

## TIME MATTERS® 11.0 QUICK REFERENCE

OPEN A LIST

ADD A NEW RECORD

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

**Other Very Important Keys:**

<b>Cut</b>	CTRL+X	<i>Cut, Copy &amp; Paste are universal Windows keys. Use them to copy or move text within Time Matters or between Time Matters and other programs.</i>	
<b>Copy</b>	CTRL+C		
<b>Paste</b>	CTRL+V		
<b>Open Personal InBox</b>	CTRL+I	<b>Close All Windows</b>	ALT+W, C
<b>Close Current Window</b>	CTRL+F4	<b>Exit Program</b>	ALT+F4
<b>In Lists:</b>			
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
<b>In Forms:</b>			
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

**Time Matters Mobility site: <https://tmmobility.lexisnexis.com/>**