

TIME MATTERS® QUICK REFERENCE

OPEN A LIST

ADD A NEW RECORD

Matters	F6	CTRL+SHIFT+A
Contacts	F5	CTRL+SHIFT+C
Events	F3	CTRL+SHIFT+V
ToDos	F4	CTRL+SHIFT+T
Phone Calls	F8	CTRL+SHIFT+P
E-Mail	F11	CTRL+SHIFT+E
Messages	CTRL+M	CTRL+SHIFT+M
Notes	F7	CTRL+SHIFT+N
Billing	F12	CTRL+SHIFT+B
Documents	F9	CTRL+SHIFT+D
Web/Lexis	ALT+D, W, W	CTRL+SHIFT+W
Custom Form	ALT+D, F, F	CTRL+SHIFT+F
Mail	ALT+M, M, Enter	CTRL+SHIFT+L
Timesheet	ALT+F6	

Other Very Important Keys:

Cut	CTRL+X	<i>Cut, Copy & Paste are universal Windows keys. Use them to copy or move text within Time Matters or between Time Matters and other programs.</i>	
Copy	CTRL+C		
Paste	CTRL+V		
Open Personal InBox	CTRL+I	Close All Windows	ALT+W, C
Close Current Window	CTRL+F4	Exit Program	ALT+F4
In Lists:			
Tag Current Record	SHIFT+T	Add New Record	INS
Tag All Records	CTRL+T	Delete Record	DEL
Untag Current Record	SHIFT+U	Text Search of List	CTRL+F
UnTag All Records	CTRL+U	Combined Search of list	F2
Copy to Formattable Clipboard	CTRL+C	Print List	CTRL+P
In Forms:			
Open Lookup List	F2	Check/Uncheck box	SPACE BAR
Go to Section	ALT+Section #	Drop down list box	DOWN ARROW
Start Timer	CTRL+T	Spell Check	CTRL+K