

Time Matters 7 Keyboard Shortcuts

Lists	
Keyword	Ctrl + K
Find (search Calendar and List text)	Ctrl + F
Tag highlighted record	Shift + T
Tag record (QuickPik disabled)	T
Untag highlighted record	Shift + U
Untag record (QuickPik disabled)	U
Tag all records in List	Ctrl + T
Untag all records in List	Ctrl + U
Add record	Insert
Delete current	Delete
Change current	Enter
Move highlight bar to top of List	Home
Move highlight bar to bottom of List	End
Move to next page of records on a List	Page Down
Move to previous page of records on a List	Page Up
Move to the beginning of the List	Ctrl + Page Up
Move to the end of the List	Ctrl + Page Down
Alarm (Event or ToDo List)	Ctrl + A
Event List (open)	F3
ToDo List (open)	F4
Contact List (open)	F5
Matter List (open)	F6
Note List (open)	F7
Phone Call List (open)	F8
Document List (open)	F9
Email List (open)	F11
Billing List (open)	F12
Triggers	Ctrl + Shift + G
Records	
Contact (new)	Ctrl + Shift + C
Matter (new)	Ctrl + Shift + A
Event (new)	Ctrl + Shift + V
ToDo (new)	Ctrl + Shift + T
Custom Form (new)	Ctrl + Shift + F
Note (new)	Ctrl + Shift + N
Phone Call (new)	Ctrl + Shift + P

Document (new)	Ctrl + Shift + D
Email (new)	Ctrl + Shift + E
Mail (new)	Ctrl + Shift + L
Web (new)	Ctrl + Shift + W
Outline (new)	Ctrl + Shift + O
Billing (new)	Ctrl + Shift + B
Spell Check	Ctrl + K
Next Record (from another open record)	Ctrl + >
Previous Record (from another open record)	Ctrl + <
Dial Phone	Ctrl + D
AutoEntry Form	Ctrl + A
Triggers	Ctrl + G
Print	Ctrl + P
Lookup (in a field)	F2
Calendar	
Daily (open)	Ctrl + F3
Weekly (open)	Alt + F3
Journal (open)	Ctrl + J
Reference Calendar (open)	Alt + F2
Expanded Mode	Ctrl + E
Show Hidden	Ctrl + H
Alarm	Ctrl + A
Other	
Help	F1
Combined Search (in a List)	F2
Copy to Clipboard	Ctrl + C
Paste from Clipboard	Ctrl + V
Find (search Calendar and List text)	Ctrl + F
Date Calculator	Shift + F2
Timer Control	Alt + F10
Messenger Window	Ctrl + M
Exit	Alt + F4