



Ximian Evolution Quick Reference Card

Global

Controls

New item in current mode	Ctrl+N
Clear search bar	Shift+Ctrl+B
Close window	Ctrl+W
Open new window	Shift+Ctrl+W
Quit evolution	Ctrl+Q
<i>Selection(s)</i>	
Print selection(s)	Ctrl+P
Move selection(s) to folder	Shift+Ctrl+V
Copy selection(s) to folder	Shift+Ctrl+Y
Delete selection(s)	Del or Backspace

Calendar/Task Components

Schedule Manipulation

New appointment	Ctrl+Shift+A
New all-day appointment*	Ctrl+Shift+D
New meeting*	Ctrl+Shift+E
New task	Ctrl+Shift+T
Purge old schedules	Ctrl+E

Navigation

Go to today	Ctrl+Alt+T
Go to date	Ctrl+Alt+G

* denotes the feature may not be implemented yet

Mail Component

General Commands

New message	Ctrl+Shift+M
Send/Receive messages	F9

Selection(s)

Apply filters	Ctrl+Y
Open in new window	Return Ctrl+O
Forward selection(s)	Ctrl+F

Message List Pane

Next unread message	. or]
Prev. unread message	, or [

Preview Pane

Reply to list	Ctrl+L
Reply to sender	Ctrl+R
Reply to all recipients	Shift+Ctrl+R
Scroll up	Backspace
Scroll down	Space

Contacts Component

General Commands

New contact*	Ctrl+Shift+C
New contact list*	Ctrl+Shift+L

Selection(s)

View selection(s)*	Ctrl+Shift+O
Save as VCard*	Ctrl+Alt+S