



Storyline 360 Keyboard Shortcuts Cheat Sheet

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The fastest Storyline developers keep one hand on the keyboard. Every trip to the ribbon costs a few seconds, and a course has thousands of those trips. Learn the shortcuts for the tasks you repeat all day, and you get hours back on every project.

Storyline runs on Windows, so everything here uses Ctrl and Alt. Print this page and keep it next to your keyboard until the ones you need are muscle memory.

Project basics

Shortcut	What it does
Ctrl + N	New project
Ctrl + O	Open a project
Ctrl + S	Save
Ctrl + Shift + S	Save as
Ctrl + Z	Undo
Ctrl + Y	Redo
F1	Help

Save constantly. Storyline autosaves, but Ctrl + S after every meaningful change is the habit that protects your afternoon.

Slides and objects

Shortcut	What it does
Ctrl + M	New slide
Ctrl + D	Duplicate the selected slide or object
Ctrl + C / Ctrl + X / Ctrl + V	Copy, cut, paste
Ctrl + A	Select everything on the slide

Tab	Cycle through objects on the slide
Delete	Delete the selection
F2	Jump into the selected object's text
Esc	Leave text editing and select the object again

Ctrl + D is the sleeper hit. Duplicating a finished slide or a styled object is almost always faster than building from scratch.

Layout and alignment

Shortcut	What it does
Ctrl + G	Group the selected objects
Ctrl + Shift + G	Ungroup
Arrow keys	Nudge the selected object
Shift + drag	Constrain movement to one axis
Ctrl + drag	Drag out a duplicate
Shift while resizing	Keep the object's proportions
Ctrl + Shift + C	Copy formatting (format painter)
Ctrl + Shift + V	Paste formatting

Grouping matters more in Storyline than in PowerPoint because groups can carry their own states and triggers. Build a component once, group it, and reuse it.

Text formatting

Shortcut	What it does
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + Shift + >	Grow the font
Ctrl + Shift + <	Shrink the font
Ctrl + L	Align text left
Ctrl + E	Center text

Ctrl + R	Align text right
Ctrl + K	Add a hyperlink to the selected text

Timeline

Shortcut	What it does
C	Drop a cue point at the playhead while the timeline plays
Ctrl + click	Select multiple timeline objects
Double-click an object's name	Rename it on the timeline

Cue points are how you sync animations to narration without guesswork. Play the audio, tap C on every beat you want to hit, then snap your animations to the cue points.

Rename your timeline objects as you add them. "Rectangle 14" tells you nothing in a trigger panel; "btn-continue" tells you everything.

Triggers and states

Trigger and state editing is mostly panel work, so the wins here are workflow habits rather than key combos.

- Copy and paste triggers between objects instead of rebuilding them. Select a trigger and use Ctrl + C and Ctrl + V, then just repoint the target.
- Duplicate an object with Ctrl + D and its triggers and states come along for free.
- Use the built-in state names (Hover, Down, Visited, Disabled, Selected) whenever they fit. Storyline wires their behavior automatically, which means fewer triggers for you to maintain.

Preview

Shortcut	What it does
F12	Preview the whole project
Shift + F12	Preview the current scene
Ctrl + F12	Preview the current slide
Esc	Close the preview

Preview the slide, not the project. Ctrl + F12 gets you into your interaction in a couple of seconds, and short feedback loops are what make Storyline development fast.

Have any questions? Email me at devlin@devlinpeck.com