

Adobe Connect cheat sheet

Frequently used keys

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| Shift + ? | Display the list of meeting room keyboard shortcuts (HTML client) |
| Ctrl + [| Launch/close desktop sharing (for application) |
| Ctrl + E | Toggle Raise-Hand status |
| Ctrl + / | Promote to Presenter. Requires selected user in Attendees pod. Use arrow keys to select a user. |
| Ctrl + Space | Bring focus to the application menu bar for keyboard navigation. |
| Ctrl + M | Display join audio conference dialog |
| Ctrl + ; | Place focus on Chat pod, activate cursor in new message field |
| Esc | Close or cancel a dialog box |

Sharing screen

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| Ctrl + [| Invoke the screen sharing dialog |
| Arrow keys | Movement |

Manage attendees

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| Ctrl + / | Promote to Presenter. Requires selected user in Attendees pod. Use arrow keys to select a user. |
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Navigate pods, menus, and windows

Shortcuts to navigate inside pods, pop-up menus, and notifications in a meeting room.

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| Ctrl + Space | Bring focus to the application menu bar for keyboard navigation. |
| Ctrl + F8 | Display pod menu for keyboard navigation |

In Windows, press Ctrl+F9 to display a pod if overlapping pods hide it.

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| Ctrl + , | Start/Stop Recording. For Start, brings up the Start Recording Dialog |
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Sharing Adobe Presenter content

Shortcuts to share the presentations created in Adobe Presenter in the Share pod.

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|---|----------------------------------|
| P | Play/Pause (Works in Slide view) |
| M | Mute (Works in Slide view) |

Chat pod

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| Ctrl + ; | Place focus on Chat pod, activate cursor in new message field |
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Dialog boxes

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More information: defkey.com/adobe-connect-10-shortcuts?filter=basic

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