



Bralan's Blackberry Shortcut Keys

Did you know that when writing an email you can **click the "Space" bar twice to insert a period**, and **hold a letter key down an extra second to switch to a capital letter**?

EMAIL SHORTCUT KEYS	
<i>Key</i>	<i>Action</i>
T	Takes you to the top of your list of emails or the text in a Message
B	Takes you to the bottom of your list of emails or the text in a Message
Space Bar	Page down
Shift + Space Bar	Page up
R	Reply to an email
L	Reply to All in an email
F	Forward an email
C	Compose new email
S	Search for an email
N	Each click moves to next day's email
P	Each click moves to preceding day's email
U	Looks for unread messages
V	Opens saved messages
J	Looks for oldest emails in a thread
K	Looks for newest emails in a thread
Q	Switch between email address and name

CALENDAR SHORTCUT KEYS (to use from Day View, Quick Entry must be disabled)	
<i>Key</i>	<i>Action</i>
A	Changes to Agenda View
C	New Appointment
D	Changes to Day View
G	Option to go to a specific date
M	Changes to Month View
N	Page down
P	Page up
T	Goes to current day
W	Changes to Week View

HOME SCREEN SHORTCUT KEYS (to use these shortcut keys you must disable "Dial From Home Screen")	
Key	Action
A	Opens Address Book
B	Opens Browser
C	Compose Email or SMS Text
D	Opens Memo Pad
F	Opens Profiles
G	Opens Google Talk, if installed
H	Opens Help
I	Opens AIM, if installed
K	Locks Phone
L	Opens Calendar
M	Opens Mailbox
N	Opens Blackberry Messenger, if installed
O	Opens Options
R	Opens Alarm
S	Opens SearchH
T	Opens Tasks
U	Opens Calculator
V	Opens Saved Emails

Susan B. Shapiro is the founder of Bralan Consulting LLC, a company dedicated to helping professionals and firms simplify and optimize their technology. Susan works with companies helping them identify the right technology to meet their needs, and teach them the secrets to gaining control of these technology tools. Her end game is to help companies overcome "technology overwhelm" and operate more efficiently and productively. She is the author of numerous articles published online at www.smallbiztechnology.com and has been featured in the NY Enterprise Report. From Blackberry to PowerPoint, PC to MAC, Susan unlocks the door to technology mastery based on one's needs and goals.