

# Keystone NEWS

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## REPORT YOUR SECURITY CODE TODAY

Your software investment will soon be further protected by an internal security code. After January 1, 2005, this feature will prevent installing from CD or the Internet and use of the software by unauthorized users. Your computer has assigned the security code to each one of your companies. You will find this number in the Trucking (TR) program, under HELP, ABOUT. At the bottom of the page you will see the UPDATE SECURITY NUMBER. It is a nine-digit number. If you have not already done so, it is important that you report this number. ONLY those systems that have this number in our records will be allowed software updates.

**ACTION  
REQUIRED!**

## TAX FORMS REMINDERS


We always recommend you run the most current version of your Keystone software, but when it comes to printing W2's and 1099's, it is critical. When the paper forms change, we have to change to fit them. This year, you will need to have installed an update dated after June 15, 2004. If you want to check, go to Help, About, to see your program date. Remember: Order tax forms early for the best prices!

## CHECK OUT KEYSTONE SYSTEMS' TRAINING VIDEOS

Are you having trouble viewing your new Keystone training videos? Here are the system requirements:

- Working sound card
- Speakers
- Windows Media Player

If you can hear the sound track, but the image is blank, you will probably have to update your Windows Media Player. To do this over the Internet, start Windows Internet Explorer, then choose the menu item Tools, Windows Update. What shows next varies by your version of Windows, but you should update to the latest version of Windows Media Player 10 (Win XP) or version 9 (Win 2K, Win 98 SE, or Win ME).

Now that your computer is all ready to go, just click on the "play video" icon  to learn about everything from adding new vendors, to using Keystone's powerful, user-defined Report Writer.

## ZIP CODE DATABASE ADDED TO KEYSTONE SYSTEMS SOFTWARE

When you get your next update, you will be receiving a new database with US Postal city, state, zip code, time zone, latitude, and longitude. If you are already using PC\*Miler, Prophecy or MileMaker, this will not affect you. These packages already have an extensive location database. All others will notice a change in the way your software asks for city, state and zip, from individual entries for city, state and zip code (see Sample 1), to a more the more flexible single input (see Sample 2).

### Sample 1 (old, separate inputs)

CITY [xxxxxxxxxxxxxxxxxxxx] STATE [xx] ZIP [xxxxxxxx]

### Sample 2 (new, combined input)

CITY,ST,Zip [xx]

The easiest way to use this new feature is to just type in a zip code if you have one, as in Sample 3. The computer will lookup the zip code in the new database, and return with the proper city, state, as shown in sample 4.

### Sample 3 (zip code lookup)

CITY,ST,Zip [99223 ]

### Sample 4 (zip code lookup results)

CITY,ST,Zip [SPOKANE WA 99223 ]

### Sample 5 (partial name lookup)

CITY,ST,Zip [SP,WA ]

### Sample 6 (add new city)

CITY,ST,Zip [NEW CITY,WA ]

If you want to use it like a search, just type in the part of the city you know, plus a comma and the state, to get a lookup screen. For example, if you know it is in state WA and starts with the letters SP, just enter that information, as shown in Sample 5.

You will get our normal lookup screen so that you can select the proper city. There are about 65,000 cities so some might not be in the database. In that case you will have to type in the full city and state, like Sample 6. You will get the lookup screen for cities. You will see a button at the bottom of the screen labeled USE NEW CITY WA. Just depress that button to get the new city.

One reason we have added this feature is so that the computer can help you set a new field TIME ZONE that we have added to companies. By having the computer look the city up in this new database, the computer can automatically set the new TIME ZONE field for you. If you are entering a city that is not in the database, you will need to set the value for this new field.

### FYI

We have been asked, "Does Keystone work with the latest update to Windows, Windows XP with Service Pack 2?" Yes, we use state-of-the-art tools that are completely compatible with your Windows products.

## SAVE YOURSELF TIME AND KEYSTROKES!

### REPLACE MOUSE CLICKS WITH RKEYSTROKES

- Instead of taking your hands off the keyboard to use the mouse, you can often use keystrokes. Most of the screen Tabs and Buttons have an underlined letter that can be used in combination with the Alt key to produce the same action as clicking the Tab or Button with your mouse. For example, to Add, hold down the Alt key and press "A" (Alt-A). To go from the General tab of an invoice to the Bill tab, enter Alt-B. To insert a drop after you

have entered a pick, enter Alt-I. These shortcuts will speed up your data entry by keeping your hands on the keyboard, instead of moving back and forth to the mouse. A note of caution, however, don't assume the letter assigned to the tab or button you want to access is the first letter. For example, on the invoice screen, Dispatch is Alt-H and Print is Alt-T. As you get used to this feature, your entry speed should greatly improve.

**FASTER DATE ENTRY** - When you need to enter a date in Keystone Truck Software, you do not have to type in the whole date, like 01/07/2000. If you are entering the current date, simply type "99", hit tab and today's date will automatically

be entered. If you are entering a date in the current month, type the date ("2" for the 2<sup>nd</sup>, "13" for the 13<sup>th</sup>, etc.), hit tab and the correct date will automatically be entered. For a different month within the current year, type just the month and the day, hit tab and the date will automatically be displayed. For January through September, you need to enter the month with the leading zero, e.g. "015" for January 5<sup>th</sup> or "0822" for August 22<sup>nd</sup>.

**PRINT A COPY OF A SCREEN** - Sometimes you may want to print a paper copy of a screen on the monitor. With

Windows 95 and above, you can no longer simply hit the "Print Scrn" button on your keyboard to get the screen to print out. To make a print screen, hold down the Alt key and hit the "Print Scrn" button.

This "copies" the active screen to your computer's clipboard. Next, open a word processing program and paste the screen image into a new or existing document. (You can use WordPad, Microsoft Word, WordPerfect or other word processing programs, depending on what you may have and prefer. WordPad is on most computers as part of Windows; so you do not need to purchase a separate word processing programs to do a Screen Print.) After pasting to the document, you can print

the copy of your screen or include it in a document. (The pictures in this document were created this way.)

### USE THE "FLYING WINDOWS" KEY

- The Windows Key, which is usually located between the Ctrl and Alt keys on your keyboard, can be used to simplify various Windows operations. The following is a list of some Windows Key shortcuts you can use to better manage your computer:

WinKey	Displays Task bar and Start menu
WinKey + E	Starts Windows Explorer
WinKey + F	Finds files or folders
Ctrl + WinKey + F	Finds a computer
WinKey + M	Minimizes all windows
Shift + WinKey + M	Undoes Minimize All Windows
WinKey + R	Displays the Run dialog box
WinKey + Tab	Cycles through the Task bar Buttons
WinKey + Break	Displays the System Properties sheet

## HOLIDAYS

Keystone will be closed:  
 October 11, Columbus Day  
 November 11, Veterans Day  
 November 25, 26 Thanksgiving  
 December 24, Christmas Eve  
 December 31 (PM),  
 New Years Eve

