

Instructional Communications Systems

Key Commands in WisLine Web

Some users find it easier or quicker to use key commands, also known as shortcut keys, than to use a mouse and click. WisLine Web enables the use of key commands for many of the most often-performed functions within a meeting. The key commands are separated into the various sections of the meeting that they would be used in.

Under the File Menu

Action to Perform	Key Command
Print to PDF	Ctrl+P

Under the Edit Menu

Action to Perform	Key Command
Undo action on Text slide	Ctrl+Z
Cut selected text or annotation	Ctrl+X
Copy selected text or annotation	Ctrl+C
Paste copied or cut item	Ctrl+V
Delete selected item	Delete Key
Select All text on Text slide	Ctrl+A

Under the View Menu

Action to Perform	Key Command
Full Screen view	F5
Hide Panes	Ctrl+H
Move to Next Pane	Ctrl+Tab
Show Meeting Information window	Ctrl+I
Go to Previous Slide	Ctrl+Left
Go to Next Slide	Ctrl+Right

Under the Share Menu

Action to Perform	Key Command
Share Document to Edit *	Ctrl+1
Share Application *	Ctrl+2
Insert Whiteboard slide*	Ctrl+3
Insert Web slide *	Ctrl+4
Insert Text slide *	Ctrl+5
Insert Poll slide *	Ctrl+6
Insert Snapshot slide *	Ctrl+7

*This will share the new enhancement slide "Into Thumbnails", making it part of the current resource.

Instructional Communications Systems

Under the Tools Menu

Action to Perform	Key Command
Annotations>>Choose Select Tool	Ctrl+Shift+S
Annotations>>Choose Pointer Tool	Ctrl+Shift+P
Annotations>>Choose Drawing Tool	Ctrl+Shift+D
Annotations>>Choose Highlighter Tool	Ctrl+Shift+H
Annotations>>Choose Stamp Tool	Ctrl+Shift+X
Annotations>>Choose Text Tool	Ctrl+Shift+T
Annotations>>Clear all Annotations	Ctrl+B
Polling>>Show Poll Results	Ctrl+Shift+W
Polling>>Hide Poll Results	Ctrl+Shift+I
Polling>>Open Polls	Ctrl+Shift+O
Polling>>Close Polls	Ctrl+Shift+C
Polling>>Edit Poll	Ctrl+Shift+E
Polling>>Clear Poll	Ctrl+Shift+K
Question Manager	Ctrl+Q

Instructional Communications Systems

Alt Keys in WisLine Web

Some users find it easier or quicker to use Alt Keys, than to use a mouse and click. WisLine Web enables the use of Alt Keys for many of the most often-performed functions within a meeting. The Alt Keys are separated into the various sections of the meeting that they would be used in.

In the File Menu

Action to Perform	Alt Key Action
Open the File Menu	Alt + F
Print to PDF	Alt + F, then P
Exit and End Session	<i>Disabled</i>
Exit	Alt + F, then X

*The Exit and End Session feature is disabled to prevent closing sessions before ICS operations has finished recording the archive of your meeting.

In the Edit Menu

Action to Perform	Alt Key Action
Open the Edit Menu	Alt + E
Undo action on Text slide	Alt + E, then U
Cut selected text or annotation	Alt + E, then T
Copy selected text or annotation	Alt + E, then C
Paste copied or cut item	Alt + E, then P
Delete selected item	Alt + E, then D
Select All text on Text slide	Alt + E, then L
Move Selected Slide/Resource Up	Alt + E, then M
Move Selected Slide/Resource Down	Alt + E, then W

In the View Menu

Action to Perform	Alt Key Action
Open the View Menu	Alt + V
Full Screen Mode	Alt + V, then F
Fit to Window	Alt + V, then W
Zoom	Alt + V, then Z
Zoom In	Alt + V, then M
Zoom Out	Alt + V, then O
Hide Thumbnails Pane	Alt + V, then T
Hide Panes	Alt + V, then P
Restore Default Panel Layout	Alt + V, then D
Show Panes List	Alt + V, then A
Show Toolbars List	Alt + V, then B

Instructional Communications Systems

In the View Menu (continued)

Action to Perform	Alt Key Action
Move to Next Pane	Alt + V, then X
Show Meeting Information Window	Alt + V, then I
Go to Previous Slide/Page	Alt + V, then V
Go to Next Slide/Page	Alt + V, then N
Go to Last Viewed Slide/Page	Alt + V, then L
Go to First Slide/Page in resource	Alt + V, then R
Go to Last Slide/Page in resource	Alt + V, then S
Go To Slide/Page (opens list)	Alt + V, then G
Open Automatic Cycling Window	Alt + V, then C

Panels Section of the View Menu

Action to Perform	Alt Key Action
Show/Hide Now Presenting Pane	Alt + V, then A, then
Show/Hide Resources Pane	Alt + V, then A, then R
Show/Hide Attendees Pane	Alt + V, then A, then A
Show/Hide Getting Started Pane	Alt + V, then A, then G
Show/Hide Questions and Answers Pane	Alt + V, then A, then Q
Show/Hide Seating Chart Pane	Alt + V, then A, then S
Show/Hide Branding Pane	Alt + V, then A, then B

Toolbars Section of the View Menu

Action to Perform	Alt Key Action
Show/Hide Slide Control Toolbar	Alt + V, then B, then P
Show/Hide Enhancement Slide Toolbar	Alt + V, then B, then R
Show/Hide Annotation Toolbar	Alt + V, then B, then S

In the Share Menu

Action to Perform	Alt Key Action
Open the Share Menu	Alt + S
Share Document to View	Alt + S, then D
Share Document to Edit	Alt + S, then S
Share Application	Alt + S, then A
Whiteboard Slide	Alt + S, then W
Web Slide	Alt + S, then B
Text Slide	Alt + S, then T

Instructional Communications Systems

In the Share Menu (continued)

Action to Perform	Alt Key Action
Poll Slide	Alt + S, then P
Snapshot Slide	Alt + S, then N
Into Thumbnails	Alt + S, then I

Thumbnails Section of the Sharing Menu

Action to Perform	Alt Key Action
Share Document to Edit	Alt + S, then I, then S
Share Application	Alt + S, then I, then A
Whiteboard Slide	Alt + S, then I, then W
Web Slide	Alt + S, then I, then B
Text Slide	Alt + S, then I, then T
Poll Slide	Alt + S, then I, then P
Snapshot Slide	Alt + S, then I, then N

In the Tools Menu

Action to Perform	Alt Key Action
Open the Tools Menu	Alt + T
Review Resource	Alt + T, then R
Rename Resource	Alt + T, then N
Open Manage Resources Window	Alt + T, then M
Create a Blank Resource	Alt + T, then B
Open Annotation Tools Menu	Alt + T, then A
Open Poll Slide Controls	Alt + T, then P
Request Sharing Control	Alt + T, then C
Open Question Manager	Alt + T, then Q
Open User Preferences Menu	Alt + T, then U

Annotations Section of the Tools Menu

Action to Perform	Alt Key Action
Choose Select Tool	Alt + T, then A, then S
Choose Pointer Tool	Alt + T, then A, then P
Choose Draw Freehand Tool	Alt + T, then A, then F
Choose Draw Line Tool	Alt + T, then A, then L
Choose Draw Arrow Tool	Alt + T, then A, then A
Choose Draw Rectangle Tool	Alt + T, then A, then R

Instructional Communications Systems

Annotations Section of the Tools Menu (continued)

Action to Perform	Alt Key Action
Choose Draw Rounded Rectangle Tool	Alt + T, then A, then D
Choose Draw Oval Tool	Alt + T, then A, then O
Choose Highlighter Tool	Alt + T, then A, then H
Choose Arrow Stamp Tool	Alt + T, then A, then W
Choose Check Stamp Tool	Alt + T, then A, then C
Choose X Stamp Tool	Alt + T, then A, then X
Choose Text Tool	Alt + T, then A, then T
Clear Annotations	Alt + T, then A, then N

Polling Section of the Tools Menu

Action to Perform	Alt Key Action
Show Poll Results	Alt + T, then P, then S
Hide Poll Results	Alt + T, then P, then H
Open Polls	Alt + T, then P, then O
Close Polls	Alt + T, then P, then C
Edit Poll	Alt + T, then P, then E
Clear Poll	Alt + T, then P, then A

In the Questions Pane

Action to Perform	Alt Key Action
Ask Typed Question	Alt + A
Edit Asked Question	Alt + E
Delete Asked Question	Alt + D
Open Question Manager	Alt + Q

Inside the Question Manager

Action to Perform	Alt Key Action
Go to Questions	Q
Give the Floor to Asker	Alt + G*
Chat 1:1 with Asker	Alt + 1*
Dismiss Question	Alt + D*
Move to Attendee's Question Area	Alt + U*
Move to Your Answer Area	Alt + A*
Post Answer Privately	Alt + I†

Instructional Communications Systems

Inside the Question Manager (continued)

Action to Perform	Alt Key Action
Post Answer to All	Alt + L†
View Question and Answer Log	Alt + V
Clear Question and Answer Log	Alt + C

* A question must be selected for this function to operate

† An answer to the selected question must be provided for the function to operate

In the Attendees Menu

Action to Perform	Action to Perform
Open the Attendees Menu	Alt + A
Open Attendee Permissions Window	Alt + A, then A
Make Selected Attendee a Presenter	Alt + A, then P
Make Selected Presenter the Active Presenter	Alt + A, then K
Remove this Person from Meeting	Alt + A, then R
Send E-mail Invite to Selected Person	Alt + A, then I
Open Chat with Selected Person	Alt + A, then C
Block Chat of Selected Person	Alt + A, then B
Unblock Chat of Selected Person	Alt + A, then U
Send Email to Selected Person	Alt + A, then E
Arrange By	Alt + A, then G
Change My Mood	Alt + A, then O
Lock Meeting	Alt + A, then M

Arrange By Section of the Attendees Menu

Action to Perform	Action to Perform
Name	Alt + A, then G, then N
Mood	Alt + A, then G, then M
Role	Alt + A, then G, then R

Instructional Communications Systems

Glossary of Terms

- **Active Presenter** The presenter that is currently speaking or in charge of the meeting. The Active Presenter should select his or her name as the Active Presenter in the Now Presenting pane.
- **Annotation** Any mark that is made on a slide by using the Annotation tools.
- **Archive** A digital recording that includes all the audio and all the resources that were shown in your meeting.
- **Attendee** A person that has logged in to the meeting to be an audience member, student or information receiver.
- **Attendee Permissions** Abilities and controls that the presenter can give or take away from attendees.
- **Attendees Pane** Pane that shows the names of all the participants logged in to the meeting
- **Audio Bridge** This is the number that everyone calls to enter the audio portion of the WisLine Web meeting.
- **Automatic Cycling** The ability to run your slide set so that they slides advance automatically on their own. Automatic cycling is a popular choice for presenters who wish to show a small Welcome Slide set before the start of the meeting. This Welcome slide set will usually contain protocol information.
- **Coordinator** This is the person that schedules your meeting and training, and can answer questions about billing and archives.
- **Enhancement Slide** Any slide that is used to enhance your WisLine Web meeting experience. These include the Application Sharing, Whiteboard, Web Browsing, Text, Poll, and Snapshot slides.
- **Full-Duplex** Means that everyone can hear and talk at the same time. The WisLine Audio Bridge is full-duplex.
- **Group Chat** A chat that is carried on using the Questions and Answers pane, where everyone asks a question and then is given the floor.
- **ICS** Instructional Communications Systems. ICS is the host of WisLine Web and a unit of Broadcast and Media Innovations (BAMI). BAMI is a division of the University of Wisconsin-Extension.

Instructional Communications Systems

- **ICS Operations** The technical personnel in the Pyle Center to contact if you have a problem directly before or during your WisLine Web meeting. If you present from The Pyle Center, these are the people that assist you in logging in and dialing in to your meeting.
- **Identity** The information about yourself that you provide to others in the meeting. This can include name, title, organization, email, phone number and a digital photo.
- **Microsoft® Office Live Meeting® 2005** The software that is used for the Web portion of WisLine Web.
- **Meeting ID** The Meeting ID is the word typed in on the Join Meeting page that will make sure that you enter the correct meeting,
- **Meeting Key** The Meeting Key is a word that you will type in on the Join Meeting page that acts as a password for the meeting you want to enter. It will also determine whether you enter the meeting as a presenter or an attendee.
- **Moderator** A person logged in to the meeting as a presenter that helps to facilitate the meeting, but does not usually present material.
- **Mood** One of five selections that attendees and presenters can set in the meeting to show how they feel about the meeting. Moods can be set and changed in the Seating Chart pane or the Attendees pane.
- **Mute** The stop of transmission of audio information in the WisLine Web meeting. If the meeting has been set up ahead of time with different pass codes for presenters and attendees, the presenters can mute the attendees. If not, the attendees can mute themselves.
- **Now Presenting Pane** Pane that shows the name and picture of the active presenter, if one has been chosen. The attendee Now Presenting pane also shows the title and organization of the active presenter.
- **One-Time Meeting** A meeting that is scheduled to happen only once.
- **One-to-One Chat** A private method of text communication between only 2 people inside a WisLine Web meeting.
- **Questions & Answers Pane** Pane that is used for typing test questions that anyone logged in as a presenter can answer. The answers from the presenters will also appear in this pane.

Instructional Communications Systems

- **Pane** Any of the windows that show in the WisLine Web console. These include Resources, Now Presenting, Attendees, Thumbnails, and Questions & Answers.
- **Participant** Anyone that is logged in to the meeting. A participant can be an attendee, presenter or active presenter.
- **Pass Code** The four-digit code followed by the pound sign that you must enter on your phone's key pad to be allowed into the audio portion of the WisLine Web meeting.
- **Presenter** A person that has logged in to the meeting that will act as a leader, instructor or information giver.
- **Protocol** Etiquette and other issues that the presenter or moderator takes care of at the beginning of the meeting.
- **Recurring Meeting** A meeting that is scheduled to happen more than once, usually at the same time on a scheduled, such as 9 am every Tuesday.
- **Resource** Any document that is imported and used as part of a WisLine Web meeting. All resources will show in the Resources pane.
- **Resources Pane** Pane that shows all the imported resources in the meeting. Also shows any enhancement slides that have been made as resources.
- **Seating Chart Pane** Pane that gives a visual representation of how full the meeting is and enables participants to change their mood setting.
- **Synchronous** Happening in real time. WisLine Web is a synchronous Webconferencing tool.
- **Template** A slide made with good instructional design principles that you will use as the basis for all of your PowerPoint® slides.
- **Trainer** The ICS staff person who teaches you how to use the Live Meeting® interface and can answer your questions about instructional design and the general operation of the presenter's console.
- **Welcome Slide** The slide that is displayed just before and at the beginning of the meeting. The Welcome slide shows the name of the meeting, the date and time, and the name of the presenter. Using a welcome slide lets the attendees know that they have entered the correct meeting.