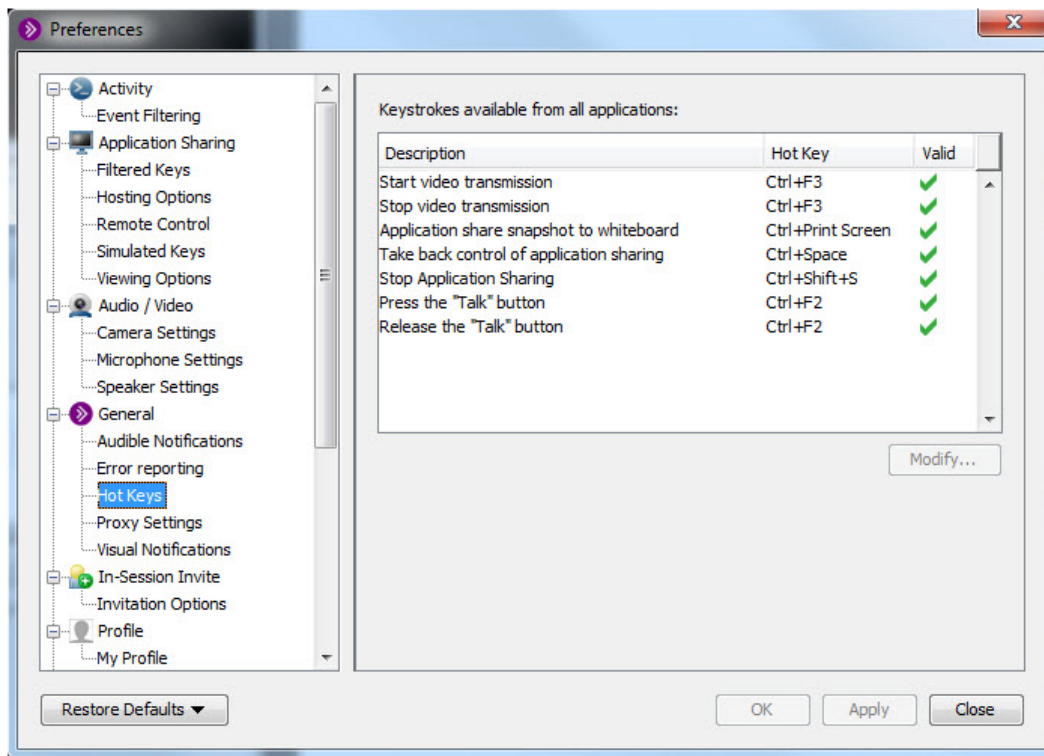


## HOT KEYS

The purpose of configuring a **Hot Key** is so that with a push of a button(s) on your keyboard, you can enable or disable certain Blackboard Collaborate functionality. By setting the **Hot Key** you can avoid having to use the mouse to perform common actions. In order to configure the hot keys, follow the steps below:

- Open the **Preferences** dialog in one of the following ways:
  1. From the Edit menu, select Preferences... (Windows, Linux & Solaris)
  2. From the Blackboard Collaborate (Apple) menu, select Preferences (Macintosh)
  3. Enter Ctrl+Comma (Windows, Linux & Solaris)
  4. Enter ',' (Macintosh)
- Select **General**
- Select **Hot Keys**
- To configure a **Hot Key**, click on the function you want to configure. Once you have selected one, the **Modify...** button becomes enabled. Click it.
- You will then see another pop-up asking you to "**Type the desired hot key:**" Push the button(s) on your keyboard that you would like to set as the hot key (i.e. If you want the "**Page Up**" button to be configured to control the Talk button, press the "**Page Up**" button. It will then show which button you pushed in the box.)



Once you have configured this, press **OK** and it will close the pop-up. If you want to set another hot key, follow the same steps as above.

