



Keyboard Shortcuts

Windows operating system participants who have special needs, or who are power users, can navigate around the Meeting window using keyboard shortcuts. Some of these shortcuts are standard in the Windows environment.

Press	To
Esc	Cancel an action, close an active window or menu, or display the meeting controls, panels, and notifications in full-screen sharing mode
F1	Access Cisco WebEx Meeting Center Help
F6	Switch between the content area and the panels area
Ctrl+Tab	• Switch between open documents in the content area of the Meeting window • Navigate within the panels area • Switch between tabs in the following dialog boxes ◦ Invite and Remind ◦ Preferences ◦ Meeting Options ◦ Participant Privileges

Press	To
Shift+F10	• Display right-click menus in the following panels and elements: ◦ Participant panel ◦ Chat panel ◦ Notes panel ◦ Closed Captions panel ◦ File Transfer window ◦ Shared whiteboard and file tabs • Work with the participant list
Tab	Switch between elements, such as buttons, fields, and check boxes within a dialog or panel
Arrow keys	• Switch between options in dialog boxes • During file sharing, use to scroll around slide that is being shared
PgUp	During file sharing, use to return to the previous slide
PgDn	During file sharing, use to advance to the next slide
Alt+F4	Close any dialog box
Spacebar	• Check or uncheck an option box • Enter text in an input box
Enter	Carry out the command for the active button (usually replaces a mouse click)
Ctrl+Alt+Shift	Show the Meeting Controls Panel in full-screen sharing mode
Ctrl+Alt+Shift+H	Hide the meeting controls, panels, and notifications
Ctrl+M	Mute or unmute yourself
Ctrl+Alt+S	Allow all participants to share
Ctrl+K	Assign privileges to participants
Alt+Enter	Enter Full Screen mode
Ctrl+Shift+<	Rotate the page left

Press	To
Ctrl+Shift+>	Rotate the page right
Ctrl++	Zoom in
Ctrl+-	Zoom out
Ctrl+Shift+W	Adjust the page size to the available screen space
Ctrl+Shift+Y	Synchronize the display of a shared page, slide, or whiteboard in all participant content viewers with the display in your viewer
Ctrl+Alt+D	Share your screen
Ctrl+Alt+A	Share an application
Ctrl+Alt+O	Share a file or video
Ctrl+Alt+N	Share a whiteboard
Ctrl+O	Browse to, open, and share a file
Ctrl+W	Close a shared file or whiteboard
Ctrl+Shift+T	Transfer a file for participants to download
Ctrl+Shift+Z	Undo the last action
Ctrl+Shift+Y	Redo the last action