

OIV 3.0: Keyboard Shortcuts for PCs

Default Layout - General workspace

Alt-F	View the "File" toolbar menu
Alt-E	View the "Edit" toolbar menu
Alt-I	View the "Insert" toolbar menu
Alt-R	View the "Format" toolbar menu
Alt-V	View the "View" toolbar menu
Alt-H	View the "Help" toolbar menu
Ctrl-N	Create a new presentation file
Ctrl-O	Open an existing presentation file
Ctrl-S	Save the current presentation file
Ctrl-P	Print slides
Ctrl-U	Upload all presentation slides to ARTstor
Ctrl-T	Import a Powerpoint presentation
Ctrl-Z	Undo previous action
Ctrl-Shift-Z	Redo undone action

Image Palette Pane

Ctrl-Alt-A	Import an ARTstor Image Group
Ctrl-L	Import local images
Ctrl-T	Import a Powerpoint presentation
Ctrl-D	Display image data
Ctrl-E	Edit data for local images
Delete	Delete a selected image(s)
Ctrl-G	Create slides from selected image(s)
Ctrl-Alt-U	Upload selected local image(s) to ARTstor

Image Palette Presentation

Space bar or Page Down	View the next image
Shift-Space bar or Page Up	View the previous image
Mouse click or equals (=)	Zoom into an image
Shift-mouse click or minus (-)	Zoom out of an image
Zero (0)	Resize image to Fit to Frame
Nine (9)	View image at Actual Size (1:1)
Arrow keys	Pan within an image: Up, Down, Left, and Right
F1	Show/hide brief data
F2	Show/hide full data
F5	View an image selection list
F	View full screen
H	Split screen horizontally
V	Split screen vertically
Tab	Move between images when screen is split
Esc	Exit the Image Palette Presentation*

*When viewing a split screen, pressing Esc will close one image and return the other to the full screen view. Press Esc a second time to exit the Image Palette Presentation.

Slide Sorter Pane

Ctrl-equals (=)	Add a new slide
Ctrl-minus (-)	Remove a slide
Ctrl-C	Copy selected slide to clipboard
Ctrl-V	Paste a slide from the clipboard
Ctrl-X	Cut selected slide and move to clipboard
Ctrl-Z	Undo previous action
Ctrl-Shift-Z	Redo undone action
Ctrl-U	Upload selected slides to ARTstor

Slide Editor Pane

Ctrl-equals (=)	Add a new slide
Ctrl-C	Copy selected slide to clipboard
Ctrl-V	Paste a slide from the clipboard
Ctrl-X	Cut selected slide and move to clipboard
Delete	Delete a selected object
Ctrl-Z	Undo previous action
Ctrl-Shift-Z	Redo undone action
Arrow keys	Move objects within a slide
Ctrl-W	View Properties for selected object
Ctrl-F	Format text in selected text box
Equals (=)	Zoom into an image
Minus (-)	Zoom out of an image
Zero (0)	Resize image to Fit to Frame
Nine (9)	View image at Actual Size (1:1)

Slide Presentation

Space bar or Page Down	View the next slide
Shift-Space bar or Page Up	View the previous slide
Right arrow	View the next object on slide
Left arrow	View the previous object on slide
Alt-1	Select screen #1 in dual-screen mode
Alt-2	Select screen #2 in dual-screen mode
Esc	Exit the Slide Presentation

Note: The following shortcuts are only available when you are viewing a slide that contains a zoomable image.

Mouse click or equals (=)	Zoom into an image
Shift-mouse click or minus (-)	Zoom out of an image
Zero (0)	Resize image to Fit to Frame
Nine (9)	View the image in Actual Size (1:1)
Shift-Arrow keys	Pan within an image: Up, Down, Left, and Right