Appendix A - Commands

This appendix details all the commands in each mode in OfficeTalk along with their hot keys and key equivalents.

Supervisor Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
CSV Records...	C		File	Import
Workgroup...	W		File	Export
Update	U		File	
Restore User...	T		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Validate Database...	V		File	
Exit	X		File	
Workgroup Details...	W	Ctrl+W	Edit	
New User...	U		Edit	
New Group...	G		Edit	
New Resource...	R		Edit	
New Project...	P		Edit	
New Planner...	L		Edit	
Edit User...	U		Edit	
Edit Group...	G		Edit	
Edit Resource...	R		Edit	
Edit Project...	P		Edit	
Edit Planner...	L		Edit	
Bin User(s)	U		Edit	
Bin Group(s)	G		Edit	
Bin Resource(s)	R		Edit	
Bin Project(s)	P		Edit	
Bin Planner(s)	L		Edit	
Custom Day...	S		Edit	
Priorities...	I		Edit	
Classifications...	C		Edit	
Public Holidays...	H		Edit	
Search Database...	D	Ctrl+D	Search	

Who...	W		View	
Bin Contents...	B		View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Workgroup Data Backup...	B	Ctrl+B	Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Diary Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
CSV Records...	C		File	Import
CSV Tasks...	T		File	Export
CSV Appointments...	A		File	Export
Print Tasks	T	Ctrl+T	File	Print
Print Daily Appointments	A	Ctrl+A	File	Print
Print Weekly Appointments	W	Ctrl+W	File	Print
Print Monthly Appointments	M	Ctrl+M	File	Print
Print Setup	P		File	Print
Paper Styles	S		File	Print
Update	U		File	
Backup	B		File	
Work Remote...	R		File	

Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
New Task...	N		Edit	Tasks
Edit Task...	E		Edit	Tasks
Bin Tasks	B		Edit	Tasks
Delete Notes	D		Edit	Tasks
To In Tray	I		Edit	Tasks
To Process Tray	P		Edit	Tasks
To Out Tray	O		Edit	Tasks
New Appointment...	N		Edit	Appointments
Edit Appointment...	E		Edit	Appointments
Bin Appointment	B		Edit	Appointments
Delete Notes	D		Edit	Appointments
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Daily View	I	Ctrl+I	View	Schedule
Weekly View	K	Ctrl+K	View	Schedule
Monthly View	O	Ctrl+O	View	Schedule
Task Markers	T		View	Task
Priority Markers	P		View	Task
Project Markers	J		View	Task
Notes Markers	N		View	Task
Sort...	S	Ctrl+F	View	Task
In Tray...	I		View	Trays
Process Tray...	P		View	Trays
Out Tray...	O		View	Trays
Bin Contents...	B		View	
Select Diary	L	Ctrl+L	View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Previous	P	Ctrl+P	Date	
Next	N	Ctrl+N	Date	
Today	Y	Ctrl+Y	Date	

Edit Date...	E	Ctrl+E	Date	
Schedule Tasks	U	Ctrl+U	Schedule	
Where...	H	Ctrl+H	Schedule	
When	W		Schedule	
Repeat Appointment...	R	Ctrl+R	Schedule	
Annual Events...	S	Ctrl+S	Schedule	
Background Activities...	B	Ctrl+B	Schedule	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Lines Through Done Tasks	G	Ctrl+G	Options	
Task Trays	T		Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Group Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Print Table...	T	Ctrl+T	File	Print
Print Chart...	H	Ctrl+H	File	Print
Print Setup...	P		File	Print
Paper Styles...	S		File	Print
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
New Group...	N		Edit	
Edit Group...	E		Edit	
Delete Group	D		Edit	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	

Select Group	L	Ctrl+L	View
Zoom In	I	Ctrl+Z	View
Zoom Out	O	Ctrl+ Shift+Z	View
Table	B	Ctrl+B	View
Chart	R	Ctrl+R	View
Toolbars...	T		View
Supervisor	V		Mode
Diary	D		Mode
Group	G		Mode
Planner	P		Mode
Project	J		Mode
Meeting	M		Mode
Contact	C		Mode
Mail	A		Mode
Notify	N		Mode
Previous Day	P	Ctrl+P	Date
Next Day	N	Ctrl+N	Date
Previous Week	K	Ctrl+K	Date
Next Week	W	Ctrl+W	Date
General Preferences...	P		Options
Startup Mode...	S		Options
Contents	C		Help
Index	I		Help
Using Help	U		Help
About OfficeTalk...	A		Help

Planner Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Print Planner...	T	Ctrl+T	File	Print
Print Setup...	P		File	Print
Paper Styles...	S		File	Print
Update	U		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
New Planner...	N		Edit	
New Planner Key...	K		Edit	
Edit Planner...	E		Edit	
Edit Planner Key...	Y		Edit	
Edit Planner Booking Key...	O		Edit	
Select Planner Booking Key...	B		Edit	
Delete Planner	D		Edit	
Delete Planner Key	L		Edit	
Delete Planner Booking	G		Edit	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Select Planner	L	Ctrl+L	View	
Zoom In	I	Ctrl+Z	View	
Zoom Out	O	Ctrl+ Shift+Z	View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Previous Month	P	Ctrl+P	Date	
Next Month	N	Ctrl+N	Date	

Previous Year	R	Ctrl+R	Date	
Next Year	Y	Ctrl+Y	Date	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Project Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Project...	P		File	Import
CSV Records...	C		File	Export
Project...	P		File	Export
Print Project...	T	Ctrl+T	File	Print
Print Setup...	P		File	Print
Paper Styles...	S		File	Print
Update	U		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
New Project...	N		Edit	Personal Projects
Edit Project...	E		Edit	Personal Projects
Delete Project	D		Edit	Personal Projects
New Task...	N		Edit	Tasks
Edit Task...	E		Edit	Tasks
Delete Tasks	D		Edit	Tasks
Delete Notes	L		Edit	Tasks
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Project Markers	J		View	Task
Notes Markers	N		View	Task
Sort...	S	Ctrl+S	View	Task
Show Slack	W		View	Task

Hide Slack	H		View	Task
Select Project	L	Ctrl+L	View	
Zoom In	I	Ctrl+Z	View	
Zoom Out	O	Ctrl+ Shift+Z	View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Lines Through Done Tasks	U	Ctrl+U	Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Meeting Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Update	U		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Previous	P	Ctrl+P	Date	
Next	N	Ctrl+N	Date	
Today	T	Ctrl+T	Date	
Edit Date...	E	Ctrl+E	Date	
Status...	S	Ctrl+S	Meeting	
Find Slot	F	Ctrl+F	Meeting	
Book...	B	Ctrl+B	Meeting	
Agenda...	G	Ctrl+G	Meeting	
Range...	R	Ctrl+R	Meeting	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Contact Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
CSV Records...	C		File	Import
Company CSV Records...	C		File	Export
Contact CSV Records...	T		File	Export
Print Companies...	T	Ctrl+T	File	Print
Print Contacts...	A	Ctrl+A	File	Print
Print Conversations...	E	Ctrl+E	File	Print
Print Setup...	P		File	Print
Paper Styles...	S		File	Print
Update	U		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
Cut	T	Ctrl+X	Edit	
Copy	C	Ctrl+C	Edit	
Paste	P	Ctrl+V	Edit	
New Company...	N	Ins	Edit	Company
Edit Company...	E	Enter	Edit	Company
Delete Company	D	Del	Edit	Company
Delete Notes	T		Edit	Company
Make Chain...	M	Ctrl+M	Edit	Company
Break Chain	B	Ctrl+B	Edit	Company
Delete Companies In Group	G		Edit	Company
New Contact...	N	Ins	Edit	Contact
Edit Contact...	E	Enter	Edit	Contact
Delete Contact	D	Del	Edit	Contact
Delete Notes	T		Edit	Contact
Delete Contacts In Group	G		Edit	Contact
Attach Document...	H		Edit	Conversation
Save...	A	Alt+A	Edit	Conversation
Follow Up Task...	W	Alt+W	Edit	Conversation
Continue Thread	T	Alt+T	Edit	Conversation
Edit	I	Alt+I	Edit	Conversation
Delete	D	Alt+D	Edit	Conversation

Update	U	Alt+U	Edit	Conversation
Cancel Edit	C	Alt+C	Edit	Conversation
Copy Attachment...	P		Edit	Conversation
Contact Groups...	G	Ctrl+G	Edit	
Conversation Filters...	L	Ctrl+L	Edit	
Previous	P	Left	Search	
Next	N	Right	Search	
Search Companies...	O	Ctrl+O	Search	
Search Contacts...	R	Ctrl+R	Search	
Search Conversations...	H	Ctrl+H	Search	
Filter Conversations...	F	Ctrl+F	Search	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Companies	P	Ctrl+P	View	
Contacts	N	Ctrl+N	View	
Directory	Y	Ctrl+Y	View	
Conversations	S	Ctrl+S	View	
Read Conversations	R	Ctrl+R	View	
Write Conversation	W	Ctrl+W	View	
Select Contact Group	U	Ctrl+U	View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
Modem Settings...	M		Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Mail Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Print Mail...	T	Ctrl+T	File	Print
Print Setup...	P		File	Print
Paper Styles...	S		File	Print
Save...	S		File	
Backup	B		File	
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
Cut	T	Ctrl+X	Edit	
Copy	C	Ctrl+C	Edit	
Paste	P	Ctrl+V	Edit	
Clear	L		Edit	
Bin Messages	B		Edit	
Empty Bin	Y		Edit	
New Folder...	N		Edit	
Edit Folder...	E		Edit	
Delete Folder	D		Edit	
Open Folder	O		Edit	
Retract Sent Mail	R		Edit	
Search Mail...	H	Ctrl+H	Search	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Read Mail	R	Ctrl+R	View	
Write Mail	W	Ctrl+W	View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	
Mail	A		Mode	
Notify	N		Mode	
Previous	P	Ctrl+P	Mail	

Next	N	Ctrl+N	Mail	
Reply	Y	Ctrl+Y	Mail	
Check For New Mail	K	Ctrl+K	Mail	
Copy Attachment...	C		Mail	
Attach...	A	Ctrl+A	Mail	
Send Now	S	Ctrl+S	Mail	
Send...	E	Ctrl+E	Mail	
Start Link	S		Links	
Finish Link	F		Links	
Cancel Link	C		Links	
Delete Links	D		Links	
General Preferences...	P		Options	
Startup Mode...	S		Options	
External Mail...	X		Options	
Contents	C		Help	
Index	I		Help	
Using Help	U		Help	
About OfficeTalk...	A		Help	

Notify Mode

Command	Hot Key	Key Equivalent	Menu	Sub Menu
Work Remote...	R		File	
Work Online...	O		File	
Update Main Database	D		File	
Exit	X		File	
Cut	T	Ctrl+X	Edit	
Copy	C	Ctrl+C	Edit	
Paste	P	Ctrl+V	Edit	
Clear	L		Edit	
Search Database...	D	Ctrl+D	Search	
Who...	W		View	
Toolbars...	T		View	
Supervisor	V		Mode	
Diary	D		Mode	
Group	G		Mode	
Planner	P		Mode	
Project	J		Mode	
Meeting	M		Mode	
Contact	C		Mode	

M<u>a</u>il	A		<u>M</u>ode
<u>N</u>otify	N		<u>M</u>ode
<u>P</u>revious	P	Ctrl+P	<u>D</u>ate
<u>N</u>ext	N	Ctrl+N	<u>D</u>ate
<u>T</u>oday	T	Ctrl+T	<u>D</u>ate
<u>E</u>dit Date...	E	Ctrl+E	<u>D</u>ate
<u>S</u>imple	M	Ctrl+M	<u>N</u>otify
<u>W</u>hile You Were Out	W	Ctrl+W	<u>N</u>otify
<u>Y</u>es/No	Y	Ctrl+Y	<u>N</u>otify
<u>R</u>espond	R	Ctrl+R	<u>N</u>otify
<u>S</u>end	S	Ctrl+S	<u>N</u>otify
P<u>o</u>pup Pending Notifications	O	Ctrl+O	<u>N</u>otify
General <u>P</u>references...	P		<u>O</u>ptions
<u>S</u>tartup Mode...	S		<u>O</u>ptions
<u>C</u>ontents	C		<u>H</u>elp
<u>I</u>ndex	I		<u>H</u>elp
<u>U</u>sing Help	U		<u>H</u>elp
<u>A</u>bout OfficeTalk...	A		<u>H</u>elp