

# ShortKeys

Text Replacement Software



## Overview

In partnership with Insight Software Solutions, Mercer Lal Ltd. is excited to introduce ShortKeys as a text replacement utility to insert blocks of text into other applications, by simply typing a few user-defined keystrokes. Just type your shortkey text combination and it is substituted with the replacement text you defined.

## How it works

- 1. Select a few characters for the shortkey activation.
- 2. Insert the text to play back a word, phrase, paragraph, or pages of text.
- 3. Save the change.

Type the shortkey abbreviation in your application and watch it quickly and reliably insert the expanded text. **It's so quick and easy,** you'll wonder how you ever survived without it.

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	fin	Please let me kn		Global	10/24/2		
	mon	Thank you for y		Global	10/24/2		
	mult	S/H discount for		Global	10/24/2		
	ор	I gave you sever		Global	10/24/2		
	pers	Do you want me		Global	10/24/2		
	pm	Priority Mail		Global	10/24/2		
	stric	Please note that		Global	10/24/2		
	teh	the		Global	9/24/20		
	tho	Thanks for askin		Global	10/24/2		- 1
	tom	Thank you for y		Global	10/24/2		
	tue	Thank you for y		Global	10/24/2		
	x1	I will ship tomorr		Global	10/24/2		

## Running a shortkey macro

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

### 1. Prefix Key

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

### 2. Suffix Key

Type the shortkey and press the Space Bar or Enter to activate.

# Why Use ShortKeys?

- 1. Speed, Accuracy and Consistency
- 2. Memory Assistant
- 3. Reduce boredom from typing
- 4. Less stress on hands and wrists
- 5. Increase Productivity

## **How Customers Use ShortKeys**

(in their own words)

#### Teachers

"I'm a teacher and I type the same thing 100 times a day. You are saving hours of my life."

#### Boilerplate text

"We use it through our entire organization to send canned, personal responses to emails and ensure everyone uses consistent messaging and language. It can easily save 2 -3 hours per day per worker."

### Disabilities

"I am a one handed individual and I LOVE ShortKeys, saves me so much time you have no idea!! Brilliant product!!!!"

#### Internet

"If you ... sell on the Internet, or on eBay, or just regularly type the same phrases; ShortKeys can save you so much time."

### Transcriptionists

"I hope you're selling this to the transcribing industry. We're the people who use it most -court, legal and medical transcriptionists. This program is amazing."

### Help desks

"I work in a helpdesk. I primarily use it for repetitive typing in our ticketing system. Saves time and gets me onto the next call quickly."

#### Repetitive typing

"I do a lot of repetitive typing and this tool has cut my workload by 75%." I cannot thank you enough for the hours this saves me every week. I am an online teacher and I grade many things over and over again. While many things are personalized, much of it is repetitive and having shortkeys has saved my sanity many days (especially at the busy term's end!).

--Lindsay S

"I cannot begin to count the number of times a week I bless whoever invented ShortKeys. This is an absolutely fabulous time-saver ... and frustration-soother ... and hands-down the best money I've spent on anything related to my computer in the past five years." --Rebecca B.

8 Modify Keys - [MLA] File Edit Help Shortkey: MLA To play back: #MLA Replacement Text Options Scope Notes Rich Text Mercer Lal Limited 16, Arrowsmith Way Misc Keys Thatcham, Berkshire England RG19 4GU Alt Alt Down Alt Up Arrow Left Arrow Right Arrow Up Arrow Down Backspace Control Control Down Control Up Delete End Enter Esc Commands Date/Time Delay Insert Hyperlink Insert Image Symbols Wait for Keypress

#### **PROGRAM FEATURES**

- · Create an unlimited number of files.
- · Load more than one macro file at a time.
- Create virtually an unlimited number of shortkeys per file.
- Password protect macro files.
- Include up to 65,536 characters of text per shortkey.
- Network option with file locking capability.
- Sort shortkeys into categories.
- · Import and export shortkeys.
- Automatic file backup and program update options.
- Customize the look and feel of the program.
- Add notes to any shortkey for later clarification.
- Supports ultra-high definition / 4K monitors.

#### SUFFIX KEY OPTIONS

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

# System Requirements

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- Pentium or equivalent processor or greater
- Runs on Windows 7 or later (64-bit and 32-bit versions)
- 25 MB hard disk space

#### **Technical Support**

We offer a variety of implementation and support options for you to consider with your license purchase

#### **OTHER PLAYBACK OPTIONS**

- Play back text in a rich text format fonts, colors, etc.
- Send the text through the keyboard or the clipboard.
- Insert embedded hyperlinks.
- Set replay speed when sending keystrokes via the keyboard.
- Pause playback to allow manual entry.
- Insert images.
- Insert embedded email address links.
- Add timed delays to the text playback.
- Require that the shortkey input be case sensitive
- Allow macros to run in all programs or a specific window.

#### SEND CHARACTERS AND KEYSTROKES

- · Add symbols or international characters.
- Insert current, past or future dates in text replacements.
- Play back the TAB, Enter, Alt, Ctrl, F1 F12, Backspace keys, plus many others.
- Insert the current or adjusted time into text replacements.

# **Purchase Information**

# Please contact Ravi Mirchandani on

ravi@mercerlal.com to purchase your license with Multi-user discounts available.