

## Overview

ShortKeys is a text replacement utility to insert blocks of text into other applications by simply typing a few user defined keystrokes. Just type your shortcutkey text combination and it is substituted with the replacement text you defined.

## Save Time

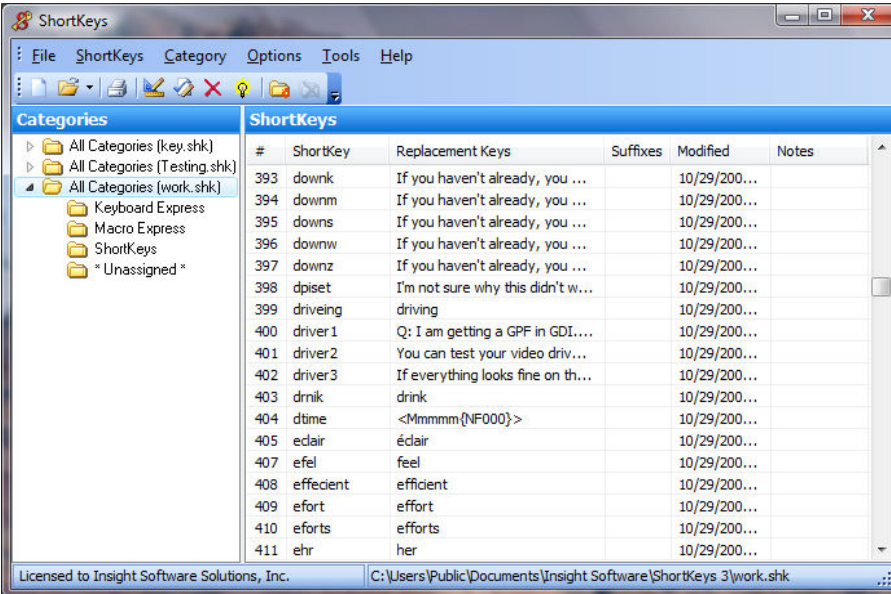
Automate tedious and repetitive typing. Type faster and eliminate errors. Type a few characters and ShortKeys replaces them with symbols, words, phrases or paragraphs of text. The savings add up quickly.

Put ShortKeys to the test and see how much time you will save.

## How it works

1. Select a few characters for the shortcutkey activation.
2. Insert the text to play back – a word, phrase, paragraph or pages of text.
3. Type the shortcutkey and watch it insert your expanded text.

It's so quick and easy, you'll wonder how you ever survived without it.



## Running a shortcutkey macro

Choose from one of the two methods below to activate a shortcutkey macro:

### 1. Prefix Key

Type one, two or no characters before the shortcutkey to activate.

### 2. Suffix Key

Type the shortcutkey and press the Space Bar or Enter key to activate.

## 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.

### 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? Let ShortKeys do it. 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 shortcutkeys. 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.

### Online Grading

Instructors, simplify online grading and adding of comments, notes, etc.

### Sales Quotes

Type a shortcutkey 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.

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

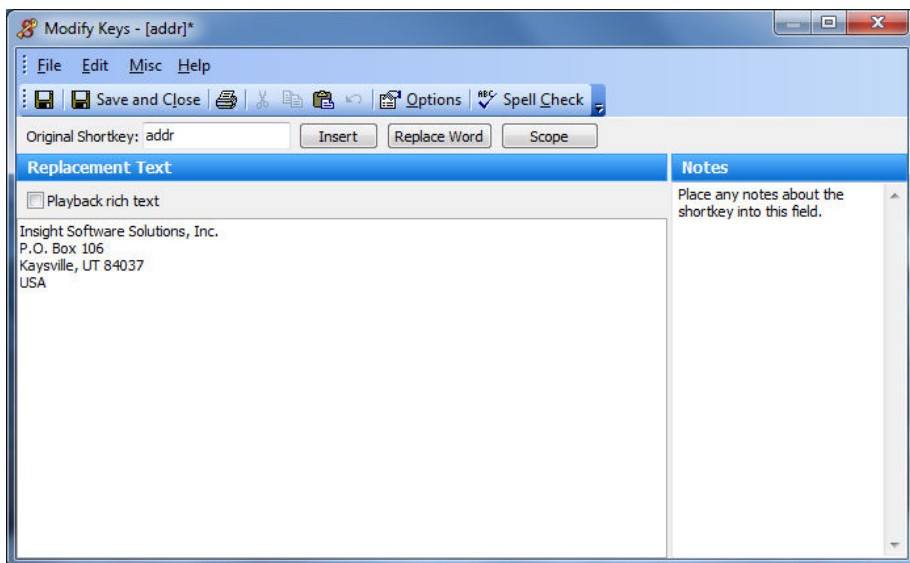
—Richard M.

*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, automessages, even addresses and urls. Don't be without it."*

—Christine O.

*"Let me tell you this... ShortKeys ROCKS! It's one of those silent behind the scenes tools that saves me hundreds of hours and lots of keystrokes throughout the year."*

—JPM



#### PROGRAM FEATURES

- Create an unlimited number of files.
- Load more than one macro file at a time.
- Create virtually an unlimited number of shortcuts per file.
- Include up to 65,536 characters of text per shortcut.
- Network option with file locking capability.
- Sort shortcuts into categories.
- Import and export shortcuts.
- Automatic file backup options.

#### SUFFIX KEY OPTIONS

- Allow additional punctuation keys to initiate the shortcut.
- Retype the suffix key after the 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.

#### SPELL CHECK

- Spell Checker (American and British) available for proofing replacement text.

#### OTHER PLAYBACK OPTIONS

- Play back text in a rich text format - fonts, colors, etc.
- Send the text through the keyboard or the clipboard.
- Set replay speed when sending keystrokes via the keyboard.
- Pause playback to allow manual entry. Resume with key press.
- Capitalize the first letter of the replacement text if the first letter of the shortcut typed is capitalized.
- Add timed delays to the text playback.
- Require that the shortcut be input exactly (i.e. upper and lower case sensitive).
- Allow macros to play back in all programs or limit to a specific window or windows.
- Add delays or "waits" to the text playback.

#### SEND CHARACTERS AND KEYSTROKES

- Add symbols or international characters to shortcuts.
- Insert current, past or future dates in text replacements.
- Insert the TAB, Enter or any of the Arrow keys to a shortcut.
- Insert the current time into text replacements.

System Requirements	Purchase Information
<p><b>System Requirements</b></p> <ul style="list-style-type: none"> <li>– Pentium or equivalent processor or greater</li> <li>– Runs on Windows XP or later (64 bit and 32 bit versions)</li> <li>– 15 MB hard disk space</li> </ul> <p><b>Technical Support</b></p> <p>We offer a variety of support options on our web site at <a href="http://www.shortkeys.com/support.htm">www.shortkeys.com/support.htm</a>.</p>	<p style="text-align: center;"><b>\$29.95</b></p> <p style="text-align: center;">Purchase at <a href="http://www.shortkeys.com/order.htm">www.shortkeys.com/order.htm</a> Multi-user discounts available.</p> <p style="text-align: center;"><b>ShortKeys Portable</b></p> <p style="text-align: center;">Portable version – <a href="http://www.shortkeys.com/featuresportable.htm">www.shortkeys.com/featuresportable.htm</a> Just plug in to any Windows computer and start using.</p>