

# 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.

<u>V</u> iew	<u>M</u> ode	<u>D</u> ate	<u>S</u> chedule
	Supervisor		
	• <u>D</u> iary		
	<u>G</u> roup		
	<u>P</u> lanner		
	<u>P</u> roject		
	<u>M</u> eeting		
	<u>C</u> ontact		
	<u>M</u> ail		
	<u>N</u> otify		

*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.

<u>E</u> dit	<u>S</u> earch	<u>V</u> iew	<u>M</u> ode	<u>M</u> ail
	<u>S</u> earch <u>M</u> ail...			Ctrl+H
	<u>S</u> earch <u>D</u> atabase...			Ctrl+D

*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

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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:

<u>W</u> orkgroup Details...
Cu <u>s</u> tom Day...
P <u>r</u> iorities...
<u>C</u> lassifications...
<u>P</u> ublic <u>H</u> olidays...
<u>E</u> xport Workgroup...
<u>W</u> ho...
<u>V</u> alidate Database...
<u>T</u> oolbars...

*Supervisor Mode*

• <u>D</u> aily View
<u>W</u> eekly View
<u>M</u> onthly View
New <u>A</u> ppointment...
New <u>T</u> ask...
<u>W</u> here...
<u>W</u> hen
<u>S</u> ort Tasks...
<u>T</u> oolbars...

*Diary Mode*

• <u>T</u> able View
<u>C</u> hart View
<u>N</u> ew Group...
<u>Z</u> oom <u>I</u> n
<u>Z</u> oom <u>O</u> t
<u>P</u> revious Day
<u>N</u> ext Day
<u>T</u> oolbars...

*Group Mode*

New <u>P</u> lanner...
New <u>P</u> lanner <u>K</u> ey...
<u>Z</u> oom <u>I</u> n
<u>Z</u> oom <u>O</u> t
<u>P</u> revious Month
<u>N</u> ext Month
<u>P</u> revious Year
<u>N</u> ext Year
<u>T</u> oolbars...

*Planner Mode*

<u>N</u> ew <u>P</u> roject...
<u>N</u> ew <u>T</u> ask...
<u>Z</u> oom <u>I</u> n
<u>Z</u> oom <u>O</u> t
<u>S</u> ort Tasks...
<u>S</u> how Slack
• <u>H</u> ide Slack
<u>T</u> oolbars...

*Project Mode*

<u>S</u> tatus...
<u>F</u> ind Slot
<u>B</u> ook Meeting...
<u>A</u> genda...
<u>T</u> oolbars...

*Meeting Mode*

• <u>C</u> ompanies
<u>C</u> ontacts
<u>D</u> irectory
<u>C</u> onversation
<u>N</u> ew <u>C</u> ompany...
<u>N</u> ew <u>C</u> ontact...
<u>P</u> revious
<u>N</u> ext
<u>R</u> ead Conversations
<u>W</u> rite Conversation
<u>T</u> oolbars...

*Contact Mode*

• <u>R</u> ead
<u>W</u> rite
<u>R</u> eply...
<u>P</u> revious
<u>N</u> ext
<u>A</u> ttach...
<u>S</u> end...
<u>C</u> lear
<u>S</u> ave...
<u>T</u> oolbars...

*Mail Mode*

• <u>S</u> imple
<u>W</u> hile You Were Out
<u>Y</u> es/ <u>N</u> o
<u>R</u> espond
<u>N</u> otify
<u>C</u> lear
<u>W</u> ho
<u>T</u> oolbars...

*Notify Mode*

# Moving Between Windows

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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.