

KEYBOARD COMMANDS – An overview

All of this can also be done using the keyboard:

On the board:

- A - Create area
- C - Standard view
- G - Create helper
- H - Helicopter view
- N - Switch name tags
- P - Create intelligent screenshot
- + - Zoom in
- , # - Zoom out
- 0-9 – Size 1-10 (for selected element)
- Shift + 0-9 – Size 11-20 (for selected element)
- Arrow keys - Rotate and tilt board
- Delete key - Delete figure (when figure is selected)
- M - Metaposition (when figure is selected)
- Ctrl/Control + D - Duplicate figure
- Hold down Ctrl/(Control) or Alt key for multiple selection/joint movement

In the interior view:

- + - zoom in
- , # - zoom out
- W - step forward
- A - step left
- S - step backward
- D - step right
- E - turn left
- R - turn right
- ... or alternatively use the arrow keys

Apple tip:

right mouse button with Control + left mouse button

COACH MENU – Participants

Coachmenu

Time balance01:06

Send link

Attendee

Observer Mode

Coach

Isabella

Time balance

Copy/share board link
Send via email

Board set to observer mode
(also for new participants)

Follow clients or let them follow your view

Individual users
Observer mode on/off

“” Broadcasting your view stop

Leave session

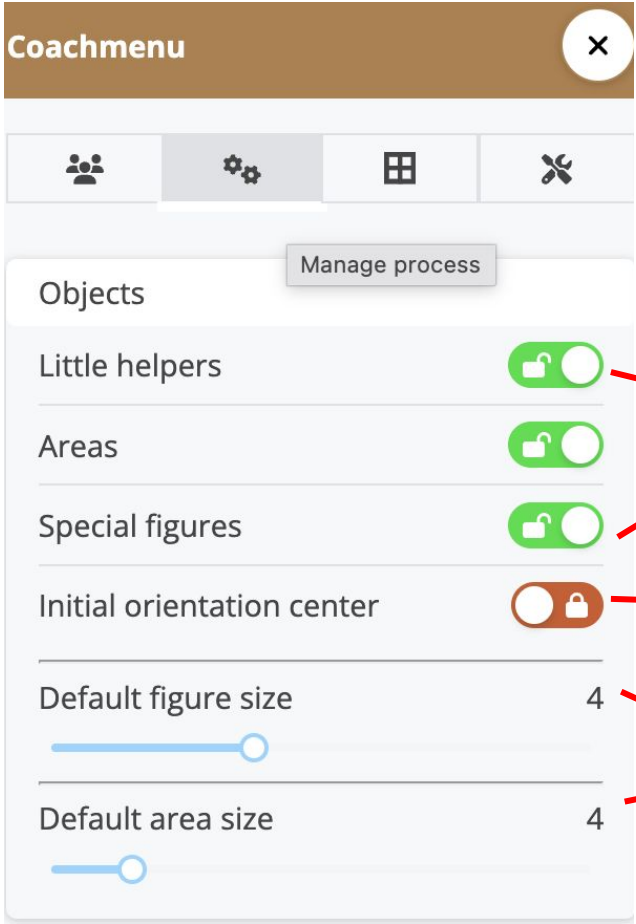
Undo last action

Redo last undone action

Attendees

List of all attendees

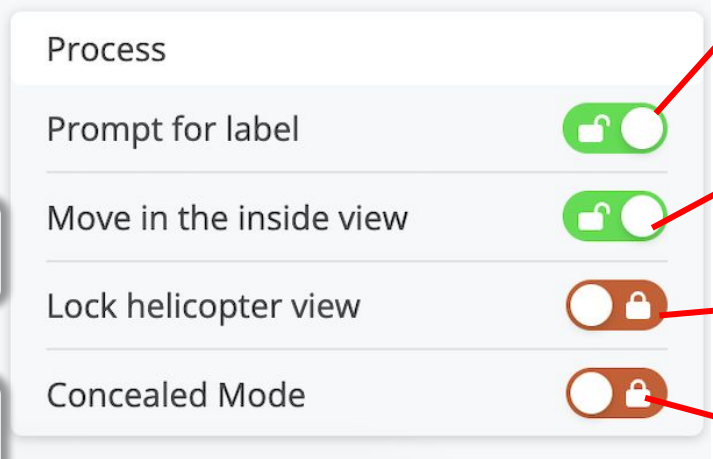
COACH MENU – Process control



Enable additional elements

Change initial viewing direction

Set default sizes



Toggle 'Prompt for label'

Toggle movement in interior view

Lock helicopter view for all participants

Stealth mode

COACH MENU - Board markings

Coachmenu

Board markings

Square

Add

Square 1

Remove

Circle

Add

Line A

Add

Line B

Add

Line C

Add

Line D

Add

Reset board markers

Add additional square

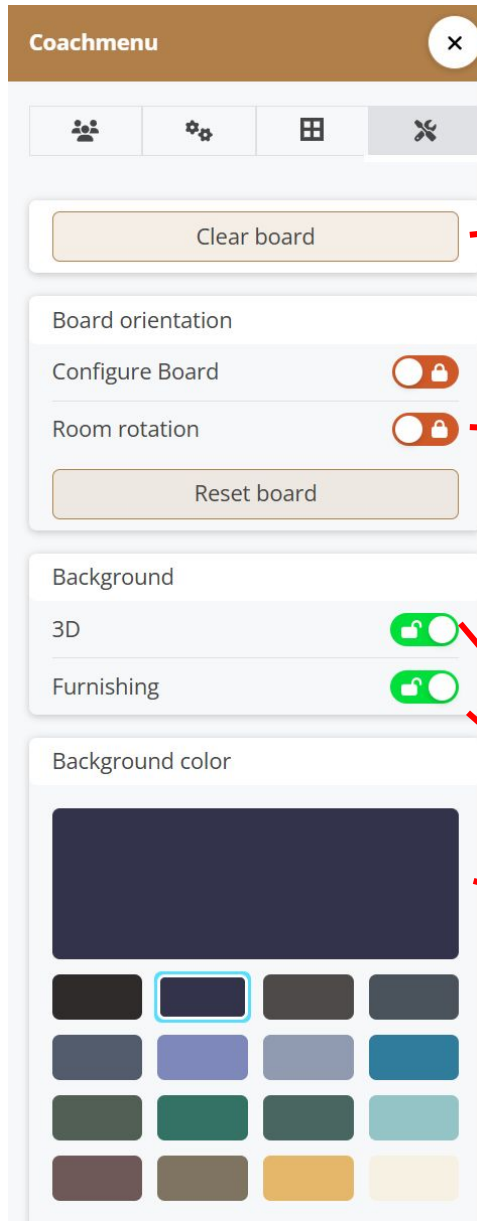
Toggle visibility

Default positions

Additional board markings

Reset to default (square)

COACH MENU – Board settings

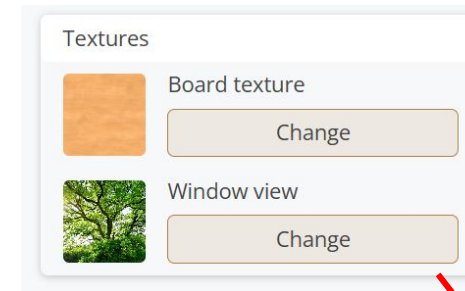


Remove all pieces (locked areas optional)

Enable room rotation (room can be rotated)

Background settings (for all participants)
3D, furnished/unfurnished or solid color

Board texture (for all participants) – customizable via template library



Change window texture (natural view selectable)

Functions with a letter in brackets, are also accessible via the keyboard

Name tags on/off (N)

Helicopter view (H)

Center board (C)

Create helper (G)

Create area (A)

Create figure (F)

Turn element quickly

Dock options bottom left

Turn element precisely

Obtain inside view of the figure

Lock element

Change face, color, shape, transparency

Show figure history

Change size

Say goodbye to element

Create name tag

Viewing angle indicator (also for rotation of the figure)

Session name

Screenshot (P)
saves a picture of the current view

Toggle left sidebar

Toggle figure names

Toggle area names

Context menu
(display with right mouse button)

Obtain inside view of the figure

View board from behind the figure

Create nametag

Lock figure

Change face, colour, shape, transparency

Duplicate element

Connect figure to another figure

Leave session

Undo last action

Redo last undone action

Attendees (short form)

Show list of all attendees

Coach menu
open/close

View help

Look here
Send your view to everybody

