



# Evolution Quick Reference Card

## Global

### *Components*

|          |               |
|----------|---------------|
| Mail     | <b>Ctrl+1</b> |
| Contacts | <b>Ctrl+2</b> |
| Calendar | <b>Ctrl+3</b> |
| Tasks    | <b>Ctrl+4</b> |
| Memos    | <b>Ctrl+5</b> |

### *Controls*

|                              |                         |
|------------------------------|-------------------------|
| New item in current mode     | <b>Ctrl+N</b>           |
| Cycle focus between panes    | <b>F6</b>               |
| Clear search bar             | <b>Shift+Ctrl+Q</b>     |
| Close window                 | <b>Ctrl+W</b>           |
| Open new window              | <b>Shift+Ctrl+W</b>     |
| Quit evolution               | <b>Ctrl+Q</b>           |
| <i>Selection</i>             |                         |
| Print selection              | <b>Ctrl+P</b>           |
| Save selection               | <b>Ctrl+S</b>           |
| Delete selection             | <b>Del or Backspace</b> |
| Move mail/contacts to folder | <b>Shift+Ctrl+V</b>     |
| Copy mail/contacts to folder | <b>Shift+Ctrl+Y</b>     |

## Contacts/Memo Component

### *General Commands*

|                  |                     |
|------------------|---------------------|
| New contact      | <b>Shift+Ctrl+C</b> |
| New contact list | <b>Shift+Ctrl+L</b> |
| New memo         | <b>Shift+Ctrl+O</b> |

## Mail Component

### *General Commands*

|                       |                     |
|-----------------------|---------------------|
| New message           | <b>Shift+Ctrl+M</b> |
| Send/Receive messages | <b>F9</b>           |

### *Selection*

|                    |                         |
|--------------------|-------------------------|
| Apply filters      | <b>Ctrl+Y</b>           |
| Open in new window | <b>Return or Ctrl+O</b> |
| Forward selection  | <b>Ctrl+F</b>           |

### *Message List Pane*

|                         |               |
|-------------------------|---------------|
| Next unread message     | <b>. or ]</b> |
| Previous unread message | <b>, or [</b> |

### *Preview Pane*

|                         |                     |
|-------------------------|---------------------|
| Reply to sender         | <b>Ctrl+R</b>       |
| Reply to list           | <b>Ctrl+L</b>       |
| Reply to all recipients | <b>Shift+Ctrl+R</b> |
| Scroll up               | <b>Backspace</b>    |
| Scroll down             | <b>Space</b>        |

## Calendar/Task Components

### *General Commands*

|                 |                     |
|-----------------|---------------------|
| New appointment | <b>Shift+Ctrl+A</b> |
| New meeting     | <b>Shift+Ctrl+E</b> |
| New task        | <b>Shift+Ctrl+T</b> |

### *Navigation*

|             |               |
|-------------|---------------|
| Go to today | <b>Ctrl+T</b> |
| Go to date  | <b>Ctrl+G</b> |