



ACCELERATOR KEYS

You can quickly accomplish tasks you perform frequently by using accelerator keys (also referred to as shortcut keys), which are one or more keys you press in combination within the *CCC Confer* room to perform a function. For example, instead of clicking the **Raise Hand** button in the Participants window or selecting Raise Hand from the Session menu, you can press Ctrl+R (⌘R on Mac OS X) raise your hand.

The Accelerator Keys were defined with an extended (full) keyboard layout in mind. If your keyboard does not have a key used in an Accelerator Key, you will need to use the menu item or toolbar button to perform the desired function.

Accelerator keys are listed next to their respective commands in the menu structure, as depicted below:



The following table lists the accelerator keys present in *CCC Confer* to quickly perform a number of common functions. Keys are grouped into sections based on the *CCC Confer* component being used.

To access the list of Accelerator Keys while in a session, select Keyboard Shortcuts from the **Help** menu.

Function	Windows, etc. keys	Mac keys
Application, Window and File Functions		
Quit Elluminate <i>Live!</i>	Alt+F4	⌘ Q
Hide Elluminate <i>Live!</i>	N/A	⌘ H

Function	Windows, etc. keys	Mac keys
Hide other applications	N/A	⌘ H
Close window (main Elluminate <i>Live!</i> window, Video, Notes, File Transfer, Activity, Closed-Captioning, Session Plan, Quiz, Multimedia, Calculator)	Alt+F4 or Ctrl+W	⌘ W
Cycle keyboard focus between the four main Elluminate <i>Live!</i> modules in the main window: Participants panel, Whiteboard, Chat panel and Audio panel.	F6	F6
Move keyboard focus between open windows (Video, Notes, File Transfer, Activity, Closed-Captioning, Session Plan, Quiz, Multimedia, Calculator).	Alt+F6	⌘ `
Enable tabbing in toolbars of secondary windows (Closed Captioning, Notes, Activity Window, File Transfer, Session Plan, Quiz, Multimedia)	Alt+F8	⌘ F8
Open Preferences dialog box	Ctrl+Comma	⌘ ,
Create new Quiz, Whiteboard screen or Whiteboard screen group	Ctrl+N	⌘ N
Open Multimedia file, Quiz, Session Plan, file for transfer or Whiteboard presentation	Ctrl+O	⌘ O
Save Participants List, Chat conversation, Quiz, Session Plan or Whiteboard	Ctrl+S	⌘ S
Print Participants List, Session Plan or Whiteboard	Ctrl+P	⌘ P

Function	Windows, etc. keys	Mac keys
Activity Window Functions		
Open Activity Window	Ctrl+/	⌘ /
Close Activity Window	Alt+F4 or Ctrl+W	⌘ W
Audio Functions		
Adjust microphone level down	Ctrl+Shift+Down	↑ ⌘ ↓
Adjust microphone level up	Ctrl+Shift+Up	↑ ⌘ ↑
Adjust speaker level down	Ctrl+Down	⌘ ↓
Adjust speaker level up	Ctrl+Up	⌘ ↑
Whiteboard Functions		
Select all objects in Whiteboard	Ctrl+A	⌘ A
Open Explore Screens window	Ctrl+Shift+S	↑ ⌘ S
Open Explore Objects window	Ctrl+Shift+T	↑ ⌘ T
Copy selected object(s) or text in Whiteboard	Ctrl+C	⌘ C
Cut selected object(s) or text in Whiteboard	Ctrl+X	⌘ X
Paste copied or cut object(s) or text in Whiteboard	Ctrl+V	⌘ V
Group selected objects	Ctrl+G	⌘ G
Group selected objects and send to background	Ctrl+B	⌘ B

Function	Windows, etc. keys	Mac keys
Ungroup selected objects	Ctrl+U	⌘ U
Delete selected object(s) or text in Whiteboard	Delete or Backspace	Delete or Backspace
Go to next screen	Alt + Page Down	⌘ Page Down
Go to previous screen	Alt + Page Up	⌘ Page Up
Move to first screen at this topic level	Home	Home
Move to last screen at this topic level	End	End
Chat Functions		
Move cursor to the Message Text Field of the Chat window	Ctrl+M	⌘ M
Participant List Functions		
Raise or lower your hand	Ctrl+R	⌘ R
Show laughter	Ctrl+Alt+1	⌘ Alt 1
Show applause	Ctrl+Alt+2	⌘ Alt 2
Show confusion	Ctrl+Alt+3	⌘ Alt 3
Show disapproval	Ctrl+Alt+4	⌘ Alt 4
Show that you have stepped away or come back	Ctrl+Shift+A	⌘ Shift A
Presentation Mode Functions		
Open Presentation Mode dialog	Ctrl+Alt+P	⌘ Alt P

Function	Windows, etc. keys	Mac keys
Opt out of or back into Presentation Mode	Ctrl+Shift+P	⇧ ⌘ P
Stop Presentation Mode	Ctrl+Alt+Shift+P	⇧ ⌘ P
Video Functions		
Open Video window	Ctrl+Shift+V	⇧ ⌘ V
Close Video window	Alt+F4 or Ctrl+W	⌘ W
Notes Functions		
Open Notes window	Ctrl+E	⌘ E
Close Notes window	Alt+F4 or Ctrl+W	⌘ W
Session Plans Functions		
Go to the next item	Ctrl+]]	⌘]
Go to the previous item	Ctrl+[[⌘ [
Close Session Plan window	Alt+F4 or Ctrl+W	⌘ W
Recording Functions		
Start or stop recording	Ctrl+Shift+R	⇧ ⌘ R
Add recording index entry	Ctrl+Shift+I	⇧ ⌘ I
Closed-Captioning Functions		
Open Closed-Captioning window	Ctrl+F8	⌘ F8
Close Closed-Captioning window	Alt+F4 or Ctrl+W	⌘ W

Function	Windows, etc. keys	Mac keys
Polling Functions		
Yes - polling response	Ctrl+1	⌘ 1
No - polling response	Ctrl+2	⌘ 2
A - polling response	Ctrl+1	⌘ 1
B - polling response	Ctrl+2	⌘ 2
C - polling response	Ctrl+3	⌘ 3
D - polling response	Ctrl+4	⌘ 4
E - polling response	Ctrl+5	⌘ 5
Slower pace	Ctrl+1	⌘ 1
Faster pace	Ctrl+2	⌘ 2