Editing presentation objects in the Properties view
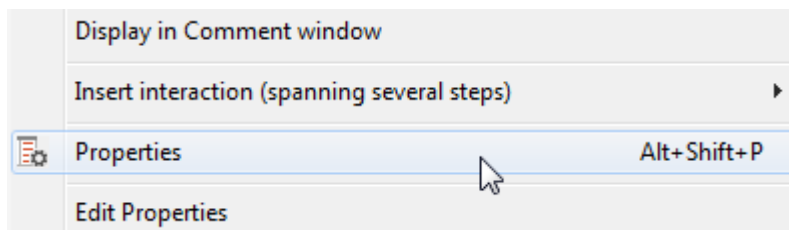
This documentation reveals the options for accessing and editing the properties of presentation objects.

Handling

Whenever you create a new document or open an existing one, the Properties view is initially empty (until you click an object). As soon as you select an object or step with the mouse, its properties are then displayed in the "Properties" list. Whenever necessary, you can enlarge the list by moving the upper edge upward per drag & drop. The Properties view can be displayed either floating (in a separate window) or integrated into the user interface.

In the event that the "Properties" view is not displayed, you can access it via the "Properties" button on the "View" tab or by right-clicking in the e-learning page or documentation and then selecting the "Properties" context menu option. The keyboard shortcut for displaying the list is ⌈Alt⌉ + ⌈⇧⌉ +P.

Editing a value

Object properties can also be edited via the **Properties** list. The actual property values are specified in the "Value" column. If "-" appears here, this means that no setting has been made. The respective default value then applies.

The row containing the property that you want to change always has to be selected with a left click before changing the value. There are different ways of editing the "Value" field,
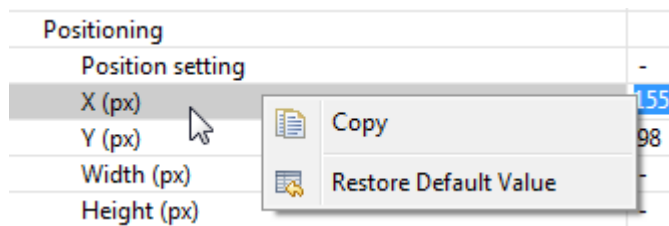
depending on the actual property:

- When dealing with a selection list, you can click a dropdown button to open a menu containing all potential values

- Text and numerical values can be inputted directly once you have clicked the particular row

- When it comes to selecting colors and file links, a button with three dots [...] opens the corresponding selection dialog

- In the case of "Yes / No" fields, the respective value will be changed as soon as it's clicked with the left mouse button.

Resetting a value to the default value

If you want to return a property to its default value, simply open the context menu for the appropriate row.

The **Restore Default Value** option allows you to restore the original size of **scaled images** whenever you want. When selected, this returns both the width and height of the image to their default values.

Editing a value in several objects/steps

You can also use the list to change a particular property for several steps or objects in just one move if the particular steps or objects have already been selected. This means that you can select all the textboxes on a particular page and then assign them all the same background, for example. When it comes to the multiple selection of objects and/or steps in the Properties view, please note that only those properties that they all share will actually be displayed.