

Sound
Printer
Auto switch off
Dialling
"Evaluate" format
Number formats
Status windows

Set preferences
Password
Remote link
Create new list
Zoom in
Zoom out

Normal display
Memory indicator

Agenda

Previous display
Calendar (month)
Calendar (3 months)
Calendar (12 months)
Day view (Forward)
Day view (Back)

File

New file
Open file
Save as
Merge in
Tidy/Extract
Compress file

Edit

Insert entry
Copy entry
Bring entry
Change entry details
Change entry date
Change entry type
New entry

Entry

Set alarm for entry
Edit memo
Cross out/Reinstate entry
Repeat entry
Examine repeat
Set style for entry
Set year symbol for entry

Search

Find
Find again
Find next overlap
Go to previous entry
Go to next entry

Jump to date
Calendar
View all repeats

To-do list

New to-do list
Rename to-do list
Delete to-do list
Position to-do entry
To-do list settings

Special

Set preferences
Wrap off
Zoom in
Zoom out
Print Setup
Print Preview
Print
Exit

View preferences

Day view
Week view
Year view
To-do view
Anniversary view
List view

Entry preferences

Day entry default
Anniversary defaults
To-do entry defaults
General preferences



Day view
Week view
Year view
To-do view
Anniversary view
List view
Set up list

Database

New file
Open file
Save as
Merge in
Compress file

Edit

Insert text
Copy text
Bring text
Evaluate
Update entry
Delete entry
Edit labels

Search

Find previous
Find next

Start at current entry
Find by label
Jump to entry

Display

Set tabs
Wrap on
Hide labels

Special

Zoom in
Zoom out
Print setup
Print preview
Print
Exit
Switch modes
Find
Change
Add
Set up list

Word Processor

New file
Open file
Save as
Save as template
Revert
Merge in

Word Processor & Agenda Memo

Insert text
Copy text
Bring text
Highlight all text
Evaluate

Search

Find text
Find again
Replace
Count
Jump to page
Paginate

Word

Expand outline
Collapse outline
Set outline level
Use printer layout
Password

Paragraphs

Font
Tabs
Alignment
Spacing

Shift G
S
J

Display

T
W
H

Special

Z
Shift Z
Y
P
X
Switch modes
Find
Change
Add
Set up list

Word Processor

N
O
A
D
S
V
M

Word Processor & Agenda Memo

I
C
B
Shift L
E

Search

F
G
R
K
J
/

Word

+
-
H
L
W

Paragraphs

Shift F
Shift I
Shift T
Shift A
Shift S

Style gallery
Style housekeeping
Emphasis gallery
Emphasis housekeeping

Styles

Shift G
Shift H
Shift E
Shift K

Special

Set preferences
Zoom in
Zoom out
Print setup
Print preview
Print
Exit, lose changes
Exit



Normal
Outline

Preview

Print
Show/Hide margins
Pages to display
Jump to page
Exit Preview

Spreadsheet

Highlight row
Highlight column
Function range

File

New file
Open file
Save as
Save
Revert
Password

Edit

Paste
Copy
Bring
Paste special
Open/close gap
Recalc
Undo

View

Format
Column widths
Alignment
Titles on
Show
Change styles

Search

Find
Find again
Jump to
Jump to page

Range

Sort
Clear
Protection
Name range
Edit range
Set print range
Edit print range
Delete print range

Shift US
K
U+
UR
UE
Shift UR
Shift UE
UD

Database

Set database
Set criteria
Data find
Data find again
Data extract
Data delete
Table 1
Table 2

Shift UB
Shift UK
Shift UF
Shift UA
Shift UH
Shift UD
Shift UT
Shift UT
UQ
UZ
Shift UZ
UY
U+
UP
Shift UX
UX

Special

Set preferences
Zoom in
Zoom out
Print setup
Print preview
Print
Exit, lose changes
Exit

Shift UN
Shift UG
UA
UL
UB
UM
UT
UA
UI

Graph Ranges

Normal display
Graph display
Set ranges
Line formats
Set labels

Format
Titles
Axis
Axis titles

New graph
Use graph
Rename graph
Delete graph

View legends
Zoom in
Zoom out
Create PIC file
Exit, lose changes
Exit

Special

Normal display
Graph display

**Time Settings**

Time and date
Summer times
Home city
Start of week
Workdays
Formats

UT
US
UH
UB
UF
UW

Alarm

Set alarm
Delete alarm
Disable/Enable alarm
View next alarms

UA
UD
U-
UV

World File

New file
Open file

UN
UO

Edit

Add city
Update city
Delete city
Update country
Current country only

UA
UU
UD
UM
UL

Special

Set home city
Distance units
Analog/digital
Exit

UH
UK
UC
UX

Record File

New file
Open file

UN
UO

Repeats

Set repeat
Adjust for alarm

UR
UA

Special

Set preferences
Exit

UQ
UX

Calc Memories

Memory/in
Memory +
Memory -
Memory clear
Memory recall
Change memories

UI
U+
U-
UU
UM

Trig

Sin(X)
Cos(X)
Tan(X)
asin(X)
acos(X)
atan(X)

US
UC
UT
Shift US
Shift UC
Shift UT

Powers

X²
Square root
1/X

UP
UQ
UV

Logs

ln(X)
e^x
Log(X)
10^x

UL
UE
UG
UH

Special

Format
Use radians
Load OPL
New list
Copy from list
Zoom in
Zoom out
Exit

UF
UD
UN
UK
UZ
Shift UZ
UX

Organiser Programming Language (OPL)

New file
Open file
Save as
Save as template
Save
Revert
Merge in

UN
UO
UA
UD
US
UV
UM

Edit

Insert text
Copy text
Bring text
Highlight all text
Evaluate

UI
UC
UB
Shift UL
UE

Search

Find text
Find again
Replace
Count
Jump to page
Paginate

UF
UG
UK
UJ
U/

Prog

Translate
S3 translate
Run
Show error
Indentation

UT
Shift UT
U+
U-
UL

Special

Set preferences
Zoom in
Zoom out
Print setup
Print preview
Print
Exit, lose changes
Exit

UQ
UZ
UZ
UY
U+
UP
Shift UX
UX



Normal
Outline

Shift UN
Shift UO

PSIO N Series  Hot Key Reference**Menu Item Function**

Turn on
Turn off
Lower contrast
Increase contrast
Dial
Home
End
Page Up
Page Down
Caps. Lock
Status window

Key sequence
Esc
U1
U<
U>
U>
UHelp
U←
U→
U↑
U↓
U0
Control & Menu

System File

Memory indicator (on / off)
New file
Copy file
Delete file
Rename file
File attributes
Backup files
Restore files

System File
UN
UC
UC
UD
UR
UT
Shift UB
Shift UR

Disk

Directory
Make directory
Rename directory
Format disk
Name disk
Default disk
Copy disk

Disk
TAB/U*
U+
U-
UF
UH
Shift UH
Shift UC

Apps

Install
Install standard
Remove
Assign button
Exit application
Exit all applications
Kill application

Apps
UI
UJ
U/
UA
Shift UJ
Shift UA
Shift UK

Info

Set owner
Memory info
Disk info
Battery info
Usage monitor
About series 3a
About application

Info
UP
UM
UK
UK
UB
UU
UV
Shift UV