{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Keys

Hot Keys is a global hot key utility which allows you to define keys strokes to activate applications and open documents from any context on the Windows desktop.   Hot Keys also has a menu interface to pick applications to run.

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{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}   What is the Hot Keys Application?

Hot Keys is a global hot key utility and program launcher which lets you launch your most often used programs and documents from any where in the Microsoft Windows environment.

Hot Keys is accessed by **clicking with the secondary mouse button** on the desktop, or clicking on the Hot Keys icon.   The icon may optionally not be displayed.   This displays a pop up menu, which contains a list of items that you configure.   The menu is fully configurable, with sub-menus, menu breaks, and separators.

Setting up applications for Hot Keys is a breeze with drag and drop file support for File Manager, and you may also import existing program groups from Program Manager.

A set of key strokes (the Hot Key) may be assigned to each item on the menu.   This allows the application to be accessed from any other application.   For instance, you may assign **Ctrl + Alt + D** to start an MS-DOS prompt.

Besides supporting programs and documents, hot keys supports internal commands for such functions as exiting windows, or a run dialog box.   Bailing out of windows can be as simple as pressing **Ctrl + Alt + X**.

The **secondary** mouse button is the **rightmost** button if you are using a right handed mouse setup, or the **leftmost** button if you are using a left handed mouse setup.   This setting can be changed by selecting the mouse icon in Control Panel.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Keys Menu

The hot keys menu is activated by

- Clicking with the <u>secondary mouse button</u> on the desk top.   (This can be changed in the <u>mouse setup</u>.)

- Double clicking the Hot keys Icon on the desk top.

- By pressing a hot key combination that has been assigned to do this.   By default, this hot key is **Ctrl + Alt + H**.

From the Hot Keys Menu, you can active a previously assigned application, or display the <u>Hot Keys setup dialog</u> to change or add menu items and Hot Key assignments.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Arranging Menu Items

You may arrange your menu items in the Hot Keys setup or pop-up menu setup dialog boxes.

- To arrange move a menu item, select the item in the list, and click either the **Up** or **Down** button to change its position.

- If you wish to remove a menu item, select the item in the list, and click the **Remove** button.

- You may also move a menu item from one menu to another by using the clipboard to move a menu item from one setup dialog to another.

Parameters are optional words or switches used with an application.   For instance, to run the notepad application with a file already open in it's window, you would type **"notepad readme.txt"**.   The file name after the program name is the parameter.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Run Dialog

The run dialog is displayed when the <u>internal command</u> **!run** is used.   The run dialog allows you to type a command line for windows, much like using the **Run** command from **Program Manager's** file menu.

- In the **Command Line** edit field, type the name of the application, that you wish to start along with any optional <u>parameters</u>.   You may also select previous command from the pull down list.   Press the **Enter** key, or the **OK** button to carry out the command.

- To find the name of an application, you may use the **Browse** button to display the <u>Browse</u> dialog box.

When checked, the hot keys icon {ewc htlshlp.dll, HtoolsIconWnd, #hotkeys.ico} will not be displayed on the desktop.

When checked, Hot Keys will be your <u>Windows shell</u> instead of Program Manager.

This displays a list of current defined menu items on the main menu for Hot Keys.   You select the item you use for the **Edit...**, **Remove** or **Up** and **Down** buttons.   If you **Add...** and item, the selected item defines the point where the new item is to be inserted.   Double clicking with mouse on an item is the same as using the **Edit...** clicking button.

This displays help for this dialog box.   You may also use the **F1** key.

This moves the selected item in the list up by one item.

This moves the selected item in the list down by one item.

This removes the selected item in the list.

This adds an item to the menu list.   It will display the <u>New Hot Key item</u> dialog.

This edits an existing item in the list.   This will either display the <u>Item Setup</u> dialog, or the <u>Pop-up Menu Setup</u> dialog.

This will terminate the Hot Keys program.

This will abandon all changes you have made to your Hot Keys setup and close the dialog box.

This will save all changes you have made to your Hot Keys setup and close the dialog box.

This will display the Mouse Setup Dialog to change the mouse clicks that activate Hot Keys.

This field allow you to define a hot key that will display the Hot Keys menu.   For an explanation on how to assign a hot key using these field, see the Hot Key Assignment Field topic.

This field allow you to define a hot key that will display the Hot Keys setup dialog.   For an explanation on how to assign a hot key using these field, see the Hot Key Assignment Field topic.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Keys Setup Dialog

The Hot Keys setup dialog is activated by selecting the item from the Hot Keys menu or by pressing the hot key combination that has been assigned to it.   While this dialog is displayed, all Hot Key assignments will temporarily be disabled.

- In this dialog you may assign the **Setup Hot Key** and the **Menu Hot Key**.   The setup hot key brings up this dialog box.   The menu hot key displays the menu.   For an explanation on how to assign a hot key using these field, see the Hot Key Assignment Field topic.   The **Mouse...** button will display the Mouse Setup Dialog to change the mouse clicks that activate Hot Keys.

- The dialog box displays a list of the top level menu that is displayed for the Hot Keys menu.   To edit and existing item, double click on the item with the mouse, or click the **Edit...** button.   This will either display the Item Setup dialog, or the Pop-up Menu Setup dialog.

- To add a new item to the list, click the **Add** button.   This will display the New Hot Key Item dialog.

- To save desk top space, you may turn on the **Hide Icon** selection to hide the Hot Key icon.

- Hotkeys may be installed as your Windows shell instead of Program Manager.   To do this, you may turn on the **Windows Shell** selection.   If you wish Program Manager to be your Windows shell instead of Hot Keys, turn this selection off.

- To save any changed that you may have made to your Hot Key Setup, click the **Save** button.   If you wish to not save any changes, click on the **Cancel** button.

- To terminate Hot Keys, click the **Exit** button.   You may also terminate the program by selecting **Close** from the control menu of the Hot Keys icon.

See also:

Using the Clipboard to Move Menu Items

Arranging Menu Items

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Mouse Setup

The mouse setup dialog allows you to define the mouse clicks that activate either the Hot Keys menu or the Hot Keys setup dialog.   This dialog is displayed by clicking the "Mouse..." button in the setup dialog.

By default, the right mouse button clicked on the desktop will activate the Hot Keys menu. The setup dialog is also activated by pressing the **Shift** key while clicking the right mouse button.   These mouse clicks must take place on the Windows background, and not on an application window.

- The **Left**, **Middle**, and **Right** option buttons select that mouse button to use.   You may select **None** to use disable mouse activation.   Note that the meanings of Left and Right may be opposite if the **Swap Mouse Buttons** options is enabled from Control Panel.

- By checking **Shift**, **Alt** or **Ctrl**, this requires that these keyboard keys be pressed while doing the mouse click.

- By checking **Double Click**, this requires that the mouse button used be double clicked instead of single clicked.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Key Assignment Field

The Hot Key assignment field allows you to enter the hot key sequence the same way as you would use it.   A Hot Key sequence consists of any key, along with the **Alt** key, and either the **Shift** or **Ctrl** keys.   As you enter the key strokes, they will be displayed in the assignment field.   The modifier keys, **Alt**, **Shift**, and **Ctrl** must be pressed before the other key is pressed.

Some keys cannot be used as Hot Keys.   These are:

- Any key sequence that uses the **Esc** key.
- Any key sequence that uses **Tab** key.
- Any key sequence that uses **Enter** key.

The function keys, numeric key pad, and editing keys may be used in a hot key sequence, as well as any of the printable characters on the key board.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}New Hot Key Menu Item

This dialog allows you to choose what kind of item to add to a menu list.   Selecting a **menu item** will display the <u>Item Setup</u> dialog which adds a item to the menu list which actives an application.   This item may be assigned a hot key.

- Selecting a **separator** will add a menu separator to the list.   You can use separators to organize your Hot Key menus into logical groups.

- Selecting a **menu break** will cause the next item in the menu to start a new column in the menu.

- Selecting a **pop-up** menu will display the <u>Pop-up Menu Setup</u> dialog, which adds a <u>Pop-up menu</u>   to the menu list.

- Selecting **import groups** will display the <u>Import Groups from Program Manager</u> dialog box, which allows you to import groups from Program Manager.

- If you change your mind, press the **Cancel** button to not add anything to the menu, otherwise, click the **OK** button.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Key Item Setup Dialog

The hot key item setup dialog allows you to configure an item that can be launched using Hot Keys.

- The **Menu Text** edit field is for the text that is displayed in the Hot Key menu.   The text may include an ampersand "**&**" character for a short cut key used in the menu. When the menu is displayed, the character after the ampersand is shown using an underline.

- The **Command Line** edit field is for the command string used to execute the command.   The command line may contain parameters.   The command line may also contain the name of a document file instead of an application which has an association with application.   Any file that can be opened in File Manager can be used in the command line.   Instead of an application or document, the command line may also be a special <u>internal command</u>.

- The **Browse...** button may be used to select a program or document file to be used in the command line, by displaying the <u>Browse Dialog</u>.

- The **Icon...** button may be used to select an icon for a non-Windows program.   This is the icon that appears when the application is minimized.   Icons cannot be changed for Windows applications.

- The **Edit PIF...** button may be used to start the <u>PIF</u> editor to edit the PIF setting for a DOS program.

- The **Startup Directory** edit field is for an optional directory to be the current directory when the application is started.   If this field is left blank, the startup directory will be the same as the directory where the application is located.

- The **Hot Key** edit field is used to assign a global hot key to the item. For an explanation on how to assign a hot key using these field, see the <u>Hot Key Assignment Field</u> topic.

- The **Assign to App** option, when selected, assigns the hot key to the window that has already been opened using the hot key rather than opening a new window.   Any hot key assignments that have been assigned to opened windows using Program Manager, or in a <u>PIF File</u> will be override a hot key assigned in Hot Keys.   If you want Hot Keys to open a new window for an application, you should remove these hot key assignments made in a PIF file or in Program Manager.

- The **Show As** buttons control how the application is opened.   Choose **Normal** to display the window normally.   Choose **Minimized** to display the application as an icon.   Choose **Maximized** to display the application using the whole screen.   Keep in mind that not all applications will be shown at the requested size, which depends on the application.

- The **Run during Hot Keys startup** option, when selected, will cause the item to be executed whenever Hot Keys is started.   To keep all "run during Hot Keys startup" items from running when Hot Keys starts, press the **shift** key while Hot Key keys starts.

- The **Show on menu** option, when selected, will cause the item to displayed on the <u>menu</u>, otherwise, the item is hidden from the menu.

- After you are done making changes, click on the **OK** button to save the changes, or **Cancel** button to cancel the changes.

{ewl htlshlp.dll, HtoolsIconWnd, #pifedit.ico}A **PIF** (Program Information File) is a file used for settings when running DOS applications.   PIF Files are created and modified using the PIF Editor, which is an application that comes with windows.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Internal Commands

Besides executing other applications, Hot Keys supports some internal commands for assigning to hot keys.   Internal commands are preceded with a "**!**" character, and are used in the Command Line field of a menu item in the <u>Hot Key Item Setup Dialog</u>.

The following commands are supported:

!exitwindows	This command ends the Windows session, if all applications agree.
!restartwindows	This command ends the Windows session, and begins a new one
!rebootsystem	This command ends the Windows session, and reboots the computer.
!exitwindowsexec	This command ends the Windows session, runs a DOS program given in the command, and starts a new Windows session.
!tasklist	This command brings up the task manager. It is the same as pressing **Ctrl+Esc** or double clicking on the desk top.
!run	This command displays the <u>run dialog box</u>.
!screensaver	This command starts the <u>screen saver</u>.
!exithotkeys	This command exits the Hot Keys utility. If Hot Keys is installed as your <u>shell</u>, this will also exit Windows.
!cascade	This command cascades your desktop windows, like the **Cascade** button in the Task Manager.
!tilehorz	This command tiles your desktop windows horizontally, like the **Tile** button in Task Manager.
!tilevert	This command tiles your desktop windows vertically, like the **Tile** button and the **Shift** key pressed in Task Manager.
!arrangeicons	This command arranges your desktop icons, like the **Arrange Icons** button in Task Manager.
!sendkeys	This command sends key strokes to the active application to insert text, or to play a series of key strokes. The parameter that follows this command is the text to be played into the application. <u>! sendkeys syntax</u>

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}!sendkeys syntax

The !send keys <u>internal command</u> is used to play back key strokes into the active application.   The key strokes to be played follow !sendkeys on the command line.

For normal text, use the text to be played.   This can be both upper and lower case characters, and any text character, with the exception of **{** , **}**, **+**, **^**, **%**. and **~**.   To use these characters, enclose them in curly brackets, i.e. **{}}** , **{}}**, **{+}**, **{^}**, **{%}**, **{~]**

The **+**, **^**, and **%** characters have the following meanings:

+   Hold **Shift** for this next key
^   Hold **Ctrl** for this next key
%   Hold **Alt** for the next key.

For instance, to play the key **Ctrl+T**, you use **+t**.   To hold one of these modifier keys for a group of characters, place the characters in parenthesis.   i.e.   **^(QA)**.

The text can use the following characters for non-text keys:

Key	Code
Back space	{backspace}, {bkspc} or {bs}
Break	{break}
Caps Lock	{capslock}
Clear	{clear}
Delete	{delete} or {del}
Down Arrow	{down}
End	{end}
Enter	{enter} or ~
Escape	{esc} or {escape}
Help	{help}
Home	{home}
Insert	{insert}
Left Arrow	{left}
Num Lock	{numlock}
Page Down	{pgdn}
Page Up	{pgup}
Print Screen	{prtsc}
Right Arrow	{right}
Scroll Lock	{scrollock}
Tab	{tab}
Up Arrow	{up}
F1	{f1}
F2	{f2}
F3	{f3}
F4	{f4}
F5	{f5}
F6	{f6}
F7	{f7}

F8	{f8}
F9	{f9}
F10	{f10}
F11	{f11}
F12	{f12}
F13	{f13}
F14	{f14}
F15	{f15}

The screen saver is a program that is enabled through the Desktop settings in Control Panel.   It starts a program which displays on the screen after a period of inactivity.   To setup your screen saver via Control Panel, <u>click here</u>.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Hot Keys Pop-Up Menu Setup

The Hot Keys Pop-up Menu Dialog is activated by editing and existing <u>pop-up</u> menu item, or adding a new menu item by using the **Add...** button and selecting a pop-up menu from the <u>New Menu Item</u> dialog.

- In this dialog you must assign the pop-up menu a **Menu Title**.   This is the text that appears in the parent menu.   A menu title may have an ampersand "**&**" to mark the short cut key for the title.

- The dialog box displays a list of the top level menu that is displayed for the Hot Keys menu.   To edit and existing item, double click on the item with the mouse, or click the **Edit...** button.   This will either display the <u>Item Setup</u> dialog, or another **Pop-up Menu Setup** dialog.

- To add a new item to the list, click the **Add** button.   This will display the <u>New Hot Key Item</u> dialog.

- To save any changed that you may have made to the setup of the pop-up menu, click the **OK** button.   Note that changes are not saved until the **Save** button is pressed in the <u>Hot Keys Setup</u> dialog.   If you wish to not save any changes, click on the **Cancel** button.

See also:

<u>Using the Clipboard to Move Menu Items</u>

<u>Arranging Menu Items</u>

<u>Using File Manager to Drag and Drop Menu Items</u>

A **pop-up** menu is a menu that is a sub menu of a parent menu.   Pop-up menus appear on the parent menu with an arrow head next to the menu text.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Using the Clipboard to Move Hot Key Items and Pop-Up Menus

You can use the clipboard to copy or move menu items in either <u>Setup</u> dialog box, or the <u>Pop-Up Menu Setup</u> dialog box.

- To **copy** an item, select the item in the list by clicking on it with the mouse, or tab to the list, select the item with the arrow keys, and press **Ctrl+C**, or select "Copy Menu Item" from the control menu.   This will copy the item to the clipboard.

- To **cut** an item, select the item in the list by clicking on it with the mouse, or tab to the list, select the item with the arrow keys, and press **Ctrl+X**, or select "Cut Menu Item" from the control menu.   This will copy the item to the clipboard and delete it from the list.

- To **paste** an item, select the place in the list where you want the item to be inserted by clicking on it with the mouse, or tab to the list and select the position with the arrow keys, and press **Ctrl+V**, or select "Paste Menu Item" from the control menu.   If there is a menu item in the clipboard, this will place the item in the list.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Browse Dialog

The **Browse** dialog allows you to select an application or a document to place in a <u>Item Setup</u> dialog command line field.

To select a file:

- Select the drive that the file resides in the drives pull down list.
- Select the directory that the file resides in the directory list box.
- Select the file in files list.   The **List Files of Type** pull down list can be changed to show different file types.
- Click on **OK**.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Change Icon Dialog

The **Change Icon** dialog allows you to specify an icon to use for a non-Windows application.   This icon appears when the window containing the application is minimized.

- To specify the name of a file containing the icon you wish to use, enter the name of the file in the **File Name** field.   You may use the <u>Browse</u> button to help find a file to put in this field.

- If the file name field contains a valid file name, the icons contained in that file are displayed in the **Current Icon** list box.   Choose the icon you wish to use.

- To save your choice, click the **OK** button.   To cancel the change, press the **Cancel** button.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Browse Icon Dialog

The **Browse** dialog allows you to search for an Icon file to place in a <u>Change Icon</u> dialog file name field.   An Icon files usually have the extension ICO, but may also be contained in EXE files, or DLL files.   The file PROGMAN.EXE contains several icons, as well as MOREICONS.DLL, which should be found in your Windows directory.

To select a file:

- Select the drive that the file resides in the drives pull down list.
- Select the directory that the file resides in the directory list box.
- Select the file in files list.   The **List Files of Type** pull down list can be changed to show different file types.
- Click on **OK**.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Import Groups from Program Manager Dialog

The **Import Groups from Program Manager** dialog is displayed by selecting the **Add...** button from the <u>setup</u> dialog and selecting **Import Groups** in the <u>New Menu Item</u> dialog.

This dialog allows you to import groups from <u>Program Manager</u> as pop-up menus in Hot Keys.   This dialog displays all the available groups in Program Manager.

- To import groups,   select the groups that you wish to import in the list box
- Press the **OK** button.   The groups you have chosen will appear as <u>pop-up</u> menus on the menu you are currently editing.
- Press the **Cancel** button if you chose not to import any groups.

{ewl htlshlp.dll, HtoolsIconWnd, #progman.ico} To display **Program Manager**, <u>click here</u>.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Drag and Drop Hot Key Items

You may use File Manager to Drag and Drop programs or documents to be used as Hot Key items.

- Click on the file you wish to use in Hot Keys as a program or document with the mouse.
- Hold the mouse button down and move the mouse cursor over the Hot Keys icon.
- Release the mouse button.
- Open the setup dialog to make changes to the new item, such as adding a hot key.

Files may also be dropped on any of the following dialogs:

- Hot Keys Setup
- Hot Keys Pop-up Menu Setup
- Hot Key Item Setup

{ewl htlshlp.dll, HtoolsIconWnd, #winfile.ico}File Manager is an application which comes with Windows that is used to manipulate files on your system.   To display **File Manager**, click here.

{ewl htlshlp.dll, HtoolsIconWnd, #hotkeys.ico}Install Hot Keys as your Windows Shell

Hot Keys may be installed as your Windows shell instead of <u>Program Manager</u>.   To do this, open the <u>setup dialog box</u> and turn on the **Windows Shell** selection.   The next time Windows starts, Hot Keys will be your shell.

When Hot Keys is the shell, it will process the **RUN=** and **LOAD=** lines in WIN.INI.   It will also cause you to exit Windows when hot keys is closed.

You may disable this by turning the Windows Shell selection off.   Program Manager will then be the shell next time Windows starts.