



## ACT! Tips & Tricks

1. [How to collapse blank fields on envelopes, labels and reports in ACT!?](#)
2. [How to automatically backup your database](#)
3. [How to change menu displays in ACT!?](#)
4. [Map your ACT! fields to an Excel spreadsheet](#)

## "ACT! Now" News

### ONTARIO ACT! ROAD SHOW

**ACT! 2013 "Sneak Peak" is NEXT WEEK**

On June 20th, Keystroke is proud to be the exclusive host of the Sage ACT! 2013 "Sneak Peak" Road Show. Be the first in Canada to see the new features of Sage ACT! 2013 scheduled for release this fall.

Last year Keystroke hosted the Ontario ACT! Road Show, and it was a tremendous success. Thousands of dollars worth of prizes were given away, along with STEEP discounts on Sage ACT! software. Those in attendance took advantage of the terrific Road Show savings, and purchased in record numbers. In fact, last year's Ontario Road Show was the most successful in Sage's history. This year we intend to top it, with more deals, more prizes, and more featured speakers. Read more about it at the following link, and register for this free event at <http://www.keystroke.ca/default.asp?pID=130>

## Preferred Add-ons

**Handheld Contact:** The best solution for synching ACT! data with Handheld device, be it a Blackberry, iPhone, iPad, Windows Mobile, or Android device. The closest "ACT! experience" available on mobile devices.

**QuoteWerks:** Deliver professional quotes to your ACT! contacts, and then seamlessly export the transactions to Quickbooks when the deal is done.

**Exponencial's Advanced Layout Tools - General Pack:** Offers 14 different controls to enhance your layouts. Buttons to launch a program, an ACT! menu item, open a document, field which calculates an age automatically or show the next activity scheduled, tabs and groupbox to conveniently layout your fields, etc.

**Stonefield Query:** Stonefield Query enhances the reporting capability of ACT! dramatically, and allows users to retrieve data not otherwise accessible from other reporting add-ons. It's expensive, but pays for itself in the time it saves you.

## Don't be shy...

### "5-MINUTES & IT'S FREE"

Many ACT! users limit their enjoyment of the program because they're fearful of contacting an ACT! Consultant and incurring huge bills.

The truth is we have a 5-minute policy that says if we can give advise or provide a quick

## **KEYSTROKE.ca Shopping Cart is finally open for business!**

After a few months in development, the new Keystroke Shopping Cart is open for business. Keystroke.ca is now the best place to purchase Sage ACT! software and accessories, as well as pay for public classes, support packages, and add-ons.

Check us out at [SHOPPING CART!](#)

Since we initially launched our new

sites, [www.keystroke.ca](http://www.keystroke.ca) and [www.actbetter.ca](http://www.actbetter.ca), the feedback has been amazing, and to continue to improve the experience, as we've added an the shopping cart, and a number of new helpful pages to make your ACT! experience a little better.

## **SAGE ACT! TRAINING**

*New classes scheduled for July, and now quantity discounts for two or more students!*

After a June hiatus, we have two classes scheduled in July. On Monday July 16th we'll host our "End User Class", and two days later we'll host an "Admin" class on July 18th.

Find out why these public classes have been an unqualified success with 100% student satisfaction in every class. Spend a day with an ACT! Premier Trainer and #1 Seller of ACT! in English Canada, and get ready to start using this market leading productivity software the next day.

To learn more about this event, please click on the following link, where you'll find course curriculum, costs, and how to register.

<http://www.keystroke.ca/default.asp?plD=107>

## **ACT PREMIUM MOBILE**

A free way to access your ACT! data on your Tablet or Smart Phone. On April 19th, Sage released Service Pack 2 for ACT! for Web, which provided the ability to publish your database in HTML5 format for your Tablet or Smart Phone. This HTML5 technology provides application like functionality through your mobile device's browser, and gives you direct, live access to your crucial ACT! data. No syncing is required because you're accessing your live data. Test it for yourself at the following link. Login in as "Chris Huffman" without a password.

<http://184.72.19.109/apfw/m>

fix to some issue, there is no charge for the service.

Now 5-minutes may not seem like a big offer until you learn most of us provide such free remote sessions 5-8 times a day, and get our customers up and running without further delay.

What's more, a quick bit of free advise can help stop a customer from embarking on a bad deployment strategy that could truly be costly to repair.

## **WHAT TO DO AFTER YOU'VE PURCHASED SAGE ACT!**

Many people are confused about the process following the purchase of their Sage ACT! software. Questions arise over whether they get installation discs, where they download the software from, when can they expect their license key, and what support they're entitled to.

At Keystroke, we encounter these questions so often we've dedicated a page on our new site, along with an instructional video, on what to expect after you purchase your Sage ACT! software.

Check it out, and let us know what you think: <http://www.keystroke.ca/default.asp?plD=135>

## **ACT! PUBLIC CLASSES A HUGE SUCCESS!**

Keystroke started hosting public full-day training sessions early 2012, and the repeated sell-out responses and 100% positive feedback have been overwhelming. As ACT! Premier Trainers we are employing Sage's training curriculum for end users and Administrators.

## **NEXT CLASS?**

- July 16th - END USER
- July 18th - Administrator

[REGISTER FOR CLASS](#)

## **KEYSTROKE QUALITY COMPUTING**

- Top Ten in North America ACT! Sales
- #1 in English Canada
- Member of the Sage ACT! Advisory Council (BPAC)
- ACT! Premier Trainer
- Four Full-Time ACT! Consultants
- ACT! Database Hosting Services

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