

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 not 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 + C " runs the calculator, with E the "explorer", F for Files, P Projector and Screen configuration, R Launcher (run), W for Internet, N your Notes, T terminal, V volume, L 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 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 | |
| Imp/Pr Scr. | Screenshot | Use to capture a screenshot. With Shift for select a region or window. Ctrl for same in high quality. Alt for the alternative screenshot tool | |

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!