KEYSTROKE
QUALITY COMPUTING INC

ACT! Tips & Tricks

1. [How to create a Custom Activity in ACT!](#)

2. [How to create folder shortcuts in the ACT! Documents Tab](#)

3. [How to save a "lookup" as a Group](#)

4. [How to add custom activity types to your ACT! toolbar](#)

5. [How to define proper report filters options in ACT!](#)

6. [How to collapse blank fields on envelopes, labels, and reports in ACT!](#)

7. [How to create a new Dashboard Layout](#)

"ACT! Now" News

ONTARIO ACT! ROAD SHOW
ACT! 2013 "Sneak Peak" Scheduled for June 20th
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 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.

Preferred Addons

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.*

Topline Dash*: A solid, inexpensive reporting utility to produce the reports successful businesses demand.*

Stonefied 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 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

Read more about it at the following link, and register for this free event at
http://www.keystroke.ca/default.asp?pID=130

ACT PREMIUM MOBILE
A free way to access your ACT! data on your Tablet or Smart Phone
Approximately a month ago, 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

SAGE ACT! TRAINING
Next "End User" Class Scheduled for May 29th
Take advantage of the last public class before July as June's class will be cancelled due to the above mentioned Road Show.
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.

Next class on May 29th. 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?pID=107

NEW KEYSTROKE WEBSITE
Last month we announced the release of the NEW www.keystroke.ca and www.actbetter.ca website. The feedback has been amazing, and to improve the experience, we've added an additional 10-15 new pages, as well as a lot of helpful and informative videos.
In the next few weeks, our online shopping cart will be completed, after which you'll be able to complete most of your ACT! purchases, while still enjoying the savings you've come to expect from Canada's #1 English Reseller of Sage ACT!.

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?pID=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?

- My 29th - END USER
  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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