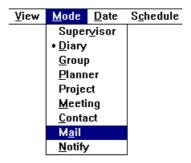
Menus & Keyboard Control

This chapter provides information on how to use OfficeTalk via the keyboard through menu commands, *hot keys* and *key equivalents*.

Hot Keys

Each command on a menu has a *hot key* which may be used for selecting that menu command using the keyboard. Hot keys are displayed as *underlines* on a particular letter on the menu command. Therefore, to choose a command, you can hold down the ALT key and press the hot key for the menu. This will display the menu. Then you can press the hot key for the particular command. For example, from any mode you can change to Mail Mode, for instance, by holding down the ALT key and pressing M. This will display the **Mode** menu. Next press A, to select **Mail** from this menu.



Entering Mail Mode using hot keys

Appendix A details every command in OfficeTalk and the hot key and key equivalents for the commands.

Key Equivalents

Some commands have *key equivalents*. Key equivalents do not need to display any menus. Pressing a key equivalent will execute the relevant command immediately. You can see if a command has a key equivalent by displaying the command in the menu. For example, the **Search** menu in Mail Mode contains two commands, **Search Mail** and **Search Database**. Both commands have key equivalents of CTRL+H and CTRL+D respectively.



Commands with key equivalents

To execute the command **Search Mail** from within Mail Mode, you can hold the CTRL key down and press H.

Appendix A details every command in OfficeTalk and the hot key and key equivalents for the commands.

Right Button Menus

All modes have right mouse button pop up menu functionality. The menu that pops up represents the sub toolbar for that particular mode. The menus for each mode are as follows:

Workgroup Details...
Custom Day...
Priorities...
Classifications...
Public Holidays...
Export Workgroup...
Who...
Yalidate Database...
Toolbars...

Supervisor Mode

Daily View
 Weekly View
 Monthly View

New Appointment...
New Task...

Where...
When
Sort Tasks...
Toolbars...

Diary Mode

• Table View
Chart View

New Group...

Zoom In
Zoom Qut
Previous Day
Next Day
Toolbars...

Group Mode

New Planner...
New Planner Key...
Zoom In
Zoom Out
Previous Month
Next Month
Previous Year
Next Year
Toolbars...

Planner Mode

New Project...
New Task...
Zoom In
Zoom Out
Sort Tasks...
Show Slack
Hide Slack
Toolbars...

Project Mode

Status...
Find Slot
Book Meeting...
Agenda...
Toolbars...

Meeting Mode

Companies
Contacts
Directory
Conversation

New Company...
New Contact...

Previous
Next

Read Conversations
Write Conversation
Toolbars...

Contact Mode

• Read
Write

Reply...
Previous
Next

Attach...
Send...

Clear
Saye...

Ioolbars...

Mail Mode

• Simple
While You Were Out
Yes/No
Respond
Notify
Clear
Who
Toolbars...

Notify Mode

Moving Between Windows

OfficeTalk lets you move between the various windows of a particular mode allowing full keyboard control. In order to perform an action on a particular window (for example adding a task to the task list window in Diary Mode), that window must have *focus*. Focus can be given to a window simply by clicking the mouse in the window.

To move the *focus* between the windows using the keyboard, use the TAB key or the F6 function key. This will cycle the *focus* round each window in a particular mode. Some windows will respond to the TAB key in a different way, for example the Mail Message Window will insert a TAB character. The F6 function key, however, will always cycle the focus.