



EssentialPIM 12.2 cheat sheet

Global

Ctrl + Alt + S	Minimize to system tray
Shift + Ctrl + T	New Appointment
Shift + Ctrl + O	New Task
Shift + Ctrl + N	New Note
Shift + Ctrl + C	New Contact
Shift + Ctrl + M	New Message
Shift + Ctrl + P	New Password Entry

Switching Between modules

Ctrl + 0	EPIM Today
Ctrl + 1	Calendar
Ctrl + 2	Tasks
Ctrl + 3	Notes
Ctrl + 4	Contacts
Ctrl + 5	Mail
Ctrl + 6	Passwords
Ctrl + 9	Trash

General

Ctrl + L	Hide/show private items
Ctrl + Q	Focus on search box
Ctrl + Alt + F	Advanced search
Shift + Ctrl + A	Attachments manager
Database operations:	
Ctrl + N	New Database
Ctrl + O	Open Database
Ctrl + S	Save changes or New Database
Ctrl + P	Print
In Calendar:	
Ctrl + D	Day View
Ctrl + W	Week View
Ctrl + M	Month View
Ctrl + R	Year View
Ctrl + E	Table View
Ctrl + T	Today
Ctrl + G	Go to
Ctrl + H	Hide/Show completed

In Tasks

Ctrl + T	Tree View
Ctrl + D	Consolidated View
Ctrl + E	Plain View
Ctrl + H	Hide/show completed
Ctrl + K	Show in Calendar
Ctrl + R	Add to Root
Ctrl + Alt + Right arrow	Move in
Ctrl + Alt + Left arrow	Move out
Ctrl + Alt + Up arrow	Move up
Ctrl + Alt + Down arrow	Move down
Ctrl + Alt + C	Collapse All
Ctrl + Alt + X	Expand All

In Notes

Ctrl + R	Add to root
Insert	Add as Child
Ctrl + I	Add as Sibling
Ctrl + Alt + Right arrow	Move in
Ctrl + Alt + Left arrow	Move out
Ctrl + Alt + Up arrow	Move up
Ctrl + Alt + Down arrow	Move down
Ctrl + Alt + C	Collapse All
Ctrl + Alt + X	Expand All
While creating a new Note:	
Ctrl + D	Insert current Day
Ctrl + T	Insert current Time

In Contacts

Ctrl + G	Add Group
Ctrl + H	Hide/show groups

In Mail

Ctrl + R	Reply to Sender
Ctrl + Shift + R	Reply to All
Ctrl + W	Forward
Ctrl + M	Send
Ctrl + Alt + A	Send and Receive All
Ctrl + Alt + R	Receive All
Ctrl + Alt + X	Send All

In Passwords

Ctrl + G	Add Group
Ctrl + H	Hide/Show Groups
Ctrl + Alt + U	Copy User Name
Ctrl + Alt + P	Copy Password

Synchronization

Ctrl + Alt + G	Google
Ctrl + Alt + Y	Yahoo
Ctrl + Alt + F	myFUNAMBOL
Ctrl + Alt + O	AOLSync
Ctrl + Alt + N	GooSync
Ctrl + Alt + T	Toodledo
Ctrl + Alt + M	Memotoo
Ctrl + Alt + E	Stylite/Egroupwere
Ctrl + Alt + H	HighRiseHQ
Ctrl + Alt + D	CalDav
Ctrl + Alt + L	SyncML
Ctrl + Alt + W	Windows Mobile
Ctrl + Alt + U	Outlook

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More information: defkey.com/da/essentialpim-12-2-shortcuts

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