

OIV 3.0: Keyboard Shortcuts for Macs

Default Layout - General workspace

⌘-N	Create a new presentation file
⌘-O	Open an existing presentation file
⌘-S	Save the current presentation file
⌘-P	Print slides
⌘-P	Print images from Image Palette
⌘-,	View the Preferences window
⌘-H	Hide the Offline Image Viewer
⌘-Q	Quit the Offline Image Viewer
⌘-U	Upload all presentation slides to ARTstor
⌘-T	Import a Powerpoint presentation
⌘-Z	Undo previous action
⌘-Shift-Z	Redo undone action

Image Palette Pane

⌘-O	View images only
⌘-C	View images with captions
⌘-R	View images with data records
⌘-A	Import an ARTstor Image Group
⌘-L	Import local images
⌘-T	Import a Powerpoint presentation
⌘-D	Display image data
⌘-E	Edit data for local images
Delete	Delete a selected image(s)
⌘-G	Create slides from selected image(s)
⌘-U	Upload selected local image(s) to ARTstor
⌘-M	View Image Palette Presentation

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

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

Slide Editor Pane

⌘-equals (=)	Add a new slide
⌘-T	Add a text box
⌘-I	Add an image
⌘-S	Add a shape
⌘-C	Copy selected slide to clipboard
⌘-V	Paste a slide from the clipboard
⌘-X	Cut selected slide and move to clipboard
Delete	Delete a selected object
⌘-Z	Undo previous action
⌘-Shift-Z	Redo undone action
Arrow keys	Move objects within a slide
⌘-W	View Properties for selected object
⌘-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)
⌘-M	View Slide Presentation

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
⌘-I	Select screen #1 in dual-screen mode
⌘-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