

keyboard shortcuts



File Menu	New (Item in Window)	Ctrl+N	⌘+N
	Propose Meeting	Ctrl+M	⌘+M
	New Banner	Ctrl+B	⌘+B
	Open (Selection)	Ctrl+O	⌘+O
	Close (Active Window)	Ctrl+W	⌘+W
	Print Setup	Ctrl+U	⌘+U
	Print Schedule	Ctrl+P	⌘+P
	Sign In/Out	Ctrl+L	⌘+L
	Exit/Quit	Ctrl+Q	⌘+Q
Edit Menu	Undo	Ctrl+Z	⌘+Z
	Cut	Ctrl+X	⌘+X
	Copy	Ctrl+C	⌘+C
	Paste	Ctrl+V	⌘+V
	Select All	Ctrl+A	⌘+A
	Delete/Cancel (Selection)	Ctrl+E	⌘+E
Proxy Menu	Proxy (User #)	Ctrl+(#)	⌘+(#)



View Menu	Daily Calendar	Ctrl+D	⌘+D
	Monthly Calendar	Ctrl+Y	⌘+Y
	Proposals	Ctrl+R	⌘+R
	To-Do List	Ctrl+T	⌘+T
	Contact List	Ctrl+K	⌘+K
	Messages	Ctrl+S	⌘+S
	Go to day	Ctrl+G	⌘+G
	Find	Ctrl+F	⌘+F
	Tile Daily	Ctrl+I	⌘+I
Master Schedule	Ctrl+H	⌘+H	

Other Shortcuts

Copy Activity/Meeting	Ctrl+drag	Opt+drag
Switch from Montly to Daily	Click date numeral	

Open Calendar Navigator	Click +	
Return to Today	Win: Ctrl-click +	
	Mac: Opt-click +	