

Appendix A - Commands

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

Supervisor Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
<u>C</u> SV Records...	C		<u>F</u> ile	<u>I</u> mport
<u>W</u> orkgroup...	W		<u>F</u> ile	<u>E</u> xport
<u>U</u> ppdate	U		<u>F</u> ile	
Resto <u>r</u> e User...	T		<u>F</u> ile	
Work <u>R</u> emote...	R		<u>F</u> ile	
Work <u>O</u> nline...	O		<u>F</u> ile	
Update Main <u>D</u> atabase	D		<u>F</u> ile	
<u>V</u> alidate Database...	V		<u>F</u> ile	
<u>E</u> xit	X		<u>F</u> ile	
<u>W</u> orkgroup Details...	W	Ctrl+W	<u>E</u> dit	
New <u>U</u> ser...	U		<u>E</u> dit	
New <u>G</u> roup...	G		<u>E</u> dit	
New <u>R</u> esource...	R		<u>E</u> dit	
New <u>P</u> roject...	P		<u>E</u> dit	
New <u>P</u> lanner...	L		<u>E</u> dit	
Edit <u>U</u> ser...	U		<u>E</u> dit	
Edit <u>G</u> roup...	G		<u>E</u> dit	
Edit <u>R</u> esource...	R		<u>E</u> dit	
Edit <u>P</u> roject...	P		<u>E</u> dit	
Edit <u>P</u> lanner...	L		<u>E</u> dit	
Bin <u>U</u> ser(s)	U		<u>E</u> dit	
Bin <u>G</u> roup(s)	G		<u>E</u> dit	
Bin <u>R</u> esource(s)	R		<u>E</u> dit	
Bin <u>P</u> roject(s)	P		<u>E</u> dit	
Bin <u>P</u> lanner(s)	L		<u>E</u> dit	
Custom Day...	S		<u>E</u> dit	
<u>P</u> riorities...	I		<u>E</u> dit	
<u>C</u> lassifications...	C		<u>E</u> dit	
Public <u>H</u> olidays...	H		<u>E</u> dit	
Search <u>D</u> atabase...	D	Ctrl+D	<u>S</u> earch	

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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	B	Ctrl+B	Options
Backup...			
Contents	C		Help
Index	I		Help
Using Help	U		Help
About OfficeTalk...	A		Help

Diary Mode

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

Work <u>O</u> nline...	O		<u>F</u> ile	
Update Main <u>D</u> atabase	D		<u>F</u> ile	
<u>E</u> xit	X		<u>F</u> ile	
<hr/>				
<u>N</u> ew Task...	N		<u>E</u> dit	<u>T</u> asks
<u>E</u> dit Task...	E		<u>E</u> dit	<u>T</u> asks
<u>B</u> in Tasks	B		<u>E</u> dit	<u>T</u> asks
<u>D</u> elete Notes	D		<u>E</u> dit	<u>T</u> asks
To <u>I</u> n Tray	I		<u>E</u> dit	<u>T</u> asks
To <u>P</u> rocess Tray	P		<u>E</u> dit	<u>T</u> asks
To <u>O</u> ut Tray	O		<u>E</u> dit	<u>T</u> asks
<u>N</u> ew Appointment...	N		<u>E</u> dit	<u>A</u> ppointments
<u>E</u> dit Appointment...	E		<u>E</u> dit	<u>A</u> ppointments
<u>B</u> in Appointment	B		<u>E</u> dit	<u>A</u> ppointments
<u>D</u> elete Notes	D		<u>E</u> dit	<u>A</u> ppointments
<hr/>				
<u>S</u> earch <u>D</u> atabase...	D	Ctrl+D	<u>S</u> earch	
<hr/>				
<u>W</u> ho...	W		<u>V</u> iew	
<u>D</u> aily View	I	Ctrl+I	<u>V</u> iew	<u>S</u> chedule
<u>W</u> eekly View	K	Ctrl+K	<u>V</u> iew	<u>S</u> chedule
<u>M</u> onthly View	O	Ctrl+O	<u>V</u> iew	<u>S</u> chedule
<u>T</u> ask Markers	T		<u>V</u> iew	<u>T</u> ask
<u>P</u> riority Markers	P		<u>V</u> iew	<u>T</u> ask
<u>P</u> roject Markers	J		<u>V</u> iew	<u>T</u> ask
<u>N</u> otes Markers	N		<u>V</u> iew	<u>T</u> ask
<u>S</u> ort...	S	Ctrl+F	<u>V</u> iew	<u>T</u> ask
<u>I</u> n Tray...	I		<u>V</u> iew	<u>T</u> rays
<u>P</u> rocess Tray...	P		<u>V</u> iew	<u>T</u> rays
<u>O</u> ut Tray...	O		<u>V</u> iew	<u>T</u> rays
<u>B</u> in Contents...	B		<u>V</u> iew	
<u>S</u> elect Diary	L	Ctrl+L	<u>V</u> iew	
<u>T</u> oolbars...	T		<u>V</u> iew	
<hr/>				
<u>S</u> upervisor	V		<u>M</u> ode	
<u>D</u> iary	D		<u>M</u> ode	
<u>G</u> roup	G		<u>M</u> ode	
<u>P</u> lanner	P		<u>M</u> ode	
<u>P</u> roject	J		<u>M</u> ode	
<u>M</u> eeting	M		<u>M</u> ode	
<u>C</u> ontact	C		<u>M</u> ode	
<u>M</u> ail	A		<u>M</u> ode	
<u>N</u> otify	N		<u>M</u> ode	
<hr/>				
<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	Y	Ctrl+Y	<u>D</u> ate	

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<u>E</u> dit Date...	E	Ctrl+E	<u>D</u> ate
Schedule <u>T</u> asks	U	Ctrl+U	Schedule
<u>W</u> here...	H	Ctrl+H	Schedule
<u>W</u> hen	W		Schedule
<u>R</u> epeat Appointment...	R	Ctrl+R	Schedule
<u>A</u> nnual Events...	S	Ctrl+S	Schedule
<u>B</u> ackground	B	Ctrl+B	Schedule
<u>A</u> ctivities...			
<u>S</u> tart Link	S		<u>L</u> inks
<u>F</u> inish Link	F		<u>L</u> inks
<u>C</u> ancel Link	C		<u>L</u> inks
<u>D</u> elete Links	D		<u>L</u> inks
<u>G</u> eneral <u>P</u> references...	P		<u>O</u> ptions
<u>S</u> tartup Mode...	S		<u>O</u> ptions
<u>L</u> ines Through Done	G	Ctrl+G	<u>O</u> ptions
<u>T</u> asks			
<u>T</u> ask <u>T</u> rays	T		<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

Group Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
Print <u>T</u> able...	T	Ctrl+T	<u>F</u> ile	<u>P</u> rint
Print <u>C</u> hart...	H	Ctrl+H	<u>F</u> ile	<u>P</u> rint
Print <u>S</u> etup...	P		<u>F</u> ile	<u>P</u> rint
Paper <u>S</u> tyles...	S		<u>F</u> ile	<u>P</u> rint
Work <u>R</u> emote...	R		<u>F</u> ile	
Work <u>O</u> nline...	O		<u>F</u> ile	
Update Main <u>D</u> atabase	D		<u>F</u> ile	
<u>E</u> xit	X		<u>F</u> ile	
<u>N</u> ew Group...	N		<u>E</u> dit	
<u>E</u> dit Group...	E		<u>E</u> dit	
<u>D</u> elete Group	D		<u>E</u> dit	
<u>S</u> earch <u>D</u> atabase...	D	Ctrl+D	<u>S</u> earch	
<u>W</u> ho...	W		<u>V</u> iew	

Select Group	L	Ctrl+L	<u>V</u> iew
Zoom <u>I</u> n	I	Ctrl+Z	<u>V</u> iew
Zoom <u>O</u> ut	O	Ctrl+ Shift+Z	<u>V</u> iew
<u>T</u> able	B	Ctrl+B	<u>V</u> iew
<u>C</u> hart	R	Ctrl+R	<u>V</u> iew
<u>T</u> oolbars...	T		<u>V</u> iew
Superv <u>i</u> sor	V		<u>M</u> ode
<u>D</u> iary	D		<u>M</u> ode
<u>G</u> roup	G		<u>M</u> ode
<u>P</u> lanner	P		<u>M</u> ode
<u>P</u> roject	J		<u>M</u> ode
<u>M</u> eeting	M		<u>M</u> ode
<u>C</u> ontact	C		<u>M</u> ode
<u>M</u> ail	A		<u>M</u> ode
<u>N</u> otify	N		<u>M</u> ode
<u>P</u> revious Day	P	Ctrl+P	<u>D</u> ate
<u>N</u> ext Day	N	Ctrl+N	<u>D</u> ate
<u>P</u> revious Week	K	Ctrl+K	<u>D</u> ate
<u>N</u> ext Week	W	Ctrl+W	<u>D</u> ate
General <u>P</u> references...	P		<u>O</u> ptions
Startup 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

Planner Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
Print Planner...	T	Ctrl+T	<u>F</u> ile	<u>P</u> rint
Print Setup...	P		<u>F</u> ile	<u>P</u> rint
Paper <u>S</u> tyes...	S		<u>F</u> ile	<u>P</u> rint
<u>U</u> date	U		<u>F</u> ile	
Work <u>R</u> emote...	R		<u>F</u> ile	
Work <u>O</u> nline...	O		<u>F</u> ile	
Update Main <u>D</u> atabase	D		<u>F</u> ile	
<u>E</u> xit	X		<u>F</u> ile	
<hr/>				
<u>N</u> ew Planner...	N		<u>E</u> dit	
New Planner <u>K</u> ey...	K		<u>E</u> dit	
<u>E</u> dit Planner...	E		<u>E</u> dit	
Edit Planner <u>K</u> ey...	Y		<u>E</u> dit	
Edit Planner <u>B</u> ooking Key...	O		<u>E</u> dit	
Select Planner	B		<u>E</u> dit	
<u>B</u> ooking Key...				
<u>D</u> elete Planner	D		<u>E</u> dit	
<u>D</u> elete Planner Key	L		<u>E</u> dit	
Delete Planner Booking	G		<u>E</u> dit	
<hr/>				
<u>S</u> earch Database...	D	Ctrl+D	<u>S</u> earch	
<u>W</u> ho...	W		<u>V</u> iew	
Select Planner	L	Ctrl+L	<u>V</u> iew	
Zoom <u>I</u> n	I	Ctrl+Z	<u>V</u> iew	
Zoom <u>O</u> ut	O	Ctrl+ Shift+Z	<u>V</u> iew	
<u>T</u> oolbars...	T		<u>V</u> iew	
<hr/>				
<u>S</u> upervisor	V		<u>M</u> ode	
<u>D</u> iary	D		<u>M</u> ode	
<u>G</u> roup	G		<u>M</u> ode	
<u>P</u> lanner	P		<u>M</u> ode	
<u>P</u> roject	J		<u>M</u> ode	
<u>M</u> eeting	M		<u>M</u> ode	
<u>C</u> ontact	C		<u>M</u> ode	
<u>M</u> ail	A		<u>M</u> ode	
<u>N</u> otify	N		<u>M</u> ode	
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<u>P</u> revious Month	P	Ctrl+P	<u>D</u> ate	
<u>N</u> ext Month	N	Ctrl+N	<u>D</u> ate	

Previous Year	R	Ctrl+R	<u>D</u> ate
Next Year	Y	Ctrl+Y	<u>D</u> ate
Start Link	S		<u>L</u> inks
Finish Link	F		<u>L</u> inks
Cancel Link	C		<u>L</u> inks
Delete Links	D		<u>L</u> inks
General Preferences...	P		<u>O</u> ptions
Startup Mode...	S		<u>O</u> ptions
Contents	C		<u>H</u> elp
Index	I		<u>H</u> elp
Using Help	U		<u>H</u> elp
About OfficeTalk...	A		<u>H</u> elp

Project Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
Project...	P		<u>F</u> ile	<u>I</u> mport
CSV Records...	C		<u>F</u> ile	<u>E</u> xport
Project...	P		<u>F</u> ile	<u>E</u> xport
Print Project...	T	Ctrl+T	<u>F</u> ile	<u>P</u> rint
Print Setup...	P		<u>F</u> ile	<u>P</u> rint
Paper Styles...	S		<u>F</u> ile	<u>P</u> rint
Update	U		<u>F</u> ile	
Work Remote...	R		<u>F</u> ile	
Work Online...	O		<u>F</u> ile	
Update Main Database	D		<u>F</u> ile	
Exit	X		<u>F</u> ile	
New Project...	N		<u>E</u> dit	Personal <u>P</u> rojects
Edit Project...	E		<u>E</u> dit	Personal <u>P</u> rojects
Delete Project	D		<u>E</u> dit	Personal <u>P</u> rojects
New Task...	N		<u>E</u> dit	<u>T</u> asks
Edit Task...	E		<u>E</u> dit	<u>T</u> asks
Delete Tasks	D		<u>E</u> dit	<u>T</u> asks
Delete Notes	L		<u>E</u> dit	<u>T</u> asks
Search Database...	D	Ctrl+D	<u>S</u> earch	
Who...	W		<u>V</u> iew	
Project Markers	J		<u>V</u> iew	<u>T</u> ask
Notes Markers	N		<u>V</u> iew	<u>T</u> ask
Sort...	S	Ctrl+S	<u>V</u> iew	<u>T</u> ask
Show Slack	W		<u>V</u> iew	<u>T</u> ask

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<u>H</u> ide Slack	H		<u>V</u> iew	Task
Select <u>P</u> roject	L	Ctrl+L	<u>V</u> iew	
Zoom <u>I</u> n	I	Ctrl+Z	<u>V</u> iew	
Zoom <u>O</u> t	O	Ctrl+ Shift+Z	<u>V</u> iew	
<u>T</u> oolbars...	T		<u>V</u> iew	
<hr/>				
<u>S</u> upervisor	V		<u>M</u> ode	
<u>D</u> iary	D		<u>M</u> ode	
<u>G</u> roup	G		<u>M</u> ode	
<u>P</u> lanner	P		<u>M</u> ode	
<u>P</u> roject	J		<u>M</u> ode	
<u>M</u> eeting	M		<u>M</u> ode	
<u>C</u> ontact	C		<u>M</u> ode	
<u>M</u> ail	A		<u>M</u> ode	
<u>N</u> otify	N		<u>M</u> ode	
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<u>S</u> tart Link	S		<u>L</u> inks	
<u>F</u> inish Link	F		<u>L</u> inks	
<u>C</u> ancel Link	C		<u>L</u> inks	
<u>D</u> elete Links	D		<u>L</u> inks	
<hr/>				
<u>G</u> eneral <u>P</u> references...	P		<u>O</u> ptions	
<u>S</u> tartup <u>M</u> ode...	S		<u>O</u> ptions	
<u>L</u> ines <u>T</u> hrough Done	U	Ctrl+U	<u>O</u> ptions	
<hr/>				
<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	

Meeting Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
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

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
<u>C</u> SV Records...	C		<u>F</u> ile	<u>I</u> mport
Company <u>C</u> SV Records...	C		<u>F</u> ile	<u>E</u> xport
Contact <u>C</u> SV Records...	T		<u>F</u> ile	<u>E</u> xport
Print <u>C</u> ompanies...	T	Ctrl+T	<u>F</u> ile	<u>P</u> rint
Print <u>C</u> ontacts...	A	Ctrl+A	<u>F</u> ile	<u>P</u> rint
Print <u>C</u> onversations...	E	Ctrl+E	<u>F</u> ile	<u>P</u> rint
<u>P</u> rint Setup...	P		<u>F</u> ile	<u>P</u> rint
Paper <u>S</u> tyes...	S		<u>F</u> ile	<u>P</u> rint
<u>U</u> ppdate	U		<u>F</u> ile	
Work <u>R</u> emote...	R		<u>F</u> ile	
Work <u>O</u> nline...	O		<u>F</u> ile	
Update Main <u>D</u> atabase	D		<u>F</u> ile	
<u>E</u> xit	X		<u>F</u> ile	
<u>C</u> ut	T	Ctrl+X	<u>E</u> dit	
<u>C</u> opy	C	Ctrl+C	<u>E</u> dit	
<u>P</u> aste	P	Ctrl+V	<u>E</u> dit	
<u>N</u> ew Company...	N	Ins	<u>E</u> dit	<u>C</u> ompany
<u>E</u> dit Company...	E	Enter	<u>E</u> dit	<u>C</u> ompany
<u>D</u> elete Company	D	Del	<u>E</u> dit	<u>C</u> ompany
<u>D</u> elete Notes	T		<u>E</u> dit	<u>C</u> ompany
<u>M</u> ake Chain...	M	Ctrl+M	<u>E</u> dit	<u>C</u> ompany
<u>B</u> reak Chain	B	Ctrl+B	<u>E</u> dit	<u>C</u> ompany
<u>D</u> elete Companies In <u>G</u> roup	G		<u>E</u> dit	<u>C</u> ompany
<u>N</u> ew Contact...	N	Ins	<u>E</u> dit	<u>C</u> ontact
<u>E</u> dit Contact...	E	Enter	<u>E</u> dit	<u>C</u> ontact
<u>D</u> elete Contact	D	Del	<u>E</u> dit	<u>C</u> ontact
<u>D</u> elete <u>N</u> otes	T		<u>E</u> dit	<u>C</u> ontact
<u>D</u> elete <u>C</u> ontacts In <u>G</u> roup	G		<u>E</u> dit	<u>C</u> ontact
<u>A</u> ttach <u>D</u> ocument...	H		<u>E</u> dit	<u>C</u> onversation
<u>S</u> ave...	A	Alt+A	<u>E</u> dit	<u>C</u> onversation
<u>F</u> ollow <u>U</u> p Task...	W	Alt+W	<u>E</u> dit	<u>C</u> onversation
<u>C</u> ontinue <u>T</u> hread	T	Alt+T	<u>E</u> dit	<u>C</u> onversation
<u>E</u> dit	I	Alt+I	<u>E</u> dit	<u>C</u> onversation
<u>D</u> elete	D	Alt+D	<u>E</u> dit	<u>C</u> onversation

Update	U	Alt+U	<u>E</u> dit	Con <u>ve</u> rsation
Cancel Edit	C	Alt+C	<u>E</u> dit	Con <u>ve</u> rsation
Copy Attachment...	P		<u>E</u> dit	Con <u>ve</u> rsation
Contact <u>G</u> roups...	G	Ctrl+G	<u>E</u> dit	
Conversation <u>F</u> ilters...	L	Ctrl+L	<u>E</u> dit	
<u>P</u> revious	P	Left	<u>S</u> earch	
<u>N</u> ext	N	Right	<u>S</u> earch	
Search <u>C</u> ompanies...	O	Ctrl+O	<u>S</u> earch	
Search <u>C</u> ontacts...	R	Ctrl+R	<u>S</u> earch	
Search <u>H</u>	H	Ctrl+H	<u>S</u> earch	
Conversations...				
<u>F</u> ilter Conversations...	F	Ctrl+F	<u>S</u> earch	
Search <u>D</u> atabase...	D	Ctrl+D	<u>S</u> earch	
<u>W</u> ho...	W		<u>V</u> iew	
<u>C</u> ompanies	P	Ctrl+P	<u>V</u> iew	
<u>C</u> ontacts	N	Ctrl+N	<u>V</u> iew	
<u>D</u> irectory	Y	Ctrl+Y	<u>V</u> iew	
Conversations	S	Ctrl+S	<u>V</u> iew	
Read Conversations	R	Ctrl+R	<u>V</u> iew	
Write Conversation	W	Ctrl+W	<u>V</u> iew	
Select Contact <u>G</u> roup	U	Ctrl+U	<u>V</u> iew	
<u>T</u> oolbars...	T		<u>V</u> iew	
<u>S</u> upervisor	V		<u>M</u> ode	
<u>D</u> iary	D		<u>M</u> ode	
<u>G</u> roup	G		<u>M</u> ode	
<u>P</u> lanner	P		<u>M</u> ode	
<u>P</u> roject	J		<u>M</u> ode	
<u>M</u> eeting	M		<u>M</u> ode	
<u>C</u> ontact	C		<u>M</u> ode	
<u>M</u> ail	A		<u>M</u> ode	
<u>N</u> otify	N		<u>M</u> ode	
<u>S</u> tart Link	S		<u>L</u> inks	
<u>F</u> inish Link	F		<u>L</u> inks	
<u>C</u> ancel Link	C		<u>L</u> inks	
<u>D</u> elete Links	D		<u>L</u> inks	
<u>G</u> eneral <u>P</u> references...	P		<u>O</u> ptions	
<u>S</u> tartup Mode...	S		<u>O</u> ptions	
<u>M</u> odem Settings...	M		<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	

Mail Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
Print Mail...	T	Ctrl+T	File	Print
Print Setup...	P		File	Print
Paper <u>S</u> tyes...	S		File	Print
Save...	S		File	
Backup	B		File	
Work <u>R</u> emote...	R		File	
Work <u>O</u> nline...	O		File	
Update Main <u>D</u> atabase	D		File	
<u>E</u> xit	X		File	
<u>C</u> ut	T	Ctrl+X	Edit	
<u>C</u> opy	C	Ctrl+C	Edit	
<u>P</u> aste	P	Ctrl+V	Edit	
<u>C</u> lear	L		Edit	
<u>B</u> in Messages	B		Edit	
Empty <u>B</u> in	Y		Edit	
<u>N</u> ew Folder...	N		Edit	
<u>E</u> dit Folder...	E		Edit	
<u>D</u> elete Folder	D		Edit	
<u>O</u> pen Folder	O		Edit	
<u>R</u> etract Sent Mail	R		Edit	
<u>S</u> earch Mail...	H	Ctrl+H	Search	
Search <u>D</u> atabase...	D	Ctrl+D	Search	
<u>W</u> ho...	W		View	
<u>R</u> ead Mail	R	Ctrl+R	View	
<u>W</u> rite Mail	W	Ctrl+W	View	
<u>T</u> oolbars...	T		View	
<u>S</u> upervisor	V		Mode	
<u>D</u> iary	D		Mode	
<u>G</u> roup	G		Mode	
<u>P</u> lanner	P		Mode	
<u>P</u> roject	J		Mode	
<u>M</u> eeting	M		Mode	
<u>C</u> ontact	C		Mode	
<u>M</u> ail	A		Mode	
<u>N</u> otify	N		Mode	
<u>P</u> revious	P	Ctrl+P	Mail	

N <u>e</u> xt	N	Ctrl+N	M <u>a</u> il
R <u>e</u> ply	Y	Ctrl+Y	M <u>a</u> il
C <u>h</u> eck For New Mail	K	Ctrl+K	M <u>a</u> il
C <u>o</u> py Attachment...	C		M <u>a</u> il
<u>A</u> ttach...	A	Ctrl+A	M <u>a</u> il
S <u>e</u> nd Now	S	Ctrl+S	M <u>a</u> il
S <u>e</u> nd...	E	Ctrl+E	M <u>a</u> il
S <u>t</u> art Link	S		L <u>i</u> nk <u>s</u>
F <u>i</u> nish Link	F		L <u>i</u> nk <u>s</u>
C <u>a</u> ncel Link	C		L <u>i</u> nk <u>s</u>
D <u>e</u> lete Links	D		L <u>i</u> nk <u>s</u>
G <u>e</u> neral P <u>r</u> eferences...	P		O <u>p</u> tions
S <u>t</u> artup Mode...	S		O <u>p</u> tions
E <u>x</u> ternal Mail...	X		O <u>p</u> tions
C <u>o</u> ntents	C		H <u>e</u> lp
I <u>n</u> dex	I		H <u>e</u> lp
U <u>s</u> ing Help	U		H <u>e</u> lp
A <u>b</u> out OfficeTalk...	A		H <u>e</u> lp

Notify Mode

<i>Command</i>	<i>Hot Key</i>	<i>Key Equivalent</i>	<i>Menu</i>	<i>Sub Menu</i>
W <u>o</u> rk R <u>e</u> remote...	R		F <u>i</u> le	
W <u>o</u> rk O <u>n</u> line...	O		F <u>i</u> le	
U <u>p</u> date Main D <u>a</u> tabase	D		F <u>i</u> le	
E <u>x</u> it	X		F <u>i</u> le	
C <u>u</u> t	T	Ctrl+X	E <u>d</u> it	
C <u>o</u> py	C	Ctrl+C	E <u>d</u> it	
P <u>a</u> ste	P	Ctrl+V	E <u>d</u> it	
C <u>l</u> ear	L		E <u>d</u> it	
S <u>e</u> arch D <u>a</u> tabase...	D	Ctrl+D	S <u>e</u> arch	
W <u>h</u> o...	W		V <u>i</u> ew	
T <u>o</u> olbars...	T		V <u>i</u> ew	
S <u>u</u> pervisor	V		M <u>o</u> de	
D <u>i</u> ary	D		M <u>o</u> de	
G <u>r</u> oup	G		M <u>o</u> de	
P <u>l</u> anner	P		M <u>o</u> de	
P <u>r</u> oject	J		M <u>o</u> de	
M <u>e</u> eting	M		M <u>o</u> de	
C <u>o</u> ntact	C		M <u>o</u> de	

<u>M</u> ail	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
<u>P</u> opup Pending	O	Ctrl+O	<u>N</u> otify
.....			
<u>N</u> otifications			
.....			
<u>G</u> eneral <u>P</u> references...	P		<u>O</u> ptions
<u>S</u> tartup <u>M</u> ode...	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 <u>H</u> elp	U		<u>H</u> elp
<u>A</u> bout OfficeTalk...	A		<u>H</u> elp