

Articulate Storyline Tips, Secrets, & Time-Savers

1. Customize the Quick Access Toolbar

1. Right-click on any ribbon option.
2. Click **Add to Quick Access Toolbar**.

2. Use the Quick Access Toolbar for Keyboard Shortcuts

1. Press the **Alt** key.
2. Press the number that shows up over the toolbar option you want.

3. Undock Panels*

1. Go to any of the following panels in slide view: Scenes, Timeline, States, Notes, Triggers, or Slide Layers.
2. Click the **Undock** button (☐) to undock the panel.
3. Move the undocked panel to a new location or to a second monitor.
4. Click the **Undock** button (☐) again to redock the panel.
– or –
4. Click the **View** tab.
5. Click the **Redock All Windows** button.

4. Customize AutoRecovery Settings*

1. Click the **File** tab.
2. Click the **Storyline Options** button.
3. Click the checkbox to turn AutoRecovery on/off.
4. Adjust how often Storyline saves AutoRecovery information.
5. Click **OK**.

5. Add Cue Points to the Timeline

1. Right-click anywhere on the **Timeline**.
2. Click the **Create Cue Point At Playhead** button.
– or –
1. Preview the slide in edit mode.
2. Press the **C** key while the slide is playing each time you want to add a cue point.

6. Adjust Object Timings With Cue Points

1. Right-click on any object in the **Timeline**.
2. Select **Align to Cue Point**.
3. Select the cue point you'd like to align the object to.

7. Turn Off Snap to Grid

1. Right-click a slide.
2. Select **Grid and Guides**.
3. Deselect **Snap objects to grid**.
4. Click **OK**.

8. Change Picture

1. Right-click the picture.
2. Select **Change Picture**.
3. Find and select the image you want.
4. Click the **Open** button.

9. Copy Formatting From One Object to Another

1. Select the object with the formatting you want.
2. Go to the **Home** tab.
3. Click **Format Painter**.
4. Select the object you want to apply the formatting to.

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10. Hide Base Layer Objects on Slide Layers

1. Go to the **Timeline** for the slide layer you want to hide base layer objects on.
2. Click the arrow (▶) next to **Base Layer Objects** at the bottom of the **Timeline**.
3. Click the eye icon (◊) to turn off the visibility of any base-layer object.

11. Create a Button Set

1. Select two or more objects.
2. Right-click and select **Button Set**.
3. Select **Button Set 1**.
– or –
3. Select **New Set**.
4. Enter a name for the button set.
5. Click **Add**.

12. Take a Screenshot

1. Go to the **Insert** tab.
2. Click the **Screenshot** drop-down menu.
3. Select the window you'd like to insert as a screenshot.
– or –
3. Click the **Screen Clipping** button.
4. Click and drag to select the area to insert as a screenshot.

13. Make Multiple Objects the Same Height, Width, or Size

1. Select two or more objects.
2. Go to the **Home** tab.
3. Click the **Arrange** drop-down button.
4. Click the **Size** button.
5. Select one of the options to make the objects the same height, width, or size.

14. Copy Animations From One Object to Another*

1. Select the object with the animation you want.
2. Go to the **Animations** tab.
3. Click **Animation Painter**.
4. Select the object you want to apply the animation to.

15. Apply Transitions to Slide Layers*

1. Select the slide layer you want to apply the transition to.
2. Go to the **Transitions** tab.
3. Select the transition you want to apply to the slide layer.

16. Link Scenes/Slides in Story View

1. Click the link icon (🔗) at the bottom of a scene.
2. Select one of the options to link the scene to another scene or slide.

17. Make the Seekbar Read-Only*

1. Go to the **Home** tab.
2. Click the **Player** button.
3. Click the checkbox to enable the **Seekbar**.
4. Click the drop-down menu next to the **Seekbar** checkbox.
5. Select **Seekbar is read-only**.

18. Automate Common Phrases With AutoCorrect

1. Go to the **File** menu.
2. Click the **Storyline Options** button.
3. Click the **AutoCorrect Options** button.
4. Type the “shortcut” text in the **Replace** field to trigger use of the automated phrase.
5. Type the phrase you want to automate in the **With** field.
6. Click the **Add** button.

19. Keyboard Shortcuts

- | | |
|---------------------------|--|
| Ctrl + Drag | Duplicate an object |
| Ctrl + Enter | Open Format Shape dialog box |
| Ctrl + Shift + Enter..... | Open Size and Position dialog box |
| Ctrl + G..... | Group objects |
| Ctrl + Shift + G..... | Ungroup objects |
| Ctrl + Z..... | Undo |
| Ctrl + Mouse Wheel..... | Zoom in / out |
| Ctrl + Arrow..... | Moves object by 1 pixel |
| Ctrl + Shift + Arrow..... | Resizes the selected object by 1 pixel |