- Right or Down Arrow: Show next slide
- Space: Show next slide
- P: Pause or restart slide show
- Esc or Command-. (period): Stop playing slide show
- M: To activate Concurrence's digital markers for scribbling notes on-screen while playing a slide show.
- C: To clear scribbles or marks placed on-screen with the digital markers while playing a slide show.

To see a summary of this information while a slide show is playing, press any key other than the above.

Lastly, to advance to the next slide when playing a slide show manually, click the mouse button.

Raising the Play panel

Raise the Slide Show panel by command-clicking the miniature play button  or by clicking the  button on the slide tools ribbon.

Drawing

Described here are shortcuts available when you're drawing on a slide. If you've used Diagram!, Lighthouse Design's drawing program, some of these shortcuts might be familiar.

Constraining object movement

To constrain the movement of an object to either the vertical or horizontal axis, hold down the Shift key while you are dragging the object.

Deleting

To delete the currently selected objects, press the Backspace key. The Backspace key acts in precisely the same manner as the Delete command in the Edit menu.

Maintaining aspect ratio while resizing

To maintain the aspect ratio–the ratio of width to height–of an object while resizing it, hold down the Alternate key while dragging its resize knob.

Saving Styles

If you develop a line or symbol drawing style you like, you can apply it to another line or symbol by choosing the Copy/Paste Style commands in the Format menu, or click the Save Style button on the tools ribbon to use this same style the next time you draw a line or symbol.

Zooming to a selected region

To zoom to a specific region of the canvas, hold down the Shift and Alternate keys while dragging in the canvas.

Playing Slide Shows

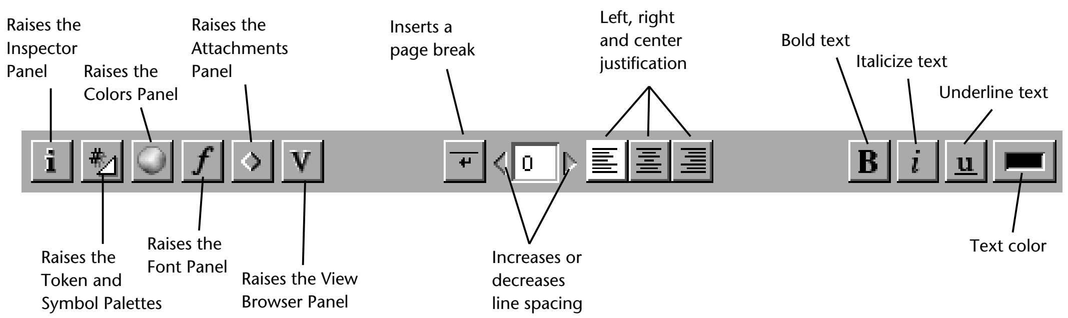
While playing a slide show, you can use various keys to control the sequence of slides:

- Left or Up Arrow: Show previous slide (if playing automatically, pause the show)

The Button Ribbon

At the top of the outline and slide show windows is a *button ribbon* that offers quick access to many of the commands involving the formatting of text in topics.

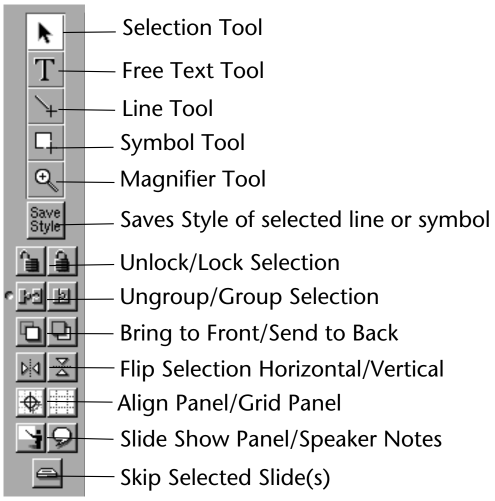
Clicking the buttons on the button ribbon is the same as selecting the commands in Concurrence's menus.:



The Tools Ribbon

The *slide tools ribbon* appears along the left hand edge of the slide pane and, like the button ribbon, provides easy access to commands which are used primarily to add and manipulate graphics on slides.

Choosing the buttons on the tools ribbon is the same as selecting the commands in Concurrence's menus.



- Down Arrow: Move down one line (The *Use Emacs Keys* bindings preference must be selected in the Keyboard preferences panel.)
- Shift-Left Arrow: Move back one word
- Shift-Right Arrow: Move forward one word
- Control-Left Arrow: Move to beginning of line
- Control-Right Arrow: Move to end of line

In addition, a full set of Emacs-style editing commands are available, if you have selected the *Use Emacs Keys* preference in the Keyboard preferences panel:

- Control-b: Move back one character
- Control-f: Move forward one character
- Alternate-b: Move back one word
- Alternate-f: Move forward one word
- Control-a: Move to beginning of line
- Control-e: Move to end of line
- Control-p: Move up one line
- Control-n: Move down one line
- Control-d: Delete next character
- Control-h: Delete previous character
- Alternate-d: Delete to end of current (or next) word
- Alternate-h: Delete to beginning of current (or previous) word
- Control-k: Cut forward to end of line
- Control-y: Paste
- Alternate-<: Move to beginning of text
- Alternate->: Move to end of text

Ending text editing

To stop editing text, press Enter. Note that Command-Return is equivalent to Enter.

Promoting

To promote the selected topics, press the Shift-Tab key. This shortcut behaves the same as the *Move Left* command.

Demoting

To demote the selected topics, press the Tab key. This shortcut behaves the same as the *Move Right* command.

Keyboard editing commands

With a topic selected, press an arrow key to move between topics. Shift-Up Arrow and Shift-Down Arrow to move from sibling to sibling.

In addition, when a topic is selected, the following Emacs-style editing commands are available, if you have selected the *Use Emacs Keys* preference in the Keyboard preferences panel:

- Control-p: Move up one topic
- Control-n: Move down one topic
- Control-f: Move to the beginning of the topic text
- Control-e: Move to the end of the topic text
- Alternate-<: Select the first topic in an outline
- Alternate->: Select the last topic in an outline

Working With Text

Text editing shortcuts are available anywhere in Concurrence that you can edit text, such as text objects, text fields, the view browser, and of course in topics.

Keyboard editing commands

Concurrence offers the following standard arrow key commands for text editing:

- Left Arrow: Move back one character
- Right Arrow: Move forward one character
- Up Arrow: Move up one line (The *Use Emacs Keys* preference must be selected in the Keyboard preferences panel.)

Appendix B

Shortcuts

Presented here is a list of the keyboard and double-click shortcuts available in Concurrence. Use of these shortcuts is optional–you can use Concurrence without them. However, learning the shortcuts can make using Concurrence significantly faster.

Working With Topics

When working with topics, in either a slide show or outline window, a number of shortcuts are available.

Creating a new topic

To create a new topic after the target topic, press Return. This shortcut behaves the same as the *New Topic* command. To get a Return character within your text instead of a new topic, press Alternate-Return.

Collapsing and Expanding

Double-clicking the handle of an expanded topic will collapse it and vice versa.