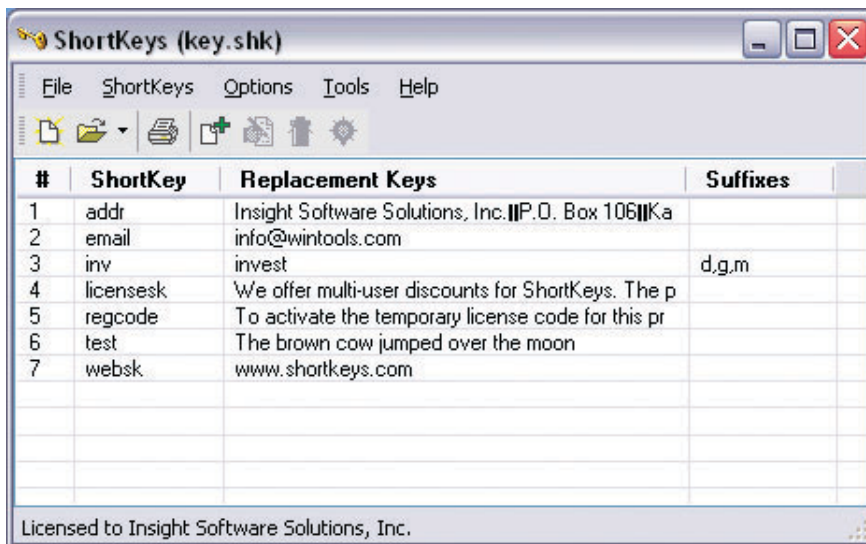


ShortKeys is a macro utility allowing you to set up replacement text or paragraphs for any given number of user defined keystrokes. ShortKeys monitors all keyboard activity and anytime a user defined keystroke combination (ShortKey) is typed in, it will be replaced with the replacement text.

ShortKeys is intended for use with programs that allow text input such as a word processor, text editor, e-mail program, etc. It replaces a text string of up to 32 characters with a word, sentence, paragraph or several paragraphs, saving you valuable time by not having to manually type the text. Errors in typing can be eliminated. Simply choose a word or text string and associate it with the replacement text.

You may enter virtually an unlimited number of replacement text combinations per file. The replacement text may be up to 3000 characters in length.

To make it work, run the program and all word and replacement combinations will be active. Once ShortKeys is running, it will monitor all keyboard activity. If one of the specified words is used, it will be erased and the replacement text will be keyed in its place.



## Activation Methods

The Prefix Key method allows you to designate up to two characters that are to be added to the front end of every ShortKey. For example you could assign a prefix of ##. You would then type ## plus your ShortKey to trigger the replacement text. This makes it unlikely that you would accidentally trigger a ShortKey, since you would not normally be typing ## in front of any text.

The Suffix Key method requires you to type in your ShortKey and press either the Space Bar or the Enter key. Pressing the Space Bar or Enter key instructs the macro to start and the replacement text to be inserted. Punctuation keys such as . , ; ? ! and - may optionally be used as a suffix key.

## Why Use ShortKeys?

If you do any type of repetitive typing, then you'll immediately recognize the benefits of ShortKeys. Below are just a few of the possible uses for the program.

- *Quickly insert Personal Information* such as Name, Address, Phone, Fax or Email into documents, forms, email, etc.
  - *Insert URL's into your browser.*
  - *Customer Support/Service Centers*  
Working in a support center, you quickly realize that you receive the same questions over and over. Why keep typing the same information repetitively? Use a ShortKey to do this. Your productivity will increase immediately.
  - *Boilerplate Text*  
Create boilerplate text for professions such as Legal, Medical, Dental, Insurance, Banking or Real Estate. Consolidate all of your standard phrases, terminology, clauses, etc. into a set of ShortKeys. A few keys will save a lot of repetitive typing. Software developers will also find this a real time saver for inserting code.
  - *Medical Transcriptionists* will love this program for its flexibility and ease of use.
  - *Sales Quotes*  
Type a ShortKey when a customer requests a price or service quote. Keep templates in ShortKeys for quick insertion into a letter, fax or email.
  - *Automate* the entry of order forms, Web contests, etc.
  - *Auto-correct* commonly misspelled words.
- The Possibilities go on...*

## Program Features

- Create unlimited number of files.
- Create virtually an unlimited number of ShortKeys (Text and Text Replacements) per file.
- Network option with File Locking capability.
- Import and Export ShortKeys.
- Print List of ShortKeys.

### TEXT PLAYBACK

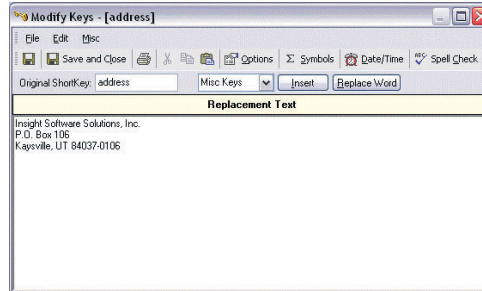
- Use a one or two character Prefix Key to trigger the playback of a ShortKey.
- Use the Suffix Key option of Space or Enter key to trigger the ShortKey playback.

Optionally:

- Allow additional punctuation keys to trigger the ShortKey.
- Retype the suffix key after the replacement text has been inserted.
- Invoke a "hint mode" window to notify of an impending text replacement.
- Create suffix/gerund endings such as -ing, -ed, -ment, etc. for replacement text words.

### ADDITIONAL PLAYBACK OPTIONS

- Have replacement text sent either through the keyboard or via the clipboard.



- Set the speed of characters typed when sending keys through the keyboard.
- Capitalize the first letter of the replacement text if the first letter of the ShortKey typed is capitalized.
- Require that the ShortKey be keyed exactly (i.e. upper and lower case sensitive).

### ADDITIONAL CHARACTERS AND KEYSTROKES

- Include symbols or foreign language characters in text replacements.
- Insert current, past or future dates in text replacements.
- Insert the TAB, Enter or any of the Arrow keys to the playback of a ShortKey.
- Insert the current time into text replacements.

### SPELL CHECKER AND FIND FEATURES

- Use the Find, Find Again and Search and Replace options in the Replacement Text.
- Use the Search and Search Next functions to find a key word or words in the ShortKey list.
- Spell Checker (American and British) available for proofing Replacement Text.

## Purchase Information

# \$19.95

Multi-user discounts available.

Visit our web site at  
[www.shortkeys.com](http://www.shortkeys.com) to  
purchase online or call us  
directly at 801-927-5009.

Email: [info@wintools.com](mailto:info@wintools.com)  
30 day money back guarantee

## What Our Customers are Saying

*"ShortKeys has been an indispensable tool for me. I do a lot of repetitive typing and this tool has cut my workload by 75%."*

—Richard M.

*"This program is invaluable for anyone who wants to get a lot done on the computer. It's wonderful for storing (and making available at a keystroke) commonly used or hard to remember scripts, auto-messages, even addresses and urls. Don't be without it."*

—Christine O.

### System Requirements

- Pentium or equivalent processor or greater
- Runs on Windows 95, 98, Me, NT, 2000 or XP
- 5 MB hard disk space
- Min 32 MB RAM recommended

### Technical Support

We offer a variety of support options on our web site at [www.shortkeys.com](http://www.shortkeys.com). You may contact us by email or phone.