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

	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

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

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

Dialog boxes

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

Source: Adobe

Last modification: 6/11/2020 7:54:07 AM

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

Customize this PDF...