CONTENT STUDIO

USING COMMAND SHORTCUTS

Command shortcuts provide other ways to give commands in Content Studio. Shortcuts can be a time-saving and an efficient alternative to the Ribbon. Use shortcuts for the commands you use most frequently.

KEYSTROKE SHORTCUTS
Without a doubt, keystroke shortcuts are the fastest way to give commands in Content Studio. They're especially great for issuing common commands, such as saving a presentation.

In order to issue a command using a keystroke shortcut, you simply press a combination of keys on your keyboard. For example, rather than clicking the Copy button on the Ribbon to copy an object, you should press and hold the copy keystroke shortcut, <Ctrl> + <C> (see figure 1).

CONTEXTUAL MENUS
A contextual menu displays a list of commands related to a specific object or area. To open a contextual menu:

1. Right-click an object or area of the layout.
    A contextual menu appears, displaying commands that are relevant to the object or area that you right-clicked.

2. Select an option from the contextual menu, or click anywhere outside the contextual menu to close it without selecting anything (see figure 2).

OTHER SHORTCUTS: KEY TIPS
Key Tips appear whenever you press the <Alt> key. You can use Key Tips to perform just about any action in Content Studio, without ever having to use the mouse (see figure 3).

To issue a command using a Key Tip, first press the <Alt> key. Tiny letters and numbers, called badges, appear on the Quick Access Toolbar, and all of the tabs on the Ribbon. Depending on the tab or command you want to select, press the letter or number key indicated on the badge. Repeat this step as necessary until the desired command has been issued.

Ctrl+B	Bold
Ctrl+I	Italic Text
Ctrl+U	Underline Text
Ctrl+Z	Undo
Ctrl+Y	Redo
F1	Help
F7	Spell Check
Ctrl+N	New Presentation
Ctrl+O	Open Presentation
Ctrl+S	Save Presentation
F12	Save Presentation As..
Ctrl+X	Cuts the selected text or elements
Ctrl+C	Copies the selected text or elements
Ctrl+V	Pastes text or elements from the clipboard

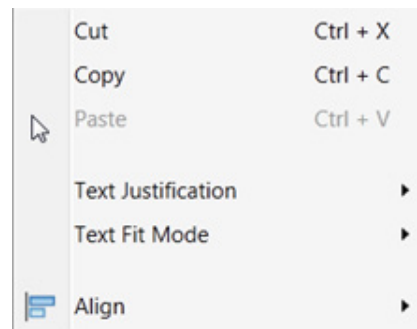Figure 1: Common editing shortcuts.

Figure 2: Contextual Menu. Right click an object to view.

Figure 3: Key tips. Press <Alt> + the badge letter.