

# Hot-keys | Using Elive faster!

## Window Controls

Combination	Action	Notes	Other
Ctrl + Alt + X	Close a Window	Use it instead of closing a window with the corner button	Win + X
Ctrl + Alt + I	Minimize a Window	Minimizing is <b>not</b> suggested, instead use the Virtual Desktops, or Alt + F3 to send the window to it	Win + M
Ctrl + Alt + M	Maximize a Window	With Shift pressed, the window is maximized in smart mode	Alt + F10
Ctrl + Alt + F	Fullscreen Mode	To set a window in fullscreen mode	F11
Ctrl + Alt + Shift + Up/Down	Raise / Lower the window	For when you need to fastly put a window behind or in front to another one, you can set it fixed from the borders	
Alt + Tab	Switch to next window	Use it with Shift for inverse mode. Use Win + arrows for better alternative.	Win + Tab *
Win + Arrow keys	Switch to nearest window	Changes to the nearest window in the direction of your arrow keys	
Win + Shift + PagUp / PagDown	Send Window to desktop	Moves your Window to Next/Prev Desktop	Alt + F3
Win + Shift + Arrow keys	Resize a window	Resizes your window in different smart ways	
Ctrl + Alt + Mouse Left click	Move a window	Click with your mouse and drag the Window to move it	Win + L-Drag
Ctrl + Alt + Mouse Middle click	Resize a window	Click and drag to Resize a Window	Win + M-Drag
Ctrl + Alt + Mouse Right click	Options of the window	Opens the menu of options for a Window	Win + R-Drag
Win + A	Scale mode *	Displays all the running Windows to switch to it	
Win + Mouse Wheel	Transparency value *	Changes the transparency of a window. Useful to read what is behind it, like another window	
Ctrl + Alt + N	New window	Creates a new instance of the same application	

- Options marked with the \* symbol requires to have enabled the Ecomorph module (special effects)

- Ctrl means the Control key, Win is the windows or "logo" key, Fn is the F' list of keys in the upper level, don't confuse it with the Fn special key in laptops that is used to trigger special options (they are normally in a different color) like Multimedia keys or hardware functions. The **different color** means very useful.

## Desktop Controls

Combination	Action	Notes	Other
Ctrl + Alt + Arrow keys	Change to Desktop	Switches to the Virtual Desktop in the selected direction. If you use Ecomorph and the Cube is annoying, disable it and select Wall instead (in Ecomorph configurations)	Win + PagUp/Down Ctrl + Alt + Wheel Ctrl + Win + Arrow *
Win + Fn	Change to a Desktop number	Switches to the virtual Desktop number as your F' num. Use Ctrl + Shift + Fn to switch extra monitors (xinerama).	Alt + Shift + Fn
Win + D	Expo *	Shows the entire Virtual Desktops where you can drag your running applications and organize them nicely	
Win + Z	Zoom *	Toggle a fast Zoom mode, useful for screencasts or detailed views of your application	
Ctrl + Alt + L	Lock desktop	Useful to leave your computer for a few minutes	Win + L
Ctrl + Alt + D	Show / Hide desktop	Minimizes all the Windows and restores them in a shot	
Right-Click in Desktop	Runs the Launcher	To run an Application, type and search for an active window, or browse the application menus	Alt + Esc Alt + F2 Menu key
Left-Click in Desktop	Applications Menu	Opens the menu of all the applications	

## Launchers

Combination	Action	Notes	Other
Alt + Esc	Opens the Launcher		Alt + F2
Ctrl + Alt + T	Open a Terminal	With Shift, the font is bigger	
Win + Key	Run something...	With "Win + <b>C</b> " runs the calculator, with <b>E</b> the "explorer", <b>F</b> for Files, <b>P</b> Projector and Screen configuration, <b>R</b> Launcher (run), <b>W</b> for Internet, <b>N</b> your Notes, <b>T</b> terminal, <b>V</b> volume, <b>L</b> lock	Configure your own launchers in the Key Binding Settings
Ctrl + Alt + Delete	Tasks Manager	See your resources or the running processes to close	
Win + Numpad "+" or "-"	Increase Volume		Use "-" to decrease
Win + Numpad "Enter"	Play / Pause Music		
Win + Numpad "*" or "/"	Next / Preview Song		

- You can configure your own Hot-Keys, Mouse bindings, and Desktop-corner limits triggers from the configurations

- Some keyboards have special Multimedia keys, all of them are already pre-configured in Elive for the optimal option

- In rare cases you could need a shortcut in applications that don't work because it's an already configured key, to make it work configure it to a different one.

Press **SPACE** to continue in the next page...

# Desktop Corners

Combination	Action	Notes	Other
Bottom Right corner	Shows the desktop	Minimizes all the windows, and restores them too	Ctrl + Alt + D
Upper Left corner *	Shows all applications	Shows all the running applications and you can select them	Win + A
Upper Right corner *	Shows all the desktops	Shows the all the desktops and you can organize your apps	Win + D

## Common Keys

This is a list of more common hot-keys, most of them compatible across different operating systems

Combination	Action	Notes	Other
Ctrl + C	Copy	Select a piece of text and use this combination to copy it	Mouse select (for text)
Ctrl + X	Cut	Same as copy but it removes the text (or file) to paste it elsewhere	
Ctrl + P	Paste	Paste a text, file or element in the desired place	Middle click (for text)
Click + Shift + Click	Range selection	Click in a place as the start of text, or a first file to select, then press Shift and then Click in the last part to do a range selection	Shift + arrow keys
Ctrl + Click	Selection toggle	Select or deselect a File to make a group or detailed selection	
Ctrl + A	Select All	Select all the text or all the files, for copy with Ctrl + C or similar	Home, Shift, End
Ctrl + Z	Undo	Undo your last change. Use Ctrl + Shift + Z to re-do it (sometimes Ctrl + Y)	
Ctrl + F	Find	Search for a text or a file	
F5	Reload	Reload a web page or refresh your files	Ctrl + R
Ctrl + W	Close a Tab	In a web browser it closes an opened tab, Ctrl + Shift + T to reopen.	
Ctrl + PagUp/PagDown	Switches Tabs	In a web browser, switches between your tabs	
Ctrl + S	Save	Some applications allows you to save your work with this combination	
Tab	Go next	Select the next element. Shift + Tab for previous one	
Ctrl + Arrow keys	Word moving	Move the cursor across words in text editors. Use with Shift to select.	Alt + B, Alt + F in terminals
Ctrl + Backspace	Delete word	Deletes the entire word.	Ctrl + W in terminals
F2	Rename	Press F2 to rename a file	

There's more than this list of hot-keys configured in your Desktop, to see the full list or to reconfigure them go to Settings → Preferences → Input → Key / Mouse / Border – Bindings

## Tips

- Copy / Paste improvement: In Linux\* you don't need to copy-paste the text, by just selecting it becomes copied in a special buffer, then go to the place where you want to paste it and just press the middle button of your mouse.
  - Elive is provided with *Clipman* on which you can have multiple copy-paste's which is extremely useful sometimes.
- New Windows/Applications: By default they always receive the focus when you open them, so you don't need to move the mouse to click on it in order to start typing, just type after it opened!. You can change this in the desktop preferences.
- Desktop window limits: Elive has an exclusive feature that limits your windows to not be outside of the limits of the screen, very useful for novice users that moves accidentally them outside and loses control of it, but since you know how to move your windows back from any part of it (win + mouse-click + move) you can disable this feature, and with the Special Effects enabled we can switch fast to the other desktop to have control of the remaining parts of the application, very useful for the smallest screens!

*Unleash the Elive super powers!*