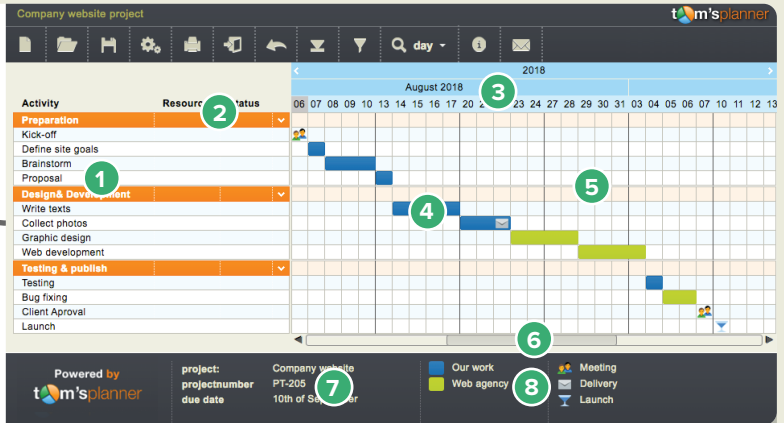


### The magic of the right-click menu



Use the right-click button to reveal menu's with handy features for each section or item in Tom's Planner:

- 1 List of activities
- 2 On columns
- 3 Timeline
- 4 On a time block
- 5 Schedule grid
- 6 Scrollbar
- 7 Project data
- 8 Legenda

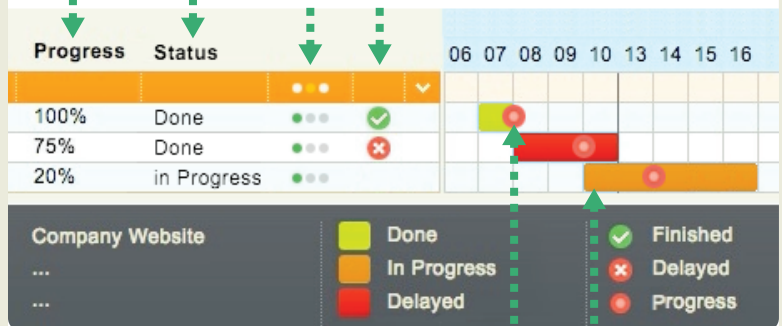


### Short keys

- CTRL + N New project
- CTRL + O Open project
- CTRL + S Save project
- CTRL + P Print project
- CTRL + Z Undo
- CTRL + ENTER Insert row
- CTRL + A Select all timeblocks, icons
- CTRL + click Select multiple items (PC)
- CMD + click Select multiple items (Mac)
- CTRL + ◀ Indent row(s)
- CTRL + ▶ Unindent row(s)
- ALT + drag Copy timeblock, icon
- SPACE + drag Scroll the schedule grid

### Tracking status & progress

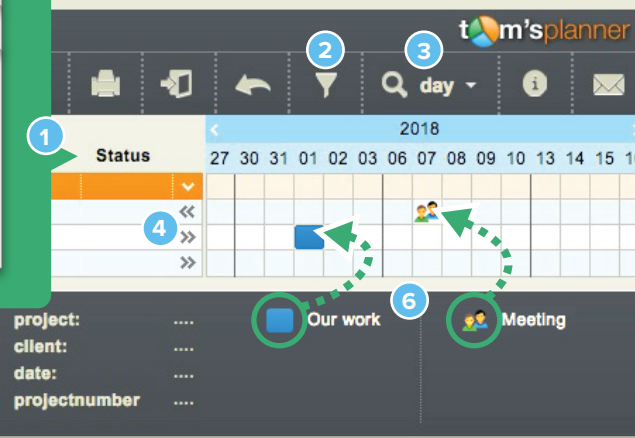
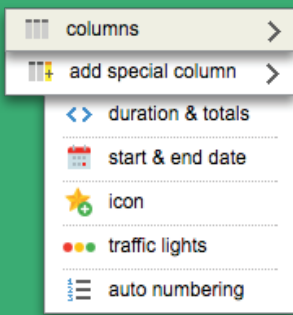
Use a percentage in the progress column  
 Name the status in the status column  
 Use the traffic-light column  
 Use the icons column



Use a marker on the timeblocks  
 Give timeblocks a specific color

### Tips & tricks

- 1 Right click for **special columns**
- 2 Filter and find
- 3 Switch to a more detailed or global view
- 4 Jump to the start or end of the timeblock
- 5 Add your own logo
- 6 Drag and drop from legend to schedule grid



### Special columns

	1	2	3	4	5
	Days	Start	End		
1	9.0	03-03-17	14-03-17		
1.1	1.0	03-03-17	03-03-17	✓	
1.2	3.0	06-03-17	08-03-17	⚠	
1.3	5.0	08-03-17	14-03-17		

- 1 **Auto numbering** Numbers your rows neatly
- 2 **Duration & totals** Calculates total durations per row
- 3 **Start & end date** Displays start and end dates
- 4 **Icon** Use icons as indicators
- 5 **Traffic lights** Pick green, orange or red lights