

## **Hotkey Cheat Sheet**

For the most frequently used tools and function

Toggle Enable / Disable Hotkeys

**Show Hotkey Cheat Sheet** 

Select Note Input of Column 1, 2,...

Toggle "Show authors of notes"

\* 
$$\left(\begin{array}{c} \\ \\ \\ \end{array}\right) + \left(\begin{array}{c} \\ \\ \end{array}\right)$$

Toggle "Show notes of other users"

\* 
$$\left[\begin{array}{c} * \\ \mathsf{cmd} \end{array}\right] / \left[\begin{array}{c} \mathsf{ctrl} \end{array}\right] + \left[\begin{array}{c} \mathsf{U} \end{array}\right]$$

Toggle "Column visibility for me"

\* 
$$\left(\begin{array}{c} \mathbb{K} \\ \mathbb{C} \end{array}\right) / \left(\begin{array}{c} \mathbb{C} \\ \mathbb{C} \end{array}\right) + \left(\begin{array}{c} \mathbb{J} \\ \mathbb{J} \end{array}\right)$$

Toggle "Raise / Lower Hand"



Toggle "Mark me as done"

D

Toggle Presenter Mode

Р

Toggle Board Settings

S

Toggle Voting Menu

٧

Toggle Timer Menu

Т

Toggle Board Reactions

R

Set Timer for 1, 2,... minutes

\*For windows user

$$\mathcal{H}$$
 =  $\mathbb{I}$  win  $\mathbb{V}$  option =  $\mathbb{I}$  alt