

The Storyline Program Screen



Free Cheat Sheets Visit ref.customquide.com

Active Slide ß 🔒 5 👌 🕫 OME INSERT SLIDES DESIGN TRANSITIONS ANIMATIC VIEW HELP FORMAT A A A ↔ A A A ↔ Arrange Quick Shape Fill → Shape Outline Styles → Shape Effect → Drawing Apply Layout + Open Sans (Body) P 🖸 -Ribbon Normal B I U S alac AV - Aa New Slide - 😭 Duplicate Font Publish Preview STORY VIEW Options - 8 Scenes Triggers D 🕑 🗅 📩 🗆 🗖 -**Object Triggers** Good Design Button Triggers ow layer Good Design Layer When the user clicks Good Design But. Panel 1994 Player Triggers Previous Button / Swipe Previous Scenes np to slide previous slide the user clicks or Panel Slide Lavers Timeline States Notes - A Slide . Good Design Laye Poor Desig... 🔲 Poo Layers Poor Design Layer Good Desi... 🔲 Good De Panel Learning Design .. Character 1 🧕 Atsumi 🔤 Image 🗅 😰 📋 🔽 Dim Timeline/States/Notes Zoom Slider Panel

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, doubleclick 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** \clubsuit button, and select a mouse animation.

Keyboard Shortcuts General

Editing

Ctrl + X
Ctrl + C
Ctrl + V
Ctrl + D
Ctrl + Z
Ctrl + Y
Ctrl + G
Ctrl + Shift + G
Ctrl + F
Ctrl + A
Ctrl + J
Ctrl + K
Ctrl + T
F2
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

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** I 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** subtton, 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 b 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** b 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** I 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** the 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 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 B button. Then select a question type and click OK.

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**.

Sign Up for a Free Course!

CustomGuide

AI Powered Training Made Easy



Customizable Courses

Make ready-made training yours with 300+ courses



Al Course Builder

Create stunning courses in minutes with Al.



LMS A friendly learning platform your users will love.



Free Cheat Sheets

Use the links below to download and distribute with our compliments.

Learn More 🔪

G Google

Calendar

Chrome

Docs

Drive

Forms

Gmail

Sheets

Slides

Hiring

HR

抗HR

Classroom



🚔 Business Skills

Accounting Communication Professional Development

Career Development

Career Entrepreneurship Higher Education Job Hunting Personal Branding US Citizenship

Compliance & Safety

Active Shooter Discrimination Drugs & Alcohol Harassment Safety Security

Customer Service
Customer Care
Customer Service Basics

Diversity

Bias

Diversity in HR Inclusion

amazon

"Customizing the courses saved countless hours of work."



"So impressed with your features and ease of use!"

Sales & Marketing Marketing Sales

💻 Technology

Al Computer Basics CRM Mac Software

💶 Training

Course Authoring Instructional Design Train the Trainer

🕹 Wellness

Mental Health Personal Growth Relationships Well-Being Work/Life Balance

Free for personal & professional use.

Spanish versions also available.



© 2024 CustomGuide

Talent Management

Microsoft

Project Management

Access Excel OneDrive OneNote Outlook PowerPoint Teams Windows Word