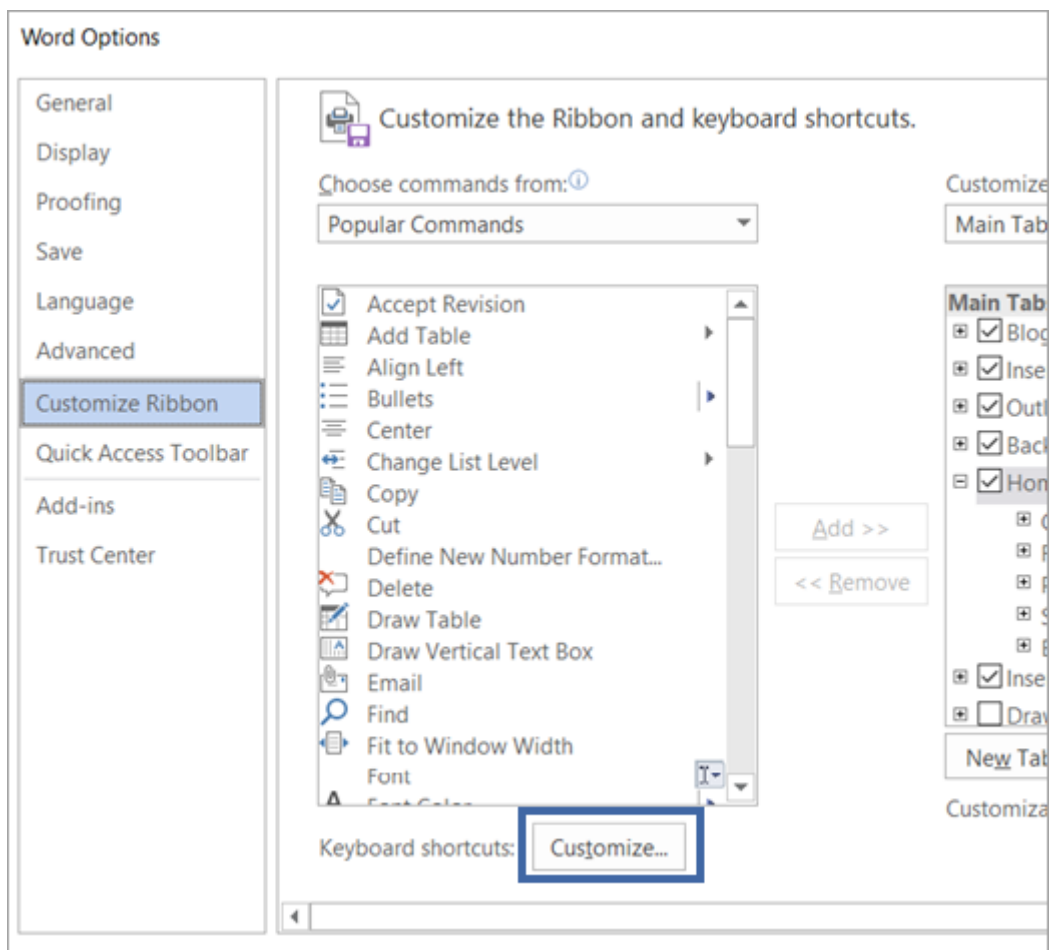


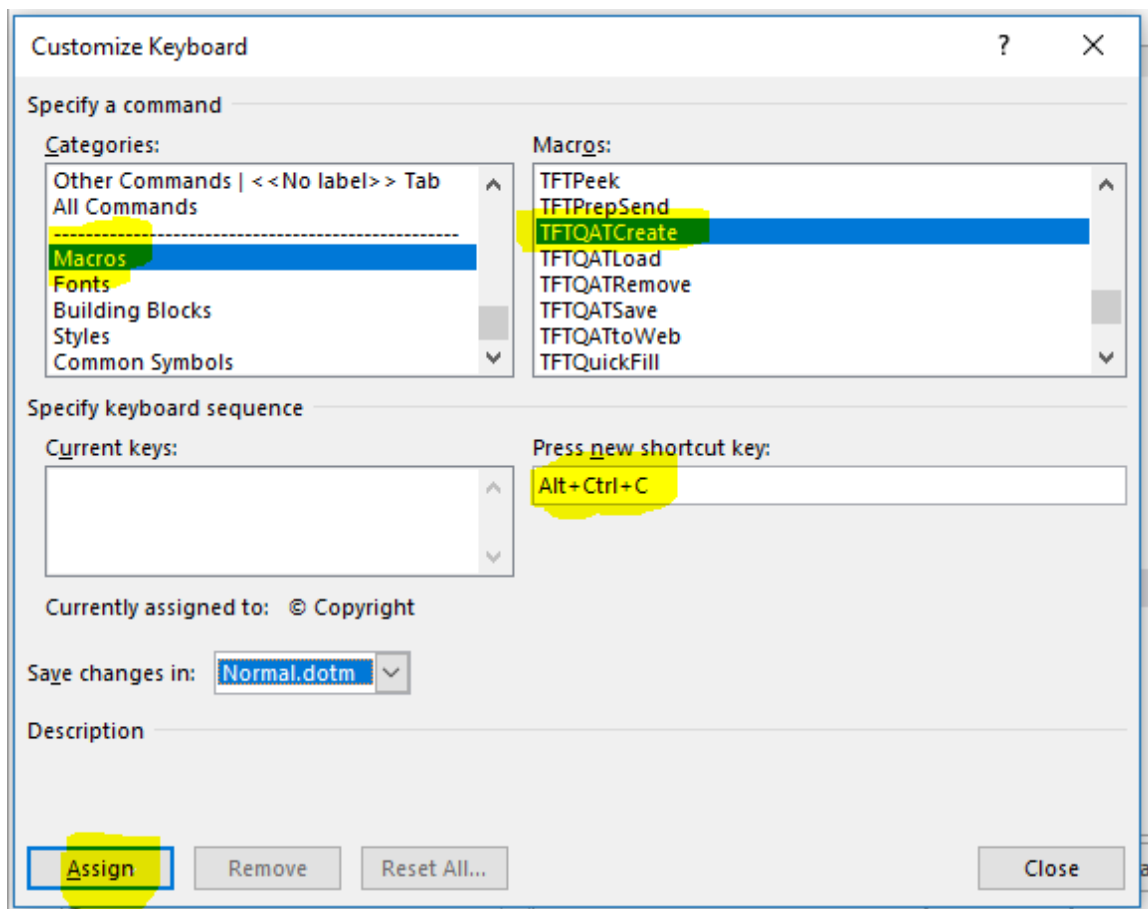


## How to Add Keyboard Shortcuts to Doxserá and Doxserá DB

- In Word, click **File, Options**.
- Click **Customize Ribbon, Customize**.



- In the **Categories** box, select **Macros**.
- In the **Commands** box, select the name of the command that you want to assign a keyboard shortcut. In this example we will use **TATQATCreate** to assign a hotkey to create a new TheFormTool Questionnaire.
- In the **Press new shortcut key** box, press the combination of keys that you want to assign. For example, press **CTRL** plus **ALT** plus **C**.
- Click **Assign**.



**Important:** Reassigning a combination of keys means that you can no longer use the combination for its original purpose. For example, pressing CTRL+B changes selected text to bold. If you reassign CTRL+B to a new command or other item, you will not be able to make text bold by pressing CTRL+B unless you restore the keyboard shortcut assignments to their original settings by clicking **Reset All** at the bottom of the **Customize Keyboard** dialog box.

## Macro Names for Assignable Ribbon Buttons:

### Form

Start.....	TFTGoToTableHK
Fill .....	TFTFillHK
Attn .....	TFTGoAttnHK
Reset .....	TFTResetHK
Blanks .....	TFTBlanksHK
Petrify.....	TFTPetrifyHK
Fetch.....	TFTFetchHK

### Answers

Refresh .....	TFTRefreshHK
Peek Next .....	TFTPeekHK
Peek Off.....	TFTNoPeekHK

### Series

Add .....	TFTListPlusHK
Remove .....	TFTListMinusHK
Up.....	TFTListUpHK
Down .....	TFTListDownHK

### Form Author's Tools

#### Questionnaire

Create.....	TFTQATCreateHK
Remove .....	TFTQATRemoveHK
Load.....	TFTQATLoadHK
Save .....	TFTQATSaveHK

#### Grid

Add .....	TFTGridAddHK
Remove .....	TFTGridRemoveHK
Move Up.....	TFTGridUpHK
Move Down.....	TFTGridDownHK
Smart Answer.....	TFTAnswerHK

#### Row/Column

Add .....	TFTRowPlusHK
Remove .....	TFTRowMinusHK
Copy .....	TFTRowCopyHK
Move Row Up.....	TFTRowUpHK
Move Row Down.....	TFTRowDownHK
Move Column Left.....	TFTColLeftHK
Move Column Right .....	TFTColRightHK
Show/Hide.....	TFTShowHideHK

## **Divider**

Add .....	TFTDivAddHK
Remove .....	TFTDivRemoveHK

## **Color**

White .....	TFTDivWhiteHK
Black .....	TFTDivBlackHK
Grey .....	TFTDivGrayHK
Yellow .....	TFTDivYellowHK
Orange .....	TFTDivOrangeHK
Red .....	TFTDivRedHK
Pink .....	TFTDivPinkHK
Purple .....	TFTDivPurpleHK
Blue .....	TFTDivBlueHK
Light Blue .....	TFTDivLBlueHK
Light Green .....	TFTDivLGreenHK
Green .....	TFTDivGreenHK
Brown .....	TFTDivBrownHK

Field .....	TFTFieldHK
List .....	TFTListHK
Condition .....	TFTConditionHK
Fetcher .....	TFTFetcherHK

## **Report**

Data Table .....	TFTDataTableHK
Data Function .....	TFTDataFunctionHK
Attn Mark .....	TFTAddAttnHK

## **Check**

Form .....	TFTCheckHK
Labels in Multiple Forms .....	TFTLabelReportHK

## **Sources**

Master Lists .....	TFTMasterListsHK
Folios .....	TFTFoliosHK
Data .....	TFTDBsHK
Wrappers .....	TFTWrappersHK

## **Tools**

Highlight List / Condition .....	TFTHighlightListCondHK
Find and Paste .....	TFTFindPasteHK
Clear Answers .....	TFTClearAnswersHK
Prepare to Share .....	TFTPrepSendHK
Empty Cells .....	TFTEmptyCellsHK

## **Options**

Authoring .....	TFTDisableAuthorHK
License Code .....	TFTCodeHK
Manage Licenses .....	TFTUninstallListHK
Metadata scrubbing .....	TFTMetaScrubHK
Path .....	TFTPathHK