

Macro Manager

Version 4.0 (c)1993/1994 JSR/John Ruzicka

Shareware Notice

ShareWare users are free to use this program to determine if it meets their needs. If it does, please register. Registered users get technical support, information on new versions, and the most recent version of the program.

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About Macro Manager

The Macro Recorder that comes with Windows is powerful, but is not designed for power typists. Too many steps are required to use the Recorder to do basic things.

Many individual programs let you program macros, but, unfortunately, most of their CONTROL and ALT key combinations are already assigned, and pressing weird key combinations such as SHIFT+ALT+CONTROL+a letter is a hassle.

Macro Manager overcomes these hassles by using a two-key macro entry system. With Macro Manager, 26 keys (A-Z) can be programmed to type out any number of other keystrokes to any Windows application. For example, you can program the "A" key to type your full address.

Macro Manager uses a trigger or trigger keys that you choose. When you press the trigger key the Macro Manager window appears and waits for you to type a letter. The next letter you type triggers the macro for that letter. For example, if you've programmed the "A" key to type "Have a nice day," and your trigger key is the star (*) on the numeric keypad, then pressing "*A" types "Have a nice day" into whatever program you are running.

Macro manager only traps the keys you've set as triggers so it does not slow down Windows. Macro manager is NOT affected by macros built into common programs such as WordPerfect, Microsoft Word, etc. This means, for example, you can play back a macro manager keystroke in the middle of a WordPerfect macro.

To use Macro Manager, simply switch to the Macro Manager screen and type the keystrokes you want to substitute. Use ~ (tilde) for a CARRIAGE RETURN. See "Entering and Playing Back Macros" and "Special Keys" for more information.

[Entering and Playing Back Macros](#)
[Special Keys](#)

Entering and Playing Back Macros

The main Macro Manager screen appears when you first run the program. There are 26 spaces, one for each letter of the alphabet, and 10 digits, 0-9. 0-9 are global macros, which are always available regardless of which macro file is loaded.

Global Macros

To enter a macro for a particular key, choose a letter to trigger that macro by clicking the box to the right of the letter once with the mouse.

Next, type the keystrokes you want sent to your Windows program whenever the trigger key and that letter are typed. Be sure to enter special keys correctly.

Choose a trigger or trigger keys from the "Trigger" menu. Choose "Save as default" to permanently save the triggers you've chosen.

Click on "About" to see information about the program. Click on "File" to start a new macro file, save the current macro file or save the current macro file under another name. Click on "File" and choose "Print macro list" or "print form" to print a list of macros.

Saving and Loading Macro Files

Printing Macro Files

NOTE: The default macro file loaded when macro manager starts is called "JSR.MAC." You may want to save your most commonly used macros in this file. The default global macro file is called "GLOBAL.MAC."

NOTE: Macro manager cannot send keys to a DOS program running in a window.

When you are done entering macros, switch back to your program. Macro Manager runs in the background, waiting for you to type the trigger key. Note: Certain characters are special keys and must be entered in a special way.

To play back a macro, press the trigger you've chosen. The small "reminder" window, which contains a keyboard icon, will appear on screen at the position you've chosen (see "Position menu"). Type the letter of the macro you want to play back. The keystrokes will be sent to your application, and you'll be returned to your original application, automatically.

To unload Macro Manager from memory, choose "Exit" from the File menu.

Special Keys

Position Menu

Minimizing and Maximizing Macro Manager

Macro Manager normally runs in a maximum size window. This means when you press the trigger key you can see a list of macros available. Running in the maximum size window, however, slows things down slightly because the screen must redraw each time you press the trigger.

Running Macro Manager minimized to an icon greatly improves its speed, and is less distracting to the eyes. Once you have a macro file set up the way you want it, it is recommended that you print out a list of macros and run Macro Manager minimized.

You can quickly toggle between minimized and maximized mode, without having to use the mouse, by pressing the trigger key, followed by "<" (for minimize) or ">" for maximize. The ">" and "<" feature lets you quickly maximize Macro Manager to change or view a macro, then go back to

minimized mode for faster operation.

NOTE: You must press the trigger key before typing "<" or ">" otherwise the < and > keystrokes will be send to your application.

Global Macros

The keys 0-9 work as Global Macros. Global Macros are the same as regular macros, except they are always accessible. For example, you may have a macro file called "JobOne" and another macro file called "JobTwo." The global macros will be the same regardless of whether the "JobOne" or "JobTwo" file is loaded.

Global macros are saved and loaded automatically in a file called GLOBAL.MAC.

Saving and Loading Files

The "Files" menu lets you save and load custom macro files.

New

Selecting "New" creates a new macro file. If the current macro file has changed, you will be asked if you really want to clear the macro screen. If you choose "Yes" and the current screen has changed since the last save, you will be asked if you want to save the current file. Choosing "Yes" saves the changes, "No" does not and "Cancel" aborts the creation of the new macro file. You will then be asked to give the new file a name. Choose any name. If that file already exists, you will be asked if you want to overwrite it.

Open

Selecting "Open" opens a previously saved macro file.

Save

Selecting "Save" writes the current macro file to disk, overwriting the previous version.

Save As

Selecting "Save As" lets you save the current macro file under a new name. If the new name you choose already exists, you will be asked if you want to overwrite the file.

NOTE: "JSR.MAC" is the name of the file automatically loaded when Macro Manager starts. If you want a different file to automatically load, simply save "JSR.MAC" under a new name, load the new default file and save that file as "JSR.MAC."

NOTE: "GLOBAL.MAC" is the name of the global macro file. Global Macros are not cleared when new macro files are created.

CAUTION: If you save a normal macro file under the name "GLOBAL.MAC," only the first 10 entries of that file will be loaded the next time the program is run.

Printing Macro Files

PRINT MACRO LIST

Selecting "Print Macro List" from the "Files" menu prints out a list of all macros in the current file, and a list of global macros. Printing out a list can help you remember all of your macros once a macro file is full. With a printed list, you can minimize Macro Manager. That greatly speeds up its operation because all available macros don't have to be shown each time macro manager is activated.

NOTE: If a macro is too long to print on one line, the printout is truncated.

PRINT FORM

Selecting "Print Form" from the "Files" menu prints out the Macro Manager form as it appears on your screen. This option produces a more compact output than "Print Macro List."

Special Keys

Macro manager uses special notations to represent certain keys. To insert a special key into a macro, type the representation of that key. For example, to insert a hard return into a macro, you would type {ENTER} or ~.

NOTE: Macro Manager will display an error message if you haven't entered special keys correctly.

NOTE: To enter any of the following characters: [,], ~, { and }, +, %, ^, (and) you must enclose them in braces {}

| TO ENTER: | TYPE: |
|-------------|-----------------------------|
| Backspace | {BACKSPACE}, {BS} or {BKSP} |
| Break | {BREAK} |
| Caps Lock | {CAPSLOCK} |
| Clear | {CLEAR} |
| Del | {DELETE} or {DEL} |
| Down Arrow | {DOWN} |
| End | {END} |
| Enter | {ENTER} or ~ |
| Esc | {ESCAPE} or {ESC} |
| Home | {HOME} |
| Ins | {INSERT} |
| Left Arrow | {LEFT} |
| Num Lock | {NUMLOCK} |
| Page Down | {PGDN} |
| Page Up | {PGUP} |
| Right Arrow | {RIGHT} |
| Scroll Lock | {SCROLLLOCK} |
| Tab | {TAB} |
| Up Arrow | {UP} |
| F1-F12 | {F1}-{F12} |

DATES AND TIMES:

| | |
|-------------|------|
| Long Date | {ld} |
| Medium Date | {md} |
| Short Date | {sd} |
| Long Time | {lt} |
| Medium Time | {mt} |
| Short Time | {st} |
| Weekday | {wd} |

NOTE: The various date and time format commands are defined in the "International" section of the Windows control panel. Changing these control panel settings affects the format in which Macro Manager outputs dates and times.

NOTE: For backward compatibility, Macro Manager continues to support {@} and {!} for long and short date, respectively. Please begin using the new codes, {ld} and {sd}, because {@} and {!} will not be supported in future versions.

| | |
|---------|---------------|
| Pause | {pause} or {} |
| Counter | {#} |

[Inserting a Pause](#)

[Using the Numeric Counter](#)

To send keys combined with Shift, Ctrl, and/or Alt, precede the key code with one or more of these codes:

| Key | Code |
|---------|------|
| Shift | + |
| Control | ^ |
| Alt | % |

To indicate Shift, Ctrl, and/or Alt should be held down while several other keys are pressed, enclose the key codes in parentheses. For example, to hold down the Shift key while "test" is typed, "+(test)". To specify repeating keys, use {key number}; using a space between key and number. For example, {UP 10} means press the Up Arrow 10 times.

NOTE: The date and weekday can be made uppercase by putting the code in parentheses and using the + key. For example, the code "+({wd})" inserts the day of the week, in uppercase, into the macro file.

Inserting a Pause

Macro Manager has the ability to pause a macro while it playing so you can insert keystrokes that may differ each time the macro is played.

Use the keys "{}" or {pause} to insert a pause.

NOTE: The | key alone sends a "|" to your application. It must be enclosed in braces to trigger a pause.

When Macro Manager encounters a pause, a special window opens. The top part of the window shows the keys that will be sent to your application. Any pauses are shown as {} or {pause}.

In the bottom part of the window, type the text that is to be inserted, and then press {ENTER} or {OK}. The top of the pause window shows any keystrokes that will precede the keystrokes you are typing.

NOTE: To insert a carriage return as part of the text, use the tilde character "~".

NOTE: Macro Manager does not send the keystrokes to your application until all text has been entered for that macro. This saves time because it prevents the screen Windows from being constantly redrawn.

CAUTION!: If, during a pause, you terminate the application that is to receive the macro keystrokes when the pause is done, you will cause an error.

EXAMPLE: The following example pauses twice for the user to enter their name and birthday.

"Hello, my name is {} and I am {} years old!"

NOTE: You cannot play a macro into the pause window.

NOTE: Be sure to enter special keys correctly in the pause window.

[Special Keys](#)

Numeric Counter

The keys {#} in a macro are replaced with the value of the numeric counter.

The numeric counter is useful for macros that contain numbered lists. For example, the following macro prints a number, waits for input and then types the item into a list.

```
{#}. {}~
```

Playing this macro three times might result in the following:

1. Item one
2. Item two
3. Item three

The "Counter Value" box contains the next value that will be output by the counter. To change that value, simply click on the box and type in a new value.

The "Increment" box contains the amount to add to the counter each time.

NOTE: The counter value and increment value can be fractional or negative. For example, typing 1.1 in the counter box and .2 in the increment box produces the following output: 1.1, 1.3, 1.5, 1.7 etc. Typing -1 in the increment box produces the following output: 1, 0, -1, -2, -3 etc. Setting the increment value box to 0 means the same number will be output each time the numeric counter is output.

CAUTION: A non-numeric value in the counter value or increment box is treated as 0. When the increment box value is zero, the value of the counter never increases.

Key Position

This option lets you choose where on the screen the macro manager "reminder" appears. The "reminder" is the small keyboard icon that appears when macro manager has been activated.

There are nine options, from top left to bottom right and the "invisible" option, which means the keyboard does not appear.

To save your choice for future sessions, choose "Save"

Disable

The "Disable" check box temporarily disables Macro Manager. To re-enable Macro Manager simply uncheck the box. Disabling Macro Manager does not change the trigger keys you have selected, it simply disables their detection temporarily.

NOTE: Macro Manager is also effectively disabled if no trigger keys are selected. The program will warn you if this occurs.

Trigger

The Trigger menu lets you choose which key or keys will trigger macro manager to play back a macro. You have four choices. They are:

- / The slash key on the numeric keypad
- / The slash key on the keyboard
- * The star key on the numeric keypad
- ` The single left quote character

Macro manager can be set to detect any or all of those keys.

To save the keys you have selected as the default, choose "Save"

NOTE: To send the trigger key itself to an application press the spacebar after typing the trigger key. For example, typing slash, space sends a slash to your application.

NOTE: If you turn off all trigger keys, Macro Manager won't work. The program warns you when this situation exists.

NOTE: The "Safety" option determines if macros can be nested.

Safety

NOTE: If you press a trigger key accidentally, pressing it again cancels it.

NOTE: If you press a trigger key, and switch back to your application before selecting a macro letter or number to play, you must press the trigger key twice to re-activate Macro Manager.

Safety

The "Safety" option determines if macros can be nested and if a macro must be played completely before another macro can be played. This is an advanced option casual users don't need to worry about. Macro Manager automatically chooses the proper safety option. Safety is automatically turned on when the keyboard slash (/) and/or keyboard accent (`) key are chosen as triggers, and automatically turned off otherwise. Only override the Safety option if you are trying to nest macros.

When "Safety" is not checked and the keyboard slash key (/) or accent key (`) are chosen as triggers, macros can call other macros. This can be a useful feature, but also a dangerous one. For example, look at the following two macros:

A: This is Macro A /b
B: This is Macro B /a

Playing Macro A while "Safety" is checked produces the following output:

This is Macro A /b

Playing Macro A while "Safety" is not checked causes Macro A to call Macro B, and Macro B to call Macro A, thus creating an endless loop. The output is as follows:

This is Macro A This is Macro B This is Macro A This is Macro B, etc.

The only way out of this loop is to terminate Macro Manager or reboot.

The disadvantage of having Safety on is that it requires one macro to completely finish playing before another macro can be played. For example, look at the following two macros.

A: This is Macro A
B: This is Macro B

If Safety is on and the trigger key is the keyboard slash, typing /a/b very quickly will produce the following output:

This is Macro A/b

That happens because Macro A has not finished playing before Macro B was chosen.

NOTE: If you only use the numeric keypad slash (/) or star (*) as triggers then safety can always be left off and has no effect.

NOTE: Macro Manager automatically turns Safety on when the keyboard slash (/) or accent (`) key are chosen as triggers and automatically turns off safety when the keypad star (*) or keypad slash (/) are chosen as triggers.

NOTE: If the keyboard slash (/) key and/or accent (`) is chosen as a trigger, Safety is temporarily turned on when sending a slash or accent to an application. Otherwise, the slash or accent itself would trigger Macro Manager to activate itself, thus preventing a slash or accent from being entered.

Hints and Tips

I keep getting the message "Macro improperly uses special keys." What am I doing wrong?

This message is usually caused because there are improper parentheses (), brackets [] or braces {} in a macro. Remember, such keys must be enclosed in braces. For example, to send "(hi there)" to your application you need to enter the following: "{()}hi there {})". See "Special Characters" for more information.

Special Keys

How can I make Macro Manager run faster?

Macro Manager runs much faster when it is minimized because it doesn't have to redraw the screen. Once you've got a macro file pretty much the way you want it, use <F>ile, <Pr>int Macro List to print a reference list of macros. Then, minimize macro manager to an icon. Macros will now play back much more quickly.

Can I use the keyboard to minimize and maximize Macro Manager?

Yes. Using the keyboard to minimize and maximize Macro Manager is faster than using the mouse. To maximize, press the trigger key followed by ">". To minimize, press the trigger key followed by "<".

Is there a quick way to delete all the global macros?

Delete the file "GLOBAL.MAC." The next time Macro Manager is run it will be recreated automatically, but be empty.

How do I make a specific macro file load automatically?

The file "JSR.MAC" is loaded automatically when macro manager starts. To make another file the default file simply rename it to "JSR.MAC." For example, to make "MYFILE.MAC" the default, delete "JSR.MAC" (or copy it to another name), then rename "MYFILE.MAC" to "JSR.MAC."

How do I enter a new macro and play it back immediately?

After pressing the trigger key, click on the main Macro Manager screen. Type in the text for the new macro. Press ALT-F6 and then the key for that macro.

Sometimes a macro does not play. Sometimes the trigger key does not work.

If a macro does not play, check to make sure you have defined a macro for a specific key. If a trigger key does not work, check the Trigger menu to make sure it is selected as a trigger. See the NOTES: under "Trigger" for more specific information.

Trigger Keys

How Can I have more than 26 macros at once?

More than 26 macros are accessible at once by running more than one copy of macro manager and using different trigger keys. For example, if you load macro manager and make the numeric keypad * the trigger, then load macroman again and make the numeric keypad slash the trigger, you have effectively given yourself 52 macros. Pressing *a will play back a different macro than the keypad slash. The extra memory required to run a second copy of macro manager is minimal, since it will share the same DLL (dynamic link library) as the first copy.

NOTE: Unpredictable results will be obtained if you run more than one copy of Macro Manager using the same trigger keys.

NOTE: If you run more than one copy of macro manager, the global macros in the last copy of Macro Manager run will be the global macros that are saved.

The keystrokes for long and short date have changed. Will my old macros still play back properly?

Yes. {@} and {!} still work for long and short date. The new special keys {ld} and {sd}, however, are easier to remember and will be supported in future versions of Macro Manger. It is recommended that you begin using these keystrokes, and gradually phase out the use of {@} and {!}.

