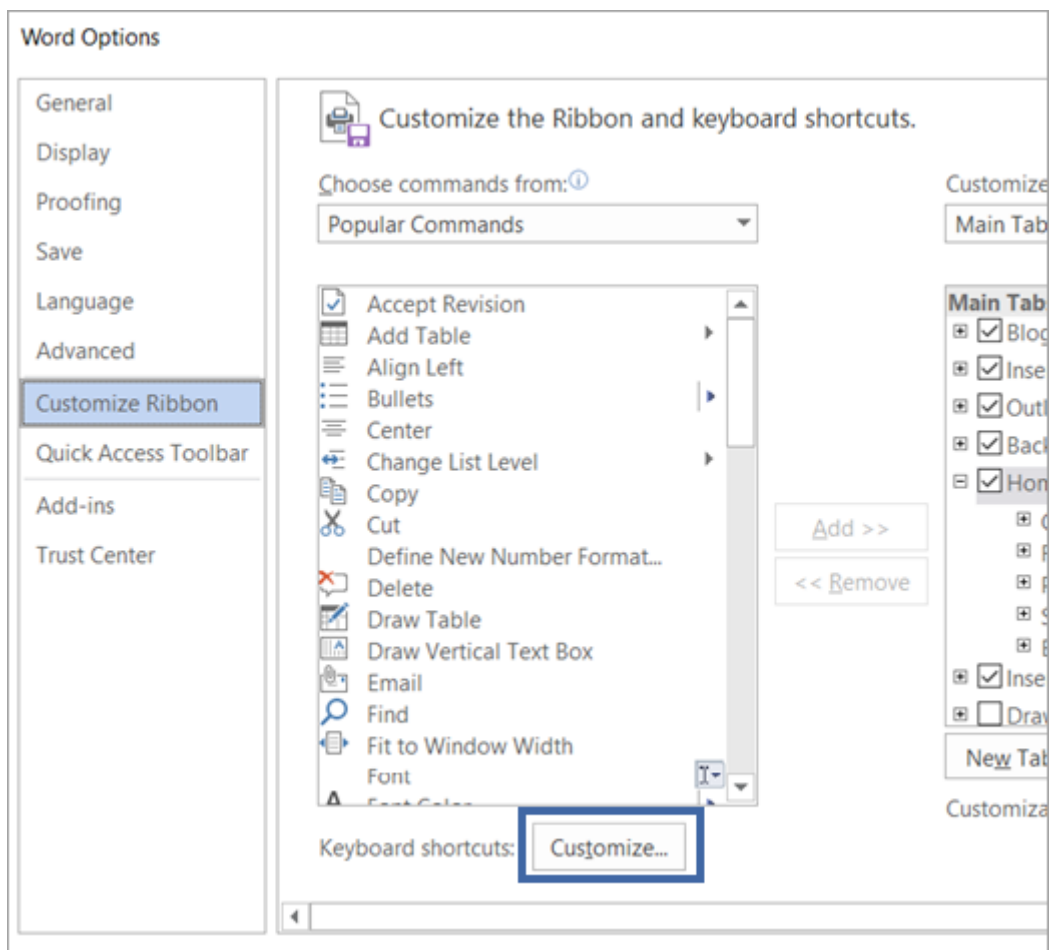


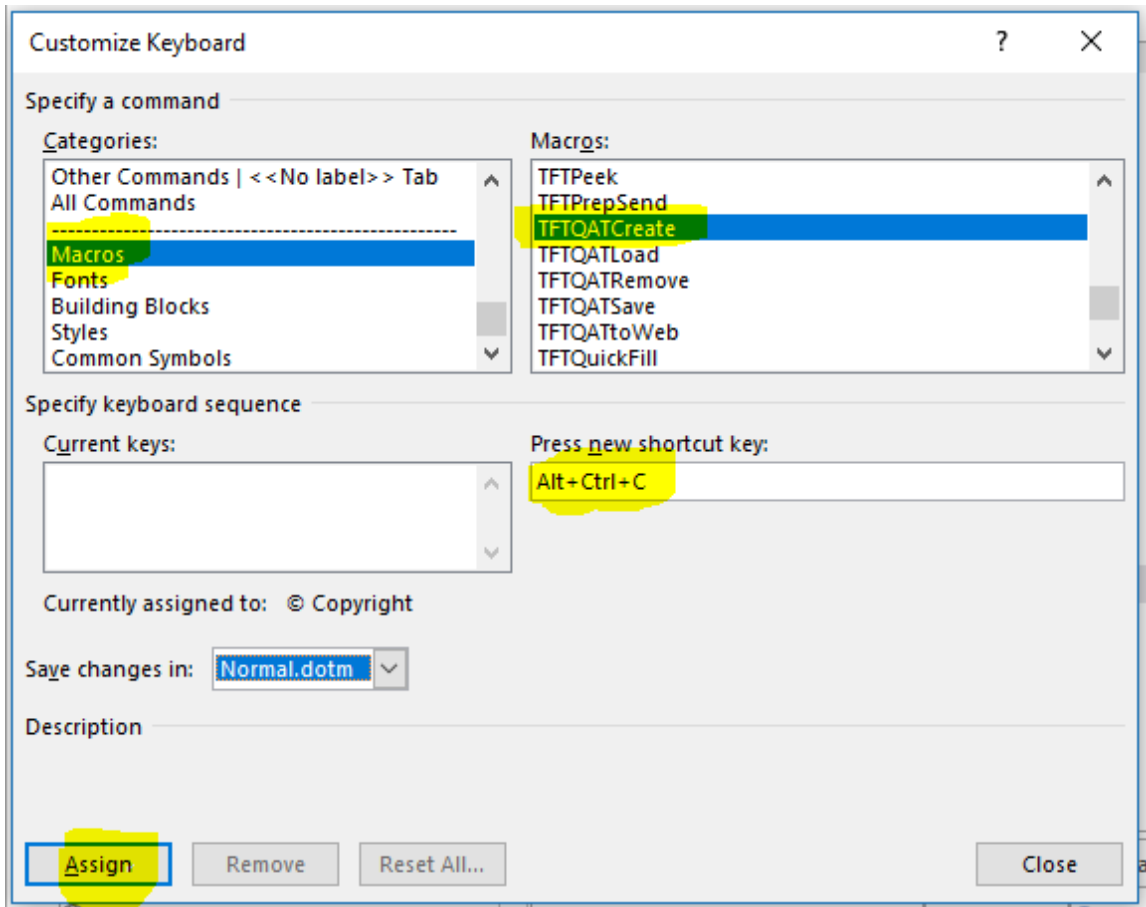
# SnapForms

## How to Add Keyboard Shortcuts to Snapforms

- 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