

Contents for ShortKeys™

ShortKeys is a macro utility allowing you to setup replacement text or paragraphs for any given number of user defined keystrokes. ShortKeys monitors the keyboard activity on a global nature and anytime a user defined keystroke combination is typed in, it will be replaced with the replacement text.

Main Topics

[Commonly Asked Questions](#)

[Input Window](#)

[Main Menu](#)

[Main Window](#)

[Options](#)

[Specifications](#)

[Tutorial](#)

[What does it do?](#)

[Upgrade and Support Policy](#)

[License, Copyright and Disclaimer](#)

[INI File](#)

Upgrade and Support Policy

Upgrade Policy

The code (.EXE file) for the licensed and unlicensed versions of the program are identical. It is the presence of a file SHORTK1X.DLL (SHTK951X.DLL with the 32 bit version) that is supplied with the licensed version that causes the program to behave in a licensed fashion. The presence of the DLL will also cause any further versions of ShortKeys that still bear the 1.x release number to behave as licensed versions, wherever you obtain them from. Versions that bear the 1.x release number will generally be for minor enhancements and bug-fixes. Any release containing major new functionality will bear the release number 2.x, and an upgrade fee will likely be chargeable.

NOTE: You may not distribute copies of the licensed version of this product. You may not distribute the SHORTK1X.DLL or SHTK951X.DLL file in any form.

We will make new versions of ShortKeys available via the usual sources such as on-line services like CompuServe, AOL, MSN, the Internet and other BBSs and via disk vendors, shareware CD-Roms, etc.

The prime location for new releases are as follows:

Internet: World Wide Web: <http://www.wintools.com>

FTP Site: <ftp://ftp.smartcode.com>

If you do acquire a newer version of ShortKeys simply ensure that the SHORTK1X.DLL or SHTK951X.DLL file you received when you licensed is either in the directory that the ShortKeys program is in or is in your WINDOWS directory.

Getting Support

[Before you reach for the phone](#), please make sure you have looked through this Help File first. If you have a question that this Help File doesn't answer, or are reporting what appears to be a bug then we will be pleased to hear from you. But if it is a question that is answered in this Help file then all we will do is point you to the relevant section, and you will just get an answer a little bit slower. This is not meant to be awkward, but we try to keep our costs down to allow us to produce this high quality software at value-for-money prices, and answering support calls is an expensive undertaking. After all, some of the major software companies either charge for support or provide it on premium-price phone numbers. We don't want to have to do that.

USA

Insight Software Solutions, Inc.
P.O. Box 354
Bountiful, UT 84011-0354

USA

Phone: 801 295-1890
Fax: 801 299-1781
E-Mail: issol@ix.netcom.com

United Kingdom

Oakley Data Services,
Lion Buildings, Market Place
Uttoxeter, Staffs, ST14 8HZ
United Kingdom

Phone: (+44) (0)1889 565064
Fax: (+44) (0)1889 563219
E-Mail: info@smartcode.com

Other

Please direct all correspondence directly to Insight Software Solutions, Inc. in the USA.

This program is authored by: Insight Software Solutions, Inc.

License, Copyright and Disclaimer

Agreement

The use of this program indicates your understanding and acceptance of the following terms and conditions. This license shall supersede any verbal or written statement or agreement to the contrary. If you do not understand or accept these terms you must cease using this product immediately.

Copyright

This product is © Copyright 1996 by Insight Software Solutions, Inc. This product is protected by United States copyright law and various international treaties.

Disclaimer

This product and/or license is provided as is, without any representation or warranty of any kind, either express or implied, including without limitation any representations or endorsements regarding the use of, the results of, or performance of the product, its appropriateness, accuracy, reliability, or correctness. The entire risk as to the use of this product is assumed by the user and/or licensee. Insight Software Solutions, Inc. does not assume liability for the use of this product beyond the original purchase price of the software. In no event will Insight Software Solutions, Inc. be liable for additional direct or indirect damages including any loss of profits or other incidental or consequential damages arising from any defects, or the use or inability to use the software, even if Insight Software Solutions, Inc. has been advised of the possibility of such damages.

Restrictions

You may not use, copy, modify, translate, or transfer the software, documentation, or any copy except as expressly defined in this agreement. You may not attempt to unlock or bypass any licensing algorithm utilized by the program. You may not remove or modify any copyright notices.

The evaluation version of this product may be freely distributed. The license enabling file which disables the reminder screens, and that you receive with a full license to the product, may not be distributed by anyone without the prior written authorization of Insight Software Solutions, Inc.

License for usage

You have the non-exclusive right to use the program only by a single person, on a single computer at a time. You may physically transfer the program from one computer to another, provided that the program is only installed on a single computer at a time. Network deployment is only permitted if you have purchased licenses sufficient to cover the number of copies concurrently in use.

Back-Up Copies

You may make one copy of the software solely for "back-up" purposes. The backup copy must include any copyright notices contained in the original.

License Transfer

You may transfer the product to another party only if the other party agrees to all the terms and conditions of this agreement. If you transfer the program you must at the same time transfer any documentation and the back-up copy, or transfer any documentation and destroy the back-up copy. You may not retain any portion of the program, in any form, under any circumstance.

Terms

This license is effective until terminated. You may terminate it by destroying the software, the documentation and copies thereof. This license will also terminate if you fail to comply with any terms or conditions of this agreement. You agree upon such termination to destroy all copies of the program and of the documentation, or return them to Insight Software Solutions, Inc.

Other Rights

All other rights not specifically granted in this license are reserved by Insight Software Solutions, Inc.

A file named SHORTKEY.INI is created in the Windows directory. This file contains initialization information for the program such as the screen size, last file open, etc. It is in ASCII format and may be edited directly if so desired, but should be done with caution. Removal of this file will reset all values back to the program defaults the next time the program is run and the file will be recreated.

Specifications

Up to 10 characters may be entered as an original short key (which are to be replaced). In addition, two Prefix Keys may be entered in that are applied to all Original Short Keys entered. The following characters may be entered and used:

The letters A through Z (both upper and lower case)

The numbers 0 through 9

The following characters: ! @ # \$ % ^ & _ = < > ? . ; , * - / +

Up to 3000 characters may be entered as a replacement set of keys.

Up to 1000 original and replacement sets may be entered.

A virtually unlimited number of sets (sets of 1000 replacements) may be maintained.

What does it do?

ShortKeys is intended for use with programs that allow text input such as a word processor, text editor, e-mail program, etc. ShortKeys replaces a word with a sentence, paragraph or several paragraphs allowing you to save time by not having to key in the sentence or paragraphs. Errors in typing can be reduced. You simply choose a word and associate it with the replacement text. Enter up to 1000 word and replacement text combinations.

To make it work, run the program and all word and replacement combinations will be active. Once ShortKeys is running, it will monitor all keyboard activity and if one of the specified words is used, then it will be erased and the replacement text will be keyed in its place.

Uses for ShortKeys are numerous. Here are a few:

- Replacement of Personal Information
 - Name, Address, Phone, Fax, E-Mail
 - Web Site, Passwords
- E-Mail Tag Lines
- Customer Support/Support Centers
 - Replies in letters
 - Replies via e-mail
- Maintain Legal Documents/Paragraphs
- Maintain Medical/Dental Documents/Paragraphs
- Maintain Real Estate Documents/Paragraphs
- Maintain Documents/Paragraphs for Insurance, Banking or literally any other profession
- Sales/Quotes
- Letterhead
- Order Entry
- Secretaries--Letter Greetings, Closings

The Possibilities go on...

Tutorial

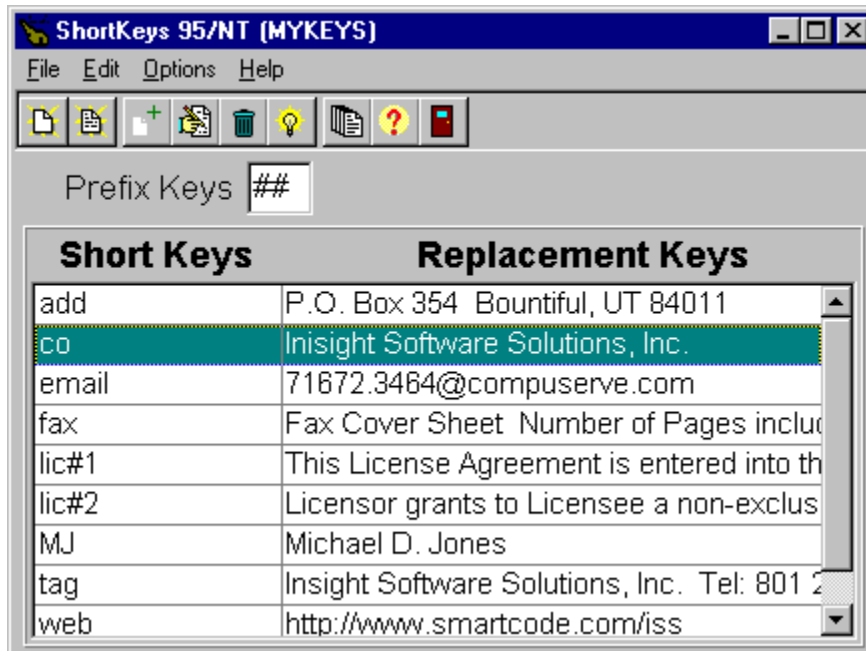
You can use the following guide to see a quick demonstration of ShortKeys.

1. Run the ShortKeys Program.
2. Tab to the "Prefix Keys" box.
3. Enter the following: **##**
4. Select OPTIONS | ADD SHORT KEY from the main menu.
5. In the box titled "Original Short Key" enter the following: **test**
(please use lower case)
6. Tab to the box labeled "Replacement Text"
7. Enter the following: The brown cow jumped over the moon.
8. Click on the "Update" button.
9. Run the Windows "notepad" program
Windows 3.1 users: In program manager choose FILE | RUN from the menu and type in **notepad** and press the OK button.
Windows 95 users: Click on Start, select run option and type in **notepad** and press the OK button.
10. Once inside the notepad program, type the following: **##test**

Main Window

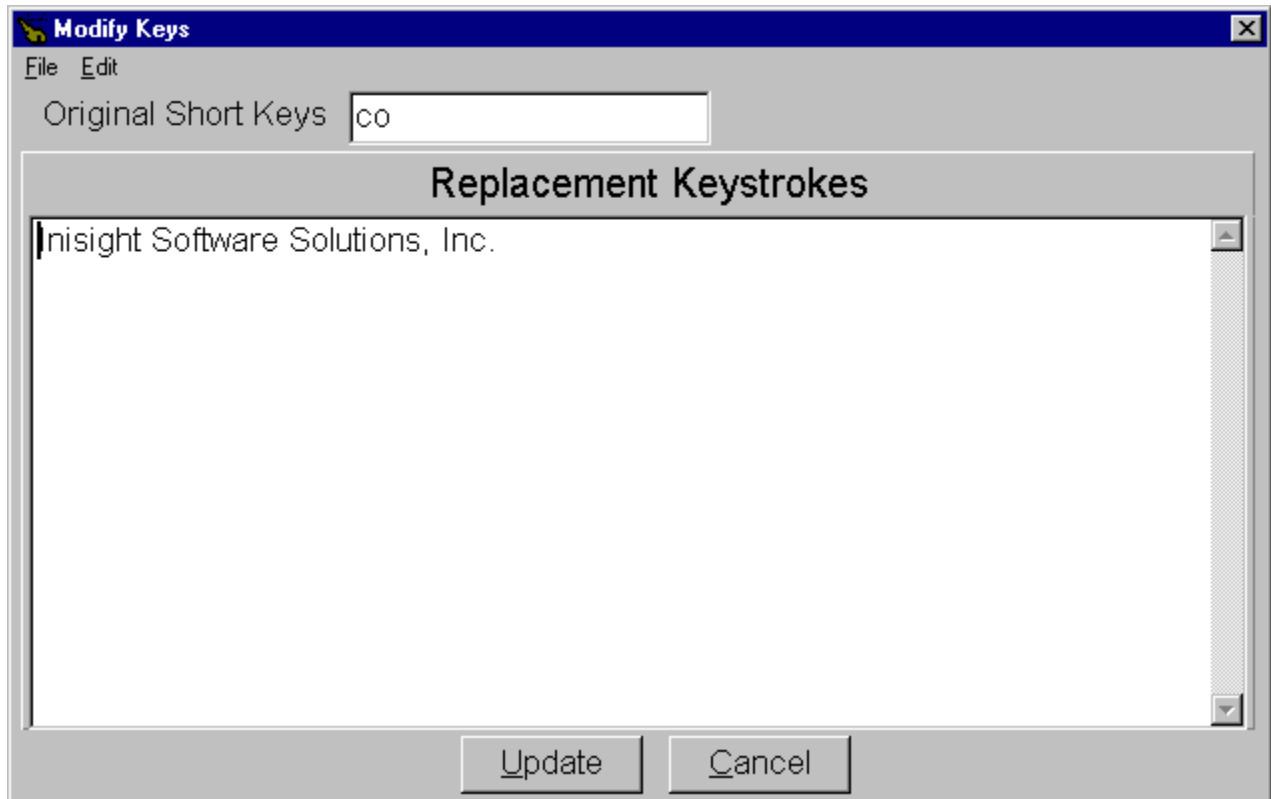
The main window of ShortKeys displays the current active list of Short Keys and their replacements keys. Options to open or create a new set of Short Keys is available. You may also add a new short key, edit an existing short key, delete a short key or activate/deactivate a short key. You may also modify the Prefix Keys. A variety of configuration options may be invoked via the main menu and include Low Memory Usage, Solitary Usage, Case Sensitive Usage and Clipboard Usage.

Click on an area below for more information.



Input Window

The input window allows you to add or edit existing short keys. Enter the name of the short key and enter the replacement text. Click the update button to save the short key/replacement text combination. You may wish to use the clipboard paste command to place data in the replacement text.



Memory Usage

ShortKeys offers an option to reduce memory usage where it may be appropriate under certain conditions. This option can be set via the OPTIONS | LOW MEMORY USAGE main menu command. A check mark beside this menu command indicates that the low memory usage option is activated. The default setting is to not have the low memory usage option active.

Normally, ShortKeys retrieves all defined Short Key Macros into memory and plays them back when appropriate. Since ShortKeys can handle up to 1000 Short Keys which can be up to 3000 characters each, the potential memory usage, in theory, could reach 3 megabytes if usage was maximized! With the low memory usage option on, the replacement keys are not maintained in memory, but are read from a file on the hard drive whenever they are needed.

So how does this impact me? If you are concerned about memory usage, then you may want to choose the low memory usage option **if** you are using a lot of short keys **and if** the replacement text is large in size such as paragraphs of information. Otherwise, the default memory usage is likely best with a negligible performance gain.

The Prefix Keys are used to designate up to two characters that are to be added on to the front end of every short key. If you wanted everyone of your short keys to start with two pound signs (##), you could add these to the front of each short key. It would then be very unlikely that you would have a replacement occur when you did not desire one as you normally would not be typing ## in front of your text. An alternative to adding the ## to each short key is to add it once as the Prefix Keys. So if your Prefix Keys were set to ## and your short key was set to *test*, then you would have to type in *##test* before a replacement would occur.

You may add a new short key and replacement text by selecting OPTIONS | ADD SHORT KEY from the main menu or choosing the appropriate speed button. This will display the Short Key Input Window where you can enter the short key and replacement text.

You may edit an existing short key and its replacement text by selecting OPTIONS | EDIT SHORT KEY from the main menu or choosing the appropriate speed button. This will display the Short Key Input Window where you can edit the short key and replacement text.

You may delete an existing short key by selecting OPTIONS | DELETE SHORT KEY from the main menu or choosing the appropriate speed button. You will be prompted to verify this action.

You may toggle between activating and deactivating an existing short key by selecting **OPTIONS | ACTIVATE SHORT KEY** from the main menu or choosing the appropriate speed button. If a short key is deactivated, it will not execute the replacement text when typed in, but the definition is retained for future potential use. This is helpful for those cases where you may wish to not use a given replacement at a particular time, but plan to use it later. Instead of deleting it and having to rekey it all back in later, you can simply deactivate it and then reactivate it at a later time.

This is a list box showing the Short Keys and Replacement keys. All actions such as edit, delete, etc take place against the highlighted short key.

Selecting FILE | OPEN from the menu of ShortKeys allows you to open another set of short key replacement macros. Multiple sets of macros can be maintained. You may wish to maintain different sets of macros that you use with specific applications. You can also create a new set of macros.

Selecting FILE | NEW from the menu of ShortKeys allows you to create a new set of short key and replacement text macros. Multiple sets of macros can be maintained. You may wish to maintain different sets of macros that you use with specific applications.

Low Memory Usage

Solitary Usage

Case Sensitive

Use Clipboard

New File
Open File
Output Short Key List

Commonly Asked Questions

I typed out the Short Key in my program, but the replacement did not work? Why not?

There are a few possibilities.

1. First, make sure ShortKeys is running.
2. Most likely, the problem is that you actually pressed another key on the keyboard somewhere in the middle of typing in your short key. For instance, if you press down the CTRL key or the ALT key or used the backspace key to change an error, this will interrupt the sequence of keys that ShortKeys sees.
3. You may be using the "Solitary Usage" option which prevents the short key from being seen by ShortKeys in the way you might think.

I typed out the Short Key in my program. The short key was removed, but the replacement never appeared. What's going on?

You are likely using the "Use Clipboard" option and your application does not support the standard "CTRL-V" command for pasting data into it. You have two options to try and overcome this problem. 1. ShortKeys will have copied the replacement data to the Windows clipboard. After you see your short key disappear, you can invoke the clipboard paste command that is supported by your program. 2. You can turn off the "Use Clipboard" option in ShortKeys and the replacement text will be sent to your application as if it were being typed in.

I have special characters in my replacement text such as a copyright symbol. These special characters do not show up when my short key is replaced. What can I do?

If at all possible, use the "Use Clipboard" option. Using the clipboard should preserve these characters. If, however, you simply cannot use the clipboard for your application, then there is not much you can do. These special characters cannot currently be simulated by the keyboard playback of a replacement text.

There are funny looking boxes showing under the replacement keys in the list box on the main window. What are these?

If you have special characters such as the "Enter" key in your text, then these will show up as little boxes in the list box. There should normally be no concern that these show up.

My replacement text is quite long, yet only the first 30 characters show up in the list box on the main window. Is there any reason for this?

Yes, you have selected the Low Memory Usage option. With this option activated, only the first 30 characters of the replacement string shows in this list box. If you need to see the full text, choose the Options | Edit Short Key menu command or double click on the short key in the list box.

Does ShortKeys run under Windows NT?

The 16 bit version (ShortKeys) will not work under Windows NT. However, the 32 bit version (Shortkeys 95/NT) will work with Windows NT.

File Edit Options

Add Short Key
Edit Short Key
Delete Short Key
Activate Short Key

Case Sensitive

ShortKeys offers an option to use case sensitivity in the short key names. This option can be set via the OPTIONS | CASE SENSITIVE main menu command. A check mark beside this menu command indicates that the case sensitive option is activated. Use of case sensitivity is the default setting.

With case sensitivity on, you must key in a short key exactly as it appears (upper and lower case letters) in order to have the replacement work. Without case sensitivity, you can key in either an upper or lower case letter of a short key and have the replacement work. Here are a few examples:

ShortKey	Case Sensitive	Not Case Sensitive
Mike	Mike	mike
tagline	tagline	TaGLIne
Address	Address	addreSS

Solitary Usage

ShortKeys provides two methods of "Short Key" detection. They are the Solitary Usage and the non Solitary Usage. This option can be set via the OPTIONS | SOLITARY USAGE main menu command. A check mark beside this menu command indicates that the solitary usage option is activated. The non solitary usage option is the default setting.

Solitary Usage

The solitary usage option indicates that a short key will be recognized only when the short key is preceded by a character or key that is not valid as part of the short key name. Let's look at a couple examples to illustrate what this means.

Assume your short key was named **red** and replacement text was **a bright color**.

If you were to key in the word **Fred**, the replacement would not take place. Why? Because "F" is a valid character in a short key name. You really didn't want the replacement to take place because you were typing Fred and not red.

However, if you were to key in the word **red** preceded by a blank space, the replacement would take place. Why? Because a blank space is not valid as part of a short key.

Valid characters for short keys are listed in the [specifications](#) help topic.

Non Solitary Usage

The non solitary usage option indicates that a short key will be recognized whenever the short key text is keyed in even if it is part of another word. Let's look at the example above to illustrate what this means.

Assume your short key was named **red** and replacement text was **a bright color**.

If you were to key in the word **Fred**, the replacement would take place and you would end up with **Fa bright color**.

Normally, you would use the "non solitary usage" mode and add [prefix keys](#) to ensure that you did not get an accidental replacement.

NOTE: Pressing down the CTRL or ALT key is detected by ShortKeys and is interpreted as a key being pressed. Therefore, if the ALT or CTRL key is pressed in the middle of a short key that you are typing, the short key will not be recognized and the replacement will not be made.

Use Clipboard

ShortKeys offers the option to have your short key replaced using the Windows clipboard. This option can be set via the OPTIONS | USE CLIPBOARD main menu command. A check mark beside this menu command indicates that the "use clipboard" option is activated. Use of the clipboard is the default setting.

Replacement text can be sent to your application (when you key in a short key) in one of two ways. One method is to have ShortKeys copy the replacement text to the Windows Clipboard and then tell your application to paste it into your current document. The other method is to have ShortKeys send the replacement text to your application as if it were being typed from the keyboard.

What method is best and is there a time to use one or the other method? The Pros and Cons of using the clipboard are listed below and should help clarify this.

CLIPBOARD PROS

Text replacement is very quick.

Special characters are preserved.

The clipboard option should work with most programs and we feel it is the best option.

CLIPBOARD CONS

The clipboard option may not work with some programs. If your program does not support the clipboard, it will not work.

The clipboard option may require an extra step with some programs. If your program does support the clipboard, but does not use the standard "CTRL-V" command for pasting text, then you will need to invoke the paste command independently. See [Commonly Asked Questions](#) for more information.

KEYBOARD SIMULATION PROS

Works with any program.

KEYBOARD SIMULATION CONS

Text replacement will be slow and noticeably so for large sized text.

Special characters are not preserved.

The Output Short Key List option allows you to create a text file containing all the short key names and replacement texts. This text file can be imported into any word processor or text editor so that a hard copy of short keys and replacement text can be maintained if so desired.

