Keyboard shortcuts

XL Agenda

Personal organizer for Atari XL and XE computers

^ means CONTROL: ^S is CONTROL and S.

Calendar

View 1

Left Right	Previous or next day
Up Down	Previous or next week
< >	Previous or next month
T	Back to today
N RETURN	New appointment: HH:MM or all day
E D	Edit, delete an appointment

Contacts, tasks, notes

Views 2, 3 and 4

N E D	New, edit, delete
F	Find a contact (any field)
SPACE	Task done / pending
Item menu	Remove done tasks
RETURN	Edit a note line

Files

AGENDA.XLG opens by itself

^O	Open
^S	Save
^P	Print the view
^Q	Quit to DOS
ESC	Menu

Views

1	Calendar
2	Contacts
3	Tasks
4	Notes

Date

Start	Type today's date
Format	YYYY-MM-DD or DD/MM/YYYY

Up to 96 appointments, 36 contacts, 32 tasks and 12 notes in one file.

xloffice.mycomuapp.com/agenda