

Word97 / Word2000 /WordXP→ ctrl keys

	LEGAL	ESCROW	TITLE	PRELIM	POLICY
Next Fillin	alt 1 ctrl 1 F11	ctrl 1 F11	ctrl 1 F11	ctrl 1 F11	ctrl 1 F11
DDE Field		ctrl 2	ctrl shift 0	ctrl shift 0	ctrl shift 0
Clause	ctrl 2 alt 2 ctrl 3 alt 3	ctrl 3	ctrl 2	ctrl 2	ctrl 2
Select Addressee		ctrl 4	ctrl shift 4	ctrl shift 4	ctrl shift 4
Insert Date		ctrl 5			
Insert Box		ctrl 6	ctrl shift 7	ctrl shift 7	ctrl shift 7
Insert Checked Box		ctrl 7	ctrl 7	ctrl 7	ctrl 7
Insert Check Mark		ctrl 8	ctrl 8	ctrl 8	ctrl 8
Date Spell	ctrl 9 alt 9	ctrl 9	ctrl 9	ctrl 9	ctrl 9
Date Nth	ctrl 0 alt 0	ctrl 0	ctrl 0	ctrl 0	ctrl 0
Date Dash			ctrl shift 9	ctrl shift 9	ctrl shift 9
Dollar Spell		alt 1	ctrl 6	ctrl 6	ctrl 6
Dollar Commas		ctrl shift 1	ctrl shift 6	ctrl shift 6	ctrl shift 6
Format Phone		alt 2	ctrl shift 1		
Toggle Upper/Lower Case	shift F3	shift F3	shift F3	shift F3	shift F3
Signature Table		alt 3			
Header/Footer Toggle		alt 4			
Insert Prelim Exception(s)		alt 5			
Copy Insured A				ctrl 3	ctrl 3
Copy Insured B				ctrl shift 3	
Copy Insured C				ctrl 4	
Copy Fee Type				ctrl 5	ctrl 5
Copy Vested				ctrl shift 5	
End of Requirements				alt F1	
End of Exceptions				alt F2	alt F2
End of Restrictions				alt F3	alt F3
Select next Exception				ctrl-shift-alt-E	ctrl-shift-alt-E
Select next Requirement				ctrl-shift-alt-R	ctrl-shift-alt-R
Select next Restriction				ctrl-shift-alt-T	ctrl-shift-alt-T
Insert Endorsement				ctrl shift 2	ctrl shift 2
Policy Activate					ctrl W
Copy Policy-Policy					ctrl Q

Tools
Exhibit Selected Text
AutoText Load and Store
AutoCorrect Load and Store
Unlink All Fields
Remove Fill-in Fields
Print with remaining Fill-in Fields
Full Menus and Toolbars
Short Menus and Toolbars
User Preferences
Clause Settings (Title only)
Bookmark All Styles (Title only)
Remove All Bookmarks (Title only)

Standard Keys	
Update Fields (modified)	F9
AutoText Insert (modified)	F3
Custom Dot	alt F12
Insert Degree	`
NAF	ctrl N
Print	ctrl P
Save	ctrl S
Terminal WinTerm	alt shift \
Terminal PC	alt shift /
Examine and Rewrite	alt shift `
PhraseBox Setup	alt shift .
Update Linked Doc. (^sF7)	disabled
Close Document (^W)	disabled
Version	ctrl shift A
Create an Exhibit	ctrl shift E
Short Menus	ctrl shift S
Full Menus	ctrl shift F
Clause Insertion History	ctrl shift H
Doc Menu Utility	ctrl shift J
Header/Footer Utility	ctrl shift K
Insert Legal Description	ctrl shift L
Email	ctrl shift M
PhraseBox Select	ctrl shift P
Repeat Doc Processing	ctrl shift R
Tools	ctrl shift T
Undo Task	ctrl shift U
Save and Return	ctrl shift X
Edit Master Document	ctrl-alt-shift D

modified to update all fields
modified to select any Fill-in Fields after inserting text
call client-specific dot file, if available

calls program NameXref.exe
In Prelim, this prints Prelim, PreDist Letters or PreDist Labels.

sets keystrokes for Wyse WinTerm
sets keystrokes for PC
setup or modify Phrase Boxes in master docs

calls program Mnu.exe
calls program HF.exe

See table below for tasks that can be undo-able.

"Hot Stops"	(Capitalization doesn't matter)	Options
Insert Clause	[=Clause=]	
Insert Fields from Impact Database	[=Field=] or [=DDE=]	
Select Addressee	[=Addressee=]	[=Addressee X=] X=tab number to pre-select
Name & Address File	[=NAF=]	
Insert Signature form	h [=Signature=] (escrow docs only)	[=Signature Buyers,Date,MultiRow=] or BuyersSellers or SellersBuyers Automatically inserted at startup.
Insert Exception from Prelim	[=Exception=] (escrow docs only)	
Insert PhraseBox "SampleName"	[=PhraseBox SampleName=]	

HotStops beginning with [= are mandatory.

User Preferences Options
Page View / Normal View
Zoom %
Insert DDE as Bold
Use Colors on Progress Bar
Return to Impact after Printing
Display the Print Dialog Box when AutoPrinting from Impact
Close All Policies at Once

Undo-able Commands (using ctrl-shift-U)	
Insert DDE Field	Insert Endorsement
Insert Clause	PhraseBox
Select Addressee	Create Exhibit
Signature Table	Remove all Fill-ins

Unlink Fields		Unlinking is sometimes desired for certain fields so values won't change when document is re-opened.
Manual		Highlight the field, then ctrl-shift-F9
CreateDate	**	Automatically changed to a Date field, updated, then unlinked.
Strikethrough	**	Causes any field to be unlinked. Recommended for UserAddress field.
Prelim Document Variables		Use Toolbox / Document Variables to control whether the Vested and the Insureds (ie, InsA, InsB, InsC, InsD) are unlinked in Prelim processing

** On a doc-by-doc basis, this can be disabled by placing "NoUnlink" in the Comments property of the Master document.

Right-Clicks	
DDE Form	Produces a list of DDE Fields
PhraseBox Form	Displays a list of Bookmark names or Clause names.
EmailAddresses Form	Edits company-wide email preferences (EmlPrefs.dat)
Version Form (or blue logo)	Displays variables passed by Impact, and Displays document variables.

Misc. 1. ESCape key can be used to quickly exit any form.
