

Veco User Guides – Mail Merge

Introduction

Veco-onesystem™ contains a comprehensive facility for producing letters and documents that contain information stored in the Veco™ database.

“Mail merge” is a function describing the production of multiple documents from a single template and a data source. This technique is typically used to create personalized letters or documents for mass mailing from a database list of names, addresses, and other related information.

The mail merging procedure in Veco™ is carried out using a “Microsoft Word” document as a template containing fixed text, which will be the same in each output document, and variables called mail merge fields, which act as placeholders that are replaced by text from the data source. The data source has a field matching each variable in the template. When the mail merge is run, Veco™ creates an output document for each selected row in the database, using the fixed text exactly as it appears in the template, but substituting the data variables in the template with the values from the matching data records.

“Mail Merge Templates” within Veco™ contain four types of text:

- Standard (or fixed) text

This is the bulk of any template which never changes regardless of to whom the letter or document is addressed.

- Data source fields

These are placed within the template to indicate where and which fields from the Veco™ data source are required to be entered automatically during the mail merge procedure.

- Additional fields

These are extra fields that may change every time the mail merge procedure takes place but do not necessarily relate to the specific data record(s) selected. Typically, these would include the current date; office telephone number; and the user's name and e-mail address.

- Text Clauses

These are specific sections of text that are selected by the user at the time the mail merge procedure takes place. Typically, these would be used in the production of a tenancy agreement or other legal document where sections of the text change depending on certain circumstances, such as the type of tenancy.

- Prompts

A prompt field is a special field which the operator is asked to enter at the time of creating the mail merge document. This is normally used where a specific data field does not exist within Veco™.

- Tenancy Agreements

Veco™ has the ability to combine a number of clauses into a completed tenancy agreement. For further details about this facility see the document “Veco User Guides – Tenancy Agreements”.

Mass Mail Merge

Mass (or Bulk) mail merging is carried out from the Grids within Veco™.

1. Choose the relevant Grid from the main Veco™ menu tree
2. Right-click on any record to bring up the short menu
3. Click “Selected”. This will show a new column called “Selected”
4. Choose which records need to be included in the mail merge procedure by ticking the “Selected” box.
5. If only certain types of record need to be selected, first use the grid filter facility to select the type of records and then click “Select All” on the top toolbar.
6. Click “Actions : Mail Merge” on the top menu. A list of relevant “templates” will be shown. This list of templates is determined from the “data source” selected within the mail merge template itself.
7. Highlight the relevant template and click “Merge”
8. Choose where the resulting documents should be output – to the printer or sent as an e-mail attachment – and click “Continue”
9. If sending the documents by e-mail the system will also prompt if a document should be printed if no e-mail address is available.
10. The template will be merged with each selected record and each letter or document will be either printed or e-mailed. Note that no changes can be made to the resulting documents.

Individual Mail Merge

Individual documents are mail merged from specific data forms within Veco™.

1. From the relevant Grid, double-click to open the record you wish to use for mail merging
2. Click “Actions : Mail Merge” on the top menu of the record. A list of relevant “templates” will be shown.
3. Highlight the relevant template and click “Merge”. This list of templates is determined from the “data source” selected within the mail merge template itself.
4. If the template requires any specific clauses, these can be selected manually from a list of relevant clauses
5. Click “Continue”
6. The template will be merged with the selected record and the resulting letter or document will be opened in Word to allow for any last minute adjustments.
7. Print and save the resulting document as required.

Mail Merge Templates

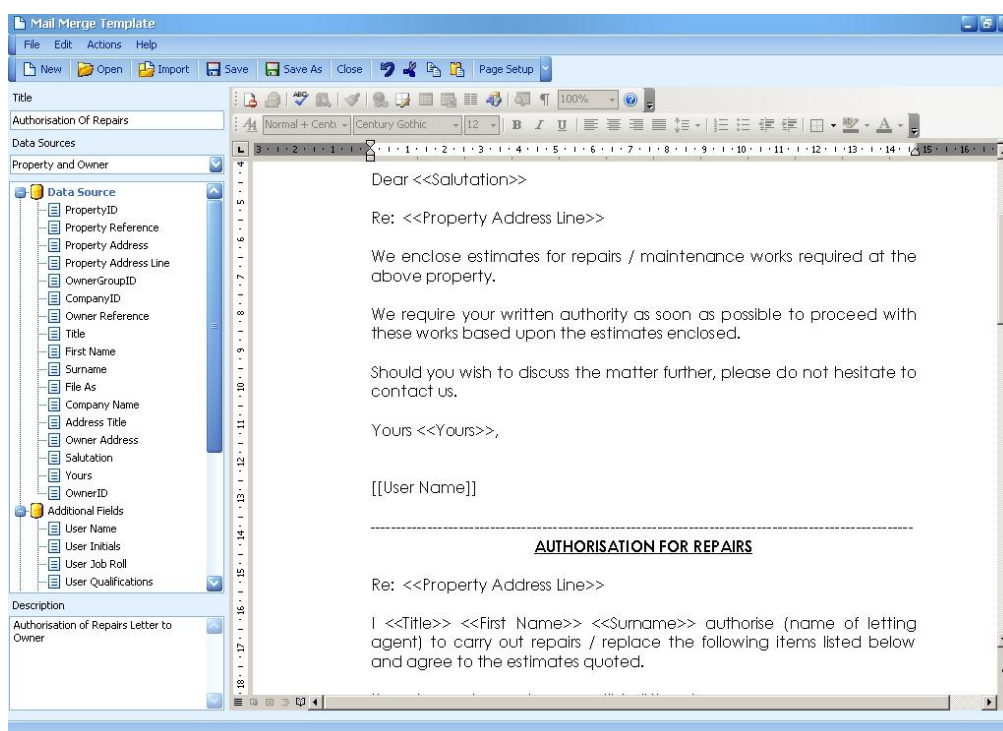
Mail merge templates can be created from within Veco™ or “imported” from an existing Word document.

Any templates that originated from a different software package will need to be changed to reflect the very specific mail merge fields used by Veco™.

A mail merge field can be identified by the use of << and >> symbols at the beginning and end of the field variable.

To create or edit a mail merge template:

1. Click “Mail Merge Templates” from the menu tree
2. To open an existing template double-click the relevant item on the Grid
3. To create a new template click “Add New” in the top toolbar
4. The “Mail Merge Template” builder window will open
5. Enter a brief name for the template in the field “Title”
6. Select a “Data Source” (see below for an explanation of data sources)
7. In the “Description” field enter an optional note to describe the template in more detail
8. After a data source has been selected, a list of mail merge “fields” will be shown, this list will also contain a section labelled “Additional Fields”, and section labelled “Clauses”
9. In the right-hand section of the page enter the fixed text of the document or letter
10. Where a letter needs to contain data from Veco™ simply “drag and drop” the necessary field from the list of fields or clauses
11. For some data sources it is also necessary to choose a “filter”. This is normally used when designing a letter to a “related contact” such as an employer or guarantor.
12. To save the template click “Close” on the toolbar



Data Source

The “Data Source” selection list determines the type of template and which data should be used during the mail merge procedure.

Some data sources can only be used to produce very specific documents for individual data records – ie not all sources can be used for “Mass Mail Merge”. The data sources are explained in more detail below:

Example Letter or Document	Data Source	Mail Merge From	Mass Merge?	Single Record?
Simple letters – eg change of company address	Contacts	Any contact grid (eg Owner, Supplier)	Yes	Yes
Letter to employer or previous landlord, etc	Contacts and Related Contacts (with filter)	Any specific contact (eg Owner, Supplier)	No	Yes
Letter to estate freeholder	Estates	Estate grid	Yes	Yes
Offer letters to vendor, applicants and solicitors; Memorandum of Sale	Offers and Sales	Offer Details	No	Yes
Landlord letters (non-property specific)	Owner Group and Main Contact	Owner Group grid	Yes	Yes
Letter to each individual owner of a group of properties	Owner Group and Owners	Owner Group record	No	Yes
Valuation letter	Property and Owner	Property grid	Yes	Yes
Arrears letters; deal sheet	Tenancies	Tenancy grid	Yes	Yes
Letter to main tenant in a tenancy	Tenancies and Main Contact	Tenancy grid	Yes	Yes
Letter to utility company regarding new tenancy	Tenancies and Preferred Suppliers (with filter)	Any specific tenancy	No	Yes
Tenancy Agreement for each tenant in a chosen tenancy	Tenancies and Tenants	Any specific tenancy	No	Yes
Reference letter to employer or guarantor	Tenants and Related Contacts (with filter)	Any specific tenant	No	Yes
Letter to tenant and contractor in relation to a specific job	Works Order	Any specific Works Order	No	Yes

Because templates are generally used for the production of simple documents and letters, data sources only allow a selection of the most common fields to be used.

Please contact Eurolink if a particular field appears to be missing.

Additional Fields

Other mail merge fields can be entered that do not relate to any specific data source. These consist of details of the person actually producing the letter, eg Name; Telephone numbers; e-mail address, etc.

Also, a scanned jpg file of the user's signature can be included on any letters. This is particularly useful when sending letters via e-mail. The scanned signature jpg file is recorded on the User Details form.

Clauses

Clauses are sections of fixed text that can be entered into any document, although typically this would be a legal document such as a tenancy agreement, etc.

Clauses are created from the "Clauses" node on the "Mail Merge Templates" tree menu option.

To create a new clause:

1. Click "Add New" on the toolbar
2. Select a "Clause Type" – eg "Break Clause", "Pets Clause", etc. These are defined by the software administrator from the "Admin : Types" option on the main menu toolbar.
3. Enter a brief title
4. Enter the text of the clause that should be entered into the document at the time of the mail merge
5. Click "Save"
6. A "Clause Type" can consist of a number of alternatives – eg a clause type of "Pets Clause" could have a number of separate clauses titled "No Pets Allowed", "Small Domestic Pets Only", etc.
7. When creating a "Mail merge template" a list of the clause "types" will be shown. Drag and drop the clauses into the relevant section of the template.
8. When carrying out the "Mail Merge" procedure for an individual record (eg a tenancy), if a clause type exists in the template the user will be prompted to choose from the list of relevant clauses for that type.
9. Note that clauses are not available in the "Mass Mail Merge" routine because it would not be possible to know which clauses would be relevant for each individual record selected.

Resulting Documents

After running either a “Mass” or “Individual” mail merge routine the resulting Word documents are automatically named and saved in the Veco™ folder called “Documents”. These documents can be retrieved by using the “Document Finder” facility from the “Actions” menu.

Microsoft Word Commands

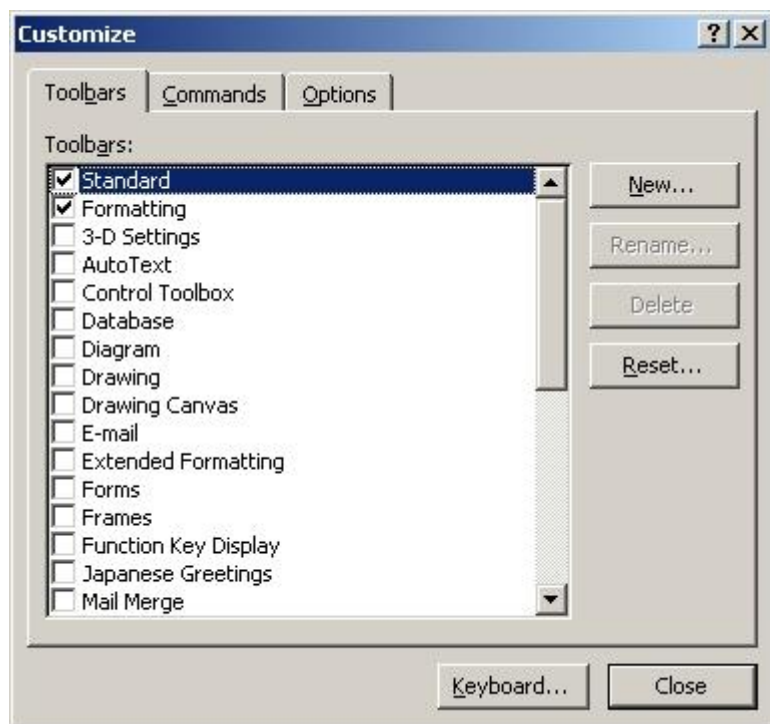
Although Veco™ integrates directly with Microsoft Word depending on which version of Word is installed on your PC you may not be able to see all of the Word menus and functions.

However, most Word commands are available from the keyboard or by creating your own custom menu.

Creating a Custom Menu

A custom menu can be created to allow you access to specific Word commands not normally available from within Veco™. A custom menu can be created as follows:

1. Open Microsoft Word
2. Right-click on any of the toolbars
3. Click “Customize”
4. Click the Toolbars tab



5. Click “New”



6. Enter a name for the toolbar eg “Veco Commands” and click “Ok”
7. On the “Customize” window click the “Commands” tab



8. Find the commands you want to add to the new toolbar and drag them onto the toolbar



9. In the above example the "Header & Footer" and "Insert Field" commands have been added
10. Drag the new toolbar into place at the top of the screen
11. Exit Word

When you now create or edit a mail merge template in Veco™ the new toolbar will be available.

Keyboard Shortcuts

Rather than use the toolbar menus it is possible to access many Word commands directly from the keyboard by using a combination of the Ctrl, Alt, and Shift keys.

Below is a full list of Word commands:

Command Name	Modifiers	Key	Menu
About			Help
Accept All Changes in Doc			Accept
Accept All Changes Shown			Accept
Accept Changes Selected			
Activate Object			
Add Caption			
Add Record Default			
Addr Fonts			
Address			
All Caps	Ctrl+Shift+	A	
Annotation	Alt+Ctrl+	M	
Annotation Edit			
Annotations			
App Maximize	Alt+	F10	
App Minimize			
App Move			
App Restore	Alt+	F5	
App Size			
Apply Heading1	Alt+Ctrl+	1	
Apply Heading2	Alt+Ctrl+	2	
Apply Heading3	Alt+Ctrl+	3	
Apply List Bullet	Ctrl+Shift+	L	
Arrange All			Window
Arrange Side By Side			
Auto Caption			
Auto Correct			Tools
Auto Correct Caps Lock Off			
Auto Correct Days			
Auto Correct Exceptions			
Auto Correct HECorrect			
Auto Correct Initial Caps			
Auto Correct Replace Text			
Auto Correct Sentence Caps			
Auto Correct Smart Quotes			
Auto Fit Content			
Auto Fit Fixed			
Auto Fit Window			
Auto Format			
Auto Format	Alt+Ctrl+	K	
Auto Format Begin			Format
Auto Format Style			
Auto Manager			
Auto Mark Index Entries			
Auto Scroll			
Auto Sum			
Auto Summarize			
Auto Summarize Begin			Tools
Auto Summarize Close			
Auto Summarize Percent of Original			
Auto Summarize Toggle View			
Auto Summarize Update File Properties			

Command Name	Modifiers	Key	Menu
Auto Text			
Auto Text			
Auto Text		F3	
Auto Text	Alt+Ctrl+	V	
Automatic Change			
AW			
Background Fill Effect			Format Background
Background More Colors			Format Background
Background Watermark			Format Background
Boiler.NewMacros.StartBoiler			
Bold	Ctrl+	B	
Bold	Ctrl+Shift+	B	
Bold Run			
Bookmark	Ctrl+Shift+	F5	Insert
Bookshelf Define Reference			
Bookshelf Lookup Reference			Tools
Border All			
Border Bottom			
Border Horiz			
Border Inside			
Border Left			
Border Line Color			
Border Line Style			
Border Line Weight			
Border None			
Border Outside			
Border Right			
Border TLto BR			
Border Toolbar			
Border Top			
Border TRto BL			
Border Vert			
Borders			
Bottom Align			
Bottom Center Align			
Bottom Left Align			
Bottom Right Align			
Break			Insert
Browse Next	Ctrl+	Page Down	
Browse Prev	Ctrl+	Page Up	
Browse Sel	Alt+Ctrl+	Home	
Bullet Default			
Bullet List Default			
Bullets and Numbering			
Bullets Numbers			
Busu			
Calculate			
Callout			
Cancel		Esc	
Caption			
Caption Numbering			
Cell Options			
Center Align			
Center Para	Ctrl+	E	
Change Byte			
Change Case			Format
Change Case	Shift+	F3	
Change Case Fareast			
Change Kana			
Changes			
Char Left		Left	

Command Name	Modifiers	Key	Menu
Char Left Extend	Shift+	Left	
Char Right		Right	
Char Right Extend	Shift+	Right	
Char Scale			
Chart			
Check Box Form Field			
Check For Updates			Help
Checkin			File
Checkout			File
Clear		Del	Clear
Clear Form Field			
Clear Formatting			Clear
Close			
Close All			
Close or Close All			
Close or Exit	Alt+	F4	
Close Pane	Alt+Shift+	C	
Close Preview			
Close Reading Mode			
Close Up Para			
Close View Header Footer			
Code			
Color			
Column Break	Ctrl+Shift+	Return	
Column Select	Ctrl+Shift+	F8	
Column Width			
Columns			
Columns			
Combine Characters			
Comma Accent			
Compare Versions			
Condensed			
Confirm Conversions			
Connect			
Consistency			
Consistency Check			
Contact Us			Help
Contents Arabic			
Context Help			
Continue Numbering			
Control Run			
Control Toolbox			
Convert All Endnotes			
Convert All Footnotes			
Convert Notes			
Convert Object			
Convert Text Box to Frame			
Copy	Ctrl+	C	
Copy	Ctrl+	Insert	
Copy As Picture			
Copy Format	Ctrl+Shift+	C	
Copy Ink As Text			
Copy Text	Shift+	F2	
Create Auto Text	Alt+	F3	
Create Directory			
Create Envelope			
Create Labels			
Create Subdocument			
Create Table			
Create Task			
Cross Reference			Reference Menu

Command Name	Modifiers	Key	Menu
Css Links			
Customize			Tools
Customize Add Menu Shortcut	Alt+Ctrl+	=	
Customize Keyboard			
Customize Keyboard Shortcut	Alt+Ctrl+	Num +	
Customize Menus			
Customize Remove Menu Shortcut	Alt+Ctrl+	-	
Customize Toolbar			
Cut	Ctrl+	X	
Cut	Shift+	Del	
Database			
Date Field	Alt+Shift+	D	
Date Time			Insert
Decrease Indent			
Decrease Paragraph Spacing			
Default Char Border			
Default Char Shading			
Delete All Comments in Doc			Reject
Delete All Comments Shown			Reject
Delete All Ink Annotations			
Delete Annotation			
Delete Back Word	Ctrl+	Backspace	
Delete Column			
Delete General			
Delete Hyperlink			
Delete Row			
Delete Style			
Delete Table			Toolbar 32780
Delete Word	Ctrl+	Del	
Demote List			
Demote to Body Text			
Diacritic Color			
Dictionary			
Display Details			
Display Final Doc			Show Markup
Display For Review			
Display Original Doc			Show Markup
Display Shared Workspace Pane			Tools
Distribute Column			
Distribute General			
Distribute Para	Ctrl+Shift+	J	
Distribute Row			
Do Field Click	Alt+Shift+	F9	
Do Not Distribute			
Doc Close	Ctrl+	W	
Doc Close	Ctrl+	F4	
Doc Maximize	Ctrl+	F10	
Doc Minimize			
Doc Move	Ctrl+	F7	
Doc Restore	Ctrl+	F5	
Doc Size	Ctrl+	F8	
Doc Split	Alt+Ctrl+	S	Window
Document Actions Pane			
Document Map			
Document Map Reading Mode			
Dot Accent			
Dotted Underline			
Double Strikethrough			
Double Underline	Ctrl+Shift+	D	

Command Name	Modifiers	Key	Menu
Draft			
Draw Align			
Draw Callout			
Draw Disassemble Picture			
Draw Duplicate			
Draw Insert Word Picture			
Draw Menu Shadow Color			
Draw Menu3 DColor			
Draw Reset Word Picture			
Draw Reshape			
Draw Select Next			
Draw Select Previous			
Draw Snap to Grid			Draw
Draw Text Box			
Draw Toggle Layer			
Draw Unselect			
Draw Vertical Text Box			
Drawing			
Drawing Object			
Drawing Object Wrap Behind			
Drawing Object Wrap Front			
Drawing Object Wrap Inline			
Drawing Object Wrap None			
Drawing Object Wrap Square			
Drawing Object Wrap Through			
Drawing Object Wrap Tight			
Drawing Object Wrap Top Bottom			
Drawing Toolbar			
Drop Cap			
Drop Down Form Field			
Em Space			
Email Attachment Options			
Email Check Names			
Email Choose Account			
Email Envelope			
Email Flag			
Email Focus Introduction			
Email Focus Subject			
Email Message Options			
Email Options			
Email Save Attachment			
Email Select Bcc Names			
Email Select Cc Names			
Email Select Names			
Email Select to Names			
Email Send			
Email Signature Options			
En Space			
Enclose Characters			
End of Column	Alt+	Page Down	
End of Column	Alt+Shift+	Page Down	
End of Doc Extend	Ctrl+Shift+	End	
End of Document	Ctrl+	End	
End of Line		End	
End of Line Extend	Shift+	End	
End of Row	Alt+	End	
End of Row	Alt+Shift+	End	
End of Window	Alt+Ctrl+	Page Down	
End of Window Extend	Alt+Ctrl+Shift+	Page Down	
End Review			

Command Name	Modifiers	Key	Menu
Endnote Area			
Endnote Cont Notice			
Endnote Cont Separator			
Endnote Now	Alt+Ctrl+	D	
Endnote Separator			
Envelope Setup			
Envelope Wizard			Letters and Mailings Menu
Envelopes and Labels			
Equation			
EServices			
Excel Table			
Exit			File
Expanded			
Extend Selection		F8	
Fax Service			Send To
Field			
Field			
Field Chars	Ctrl+	F9	
Field Codes	Alt+	F9	
File			
Fill Color			
Find	Ctrl+	F	
Find			
Find Reading Mode			
Fit Text			
Fix Broken Text			Tools
Fix Me			Help
Font	Ctrl+	D	
Font	Ctrl+Shift+	F	
Font Color			
Font Size			
Font Size Select	Ctrl+Shift+	P	
Font Substitution			
Footer			
Footnote			
Footnote Area			
Footnote Cont Notice			
Footnote Cont Separator			
Footnote Now	Alt+Ctrl+	F	
Footnote Separator			
Footnotes			View
Form Field			
Form Field Options			
Form Shading			
Format Cell			
Format Ex Toolbar			
Formatting Pane			
Formatting Properties	Shift+	F1	Format
Formatting Restrictions			
Formula			Table
Frame			
Frame			
Frame or Frame Picture			
Frame Properties			
Frame Remove Split			
Frame Split Above			
Frame Split Below			
Frame Split Left			
Frame Split Right			
Frameset TOC			

Command Name	Modifiers	Key	Menu
Frameset Wizard			Frames Menu
Getting Started Pane			
Go Back	Shift+	F5	
Go Back	Alt+Ctrl+	Z	
Go To	Ctrl+	G	Edit
Go To		F5	Edit
Go to Header Footer			
Go to Next Comment			
Go to Next Endnote			
Go to Next Footnote			
Go to Next Page			
Go to Next Section			
Go to Previous Comment			
Go to Previous Endnote			
Go to Previous Footnote			
Go to Previous Page			
Go to Previous Section			
Goto Comment Scope			
Goto Next Linked Text Box			
Goto Prev Linked Text Box			
Goto Table of Contents			
Gram Settings			
Grammar			
Grammar Hide			
Graphical Horizontal Line			
Greeting Sentence			
Gridlines			
Gridlines			
Grow Font	Ctrl+Shift+	.	
Grow Font One Point	Ctrl+	]	
Hanging Indent	Ctrl+	T	
Hanja Dictionary			
Header			
Header Footer Link	Alt+Shift+	R	
Heading Numbering			
Headings			Table
Help		F1	
HHC	Alt+Ctrl+	F7	Language
Hidden	Ctrl+Shift+	H	
Highlight			
Horizontal in Vertical			
Horizontal Line			
HTMLBGSound			
HTMLCheck Box			
HTMLDropdown Box			
HTMLHidden			
HTMLImage Submit			
HTMList Box			
HTMLMarquee			
HTMLMovie			
HTMLOption Button			
HTMLPassword			
HTMLReset			
HTMLSource			View
HTMLSource Do Not Refresh			
HTMLSource Refresh			
HTMLSubmit			
HTMLText Area			
HTMLText Box			
Hyperlink			
Hyperlink	Ctrl+	K	

Command Name	Modifiers	Key	Menu
Hyperlink Open			
Hyphenation			Language
Hyphenation Manual			
Ichitaro Help			
Ignore All Consistence Error			
Ignore Consistence Error			
IMEControl			
IMEReconversion			
Increase Indent			
Increase Paragraph Spacing			
Indent	Ctrl+	M	
Indent Char			
Indent First Char			
Indent First Line			
Indent Line			
Index			
Index and Tables			Reference Menu
Ink Annotations			
Ink Comment			
Ink Split Menu			
Insert Column			Toolbar 32782
Insert Column Right			Toolbar 32782
Insert General			
Insert Row			
Insert Row Above			Toolbar 32782
Insert Row Below			Toolbar 32782
Insert Script			
Italic	Ctrl+	I	
Italic	Ctrl+Shift+	I	
Italic Run			
Japanese Greeting Closing Sentence			
Japanese Greeting Opening Sentence			
Japanese Greeting Previous Greeting			
Justify Para	Ctrl+	J	
Label Options			
Language			
Language			Language
Learn Words			
Left Para	Ctrl+	L	
Letter Properties			Letters and Mailings Menu
Letter Wizard			
Letters Wizard JToolbar			Letters and Mailings Menu
License Verification			Help
Line Color			
Line Down		Down	
Line Down Extend	Shift+	Down	
Line Spacing			
Line Up		Up	
Line Up Extend	Shift+	Up	
Links			Edit
List			
List Commands			
List Indent			
List Num Field	Alt+Ctrl+	L	
List Outdent			
Lock Document			

Command Name	Modifiers	Key	Menu
Lock Fields	Ctrl+	3	
Lock Fields	Ctrl+	F11	
Lowered			
Ltr Para			
Ltr Run			
LTRMacro Dialogs			
Macro	Alt+	F8	
Magnifier			
Mail As HTML			
Mail As Plain Text			
Mail As RTF			
Mail Check Names			
Mail Hide Message Header			
Mail Merge			
Mail Merge Address Block			
Mail Merge Ask to Convert Chevrons			
Mail Merge Check	Alt+Shift+	K	
Mail Merge Convert Chevrons			
Mail Merge Create Data Source			
Mail Merge Create Header Source			
Mail Merge Create List			
Mail Merge Data Form			
Mail Merge Edit Address Block			
Mail Merge Edit Data Source	Alt+Shift+	E	
Mail Merge Edit Greeting Line			
Mail Merge Edit Header Source			
Mail Merge Edit List			
Mail Merge Edit Main Document			
Mail Merge Field Mapping			
Mail Merge Find Entry			
Mail Merge Find Record			
Mail Merge First Record			
Mail Merge Go to Record			
Mail Merge Greeting Line			
Mail Merge Helper			
Mail Merge Insert Ask			
Mail Merge Insert Fields			
Mail Merge Insert Fill In			
Mail Merge Insert If			
Mail Merge Insert Merge Rec			
Mail Merge Insert Merge Seq			
Mail Merge Insert Next			
Mail Merge Insert Next If			
Mail Merge Insert Set			
Mail Merge Insert Skip If			
Mail Merge Last Record			
Mail Merge Next Record			
Mail Merge Open Data Source			
Mail Merge Open Header Source			
Mail Merge Prev Record			
Mail Merge Propagate Label			
Mail Merge Query Options			
Mail Merge Recipients			
Mail Merge Reset			
Mail Merge Set Document Type			

Command Name	Modifiers	Key	Menu
Mail Merge Shade Fields			
Mail Merge to Doc	Alt+Shift+	N	
Mail Merge to EMail			
Mail Merge to Fax			
Mail Merge to Printer	Alt+Shift+	M	
Mail Merge Toolbar			Letters and Mailings Menu
Mail Merge Use Address Book			
Mail Merge View Data			
Mail Merge Wizard			Letters and Mailings Menu
Mail Message Delete			
Mail Message Forward			
Mail Message Move			
Mail Message Next			
Mail Message Previous			
Mail Message Properties			
Mail Message Reply			
Mail Message Reply All			
Mail Select Names			
Manage Fields			
Mark Citation	Alt+Shift+	I	
Mark Index Entry	Alt+Shift+	X	
Mark Table of Contents Entry	Alt+Shift+	O	
Master Document			
Menu Mode		F10	
Menu Org Chart Insert			
Merge Cells			
Merge Field	Alt+Shift+	F	
Merge Revisions			Tools
Merge Split General			
Merge Subdocument			
Microsoft Access			
Microsoft Excel			
Microsoft Fox Pro			
Microsoft Mail			
Microsoft On The Web1			
Microsoft On The Web10			
Microsoft On The Web11			
Microsoft On The Web12			
Microsoft On The Web13			
Microsoft On The Web14			
Microsoft On The Web15			
Microsoft On The Web16			
Microsoft On The Web17			
Microsoft On The Web2			
Microsoft On The Web3			
Microsoft On The Web4			
Microsoft On The Web5			
Microsoft On The Web6			
Microsoft On The Web7			
Microsoft On The Web8			
Microsoft On The Web9			
Microsoft Power Point			
Microsoft Project			
Microsoft Publisher			
Microsoft Schedule			
Microsoft Script Editor	Alt+Shift+	F11	
Microsoft System Info	Alt+Ctrl+	F1	
Middle Center Align			
Middle Left Align			

Command Name	Modifiers	Key	Menu
Middle Right Align			
MMEmail Options			
MMFax Options			
MMNew Doc Options			
MMPrint Options			
Move Text		F2	
Multilevel Default			
Never Use Balloons			Balloons
New			File
New Comment			Comments
New Context			
New Default	Ctrl+	N	
New Dialog			FileNew
New Email			FileNew
New Print			FileNew
New Toolbar			
New Web			FileNew
New Window			Window
Next Cell			
Next Change or Comment			
Next Field		F11	
Next Field	Alt+	F1	
Next Insert			
Next Misspelling	Alt+	F7	
Next Object	Alt+	Down	
Next Page			
Next Window	Ctrl+	F6	
Next Window	Alt+	F6	
No Insertion Deletion Balloons			Balloons
Normal	Alt+Ctrl+	N	View
Normal Font Position			
Normal Font Spacing			
Normal Style	Ctrl+Shift+	N	
Normal Style	Alt+Shift+	Clear (Num 5)	
Normal View Header Area			
Normalize Text			
Note Options			
Number			Insert
Number Default			
Number List Default			
Number of Pages			
Object			Insert
Object			
OCX			
OCXButton			
OCXCheckbox			
OCXDropdown Combo			
OCXFrame			
OCXImage			
OCXLabel			
OCXList Box			
OCXOption Button			
OCXScrollbar			
OCXSpin			
OCXText Box			
OCXToggle Button			
Office Clipboard			Edit
Office Drawing			
Office On The Web			Help
OK			

Command Name	Modifiers	Key	Menu
Online			
Online Meeting			Online Collaboration
Open	Ctrl+	O	
Open	Ctrl+	F12	
Open	Alt+Ctrl+	F2	
Open File			
Open or Close Up Para	Ctrl+	0	
Open Subdocument			
Open Up Para			
Options			
Options			Tools
Options Auto Format			
Options Auto Format As You Type			
Options Bidi			
Options Compatibility			
Options Edit			
Options Edit Copy Paste			
Options File Locations			
Options Fuzzy			
Options General			
Options Grammar			
Options HHC			
Options Print			
Options Revisions			
Options Save			
Options Security			
Options Smart Tag			
Options Spelling			
Options Typography			
Options User Info			
Options View			
Organizer			
Other Pane		F6	
Other Pane	Shift+	F6	
Outline	Alt+Ctrl+	O	
Outline Collapse	Alt+Shift+	-	
Outline Collapse	Alt+Shift+	Num -	
Outline Demote	Alt+Shift+	Right	
Outline Expand	Alt+Shift+	=	
Outline Expand	Alt+Shift+	Num +	
Outline Level			
Outline Master			View
Outline Move Down	Alt+Shift+	Down	
Outline Move Up	Alt+Shift+	Up	
Outline Promote	Alt+Shift+	Left	
Outline Promote Heading1			
Outline Show First Line	Alt+Shift+	L	
Outline Show Format			
Outline Split Toolbar			
Overtyping		Insert	
Page	Alt+Ctrl+	P	View
Page Break	Ctrl+	Return	
Page Down		Page Down	
Page Down Extend	Shift+	Page Down	
Page Field	Alt+Shift+	P	
Page Number			
Page Numbers			Insert
Page Setup			
Page Up		Page Up	
Page Up Extend	Shift+	Page Up	

Command Name	Modifiers	Key	Menu
Para Down	Ctrl+	Down	
Para Down Extend	Ctrl+Shift+	Down	
Para Keep Lines Together			
Para Keep With Next			
Para Page Break Before			
Para Up	Ctrl+	Up	
Para Up Extend	Ctrl+Shift+	Up	
Para Widow Orphan Control			
Paragraph			
Paste	Ctrl+	V	
Paste	Shift+	Insert	
Paste Append Table			
Paste As Hyperlink			Edit
Paste As Nested Table			
Paste Format	Ctrl+Shift+	V	
Paste from Excel			
Paste Option			
Paste Special			Edit
Pause Recorder			
Permission			File
Phonetic Guide			
Picture			
Picture			
Picture Bullet			
Picture Edit			
Post			Send To
Postcard Wizard			Letters and Mailings Menu
Present It			Send To
Prev Cell			
Prev Field	Shift+	F11	
Prev Field	Alt+Shift+	F1	
Prev Object	Alt+	Up	
Prev Page			
Prev Window	Ctrl+Shift+	F6	
Prev Window	Alt+Shift+	F6	
Previous Change or Comment			
Print	Ctrl+	P	
Print	Ctrl+Shift+	F12	
Print Default			
Print Preview	Ctrl+	F2	
Print Preview	Alt+Ctrl+	I	
Print Preview Full Screen			
Print Setup			
Promote List			
Proofing		F7	
Properties			
Properties			File
Protect			Tools
Protect Form			
Protect Unprotect Document			
PSSHelp			
Raised			
Reading Mode			
Reading Mode Grow Font			
Reading Mode Ink Off			
Reading Mode Layout			View
Reading Mode Lookup			
Reading Mode Mini			
Reading Mode Pageview			
Reading Mode Shrink Font			

Command Name	Modifiers	Key	Menu
Record Macro Start			
Record Macro Stop			
Record Macro Toggle			Macro
Redefine Style			
Redo	Alt+Shift+	Backspace	
Redo or Repeat	Ctrl+	Y	Edit
Redo or Repeat		F4	Edit
Redo or Repeat	Alt+	Return	Edit
Reject All Changes in Doc			Reject
Reject All Changes Shown			Reject
Reject Changes Selected			
Remove All Scripts			
Remove Bullets Numbers			
Remove Cell Partition			
Remove Frames			
Remove Record Default			
Remove Subdocument			
Rename Style			
Repaginate			
Repeat Find	Shift+	F4	
Repeat Find	Alt+Ctrl+	Y	
Replace	Ctrl+	H	Edit
Research			
Research Lookup	Ctrl+Shift+	O	
Reset Char	Ctrl+	Space	
Reset Char	Ctrl+Shift+	Z	
Reset Form Field			
Reset Note Sep or Notice			
Reset Para	Ctrl+	Q	
Reset Side By Side			
Restart Numbering			
Ret Addr Fonts			
Return Review			
Review Revisions			
Reviewing Pane			
Revision Marks Accept			
Revision Marks Next			
Revision Marks Prev			
Revision Marks Reject			
Revision Marks Toggle	Ctrl+Shift+	E	
Revisions			
Right Para	Ctrl+	R	
Routing Slip			Send To
Row Height			
Rtl Para			
Rtl Run			
RTLMacro Dialogs			
Ruler			
Run Print Manager			
Run Toggle			
Save	Ctrl+	S	
Save	Shift+	F12	
Save	Alt+Shift+	F2	
Save All			
Save As		F12	File
Save As Web Page			File
Save Frame As			
Save Html			
Save Template			
Save Version			
Schedule Meeting			Online Collaboration

Command Name	Modifiers	Key	Menu
Screen Refresh			
SCTCTranslate			
Search			File
Section Break			
Section Layout			
Security			
Select All	Ctrl+	A	Edit
Select All	Ctrl+	Clear (Num 5)	Edit
Select All	Ctrl+	Num 5	Edit
Select Cell			Toolbar 32778
Select Column			Toolbar 32778
Select Cur Alignment			
Select Cur Color			
Select Cur Font			
Select Cur Indent			
Select Cur Spacing			
Select Cur Tabs			
Select Drawing Objects			
Select Number			
Select Row			Toolbar 32778
Select Similar Formatting			
Select Table	Alt+	Clear (Num 5)	Toolbar 32778
Send For Review			Send To
Send Mail			
Send to Fax			Send To
Send to Online Meeting Participants			Send To
Sent Left			
Sent Left Extend			
Sent Right			
Sent Right Extend			
Set Drawing Defaults			
Shading			
Shading Color			
Shading Pattern			
Show Add Ins XDialog			
Show All	Ctrl+Shift+	8	
Show All Consistency			
Show All Headings	Alt+Shift+	A	
Show All Headings	Alt+Shift+	A	
Show Changes and Comments			
Show Comments			Show Markup
Show Consistency			
Show Formatting			Show Markup
Show Heading1	Alt+Shift+	1	
Show Heading2	Alt+Shift+	2	
Show Heading3	Alt+Shift+	3	
Show Heading4	Alt+Shift+	4	
Show Heading5	Alt+Shift+	5	
Show Heading6	Alt+Shift+	6	
Show Heading7	Alt+Shift+	7	
Show Heading8	Alt+Shift+	8	
Show Heading9	Alt+Shift+	9	
Show Hide			Help
Show Ink Annotations			Show Markup
Show Insertions and Deletions			Show Markup
Show Level			
Show Me			
Show Next Header Footer			

Command Name	Modifiers	Key	Menu
Show Para			
Show Prev Header Footer			
Show Property Browser			
Show Repairs			
Show Script Anchor			
Show Signatures			Tools
Show Sm Pane			
Shrink Font	Ctrl+Shift+	,	
Shrink Font One Point	Ctrl+	[	
Shrink Selection	Shift+	F8	
Shrink to Fit			
Sign Out of Passport			File
Simple Number Default			
Skip Numbering			
Small Caps	Ctrl+Shift+	K	
Sort			Table
Sort ATo Z			
Sort ZTo A			
Sound			
Sound Comment			
Space Para1	Ctrl+	1	
Space Para15	Ctrl+	5	
Space Para2	Ctrl+	2	
Speech			Tools
Spell Selection			
Spelling			
Spelling Hide			
Spelling Recheck Document			
Spike	Ctrl+Shift+	F3	
Spike	Ctrl+	F3	
Split			Table
Split Cells			
Split Subdocument			
Sqm Dialog			Help
Start of Column	Alt+	Page Up	
Start of Column	Alt+Shift+	Page Up	
Start of Doc Extend	Ctrl+Shift+	Home	
Start of Document	Ctrl+	Home	
Start of Line		Home	
Start of Line Extend	Shift+	Home	
Start of Row	Alt+	Home	
Start of Row	Alt+Shift+	Home	
Start of Window	Alt+Ctrl+	Page Up	
Start of Window Extend	Alt+Ctrl+Shift+	Page Up	
Status Bar			
Strikethrough			
Style			
Style	Ctrl+Shift+	S	
Style By Example			
Style Gallery			
Style Modify			
Style Separator	Alt+Ctrl+	Return	
Style Visibility			
Subdocument			
Subscript	Ctrl+	=	
Summary Info			
Superscript	Ctrl+Shift+	=	
Swap All Notes			
Symbol			
Symbol			Insert
Symbol Font	Ctrl+Shift+	Q	

Command Name	Modifiers	Key	Menu
Sync Scroll Side By Side			
Table of Authorities			
Table of Contents			
Table of Figures			
Tabs			Format
Task Pane	Ctrl+	F1	
TCSCTranslate			
TCSCTranslation			
Templates			Tools
Text Box Linking			
Text Box Unlinking			
Text Flow			
Text Form Field			
Theme			Format
Thesaurus			
Thesaurus RR	Shift+	F7	Language
Time Field	Alt+Shift+	T	
Tip of The Day			
To or from Text			
TOACategory			
Toggle Character Code	Alt+	X	
Toggle Field Display	Shift+	F9	
Toggle Forms Design			
Toggle Full			
Toggle Header Footer Link			
Toggle Main Text Layer			
Toggle Master Document			
Toggle Master Subdocs	Ctrl+	\	
Toggle Page Boundaries			
Toggle Portrait			
Toggle Reading Mode Help			
Toggle Reading Mode Ink			
Toggle Reading Mode2 Pages			
Toggle Scribble Mode			
Toggle Text Flow			
Toggle Thumbnail			
Toggle Web Design			
Toggle XMLTag View	Ctrl+Shift+	X	
Tool			
Toolbars			View
Top Align			
Top Center Align			
Top Left Align			
Top Right Align			
Translate			
Translate Chinese			
Translate Pane	Alt+Shift+	F7	Language
Two Lines in One			
Txbx Autosize			
Un Hang	Ctrl+Shift+	T	
Un Indent	Ctrl+Shift+	M	
Un Indent Char			
Un Indent First Char			
Un Indent First Line			
Un Indent Line			
Underline	Ctrl+	U	
Underline	Ctrl+Shift+	U	
Underline Color			
Underline Style			
Undo	Ctrl+	Z	
Undo	Alt+	Backspace	

Command Name	Modifiers	Key	Menu
Unlink Fields	Ctrl+	6	
Unlink Fields	Ctrl+Shift+	F9	
Unlock Fields	Ctrl+	4	
Unlock Fields	Ctrl+Shift+	F11	
Update Auto Format	Alt+Ctrl+	U	
Update Fields		F9	
Update Fields	Alt+Shift+	U	
Update IMEDic			
Update Source	Ctrl+Shift+	F7	
Update Table of Contents			
Update Toc			
Update Toc Full			
Use Balloons			Balloons
Using Help			
VBCode	Alt+	F11	
Versions			File
Versions Server			Ve&rsion History
Vertical Frame			
Web			View
Web Add Hyperlnk to Favorites			
Web Add to Favorites			
Web Address			
Web Component			Insert
Web Copy Hyperlink			
Web Go Back	Alt+	Left	
Web Go Forward	Alt+	Right	
Web Hide Toolbars			
Web Open Favorites			
Web Open Hyperlink			
Web Open in New Window			
Web Open Search Page			
Web Open Start Page			
Web Options			
Web Page Preview			File
Web Refresh			
Web Select Hyperlink			
Web Stop Loading			
Web Toolbar			
Web Toolbox			
Wizard			Table
Word Count			Tools
Word Count List	Ctrl+Shift+	G	
Word Count Recount	Ctrl+Shift+	R	
Word Left	Ctrl+	Left	
Word Left Extend	Ctrl+Shift+	Left	
Word Perfect Help			Help
Word Perfect Help Options			
Word Right	Ctrl+	Right	
Word Right Extend	Ctrl+Shift+	Right	
Word Underline	Ctrl+Shift+	W	
Wrap Boundary			
Wrapping			
WW7_ Decrease Indent			
WW7_ Draw Text Box			
WW7_ Draw Vertical Text Box			
WW7_ Format Drawing Object			
WW7_ Increase Indent			
WW7_ Tools Options			
XMLDocument			
XMLOptions			
XMLStructure			

Command Name	Modifiers	Key	Menu
Zoom			
Zoom Page Width			
Zoom Whole Page			
Zoom100			
Zoom200			
Zoom75			