: Click the **Insert** tab, click **Button**, and select a button type. Click and drag where you want the button to appear on the slide.

Format a Button: Select the button you want to format, click the **Format** tab, and use the options in the **Button Styles** group to change the button formatting.

Add and Edit Object States: Select the object whose state you want to edit, click the **States** tab, and click **Edit States**. Click the **New State** button to create a state or select an existing state and make changes. Click **Done Editing States** when you're finished.

Change a State with a Trigger: Click the **Create New Trigger** button in the **Triggers** panel, set the action to **Change state of**, select the object you want to change the state of, and select the state you want to change to. Then specify when the action occurs in the **When** section and click **OK**.

Add Course Interaction

Add a Layer: Click the **New Layer** button in the **Slide Layers** panel and add content to the layer.

Show or Hide a Layer with a Trigger: Select the object you want to show or hide with a trigger and click the **Create New Trigger** button in the **Triggers** panel. Set the **Action** to **Show Layer** or **Hide Layer**, then use the **Trigger Wizard** to define when the object is shown or hidden. Click **OK**.

Insert a Hotspot: Click the **Insert** tab, click the **Hotspot** button, and select a hotspot type. Click and drag where you want the hotspot to appear.

Trigger a Lightbox Slide: Click the **Create New Trigger** button in the **Triggers** panel. Set the **Action** in the **Trigger Wizard** to **Lightbox slide** and select the slide you want to use as a lightbox slide. Specify when the lightbox should be triggered and click **OK**.

Work with Media

Insert Audio from a File: Click the **Insert** tab and click the **Audio** button. Navigate to where the audio file is saved and select it, then click **Open**.

Record Audio to a Slide: Click the **Insert** tab, click the **Audio** button menu arrow, and select **Record to Slide**. Click **Record**, then record your audio. When you're finished recording click **Stop**, then click **Save**.

Edit an Audio File: Right-click the audio file on the **Timeline** and select **Edit Audio**. In the dialog box, make edits to the audio, then click **Save & Close**.

Insert Slide Notes: Click the **Notes** tab at the bottom of the screen, click in the notes pane, and type the slide notes you wish to add.

Generate Text-to-Speech: Click the **Insert** tab, click the **Audio** button menu arrow, and select **Text-to-Speech**. Enter the text you want converted to speech. If desired, update the language and voice options using the menus at the top of the window, then click **Insert**.

Insert a Video from a File: Click the **Insert** tab, click the **Video** button, navigate to where the video is saved and select it, and click **Open**.

Edit a Video: Select the video you want to edit. Click the **Options** tab on the ribbon and click the **Edit Video** button. Make the necessary video edits, then click **Save & Close**.

Use Animations and Transitions

Add an Entrance or Exit Animation: Select an object, click the **Animations** tab on the ribbon, click the **Animate** button in the **Entrance** group or **Exit** group, and select an animation type.

Use Animations and Transitions

Copy an Animation: Select the object whose animation you want to copy, click the **Animate** tab, and click the **Animation Painter** button. Select the object you want to apply the animation to.

Add a Motion Path: Select an object, click the **Animations** tab, click the **Add Motion Path** button, and select a motion path type.

Apply a Transition: Select a slide, click the **Transitions** tab on the ribbon, and select a transition.

Remove a Transition: Select a slide with a transition applied, click the **Transitions** tab on the ribbon, and select the **None** transition.

Adjust Transition Properties: Click the **Effect Options** button on the **Transitions** tab and select an effect.

Create Quizzes

Insert a Question Slide: Click the **New Slide** button menu arrow on the **Home** tab and select a question category. In the dialog box, select the question type(s) you want to insert, then click **Insert Slide**.

Insert a Freeform Question: Select the slide you want to convert to a freeform question, click the **Insert** tab, and click the **Convert to Freeform** button. Then select a question type and click **OK**.

Create a Question Bank: Click the **Slides** tab and click the **Question Banks** button. Select **Create Question Bank**, click **OK**, and add questions to the question bank.

Draw from a Question Bank: Click the **Question Banks** button on the **Home** tab and select **New Draw from Question Bank**. Click the **Question Bank** menu arrow and select a question bank. Specify how many questions you want to draw from the bank and click **Insert**.

Insert a Results Slide: Click the **Slides** tab, click the **Results** button, select the results type you want to insert, and click **Insert Slide**. Use the **Quiz Settings** dialog box to select a quiz type, select which questions you want to track, and specify the passing score. Click **OK**.

Publish Projects

Edit the Player Properties: Click the **Player** button on the **Home** tab. Click **Features** to update the player features; click **Menu** to change what appears in the menu; click **Resources** to add course resources; click **Glossary** to add course terms and definitions. Use the options in the **Appearance** group to modify the player style, controls, and formatting. Click **OK** when you're done updating the player.

Publish a Project: Click the **Publish** button on the **Home** tab, select the output type, adjust the publish settings, and click **Publish**.