

Adobe Connect cheat sheet

Frequently used keys

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 + F8	Display pod menu 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

Ctrl + [Invoke the screen sharing dialog
Right arrow	then press Space to select: Scroll through the list of the open apps in screen share dialog.
After the last open application is highlighted, the order of highlighting is: the check box in the lower-left corner of the screen, the Application tab, and the Windows tab.	
Ctrl + Tab	Switch to different tabs (in Aero mode only)
Right arrow	Move to different applications or focus
Space	Select or deselect an application check box
Alt + P	Make Share pod full screen for attendees
Arrow keys	Movement

Manage attendees

Ctrl + H	Shift focus to the active speaker
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	label, effectively pointing to speaker activity. (Works in Google Chrome and not in the application.)
Ctrl + E	Toggles Raise-Hand status
Ctrl + '	Promote to host. Requires selected items in Attendees pod. Use arrow keys to select a user
Ctrl +]	Demote to participant. Requires selected user in Attendees pod. Use arrow keys to select a user.
Ctrl + /	Promote to Presenter. Requires selected user in Attendees pod. Use arrow keys to select a user.
Ctrl + \	End meeting
-	Hide the application

Navigate pods, menus, and windows

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

F8	Toggle between notification window and meeting room
Ctrl + Space	Bring focus to the application menu bar for keyboard navigation.
Ctrl + F6	Move focus to next pod
Ctrl + Shift + F6	Move focus to previous pod
Ctrl + F8	Display pod menu for keyboard navigation
F2	Retitle pod
Ctrl + N	During an ongoing session in the Adobe Connect application for desktop, launch a new session in a new window

Note:

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

Keys to manage audio and recordings

Join audio available in the meeting and manage tasks related to recordings.

-	Display join audio conference dialog
Ctrl + ,	Start/Stop Recording. For Start,

brings up the Start Recording Dialog

P	Toggles Play/Pause during playback of recorded meetings
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You cannot view recorded meetings in the HTML client.

Ctrl + M	When VOIP is on, disconnect the microphone and display the join audio conference dialog box
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Sharing Adobe Presenter content

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

Right arrow	Next page/slide
Left arrow	Previous page/slide
P	Play/Pause (Works in Slide view)
S	Stop (Works in Slide view)
M	Mute (Works in Slide view)
F	Change view (not for HTML content; works in Slide view)

Using whiteboard

Ctrl + P	Print (When focus is on the Whiteboard, say by clicking a pointer inside.)
Ctrl + Z	Undo
Ctrl + Y	Redo
Del	Delete selected items
Arrow keys	Move the selected items in a specific direction. Select the items beforehand.

Chat pod

Ctrl + ;	Place focus on Chat pod, activate cursor in new message field
Enter	When cursor is in new message field, sends message

Notes pod

Ctrl + U	Underline text
Ctrl + I	Italicize text

Ctrl + B	Place text in boldface
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Dialog boxes

Esc	Close or cancel a dialog box
Enter	Execute the default action (defined per dialog)

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More information: defkey.com/adobe-connect-10-shortcuts

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