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OIV 2.6: Keyboard Shortcuts for PCs

Default Layout

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.

Slide Sorter Pane

Ctrl-equals(=)	Add a new slide.
Ctrl-minus(-)	Remove a slide.
Ctrl-C	Copy a selected slide to clipboard.
Ctrl-V	Paste a slide from the clipboard.
Ctrl-X	Cut a selected slide and move it to the 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 a selected slide to clipboard.
Ctrl-V	Paste a slide from the clipboard.
Ctrl-X	Cut a selected slide and move it to the clipboard.
Delete	Delete a selected object.
Arrow keys	Move objects within the slide.
Ctrl-W	View the Properties window for the selected object.

Slide Editor Pane (continued)

Ctrl-F	Format the text in the 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 the image in Actual Size (1:1)

Image Palette Presentation

Page Down or Space bar	View the next image.
Page Up or Shift-Space bar	View the previous image.
equals (=)	Zoom into an image.
minus (-)	Zoom out of an image.
zero (0)	Resize image to Fit to Frame
nine (9)	View the image in 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.
H	View two images by splitting the screen horizontally.
V	View two images by splitting the screen vertically.
Tab	Move back and forth between two images when the screen has been split.
Esc	Exit the Image Palette Presentation.

Note: When viewing a split screen, "Esc" will close one image and return the first image to the full screen view. Press "Esc" a second time to close out of the Image Palette Presentation completely.

Slide Presentation

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

Note: The following commands are only available when you are viewing a slide that contains a zoom-able image.

equals (=)	Zoom into an image.
minus (-)	Zoom out of an image.
zero (0)	Resize image to Fit to Frame.
nine (9)	View the image in Actual Size (1:1)
Arrow keys	Pan within an image: Up, Down, Left, and Right.