

OIV 2.6: KEYBOARD SHORTCUTS for Macs

Default Layout

⌘-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 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.
⌘-D	Display image data.
⌘-E	Edit data for local images.
Delete	Delete a selected image(s).
⌘-G	Create slides from selected images(s).
⌘-M	View Image Palette Presentation.

Slide Sorter Pane

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

Slide Editor Pane (continued)

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 (I:I).
⌘-M	View Slide Presentation.

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 (I:I).
Arrow keys	Pan within an image: Up, Down, Left, or Right.
F1	Show/hide brief data.
F2	Show/hide full data.
F5	View an image selection list.
F	View a single full-screen image.
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.
Shift-Right arrow	View the next object.
Shift-Left arrow	View the previous object.
⌘-1	Select screen #1 in multi-screen mode.
⌘-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 (I:I).
Arrow keys	Pan within an image: Up, Down, Left, or Right.