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## Navigating Menus in the Cisco Unified MeetingPlace Administration Center

You can navigate through the menus in the Administration Center menus by using the keyboard and a mouse.

Operation	Keyboard Shortcut
Enable keyboard control of the menu.	F12
Navigate through the menus.	Up Arrow
	Down Arrow
View submenus.	Enter

**Note:** Menu items are readable by screen readers.

## Displaying Reports As Text

In previous releases, you viewed reports only as graphs. With Cisco Unified MeetingPlace Release 8.0, you can view reports in a textual format, readable by screen readers.

For example, after you create a port utilization report, select **Create Textual Report** to convert the graph into a textual report.