

# Bitrix24 (macOS) cheat sheet

## Browser

Option + 0	Switch to the search for a chat room
Option + [1 - 9]	Open chat from the list of recent chats
Cmd + Left click	(click message menu) Cite the message
Type >> before the quoted text in the input field: Cite the text	
Up arrow	(in the input field) Quick editing of a previous message
Cmd + Left click	(click a user's avatar) Inserting a name in the input field
Cmd + B	Use boldface for the highlighted text
Cmd + I	Make the highlighted text in slanted font
Cmd + U	Underline the highlighted text
Cmd + S	Cross out the highlighted text
Cmd + E	Change the layout of the highlighted text
Left click	(click a user's avatar) User menu output
Left click	(click in the contact search field) Display all chats grouped by type

## Bitrix24

Cmd + Shift + A	Turn the microphone on/off
Space	(hold) Turn on the microphone temporarily (push to talk)
Cmd + Shift + S	Enable/disable the screen display
Cmd + Shift + V	Turn the camera on/off
Cmd + Shift + R	Enable/disable call recording
Cmd + Shift + H	Raise/Lower Hand
Cmd + Shift + C	Collapse/uncollapse call
Cmd + Shift + W	Enable Speaker or Grid mode depending on the currently selected mode
Cmd + Shift + M	Enable/disable the sound, coming from the participants
Cmd + Shift + U	Open/close the list of participants (in the video)

conference)

## Chats

Option + 0	Switch to the search for a chat room
Option + [1 - 9]	Open chat from the list of recent chats
Cmd + Left click	(click message menu) Cite the message
Type >> before the quoted text in the input field: Cite the text	
Up arrow	(in the input field) Quick editing of a previous message
Cmd + Left click	(on a user's avatar) Inserting a name in the input field
Cmd + B	Use boldface for the highlighted text
Cmd + I	Make the highlighted text in slanted font
Cmd + U	Underline the highlighted text
Cmd + S	Cross out the highlighted text
Cmd + T	Change the layout of the highlighted text
Left click	(click a user's avatar) User menu output
Left click	(click in the contact search field) Display all chats grouped by type
Left click	(click your avatar at the top left) Saved messages for notes

## Sending a message

The hotkey for sending message can be customized by clickining the "Enter" button at the bottom right corner. You can switch between Enter and Cmd + Enter hotkeys.

Source: Bitrix24.com

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More information: [defkey.com/bitrix24-macos-shortcuts](http://defkey.com/bitrix24-macos-shortcuts)

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