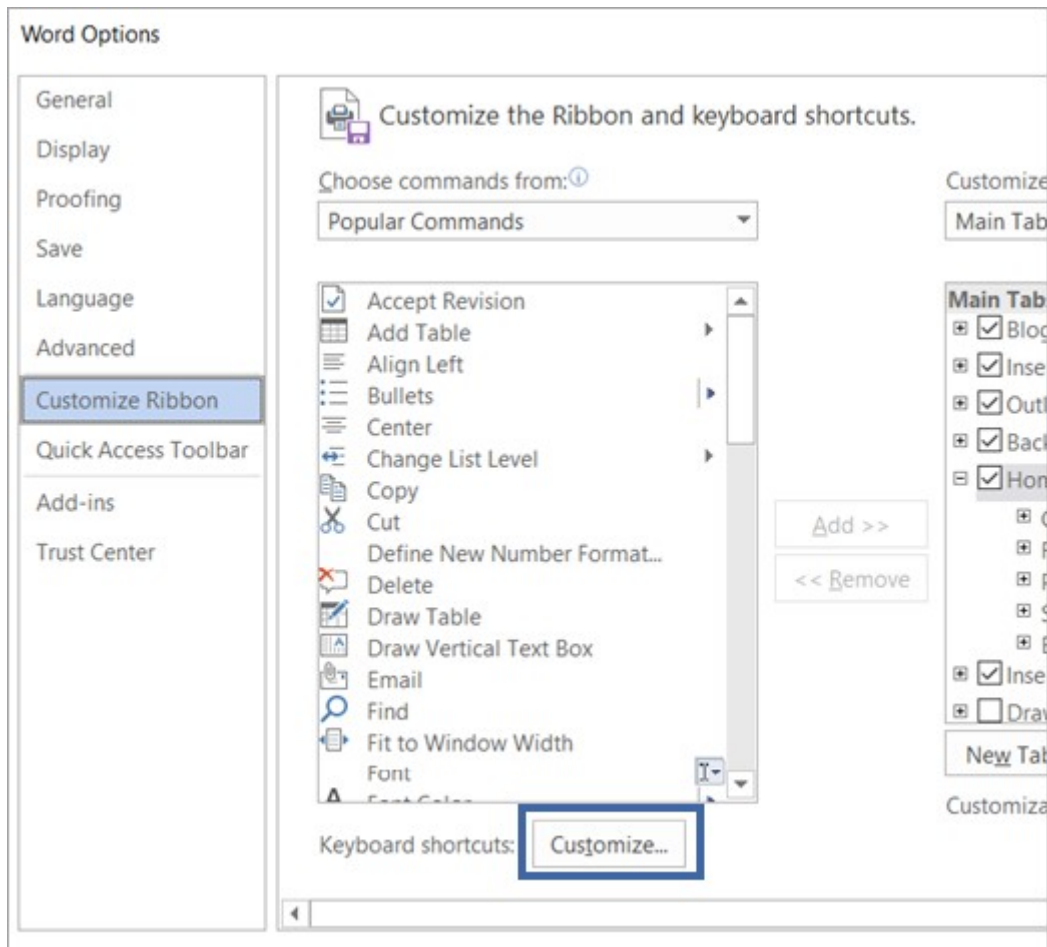


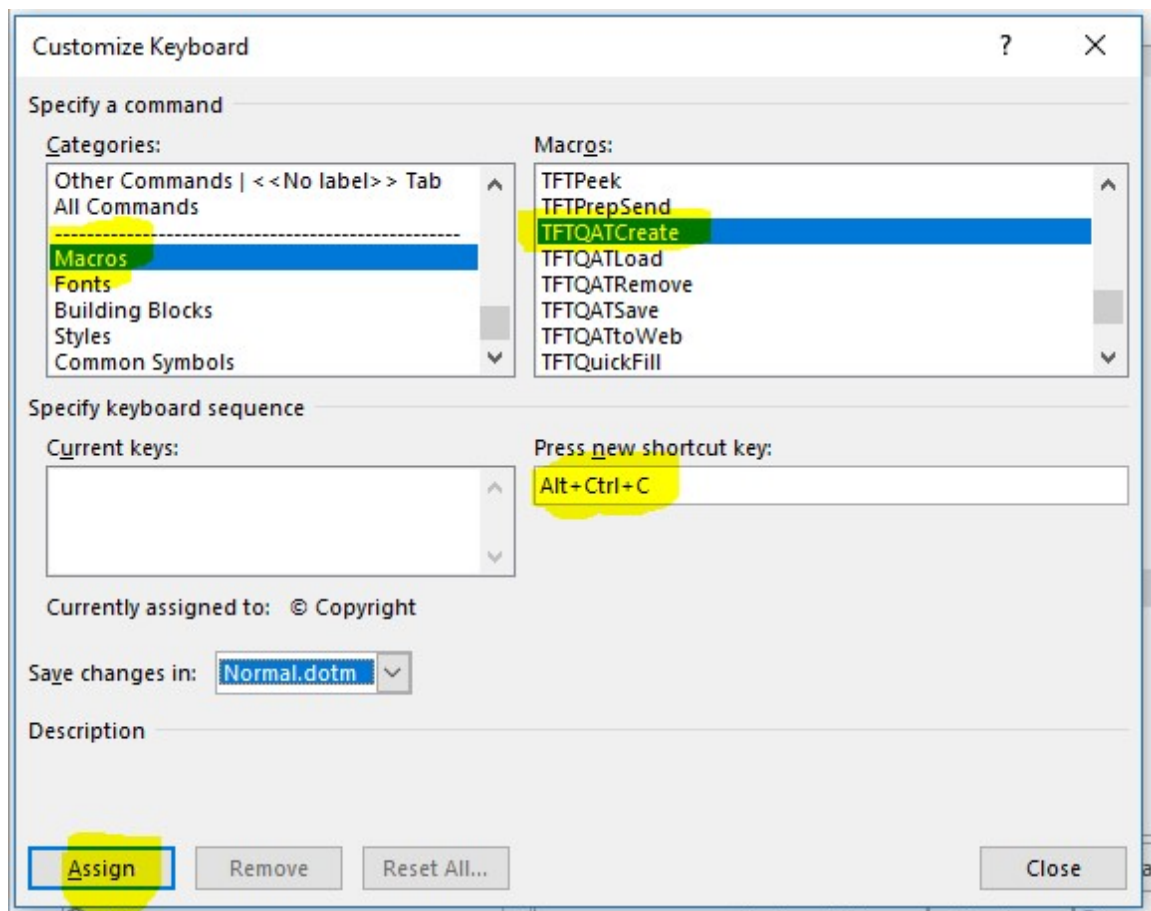
How to Add Keyboard Shortcuts to Doxserá®, Doxserá® DB, and Aurora™

- 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**.

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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

How to Add Keyboard Shortcuts to Doxserá®, Doxserá® DB, and Aurora™

PetrifyTFTPetrifyHK
FetchTFTFetchHK

Answers

RefreshTFTRefreshHK
Peek NextTFTPeekHK
Peek OffTFTNoPeekHK

Series

AddTFTListPlusHK
RemoveTFTListMinusHK
UpTFTListUpHK
DownTFTListDownHK

Form Author's Tools Questionnaire

CreateTFTQATCreateHK
RemoveTFTQATRemoveHK
LoadTFTQATLoadHK Save
.....TFTQATSaveHK

Grid

AddTFTGridAddHK
RemoveTFTGridRemoveHK
Move UpTFTGridUpHK
Move DownTFTGridDownHK
Smart AnswerTFTAnswerHK

Row/Column

AddTFTRowPlusHK
RemoveTFTRowMinusHK
CopyTFTRowCopyHK
Move Row UpTFTRowUpHK
Move Row DownTFTRowDownHK
Move Column LeftTFTColLeftHK
Move Column RightTFTColRightHK
Show/HideTFTShowHideHK

Divider

AddTFTDivAddHK
RemoveTFTDivRemoveHK

Color

WhiteTFTDivWhiteHK
BlackTFTDivBlackHK
GreyTFTDivGrayHK

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YellowTFTDivYellowHK
 OrangeTFTDivOrangeHK
 RedTFTDivRedHK
 PinkTFTDivPinkHK
 PurpleTFTDivPurpleHK
 BlueTFTDivBlueHK
 Light Blue.....TFTDivLBlueHK
 Light GreenTFTDivLGreenHK
 Green.....TFTDivGreenHK
 BrownTFTDivBrownHK

FieldTFTFieldHK
 ListTFTListHK
 ConditionTFTConditionHK Fetcher
TFTFetcherHK

Report

Data TableTFTDataTableHK
 Data FunctionTFTDataFunctionHK Attn

MarkTFTAddAttnHK

Check

FormTFTCheckHK
 Labels in Multiple FormsTFTLabelReportHK

Sources

Master ListsTFTMasterListsHK
 FoliosTFTFoliosHK
 DataTFTDBsHK
 WrappersTFTWrappersHK

Tools

Highlight List / ConditionTFTHighlightListCondHK
 Find and PasteTFTFindPasteHK
 Clear AnswersTFTClearAnswersHK
 Prepare to ShareTFTPrepSendHK
 Empty CellsTFTEmptyCellsHK

Options

AuthoringTFTDisableAuthorHK
 License CodeTFTCodeHK
 Manage LicensesTFTUninstallListHK
 Metadata scrubbingTFTMetaScrubHK
 PathTFTPathHK