One **Click**

User's Guide

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Contents

4   Using The OneClick Editor 47

Chapter One

Introduction

Welcome to OneClick

OneClick™ is software that lets you use and create customized, floating button bars for all your favorite Macintosh applications. If you have used other applications that offer button bars, such as Microsoft Excel or ClarisWorks, you know how convenient buttons can be for performing complex tasks with a single mouse click. With OneClick, you get the benefits of consistent, easy-to-use button bars for all your applications, and you can control what buttons appear on the bars and what those buttons do.

The button bar advantage

The advantage of using button bars (*palettes*, actually) is that they are always visible and available. You don't have to remember convoluted keyboard commands, such as Shift-F7 for "Check Spelling." You also don't have to search through menus to find a command—depending on the application you're using, the Check Spelling command might be in the Edit menu, the Tools menu, or the Options menu. With OneClick, you can click the same Check Spelling button in different applications without having to remember the right keyboard or menu command. The Check Spelling button looks the same and works the same, no matter what.

Ready-to-use button palettes

OneClick offers pre-designed button palettes for many popular Macintosh applications, such as word processing, graphics, desktop publishing, the Finder, and other applications. These palettes let you instantly make use of OneClick from the

moment you install it. See the Read Me First file on the OneClick disk for an up-to-date list of application palettes and libraries supplied with OneClick.

The freedom to customize

OneClick lets you add palettes to any application you wish. Each palette can contain any number of buttons; each button performs a specific task, such as creating a new document, addressing an envelope, or enhancing a scanned photo.

You can add buttons from the Button Library to any of the pre-made palettes and to new palettes you create. Simply choose the buttons you want from the Button Library and drag them to a palette.

When you create custom buttons for a palette, you can customize the appearance of the buttons by applying different colors, border styles, icons, and text. Palettes can have different background colors, patterns, and pictures. These customizing features let you create your own personal look for the palettes and buttons you create.

These sample palettes show a few of the many varieties of styles you can use:
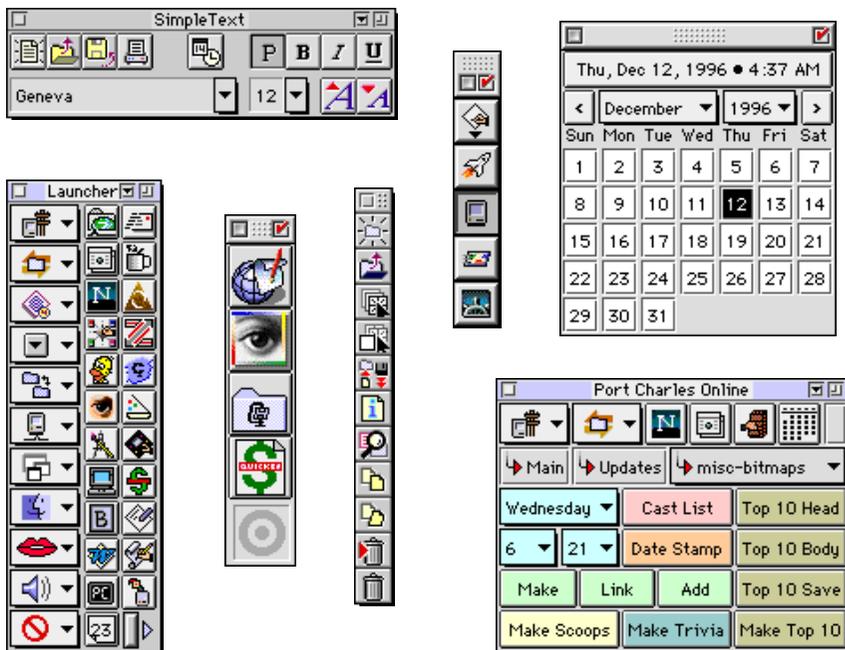
The power to create

If you want to create buttons for applications that aren't listed in the Button Library, you can use the script recorder to create custom buttons.

OneClick buttons derive their functionality and versatility from a powerful scripting language built into OneClick. When you click a button, it performs the associated script which controls the button's action.

OneClick includes an intelligent script recorder that you can use to record a series of mouse and keyboard actions, such as clicking buttons, choosing menu commands, and typing. When you turn on the script recorder, OneClick watches all the actions you perform and saves the series of actions in a button's script. When you click the button, OneClick plays back the script and repeats the actions for you. You can modify any script using the built-in Script Editor, and you can also write scripts from scratch.

If you want to go beyond using pre-built or recorded buttons, you can extend OneClick's functionality using EasyScript, the OneClick scripting language. You can add advanced features and functionality to your buttons using over 200 built-in commands, functions, objects, and properties.

If you're a system integrator, you'll appreciate EasyScript's ability to interoperate with AppleScript, Apple Computer's scripting language. OneClick lets you embed AppleScript code within an EasyScript script and share data between scripts written in the two languages. A OneClick palette makes a perfect, easy-to-use "front-end" to a set of AppleScript programs or scripts.

Note You don't need to learn or understand EasyScript if you just want to use the pre-made buttons and palettes that come with OneClick.

What OneClick can do for you

The kinds of activities you can perform with OneClick are virtually unlimited. OneClick's Button Library includes many buttons for common actions, and you can create custom button actions using the script recorder and OneClick's scripting language. Following are a few examples of the kinds of tasks you can perform with OneClick buttons.

Pre-designed button palettes and libraries can...

■ Open frequently-used applications, documents, folders, and control panels.

■ Perform common system tasks, such as dragging files to the trash, setting sound or color levels, switching between active applications, and so on.

■ Manage Finder and application windows, including opening, closing, moving, resizing, cascading, tiling, and zooming windows.

■ Add new functionality to applications, such as word count, sorting a list of words, inserting the date or time, and more.

Custom buttons you create with the Script Recorder can...

■ Choose commands and select options from pull-down menus, checkboxes, radio buttons, pop-up menus, and other controls.

■ Repeat complex tasks or frequent actions, such typing often-used text, performing a series of commands or steps, and so on.

By exploiting the power of scripting, buttons and palettes can...

■ Take advantage of new software controls provided by OneClick, such as a pop-up menu of all windows in any application, a pop-up font menu, and more.

■ Display system and application status information, such as the date and time; the free space available on a disk; the font, style, and size; and other information.

■ Create custom front-ends that provide alternative user interfaces for applications, or standardize and simplify interfaces across various applications.

■ Provide "mini-applications," like a calendar or phone dialer database, that are instantly available from within any application.

■ Schedule tasks to occur periodically or at specific times, allowing your Mac to perform daily file backups, check e-mail for new messages, and other tasks.

- Install "agents" that silently wait in the background and automatically perform their tasks when a certain action occurs, such as automatically zooming windows, updating status information, moving files from one folder to another, and so on.

- Provide a visual interface to execute AppleScript programs or scripts.

About these manuals

If you're the type that likes to explore and start using software without first reading the manual, feel free to skip ahead to Chapter 2, "Installing OneClick," which explains how to install OneClick on your startup disk.

Once you have installed the software, read Chapter 3, "Getting Started with OneClick." You'll learn how to use the OneClick menu and the pre-designed palettes and buttons. Then, in a few brief tutorial exercises, you'll learn how to create a new palette, how to add buttons from the Button Library, and how to record scripts for new, custom buttons.

We strongly suggest that once you've seen OneClick in action, you should return to this manual and read the following reference chapters completely.

- Chapter 4, "Using The OneClick Editor," shows you how to use all the features of the OneClick Editor windows, including the Button Library, Button Editor, Palette Editor, Icon Editor, and Icon Search windows.

- Appendix A, "Control Panel Settings," explains the options available in the OneClick control panel.

- Appendix B, "Shortcuts," lists all the keyboard and mouse shortcuts you can use while working with palettes, buttons, and the various OneClick Editor windows.

- Appendix C, "Customer Support," contains information about WestCode Software's customer support services.

OneClick Scripting Guide

The separately available manual, *OneClick Scripting Guide*, shows how to write and edit scripts using EasyScript. You don't need to read *OneClick Scripting Guide* to use OneClick, but you should read it if you want to create buttons that do more than just play back your recorded actions. The manual explains how to use the Script Editor and the EasyScript language, and it includes a complete language reference with dozens of sample scripts.

Do you know the basics?

This manual assumes that you are comfortable working with your computer and know how to select menu items, open files, click on buttons, and so forth. If terms such as *double-click*, *icons,* and *system software* are new to you, refer to the manuals that came with your Macintosh.

Chapter **Two**

Installing OneClick

This chapter shows you how to install OneClick on your startup hard disk. It also describes the kinds of files OneClick uses and where all the files get installed.

System requirements

To use OneClick you'll need the following:

- A Macintosh computer with a 68020 or later processor
- At least 4 megabytes of RAM
- System 7.0 or later
- Macintosh Drag and Drop™ and AppleScript™ (included in System 7.5 and later) are optional

What's in this package

The following items should be in your OneClick package:

- One 1.4MB High Density disk
- OneClick User's Guide (this book)
- Registration card

What's on the OneClick disk

The OneClick disk contains the Installer program and script file, a file containing release notes, and a folder containing the OneClick software and support files.

Be sure to read the **Read Me First** file before installing OneClick. This file contains important technical and compatibility information that wasn't available before this manual was printed.

Using the Installer program

The OneClick Installer lets you install the OneClick software. You can install all components of the software or choose specific features to install. If you're installing OneClick for the first time, WestCode recommends choosing the **Easy Install** option to install all components.

Note Before installing OneClick, you should restart your Macintosh with extensions turned off. (Restart the computer and hold down the Shift key until the "Extensions off" message appears.) Some extensions, such as virus protection software, may interfere with the Installer if they aren't disabled first.

▶ **To start the OneClick Installer**

1 Double-click the OneClick Installer icon on the OneClick disk.

2 Click **Continue** when the welcome screen appears.

The Installer window appears.

3 If your startup disk icon doesn't appear in the Destination Disk box, click **Switch Disk** until it appears.

Note Because OneClick is a control panel/system software extension, you must install it on your startup disk, not on a secondary hard disk or file server volume.

▶ **To install OneClick software and all support files on your startup disk**

■ Click **Install**.

–Or–

▶ **To choose specific features to install**

1 Choose **Custom Install** from the pop-up menu.

2 Click the triangles next to each feature to expand or collapse the feature list.

Clicking the 🛈 button next to each feature displays information about the feature.

3 Select items to install by clicking the checkboxes next to each feature.

4 Click **Install**.

5 When the installation is complete, click **Restart**.

Where to go from here

After installing OneClick and restarting the computer, button palettes will appear automatically for many common applications, including the Finder. These palettes are ready to use immediately, just as if they were built into the applications. For an up-to-date list of applications with pre-made palettes, see the **Read Me First** file on the OneClick disk.

Turn to Chapter 3, "Getting Started with OneClick," to learn how to use the standard OneClick palettes and buttons.

Where the Installer puts files

Icon	File or folder	Location	What it's for
	OneClick	Control Panels folder	User interface extension—required to use OneClick
	Button Palettes folder	OneClick Folder in Preferences folder	Ready-to-use palettes for various applications
	Libraries folder	OneClick Folder in Preferences folder	Pre-designed buttons for various applications
	OneClick Preferences	OneClick Folder in Preferences folder	Contains settings made in the OneClick control panel
	OneClick Help	OneClick Folder in Preferences folder	Contains online help for script keywords
	Extensions folder	OneClick Folder in Preferences folder	External script commands, functions, and system variables
	OneClick Scripting Additions	Scripting Additions folder in Extensions folder	Provides access to OneClick scripts and variables from AppleScript
	OneClick Goodies	Main (root) window of the startup disk	Contains additional palettes, libraries, technical information, and other supplementary files

Re-installing OneClick

If for any reason you ever need to re-install OneClick, you should first make a backup copy of the Button Palettes and Libraries folders inside the OneClick Folder (in Preferences). If you make any changes to the palettes that OneClick installs, or you create or change any global palettes, these changes are lost when you re-install OneClick. After re-installing the software, you can use the backup copies of your palette files to import your customized palettes back into the active palette files.

Removing OneClick

If you ever need to remove OneClick for any reason, you can use the Installer to remove the OneClick software and support files. The installer's Custom Remove option works just like the Custom Install option.

▶ **To remove OneClick or any of its support files**

1   Double-click the OneClick Installer icon on the OneClick disk.

2   Click **Continue** when the welcome screen appears.

3   Choose **Custom Remove** from the pop-up menu.

4   Click the triangles next to each feature to expand or collapse the feature list.

5   Select items to remove by clicking the checkboxes next to each feature.

6   Click **Remove**.

7   When the operation is complete, click **Restart**.

Chapter **Three**

Getting Started with OneClick

This chapter shows you how to get up and running with OneClick. You'll learn how to do the following:

- Work with some of the pre-designed palettes, such as the System Bar, Task Bar, Finder, and Launch Strip palettes
- Use the OneClick menu to access palettes and get help for buttons
- Create a new palette and add some buttons to it from the Button Library
- Make some custom buttons and record scripts for the buttons
- Add keyboard shortcuts to buttons

All the basic concepts of using OneClick are covered in this chapter. Other topics, such as designing custom icons and using advanced features, are covered in later chapters.

About the standard palettes

After installing OneClick and restarting your computer, you'll notice some new button palettes on the screen, along with a OneClick welcome screen. Click the **Next** button on the welcome screen to browse through the Quick Tour. When you're done reading, click **Done** to close the tour.

Besides the new palettes, you'll also notice a new menu on the right side of the menu bar. The OneClick menu lets you turn palettes on and off; access the OneClick Editor window to change palettes and buttons; and get help for buttons.

The System Bar contains buttons and pop-up menus you can use in any program. The System Bar is always available no matter what application you're using.

The Finder palette contains buttons that perform common Finder operations, such as closing all windows, making an alias, and emptying the Trash.

The Task Bar shows an icon for each running application. You can switch applications by clicking an application button.

The Launch Strip contains buttons for your frequently-used applications, documents, and folders. You can add buttons by dragging icons to the target button. (The Launch Strip on your screen won't look like the one shown here. A newly-installed Launch Strip doesn't have any launch buttons added to it yet.)

These pre-designed palettes, like any OneClick palettes, can be changed to meet your needs. You can add, remove, and rearrange buttons; change a button's functionality; change the size of palettes and move them around on the screen, and more. If you want these palettes to look or work differently, you have the freedom to customize them as much as you want.

Parts of a palette

OneClick palettes are similar to button bars in some applications, but some parts of a OneClick palette may work a little different than the button bars or palettes you've used before.

Close box   Title bar   OneClick menu

Zoom box
Pop-up menu buttons
Push buttons
Palette background
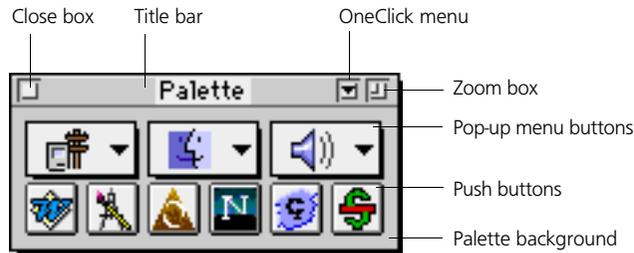
- **The close box** hides the palette. To show the palette again, choose its name from the OneClick menu in the menu bar.

- **The title bar** shows the palette's name and lets you drag the palette around on the screen. To shrink the palette, double-click its title bar; to unshrink the palette, double-click the title bar again. Not all palettes have title bars.

- **The OneClick menu** is a pop-up menu containing the same commands as the OneClick menu in the menu bar. Use the OneClick menu to show and hide palettes or open the OneClick Editor window.

- **The zoom box** shrinks a palette down to its title bar and moves it to the upper-right corner of the screen. To unshrink the palette and move it back, click the zoom box again.

- **The palette background** contains all the palette's buttons. If a palette doesn't have a title bar, you can move the palette by holding down the Option key and dragging the palette's background.

- **Pop-up menu buttons** display a menu of choices. To use a pop-up menu button, click and hold down the mouse on the button, then choose an item from the menu that appears.

- **Push buttons** perform their action when you click and release the mouse button.

Using the standard palettes

The System Bar has buttons you can use in any application. The Finder palette contains buttons that perform common Finder operations, including some buttons that perform the equivalent of menu commands.

▶   **To find out what a button does**

■   Move the pointer over a button, then look at the help message on the right side of the System Bar.

The date and time display in the System Bar changes to show a help message for the button. You can also use Balloon Help to find out what the buttons do.

▶   **To try out some of the buttons**

1   Click your hard disk icon, then click on the Finder palette.

An Info window appears.

2   Open a couple of folders so you have some more windows open on the screen.

3   Click on the System Bar and choose some window names from the menu.

The window you select comes to the front.

4   Choose different tiling commands from the top of the menu.

OneClick rearranges all the windows.

5   Click on the Finder palette.

OneClick closes all the open Finder windows.

6   Click the button on the System Bar and choose a file or folder from the pop-up menu.

OneClick opens the file or folder you choose.

You've now seen some basic types OneClick buttons: buttons that perform commands; pop-up menus that contain a list of commands or other items; and status buttons, such as the time/date and help message on the System Bar. The next two pages describe what all the other buttons on the Finder and System Bar palettes do.

Using the System Bar

The palette that appears in the lower left corner of the screen is called the System Bar. It's always available, no matter what application you're running.

Button	What it does
	Closes, collapses, or expands the System Bar.
	Displays a pop-up menu of configuration options. For more information about the options in the Configure menu, choose System Bar Help from the menu.
	Turns Quick Help messages on or off. Quick Help works similar to Balloon Help, but it's not as obtrusive—when you leave the mouse pointer over a button for a few moments, a help message appears next to the button. If you quickly pass the pointer over different buttons, no messages appear.
	Pops up a menu of all open windows in the active application. Choose a window to make a window active, or choose one of the Tile or Cascade options to neatly arrange windows.
	Switches back and forth between the active window and the last window used.
	Opens the Chooser.
	Quits any open applications and restarts the computer.
	Quits any open applications and shuts down the computer.
	Pops up a menu letting you change the monitor's color depth (number of colors or grays).
	Lets you change the speaker volume. Choose a volume level 0–7 from the menu.
	Shows a simple phone dialer menu. To dial a number, choose the number. To add a number to the menu, choose Add, then type the name and number in the dialog boxes that appear. To specify how OneClick should dial a number (through the speaker, modem, or printer port), choose Configure.

Button	What it does
	Shows a menu of all the control panels. Choose a control panel to open it.
	Pops up a palette of system folder buttons. Choose a button to open the corresponding folder in the System Folder, or drag away from the palette to tear it off to a separate palette.
	Pops up a hierarchical menu of all the disks and other items on the Desktop. Choose an item to open it. The submenus can cascade up to five levels deep.
	Switches back and forth between the active application and the last used application.
3:23 PM ● 7/19/95	Shows the current date and time. When you hold the mouse over a button, this button shows a help message for the button you're pointing to.

Using the System Folders palette

The System Folders palette is a tear-off palette you can access from the System Bar. Each Button on the System Folders palette opens a folder within the System Folder. Dragging a Finder icon to a button moves the item to the corresponding folder.

	System Folder		Fonts
	Apple Menu Items		Preferences
	Control Panels		Startup Items
	Extensions		OneClick Folder (in Preferences)

▶   **To open a folder from the System Folders palette**

   1   Click the button on the System Bar and hold down the mouse button.

   2   Drag the mouse over one of the folder buttons and release it to open a folder.

To open a folder and zoom its window, hold down the Option key while choosing a folder button.

▶ **To tear the System Folders palette off of the System Bar**

1 Click the button and drag the mouse through the System Folders palette until it tears away from the System Bar.

2 Release the mouse button to place the palette where you want it.

▶ **To move or copy items to a folder on the System Folders palette**

1 Tear the palette off of the System Bar (see above).

2 Drag one or more Finder icons to a folder button.

The Finder moves the items to the folder where you dropped them. To copy the items instead of moving them, hold down the Option key while dragging.

Using the Finder palette

The Finder palette is available whenever you're working in the Finder. The Finder palette is an application-specific palette; it disappears when you switch to another application, then reappears when you switch back to the Finder.

	Creates a new folder.		Finds a file.
	Opens the selected item.		Duplicates the selected item.
	Closes all windows.		Makes an alias of the selected item.
	Closes all except the front window.		Moves the selected item to the Trash.
	Puts away the selected item.		Empties the Trash.
	Gets info on the selected item.		

Using the Task Bar

The Task Bar shows a task button for each open application. At a glance, it shows you which applications are running; you can switch applications by clicking different task buttons. When you click hold down the mouse button down on a task button, a pop-up menu appears with options specific to that button's application.

To do this	Do this
Switch to a different application	Click a task button on the Task Bar.
Switch to a different application and hide all other applications	Hold down the Option key and click a task button. Or, click and hold, then choose **Hide Others**.
Hide an application	Click and hold on a task button, then choose **Hide** (application name).
Show all hidden applications	Click and hold on a task button, then choose **Show All**.
Quit an application	Hold down the Shift key and click a task button. Or, click and hold, then choose **Quit**.
Open a document in a specific application	Drag the document's Finder icon to a task button. Drag more than one icon to open multiple documents.
Open a document in a specific application and change its creator to that of the application	Hold down the Command key and drag the document's icon to a task button. The file's creator (not the file type) changes to match the application.
Reveal an application's icon in Finder	Click and hold on a task button, then choose **Find** (application name).
Open an application's Info window	Click and hold on a task button, then choose **Get Info**.
Prevent an application from appearing in the Task Bar	Click and hold on a task button, then choose **Exclude Application**.
Collapse or expand the Task Bar	Click the ▣ button. Click again to expand.
Open a recently-used application	Choose an application from the ◈ pop-up menu.
Toggle the Launch Strip on or off	Click the ✈ button.

To do this	Do this
Pop up the Launch Strip as a tear-off palette	Click and hold the 🚀 button, then choose a button from the Launch Strip palette.

Configuring the Task Bar

Task Bar Help
● Small Buttons
Large Buttons
● Vertical
Horizontal
Edit Excluded Apps List...
Auto Hide Others
Hide Recent Apps Button
Hide Launch Strip Button
Iconify When Closing Palette
Dock To Screen Corner

Options in the Task Bar's Configure pop-up menu (■) let you change the appearance of the Task Bar and the behavior of its task buttons.

To do this	Do this
Display online help for using the Task Bar	Choose **Task Bar Help**.
Change the size of buttons	Choose **Small Buttons** or **Large Buttons**.
Change the palette's horizontal or vertical orientation	Choose **Horizontal** or **Vertical**.
Restore applications to the Task Bar that were excluded from appearing	Choose **Edit Excluded Apps List**, select the application(s) you want to restore, then click **OK**.
Hide inactive applications when you click a task button	Choose **Auto Hide Others** to toggle the option on or off.
Add or remove the Recent Apps button from the Task Bar	Choose **Show Recent Apps Button** or **Hide Recent Apps Button**.
Add or remove the Launch Strip button from the Task Bar	Choose **Show Launch Strip Button** or **Hide Launch Strip Button**.
Make the Task Bar reduce to an icon when you click its close box	Choose **Iconify when Closing Palette** to turn the option on. When the palette is iconified, you can drag it around on the screen or click to expand it. The palette remembers both its normal and iconified positions separately.
Force the Task Bar to stay immovable in a corner of the screen	Drag the Task Bar to a corner of the screen, then choose **Dock to Screen Corner** to turn the option on. The palette snaps to the nearest corner of the screen and cannot be moved when docked.

Using the Launch Strip

The Launch Strip lets you open applications, documents, disks, folders, control panels, and desk accessories—basically, any item that the Finder can open. You add your own frequently-used items to the Launch Strip; you can then quickly open items from the Launch Strip by clicking buttons or choosing items from pop-up menus.

Using the Configure menu, described later in this chapter, you can choose the size of the buttons (small or large) and the bar's orientation (horizontal or vertical). You can also turn the help message on or off and change other options that affect the Launch Strip's appearance and behavior.

▶ **To add a new launch button to the Launch Strip**

■ Drag a Finder icon to the ◉ button.

 –Or–

 If your system doesn't support Drag and Drop, then a ➕ button appears instead of the ◉ button.

1 Click the ➕ button.

 A directory dialog box appears.

2 Locate the item you want to add to the Launch Strip.

You can select either a file or a folder. The selected item's name appears on the button below the list box.

3 Click **Select** or click the button below the list box to add the selected item to the Launch Strip. (If you selected a disk or folder, click the button below the list box.)

▶ **To add the active application to the Launch Strip**

■ Option-click the ◉ button.

The item's icon appears on a new button on the Launch Strip. The Launch Strip's help message shows the name of the item when you point to the button.

To do this	Do this
Open an item using the Launch Strip	Click the item's button.
Open a document using a specific application	Drag a document icon from the Finder to an application button.
Switch to a different folder in an Open or Save dialog box	Click a folder button to switch to that folder.
Pop up a menu of recent documents dropped on an application button	Click and hold on an application button, then choose a document to open it.
Remove one or more documents from an application button's pop-up menu	Click and hold on an application button, then choose **Edit List**. Select the document(s) to remove from the menu, then click **OK**.
Remove all documents from an application button's pop-up menu	Click and hold on an application button, then choose **Clear List**.
Open a document in a specific application and change its creator to that of the application	Hold down the Command key and drag the document's icon to an application button. The file's creator (not the file type) changes to match the application.
Move an item to a folder	Drag an icon from the Finder to a folder button.
Copy (instead of move) an item to a folder	Hold down the Option key and drag an icon from the Finder to a folder button.

To do this	Do this
Pop up a hierarchical menu of items in a folder	Click and hold on a folder button, then choose an item to open it.
Delete a button from the Launch Strip	Control-Option-click the button you want to delete. Or, hold the mouse button down on the button you want to delete, then choose **Delete Button**.
	The button disappears and the Launch Strip rearranges the remaining buttons to fill in the empty space, if any.
Reveal the original item opened by an application or document button	Click and hold on an application or document button, then choose **Find Original**.
Open an application or document's Info window	Click and hold on an application or document button, then choose **Get Info**.

Configuring the Launch Strip

Options in the Launch Strip's Configure pop-up menu (▣) let you change the appearance of the Launch Strip and the behavior of its launch buttons.

To do this	Do this
Display online help for using the Launch Strip	Choose **Launch Strip Help**.
Change the size of buttons	Choose **Small Buttons** or **Large Buttons**.
Change the palette's horizontal or vertical orientation	Choose **Horizontal** or **Vertical**. If the Launch Strip is oriented vertically, then no help message appears.
Show or hide the names of buttons	Choose **Show Button Names** or **Hide Button Names**.
Specify the number of buttons that can appear in a row or column before a new row or column is added	Choose **Buttons Per Column** or **Buttons Per Row**, then type a new number in the dialog box and click **OK**.
Make the Launch Strip close automatically each time you launch an item	Choose **Auto Close Palette** to toggle the option on or off.
Show or hide the button help message area	Choose **Show Button Help** or **Hide Button Help**.

To do this	Do this
Hide the Drop Target button so new items cannot be added	Choose **Hide Drop Target**. Choose **Show Drop Target** to restore the button.
Reformat buttons so they appear with uniform sizing and positioning.	Choose **Update Display**. Use this option after adding new buttons from another palette or library, or after manually deleting buttons in the OneClick Editor.
Create a new, empty Launch Strip using the same settings as the current Launch Strip	Choose **Create New Strip**, then type a name for the new palette and click **OK**.
Make the Launch Strip reduce to an icon when you click its close box	Choose **Iconify When Closing Palette** to turn the option on. When the palette is iconified, you can drag it around on the screen or click to expand it. The palette remembers both its normal and iconified positions separately.
Move a launch button to a different position on the Launch Strip	Hold down the Command key and drag a launch button over another launch button. The dragged button moves to the new position and the other buttons slide to accommodate the moved button.

Note You can add buttons from other palettes or libraries to the Launch Strip. However, when you do so, the Launch Strip will reformat the palette, possibly changing the new button's size and position. Also, don't try to change the size or position of launch buttons in the OneClick Editor because the Launch Strip will automatically reformat the palette whenever a button is added or removed.

Using the OneClick menu

The OneClick menu, represented by the 🔽 icon in the menu bar, lets you do the following:

- open the OneClick editor window, where you can make changes to palettes, buttons, icons, and scripts

- turn Balloon Help on or off for buttons on OneClick palettes

- hide or show all the palettes

- hide or show individual palettes

The OneClick menu also appears in the title bar of palettes that have title bars, and you can set the OneClick menu to appear as a submenu in the Apple menu (select the **In Apple Menu** option in the OneClick control panel).

Showing and hiding palettes

The bottom of the OneClick menu lists all the global palettes and any palettes for the active application. A bullet (•) next to a palette's name means that the palette is open. Palettes listed in the second section of the menu are global palettes which appear in all applications. Palettes listed at the end of the menu are application-specific palettes.

▶   **To display a palette**

- Choose the palette's name from the OneClick menu.

    The chosen palette appears in the same position on the screen where you last used it.

▶ **To hide a palette**

■ Click the palette's close box or choose its name from the OneClick menu.

▶ **To hide all open palettes**

■ Choose **Hide Palettes** from the OneClick menu or press the Show/Hide Palettes hot key (Command-`).

All palettes remain hidden until you choose **Show Palettes** or choose a specific palette name from the OneClick menu.

When you quit an application, any application-specific palettes close automatically. They'll reappear in the same position the next time you open the application.

Moving, shrinking, and zooming palettes

Because palettes always float on top of other windows, they can sometimes get in the way of what you're doing, especially if you have a small screen. OneClick provides several ways to make palettes less obtrusive.

▶ **To move a palette**

■ Drag the palette's title bar, just as you drag other windows. If the palette doesn't have a title bar, hold down any modifier key (Command, Shift, Option, or Control) and click the palette's background (not on a button) to drag it around.

▶ **To shrink a palette down to its title bar**

■ Double-click the palette's title bar. To restore the palette, double-click the title bar again or click the palette's zoom box on the right side of the title bar.

▶ **To zoom a palette out of the way**

■ Click the palette's zoom box.

The palette shrinks down to its title bar and moves to the upper-right corner of the screen near the hard disk icon.

▶ **To zoom all palettes**

■ Hold down the Option key and click a palette's zoom box.

▶ **To restore a zoomed palette**

■ Click the zoom box again or double-click the palette's title bar.

Getting help

OneClick provides Balloon Help for all the buttons on the pre-made palettes and the buttons in the Button Library. You can get Balloon Help for buttons three different ways:

■ **Hold down the Shift and Option keys while pointing to a OneClick button.** Balloons appear only while the keys are held down. Balloons appear only when you point to OneClick buttons, not when you point to other parts of the desktop.

■ **Choose OneClick Help Balloons from the OneClick menu.** Balloons appear when you move the mouse over OneClick buttons, but they don't appear for other parts of the desktop. To turn the balloons off, choose OneClick Help Balloons again.

■ **Choose Balloon Help from the Help menu.** Balloons appear when you point to OneClick buttons or any other desktop element that provides help balloons (menus, icons, and so on).

The Help Status area on the System Bar displays the help message for any button you point to. The message changes to show the current date and time when you're not pointing to a button. The Help Status button is also included in the Universal button library; adding this button to a palette is a convenient way to have help messages always available without having to toggle help balloons on and off.

Making a custom palette

To learn how to make custom buttons and palettes, you'll make a new palette for SimpleText, a simple text editor. SimpleText is an enhanced version of Apple's TeachText, the original Macintosh text editor you're probably already familiar with. You'll find SimpleText in the OneClick Goodies folder on your hard disk.

▶ **To create a new palette for SimpleText**

1 Double-click the **SimpleText** icon to open it.

2 Choose **OneClick Editor** from the OneClick menu.

The OneClick Editor window appears with six tabs across the top. Clicking each tab displays a different set of options in the window. Notice that like palettes, the OneClick Editor window floats on top of other windows.

3 Click the **Palette** tab to display the Palette Editor.
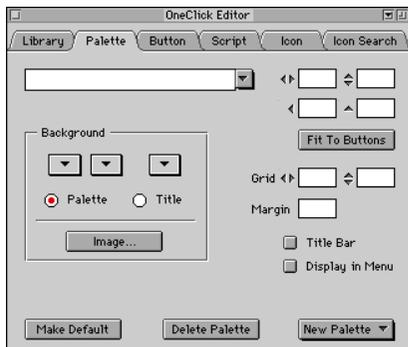
The Palette Editor contains controls for creating and naming palettes; changing a palette's size, color, or background picture; and other options.

4 Choose **New Application Palette** from the New Palette pop-up menu.

An empty, untitled palette appears.

Creating an application palette while SimpleText is active, as opposed to creating a global palette, means that the palette is available only when SimpleText is the active application. When you switch to another application, the palette disappears; the palette reappears when you switch back to SimpleText.

5 In the Palette Editor, select the word **Untitled1** and type **SimplePalette**. (Type a more creative name if you want.)
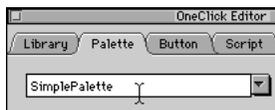
The name in the palette's title bar changes as you type.

Note You need to click in the Palette Editor before you can type the palette's name. If you don't click the text box in the Palette Editor first, your keystrokes go to the SimpleText window, not the Palette Editor window. The Palette Editor's title bar frame appears darkened when it's selected for keystrokes.

That's all there is to creating a new palette. At this point, the new palette isn't too useful without any buttons on it. You'll add buttons in the following sections.

Adding buttons from the Button Library

To make the empty SimpleText palette useful, you'll add some pre-defined buttons to it from the Button Library. The Button Library contains scores of ready-made buttons for both general and specialized tasks.

▶ **To add buttons from the Button Library**

1 In the OneClick Editor window, click the **Library** tab to display the Button Library.

The SimpleText library appears, and all the pre-designed buttons for the SimpleText application appear in the button list. A brief description of what each button does appears next to each button.

2 Drag the ▦ button from the Button Library to your empty palette. Drop it on the palette anywhere you want.
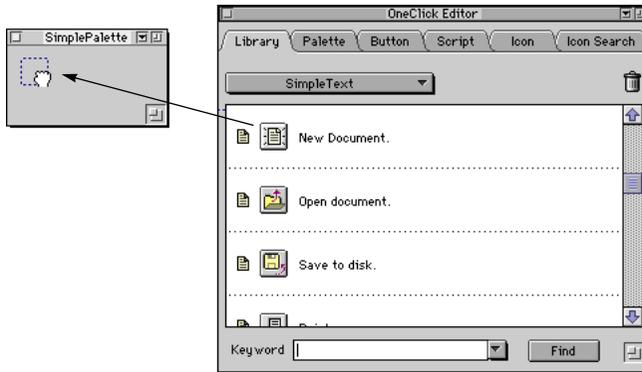
As you drag the button over the palette, notice that its outline snaps to an invisible grid location every few pixels. By having buttons snap to this alignment grid, you can easily line up several buttons in rows or columns.

3 Click the palette's resize box (in the lower-right corner of the palette) and drag to change the palette's size. Make the palette large enough to hold about a dozen square buttons.
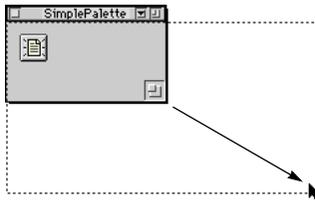
4 Drag any other buttons from the list in the Button Library to the palette.
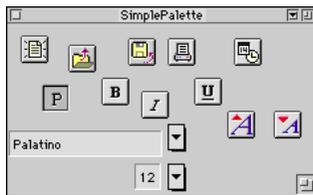
5 Arrange the buttons on the palette however you prefer.

If you want to move any buttons you've already placed, just drag them to a new location. You can move several buttons at a time by dragging a rectangle around a group of buttons, then dragging the selected group. You can also Shift-click buttons to select multiple buttons before dragging them.

6 To more precisely position the buttons, select one or more buttons, then press the arrow keys to nudge them one pixel in the direction you press. Resize the palette if you need to.

7 Click the **Palette** tab to return to the Palette Editor.

8 Click **Fit To Buttons**.

The palette changes size. Fit To Buttons makes a palette just large enough to show all the buttons.

Trying out the new buttons

You now have a palette with several working buttons! To try out the buttons, you'll first need to close the OneClick Editor window.

Note Clicking a button doesn't have any effect until you close the OneClick Editor window. When the OneClick Editor window is open, clicking a button just selects the button; when the OneClick Editor window is closed, clicking a button runs the button's script.

1 Click the close box in the OneClick Editor window, then click the ▤ button on the palette.

A new untitled SimpleText window should appear.

2 Type the following text: **Monday is my favorite day of the week.** If you don't agree with this statement, go ahead and type any other sentence you want.

3 Select some of the text you typed. Try experimenting with the buttons you added to the palette, such as 🅰, 🅰, and 🖻.

You've now seen what some of the pre-made buttons can do. While some of the buttons offer alternatives to using the menu commands, other buttons actually add new features to SimpleText. For example, the 🅰 and 🅰 buttons increase and decrease the font size of selected text, and the 🖻 button inserts the current date. (If you Option-click the 🖻 button, it inserts the current time.) These are simple examples of new features that OneClick can add to applications.

In the next section, you'll learn how to create your own buttons and record scripts for the buttons. Recording button scripts lets you design your own personal features for the applications you use.

Making custom buttons

The buttons you've added to the SimpleText palette so far are rather generic—that is, they can be used by anyone in just about any program, not just SimpleText. Now it's time to create some custom buttons for your own personal use. You'll start off by creating a button that types your return address in a SimpleText window.

1 Choose **OneClick Editor** from the OneClick menu.

2 Click the **Button** tab in the OneClick Editor window.
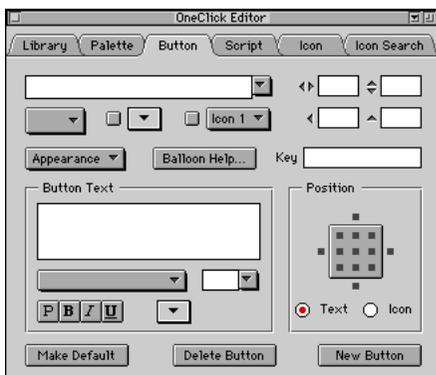
The Button Editor appears with options for changing a button's name, color, border style, size, label text and position, and other options.

3 Click your palette to select it.

Remember, you need to select a palette so OneClick knows which palette you want to work with.

**4** Click **New Button** in the Button Editor.

A new button appears on the SimpleText palette. The button has square handles on its four corners to show that it's selected.

The button is placed wherever there is room—going first from left to right, then top to bottom. If there's no room for the new button, the palette resizes itself to hold the new button. You can resize the palette and drag the button anywhere you want if you don't like where OneClick places it by default.

5 With the new, blank button selected on the palette, select the word **Untitled1** in the Button Name box and type **Address**.
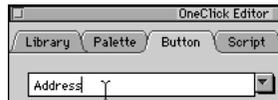
The name you type for this button doesn't really matter unless this button is referred to by another button's script. We'll talk more about how you use buttons from within scripts in later chapters.

**6** Click the **Button Text** box, then type **Address**.
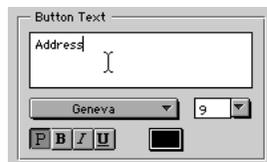
The word Address appears in the button. Part of the word, anyway—the default size for the new button is too small to show the whole word.

7 To resize the Address button so the word Address fits inside it, drag one of the button's corner resizing handles. Resize the palette by dragging the palette's size box if you need to make more room for the button.
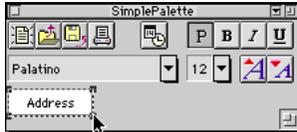

This text label is optional, and you don't have to use a text label if you'd prefer to use an icon instead. For this example, we're using a text label because a mailing address isn't easily represented by a small icon. (Well, at least we don't think so.)

The grid in the Position box lets you control where the label appears in or around the button. The default position for the label is in the center of the button.
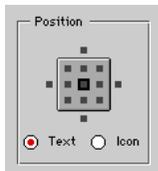
8 Experiment with different label positions by clicking the small squares in the Position grid. (Make the button larger if you need to.) Watch where the label appears on the Address button each time you click points in the grid.

9 Try changing the font, style, size, and color of the text in the button. The buttons and pop-up menus in the Button Text box let you change all the text formatting of the button's label.
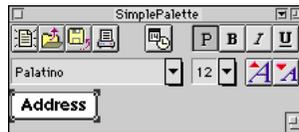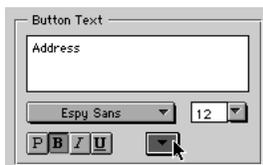
10 When you're done resizing and positioning the button and its label, close the OneClick Editor window.

The Address button you just created doesn't do anything yet because you haven't recorded a script for it. If you click the Address button now, nothing happens.

Recording a button script

You can record just one action or several steps in a script. When you click the button to play back the script, OneClick repeats all the actions in the order you performed them.

To make the Address button type your mailing address, you'll record a script.

1 Hold down the Command and Option keys, then click the Address button and choose **Record** from the pop-up menu that appears. (Make sure you close the OneClick Editor window first, if it's open.)

The Address button blinks and a microphone icon blinks in the menu bar to show that you're recording.

2 In the SimpleText window, type your return address. Press Return twice at the end of the last line in the address.
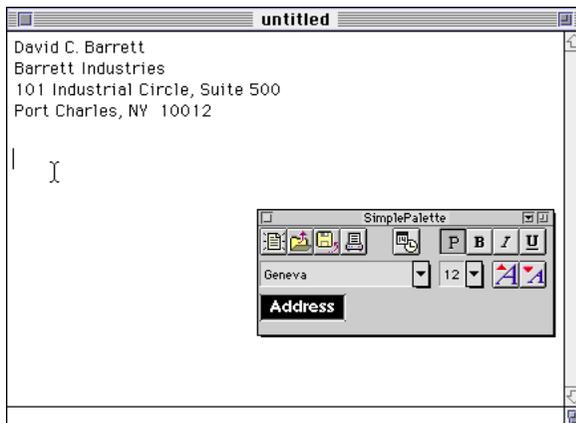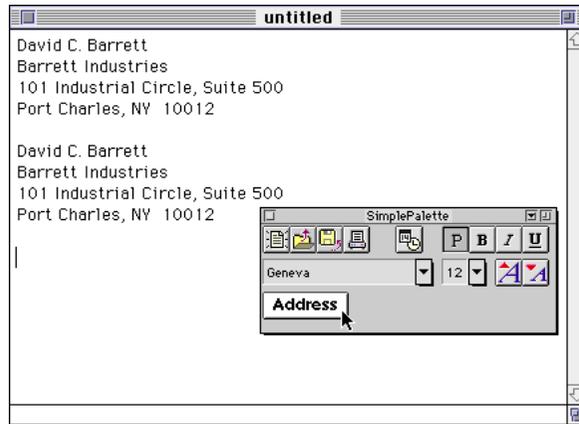
3   Click the blinking Address button when you're done typing.

Clicking the button stops recording and saves the script. You can also choose **Stop Recording** from the OneClick menu when you're done recording.

Now you're ready to try out the button you just recorded.

4   Click the Address button once.

Whenever you click the Address button, OneClick types your mailing address. The script in the Address button simply repeats all the actions you performed while you were recording. That's all there is to recording a script!

Recording menu commands

OneClick can record other actions besides typing text and pressing command keys. You can also record different kinds of mouse actions, such as choosing menu items; clicking buttons, scroll bars and other controls; selecting checkboxes; and dragging.

Now you'll create a new button that chooses menu commands. The commands will change all the text in the SimpleText window to a different font, size, and style.

1 Hold down the Command and Option keys, then click in an empty area on the palette (**not** on a button) and choose **Record** from the pop-up menu.

OneClick adds a new, blank button to the palette and immediately begins recording a script for the new button. Command-Option-clicking a palette and

choosing **Record** is a shortcut you can use instead of adding a new button in the Button Editor and then recording.
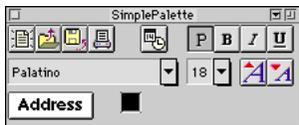

The new button and microphone icon blink to indicate recording is in progress.

2 Press Command-A to select all the text in the window.

3 Choose **Palatino** from the Font menu in the menu bar.

Use the Font menu in the menu bar, not the pop-up font menu on the palette. You can't click other buttons on OneClick palettes while recording.

Choose a different font if you don't have Palatino installed (or if you just don't like Palatino).
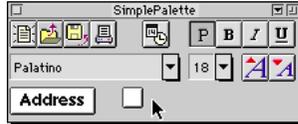
4 Choose **18 Point** from the Size menu.
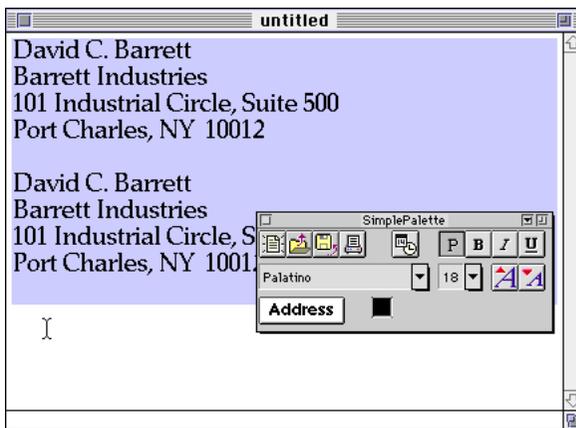
5 Press the Right Arrow key.

When all the text is selected, pressing the Right Arrow key deselects the text and moves the cursor to the end of the document.
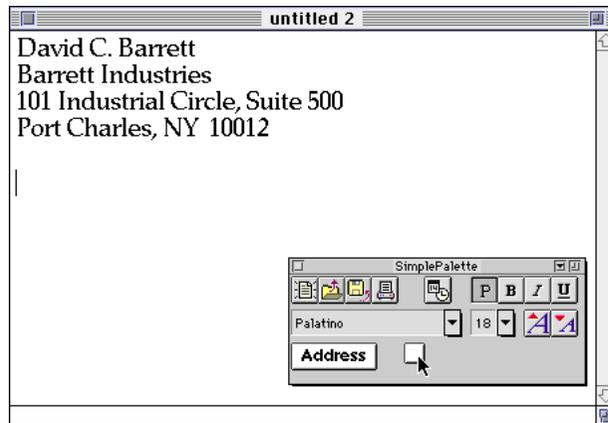
6 Click the new button (the one that's blinking) to stop recording.

The button stops blinking. It's ready to use.

7 Click the ▤ button to open another untitled SimpleText window.

8 Click the Address button you created earlier.

9 Click the new button you just recorded to change the font and size.

Your second SimpleText window should look similar to this:

Note When you record a script and play it back, the script may not do *exactly* what you expect, depending on the actions you performed while recording. Scripts that type text, press command keys, and choose menu items are generally more reliable than scripts that perform mouse actions, such as clicking and dragging in a window. For more information on how to record reliable scripts, see "Tips for recording a script" in Chapter 3, "Using the Script Editor" in the *OneClick Scripting Guide*.

Changing a button's formatting

If you want, you can now go to the Button Editor and change the new button's color, border style, size, text label, and other options.

1 Hold down the Command and Option keys, then click the new button and choose **Button Editor** from the pop-up menu.

2 Try changing different options in the Button Editor to see how they affect the button's appearance.
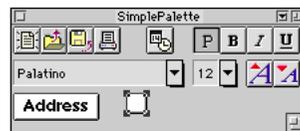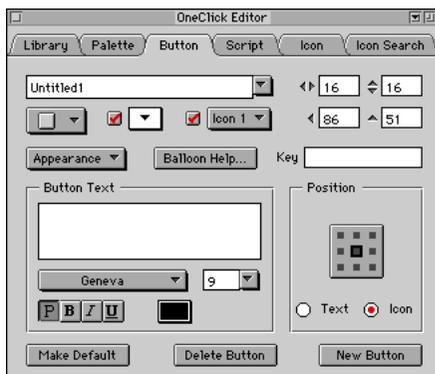
The border style pop-up menu (□ ▼) lets you choose a different border style for the selected button.

Buttons on the SimpleText palette use three different border styles—normal push buttons, like the two buttons you created; inset "status message" buttons for the font and size indicators; and pop-up menu buttons for the font and size menus.

Other options are covered in detail in Chapter 4, "Using The OneClick Editor."

3 Close the OneClick Editor when you're done.

Adding keyboard shortcuts to buttons

If you prefer using the keyboard instead of clicking buttons for some tasks, then OneClick lets you assign shortcut keys to buttons. When you assign a shortcut key to a button, pressing the shortcut key plays back the button's script, just as if you had clicked the button. This lets you use OneClick as a keyboard macro program.

Now you'll add keyboard shortcuts to the Address and font style buttons you created in the previous exercises.

1   Do one of the following:

■   If the OneClick Editor window is closed, Command-Option-click the Address button, then choose **Button Editor** from the pop-up menu.

■   If the OneClick Editor is already open, click the Address button to select it, then click the **Button** tab (if necessary) to switch to the Button Editor.

2   Click the **Key** box to make it active.

Key

3   Press Command-Option-A.

Key cmd-opt-a

The text "cmd-opt-a" appears in the Key box. This means that when you press Command-Option-A in SimpleText, OneClick will type your address into the active window. (The shortcut doesn't work until you close the OneClick Editor.)

You can assign any key or key combination as a shortcut key. If you have an extended keyboard, you can use any of the function keys (F1–F15) as shortcut keys.

Be careful not to choose a shortcut key that might be used by the application. If you use a key that conflicts with a command key used in the application, such as Command-N (for New), the OneClick shortcut takes precedence and overrides the application's command key.

4   Click the font style button you created earlier.
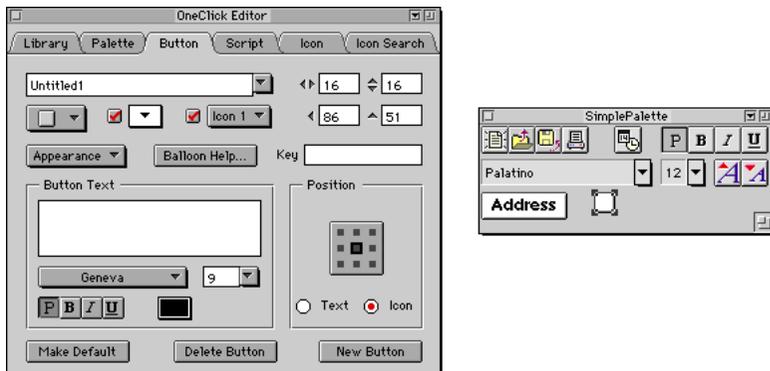
The Button Editor's settings change to show the options for the selected button.

5 Click the **Key** box to make it active.

6 Press **Command-Option-F**.

The text "cmd-opt-f" appears in the Key box. Now when you press Command-Option-F in SimpleText, all the text in the active window will change to Palatino 18-point.

7 Close the OneClick Editor window.

8 Click the button to open a new untitled SimpleText window.

9 Press **Command-Option-A** (for Address), then **Command-Option-F** (for Font).

The new window contains the same text as the previous window, except you performed the task with the keyboard. Depending on the task, shortcut keys can be a real time saver!

Where to go from here

Now that you've gotten your feet wet with the Button Library, Palette Editor, and Button Editor, it's time to learn more about these editors and the Icon Editor and Icon Search features. Chapter 4, "Using The OneClick Editor" provides detailed, step-by-step instructions for using all the features in these editors.

If you're interested in learning about the Script Editor and writing scripts, then turn to Chapter 2, "Scripting Tutorial" in the *OneClick Scripting Guide*. You'll learn more about the scripts you recorded earlier: what they look like, how they work, and how you can enhance them using commands in the EasyScript scripting language.

Chapter **Four**

Using The OneClick Editor

This chapter shows you how to use all the features of each editor in the OneClick Editor window. The chapter is divided into several sections:

- Opening the OneClick Editor window
- Using the Button Library
- Using the Palette Editor
- Using the Button Editor
- Using the Icon Editor
- Using Icon Search

For information on the Script Editor, see Chapter 3, "Using the Script Editor" in the *OneClick Scripting Guide*.

Opening the OneClick Editor

All the palette customizing features are available in the OneClick Editor window. The OneClick Editor is always available; you don't need to run an application to access it. To open the window, choose OneClick Editor from the OneClick menu.
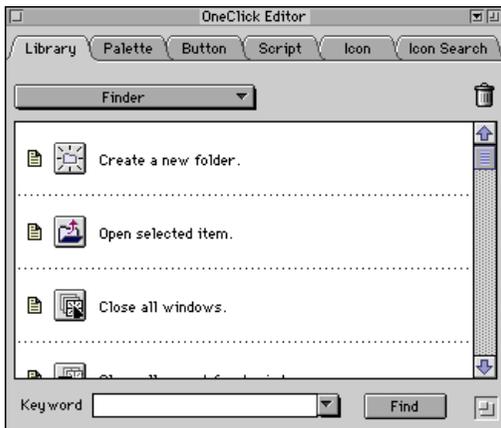
**Shortcut** Press Command-Option-` to open or close the OneClick Editor.

A quick tour of the OneClick Editor

The OneClick Editor window contains six tabs across the top. To choose a category of options, click the appropriate tab.


The Button Library holds collections of pre-designed buttons, organized by application. You can add new buttons to a palette by dragging them from the Button Library to the palette.
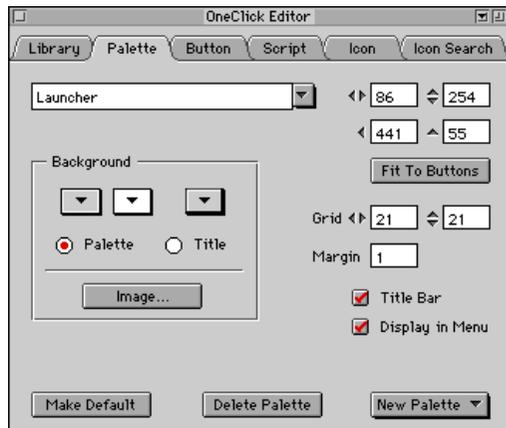

The Palette Editor lets you create a palette for the active application and change the palette's appearance. You can have more than one palette in an application, and you can also create global palettes that appear in all applications.
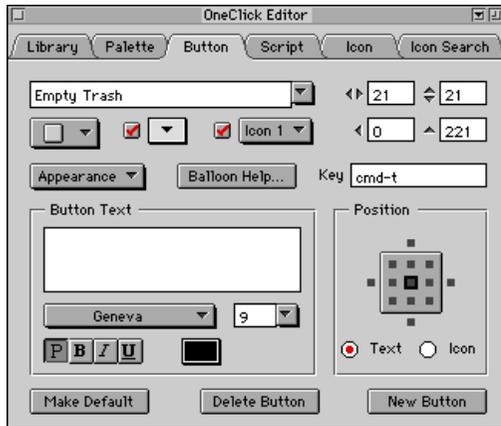
The Button Editor lets you create new buttons on a palette. You can change a button's icon, size, color, text label, border style, keyboard equivalent, and other options.
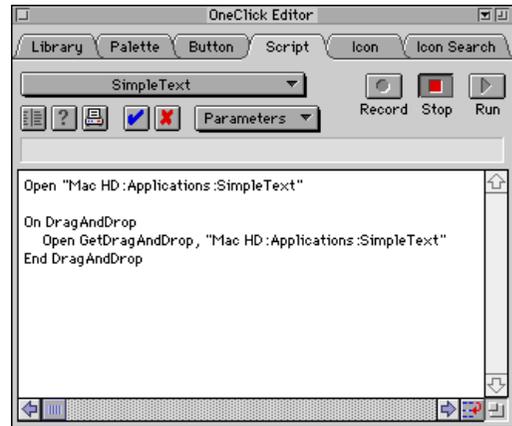
The Script Editor lets you record and edit button scripts. Using OneClick's scripting language, EasyScript, you can add advanced functionality to your recorded scripts or write new scripts from scratch.
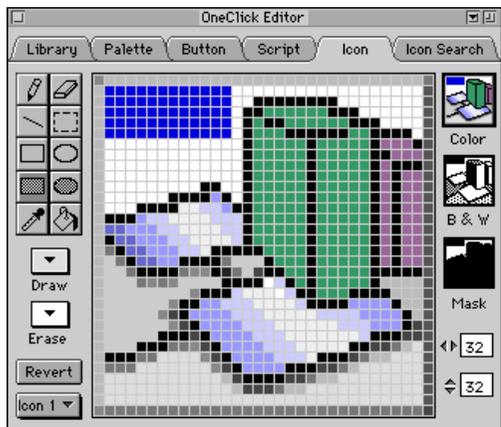
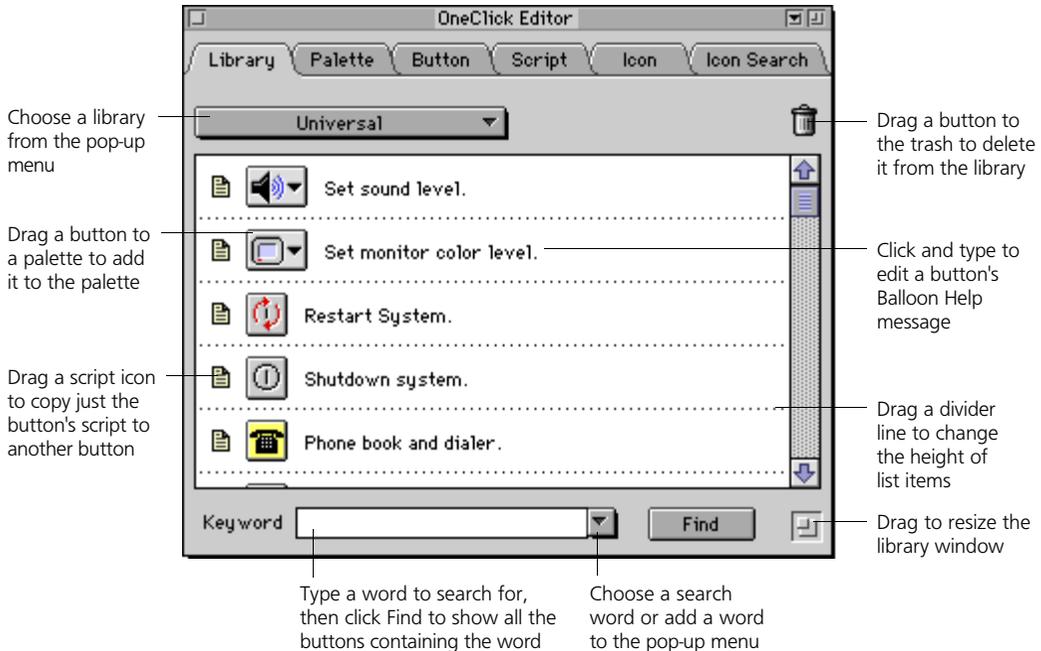**The Icon Editor** lets you change the appearance of a button's icon. You can use the tools in the Icon Editor to change the icons of existing buttons and to make new icons.
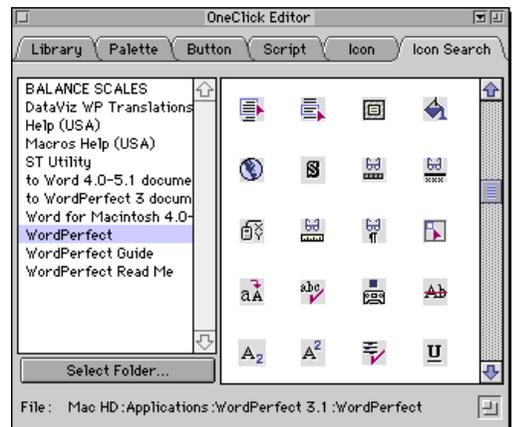
The Icon Search lets you "raid" icons from applications or other files containing icons. If you don't want to create icons from scratch, this is an easier method—just drag icons found in other files to your palettes.

Using the Button Library

The Button Library contains all the pre-made buttons that come with OneClick. Buttons are organized into various button library files, usually with one library file for each supported application. You can easily copy buttons from a library to any palette, and you can create your own libraries to store buttons.

Choose a library from the pop-up menu

Drag a button to a palette to add it to the palette

Drag a script icon to copy just the button's script to another button

Drag a button to the trash to delete it from the library

Click and type to edit a button's Balloon Help message

Drag a divider line to change the height of list items

Drag to resize the library window

Type a word to search for, then click Find to show all the buttons containing the word

Choose a search word or add a word to the pop-up menu

Choosing a library of buttons

▶ **To open the Button Library**

1 Open the OneClick Editor.

2 Click the **Library** tab.

The library for the active application appears in the list box. The list shows all the buttons in the library with a brief description of each button. The active library's name appears in the pop-up menu above the list.

3 To choose a different library, choose a library name from the pop-up menu.

Standard libraries

In addition to several application-specific libraries, OneClick includes general libraries with buttons you can add to any palette. These libraries are listed before the application-specific libraries in the Library pop-up menu.

The Control Strip library contains a list of all the Control Strip modules you have installed in the OneClick folder, if any. You can put a Control Strip module on a palette and use it like a OneClick button.

The Universal library contains useful generic controls that you can use in any application, including window management buttons, folder pop-up menus, sound volume and monitor depth controls, and so on.

Copying buttons and scripts from the library to a palette

▶ **To copy a button from the library to a palette**

■ Drag the button's icon to an empty space on the palette.
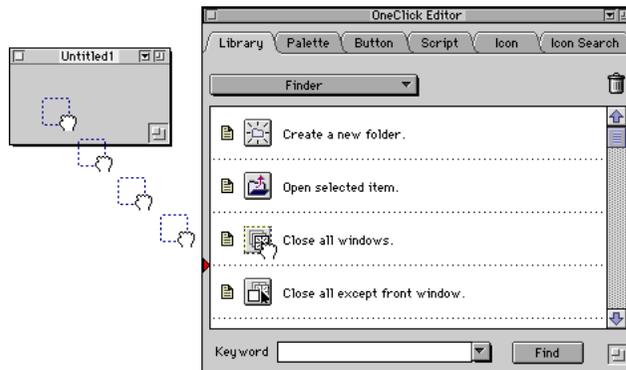
All the button's attributes are copied, including the icon, script, Balloon Help message, and other settings.

If you want, you can copy only the button's script from the library to another button on a palette. Copying a script to another button replaces the button's previous script, if any.

▶ **To copy a script from the library to a button on a palette**

■ Drag a button's script icon (📄) from the library to a button on a palette.
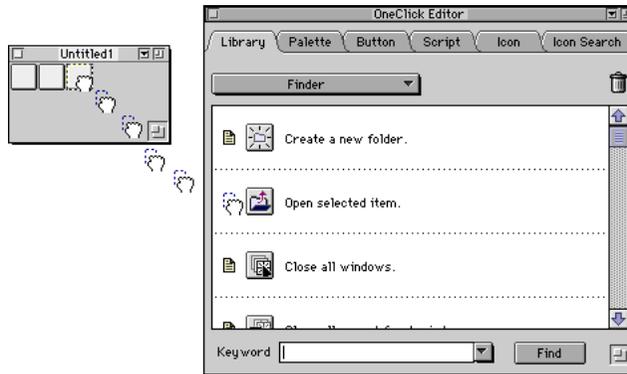
When you drag a script icon over a button, the button highlights to show which button will receive the new script.

Adding a Control Strip module to a palette

Control Strip is an Apple utility that's included with PowerBook computers and System 7.5. Control Strip is a floating strip that contains buttons and pop-up menus, much like OneClick buttons, that let you control various environment settings. You can add modules that normally appear on the Control Strip to a OneClick palette, eliminating the need for Control Strip. You don't need to run Apple's Control Strip control panel to use Control Strip modules on OneClick palettes.

Note If you don't have any Control Strip modules installed, then this information does not apply to you.
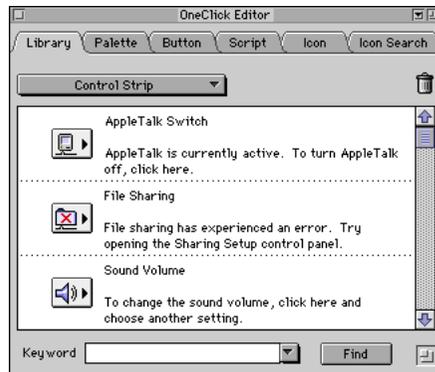
The Control Strip library is a special library that OneClick creates at startup time. The library contains a list of all the Control Strip modules installed in the Control Strip Modules folder inside the OneClick Folder (in Preferences). Only those modules installed in OneClick's Control Strip Modules folder can be used by OneClick.

▶ **To make Control Strip modules available to OneClick**

1 In the OneClick Folder (in Preferences), create a new folder named Control Strip Modules.

2 Copy any Control Strip modules you want to use with OneClick from the Control Strip Modules folder in the System Folder to the Control Strip Modules folder in the OneClick Folder.

3 Restart your computer.

▶ **To add a Control Strip module to a palette**

1 Choose **Control Strip** from the pop-up menu.

The Control Strip library appears.

2 Drag a Control Strip module from the library to a palette.

3 To use the module, close the OneClick Editor, then click the module to use it as you normally would with Control Strip.

The following picture shows Apple's Control Strip with three modules installed and an equivalent OneClick palette with the same three modules.

Apple's Control Strip   OneClick palette with Control Strip modules

You can mix Control Strip modules and OneClick buttons together on the same palette if you want. The System Bar palette is a good place for any Control Strip modules you use often.

Notes for using Control Strip modules with OneClick

■   OneClick looks for its Control Strip modules in a folder named "Control Strip Modules" in the OneClick Folder (in Preferences), not in the usual Control Strip Modules folder in the System Folder. OneClick and Control Strip each use their own separate Control Strip Modules folders.

■   If you add new modules to the Control Strip Modules folder, you'll need to restart your Macintosh before OneClick will recognize the new modules and list them in the Control Strip library.

■   Only the Control Strip modules supported by your Macintosh appear in the library. For example, if you install Apple's Battery Monitor module in the Control Strip Modules folder, the module appears in the library only if you're using a battery-powered Macintosh. (Apple's Control Strip works the same way.)

■   Modules in the Control Strip library appear with the default button color, border style, and appearance settings chosen in the Button Editor. You can change a module button's color, border style, or appearance in the Button Editor after adding the module to a palette.

■   Some (but not all) modules may show display problems if you change the module button's size after adding it to a palette. For best results, don't resize Control Strip module buttons.

■   You cannot change a module button's icon number or edit its icon.

■   OneClick ignores scripts in Control Strip module buttons. You can use the Script Editor to edit a module button's script, but the script won't do anything when you click the button.

Searching for specific buttons

In a library with a lot of buttons, you can use the Find feature to quickly search for the buttons you want. OneClick displays only the buttons whose descriptions contain the keyword you specify.

▶ **To search for buttons**

1   Choose the library you want to search from the Library pop-up menu.

2   Type the word or phrase you want to search for in the Keyword box.

3   Click **Find**.

Only the buttons containing the search keyword appear in the library list.

4   To redisplay all the buttons in the library, click **Show All**.

You can add frequently used keywords to the Keyword pop-up menu.

■   To add a keyword to the pop-up menu, type a word or phrase in the Keyword box, then choose **Add**.

■   To remove a keyword from the pop-up menu, choose the keyword, then choose **Remove**.

When you choose a keyword from the menu, OneClick automatically finds and displays the buttons containing the keyword (you don't need to click **Find**).

Creating a library and adding buttons

You can create new libraries to store buttons you create and for applications that don't already have their own library. Putting buttons in a library lets you share your buttons with other users; they can open your library and drag its buttons to their palettes.

▶ **To create a new library**

1   Choose **New Library** from the Library pop-up menu.

**2**   Type a name in the Name box, then click **OK**.
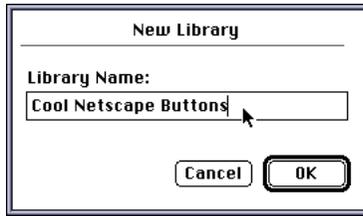
You can type up to 31 characters for the name.

An empty library appears in the list box, and you can now add buttons to the library. The library file is stored in the Libraries folder within the OneClick Folder (in Preferences).

You can add buttons to your own libraries or any of the pre-designed libraries that come with OneClick.

▶ **To add buttons to the library**

■ Select and drag one or more buttons from a palette to the library list.
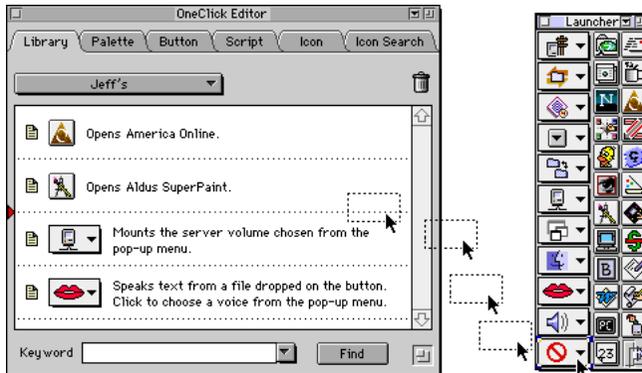
Dragging the ⊘ button from a palette to the library

A red triangle on the left edge of the list indicates where the button will be inserted when you release the mouse button. Dragging a button to the library doesn't remove it from the palette; it makes a new copy of the button in the library.

▶ **To rearrange the order of buttons**

■ Drag buttons up or down in the list.

■ To move a button to a position that isn't in view, drag the button above or below the list until the list starts scrolling. When the desired position appears, drag the button back into the list and drop it in the list.

▶ **To change the height of list items**

■ Move the pointer over one of the dotted divider lines between list items.

■ When the cursor changes to the resize cursor (✛), drag the line up or down.

All list items change to the new height.

The descriptions next to each button are the buttons' Balloon Help messages. You can edit the Balloon Help text directly in the list; the help text is the same text that appears in the Balloon Help dialog box in the Button Editor.

▶ **To edit a button's Balloon Help message**

■ Click the button's help text (to the right of the button) and type. You can use Command-X, Command-C, and Command-V to cut, copy, and paste text in the Balloon Help messages.

Changing the help text in the library does *not* change the help text for any copies of the buttons already placed on palettes.

Managing library files

Normally, all the libraries listed in the Library pop-up menu are the library files found in the Libraries folder. You can use the Open Library command (in the Library pop-up menu) to open a library file from another disk or folder; which lets you use a library created by other OneClick users or supplemental libraries provided by WestCode.

▶ **To open a library file**

1   Choose **Open Library** from the Library pop-up menu.

2   Use the directory dialog box to find and open the desired library file.

Note You can make the library available at all times by dropping the library file in the Libraries folder within the OneClick Folder.

▶ **To delete a button from the active library**

■   Drag the button to the trash can icon in the upper-right corner of the library window.

▶ **To rename a library**

1   Choose the library you want to rename from the Library pop-up menu.

2   Choose **Rename Library** from the pop-up menu.

3   Type a new name in the Library Name box, then click OK.

▶ **To delete a library**

1   Choose the library you want to delete from the Library pop-up menu.

2   Choose **Delete Library** from the pop-up menu.

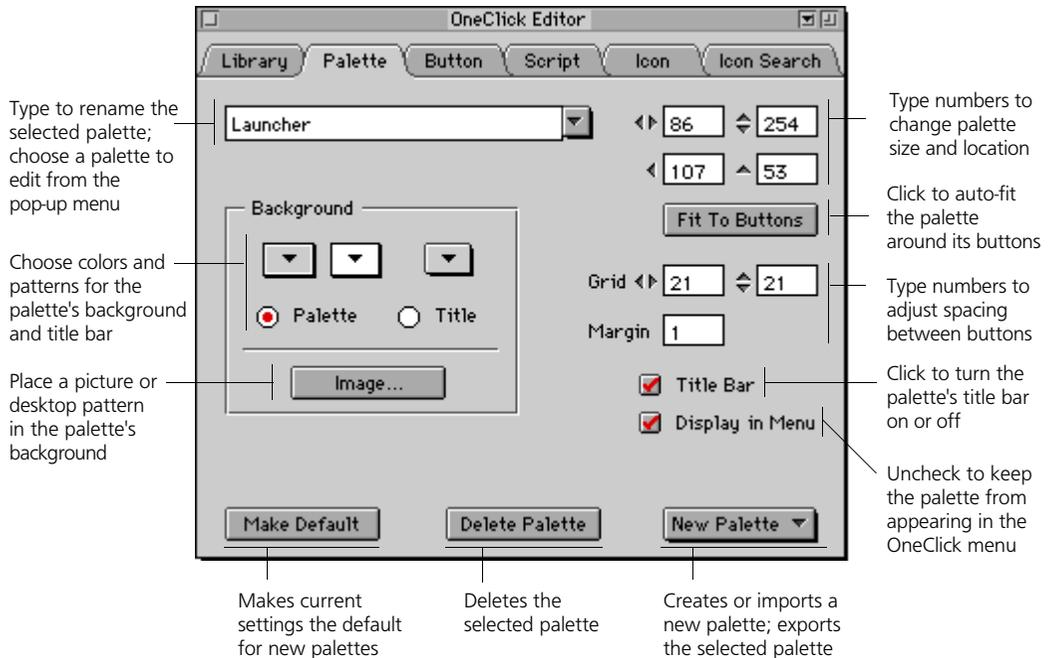**3**   Click **Delete** when the confirmation message appears.

Using the Palette Editor

The Palette Editor lets you create new palettes and change palette characteristics. The features of a palette that you can change include the window title, size, location, color, pattern, background picture, and button spacing.

Shortcut To quickly open the Palette Editor (if the OneClick Editor is closed), hold down the Command and Option keys and click the background of the palette you want to edit, then choose **Palette Editor** from the shortcut menu.

—Or—

If the OneClick Editor is open, but another editor is active, double-click the background of the palette you want to edit to switch to the Palette Editor.

Type to rename the selected palette; choose a palette to edit from the pop-up menu

Choose colors and patterns for the palette's background and title bar

Place a picture or desktop pattern in the palette's background

Type numbers to change palette size and location

Click to auto-fit the palette around its buttons

Type numbers to adjust spacing between buttons

Click to turn the palette's title bar on or off

Uncheck to keep the palette from appearing in the OneClick menu

Makes current settings the default for new palettes

Deletes the selected palette

Creates or imports a new palette; exports the selected palette

The following sections show how to create palettes and change their characteristics. For information on changing a palette's buttons or adding new buttons, see "Using the Button Editor" on page 73.

Creating a new palette

You can create new palettes and add buttons to them at any time. If you create a lot of buttons for an application, you may find it useful to group the buttons on different palettes based on their function. For example, in a graphics program you could have one palette with buttons you use for file operations, and another palette with buttons you use for editing scanned images. In a database program, you could create a different palette for each database file you use.

Global and application-specific palettes

You can create two kinds of OneClick palettes: **global** palettes which appear in all applications, and **application-specific** palettes that are available only in the application they were created for. When you quit an application, its application-specific palettes close automatically, while global palettes are always available.

The most common use you'll have for a global palette is for opening applications or documents. You can put buttons on a global palette that open your most frequently used applications and documents so that you don't have to switch to the Finder to open them.

Another use for a global palette is for buttons that work within different applications. One convenient use would be to have a button that does the following:

■ Copy selected text (such as a mailing address) to the clipboard. (Note that it doesn't matter what application the text is copied from.)

■ Open an envelope-printing utility, such as Easy Envelopes+.

■ Paste the address text from the clipboard.

■ Print an envelope.

If you want to create buttons that work with more than one application (such as buttons that move information between different applications), create a global palette to contain the buttons. For buttons designed to work only within a certain application, create an application-specific palette.

> **Note** Adding a button to a global palette does not ensure that the button's script will work in all applications. Because most button scripts are tailored to specific applications, using a script in an application it wasn't written for could cause unpredictable results. Usually, generic buttons (such as New, Open, Print, and so on) will work in any application.

▶ **To create a new, empty palette**

1 If you want to create a palette for a specific application, switch to that application.

2 Open the OneClick Editor.

3 Click the **Palette** tab.

4 Pick one of the following from the New Palette pop-up menu:

- ■ Choose **New Application Palette** to create a palette that appears only in the active application.

  –Or–

- ■ Choose **New Global Palette** to create a global palette that appears in all applications.

A new, untitled palette appears. You can now change the look of the palette and add buttons.

Selecting a palette to edit

Before changing a palette's characteristics, you need to select it so OneClick knows which palette you want to edit.

▶ **To select a palette to edit**

1 Click the **Palette** tab in the OneClick Editor.

2 Click the title bar or background of the palette you want to edit, or if the palette is hidden, choose its name from the pop-up menu next to the Palette Name box in the Palette Editor.

The name of the selected palette appears in the Palette Name box. A resize box appears in the lower-right corner of the palette to show it's selected.

Shortcut If a palette is open, but it's hidden behind the editor window or another palette, you can bring it to the front by holding down the Option key and choosing the palette's name from the OneClick menu.

Changing a palette's name

The default palette name is Untitled and a number, such as Untitled1.

▶ **To change the palette's name**

■ Type a new name in the Palette Name box.

The name appears in the palette's title bar. You can type up to 31 characters for the name.

Consider naming your palettes based on the category of buttons you've placed on the palette. For example, in Adobe Photoshop, you could have three palettes named Scanning Tools, Color-Correction Tools, and Image Filters. In applications where you use only one palette, you could just name the palette after the application, such as Quicken Tools.

Changing a palette's background

The palette background appears behind any buttons you place on the palette. You can choose between a solid color background (the default is light gray), two kinds of pattern backgrounds, or a picture background.

▶ **To change a palette's background color or pattern**

1 Choose a color from the Background Color pop-up menu.

Background   Pattern   Pattern
Color   Color

The palette's background changes to the color you picked.

2 If you want the palette to have a patterned background, choose a pattern from the Pattern pop-up menu.

3 If you want a color pattern, choose a color from the **Pattern Color** pop-up menu.

The **Palette** and **Title** buttons determine which part of the palette is changed when you choose options from the color or pattern menus. To change the color or pattern of the palette's title bar, click **Title**, then repeat the previous steps.

Choosing a custom color

If you want to use a different color that's not included in the 256 colors available in the color menu, you can use the Color Picker dialog box to choose a custom color. Using a custom color works best if your monitor supports more than 256 colors.

▶ **To choose a custom color**

1 Select **Choose Color** from the bottom of the Color pop-up menu.
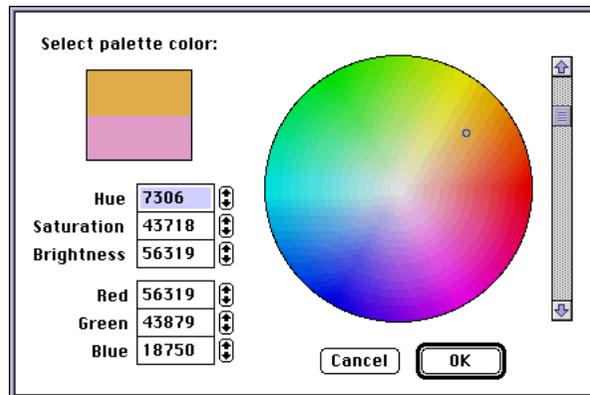
2 Do any of the following:

- Drag over the color wheel to choose a hue (color) and saturation (intensity).

- Use the scroll bar to choose a brightness.

- Type color values in the number boxes.

3 Click **OK** when you're done.

Note The Color Picker may look different depending on the system software you are using. Refer to the manual for your system software if you need help.

Placing a picture or a large color pattern in the background

You can import a picture or a large color pattern to use for the palette's background. Buttons on the palette then appear to sit on top of the picture or pattern.

Large color patterns (sometimes called PPATs or desktop patterns) are usually 32 pixels square or larger in size and can contain more than two colors. A good source of large color patterns is the Desktop Patterns application included in System 7.5. Online services such as America Online are also a good source of pattern files.

You can import a picture from any file containing a PICT format graphic.

▶ **To import a picture or large color pattern**

1 Click **Image**.

2 Use the directory dialog box to select a file containing either color patterns or a PICT graphic. (If you're running System 7.5, look in the Control Panels folder for the Desktop Patterns application.)
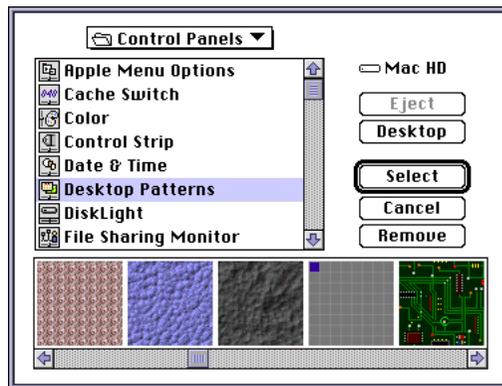
The selected file's images appear in the scroll box below the file list. (For PICT files, only the upper-left corner of the picture appears in the list.) Use the scroll bar to see more images.

3 To select a picture or pattern, click the image and click **Open**, or double-click the image.

The image you chose appears in the palette's background.

▶ **To remove a picture or color pattern**

1 Click **Image**.

2 Click **Remove** in the dialog box.

Changing a palette's size

You can change the size of a palette three different ways.

▶ **To resize a palette**

■ Drag the palette's resize box

–Or–

■ Type numbers in the Height and Width boxes in the Palette Editor

–Or–

Width Height

■ Click **Fit To Buttons** in the Palette Editor
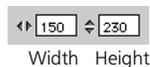
Clicking **Fit To Buttons** changes the palette's height and with so that all its buttons are visible without any empty space (except the margin) along the bottom and right edges of the palette. **Fit To Buttons** changes the palette size only; it doesn't move any buttons.

If you resize a palette smaller so that not all of its buttons are visible, the hidden buttons are not removed or disabled. Hidden buttons can still be called from scripts in other buttons; this provides an easy way to create hidden "subroutine" buttons that are used only by scripts in other buttons.

Changing a palette's grid settings and button spacing

A palette's grid lets you easily align and position buttons on a palette. Buttons snap to points on an invisible grid as you drag them on the palette. When resizing a palette, the resize box also snaps to the grid points.

To determine proper settings for the grid, consider the size of the buttons on the palette and how much empty space you want between each button. For example, if your buttons are 42 pixels wide by 20 pixels tall and you want two pixels of space between each button, set the horizontal grid to 44 and the vertical grid to 22 (the button's dimensions plus 2 pixels of empty space). When you drag buttons on the palette, they line up to the grid points, leaving two blank pixels between each button.

▶   **To change the size of the grid spacing**

Grid ◀▶ 21   ⬍ 21
Width Height
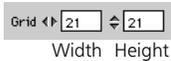
1   Type new sizes in the Grid Width and Height boxes.

2   Drag buttons on the palette to make them snap to the new grid points.

Shortcut   To override the snap grid when dragging buttons or resizing a palette, hold down any modifier key (Command, Option, Shift, or Control) while dragging.

A palette's margin setting determines the amount of space between buttons and the palette's edges. A value of 2 means two pixels of empty space between a button and the edge of a palette. Changing the margin setting affects the upper-left corner where the grid starts.

▶   **To change the size of the palette margin**

1   Type a new size in the Margin box.

2   Click **Fit To Buttons** to resize the palette with the new margin setting.

Turning a palette's title bar on or off

Some of the palettes that come with OneClick, such as the System Bar and Finder palettes, don't have title bars. You can turn a palette's title bar on or off with the **Title Bar** checkbox.

▶ **To turn a palette's title bar on or off**

■ Check or uncheck the **Title Bar** checkbox.

▶ **To move a palette that doesn't have a title bar**

■ If the OneClick Editor is open, hold down the Option key and drag the palette's background.

■ If the OneClick Editor is closed, hold down any modifier key (Command, Option, Shift, or Control) and drag the palette's background.

Keeping a palette from appearing in the OneClick menu

Some "secondary" palettes that you may not use regularly are not listed in the OneClick menu. For example, you can display the System Bar Options palette only by clicking the Options button on the System Bar—the palette doesn't appear in the OneClick menu. You can use the **Display in Menu** checkbox to keep other palettes from appearing in the OneClick menu.

▶ **To hide or show a palette's name in the OneClick menu**

■ Check or uncheck the **Display in Menu** checkbox.

Note All available palettes appear in the OneClick menu whenever the OneClick Editor is open, allowing you to show or select any palette that doesn't normally appear in the menu.

Changing the default settings for new palettes

You can change the default colors, size, grid, margin, and other settings for any new palettes you create. When you change the default settings, new palettes you create contain the current settings in the Palette Editor, except for the palette's name which remains Untitled.

▶ **To change the default settings for new palettes**

1 Change the settings in the Palette Editor to the settings you want new palettes to have (colors, size, and so on).

2 Click **Make Default**.

Using the Make Default feature is a quick way to copy the characteristics of one palette to a new palette. Just select a palette, click Make Default, and then create a new palette.

Deleting a palette

Deleting a palette permanently removes the palette and all the buttons it contains. Before deleting a palette, make sure you've copied to another palette (or library) any buttons you want to keep.

▶ **To delete a palette**

1 Select the palette you want to delete.

2 Click **Delete Palette**.

If the palette contains any buttons, OneClick displays a message asking if it's OK to delete the palette.

Note Make sure you really want to delete the palette and all its buttons. This step cannot be undone.

3 Click **Delete**.

The palette is permanently removed.

Managing palette files

Palettes are stored in palette files in the Button Palettes folder (inside the OneClick Folder in Preferences). Each palette file can contain one or more palettes. All global palettes are stored in a single file named Global Palettes, while application-specific palettes are stored in files named after their associated application, followed by the word Palette, such as "SimpleText Palette" or "Adobe Photoshop™ 3.0.5 Palette."

At system startup, OneClick opens the Global Palettes file and loads the palettes in that file. When you open an application that has an associated palette file in the Button Palettes folder, OneClick loads the palettes from the palette file and adds them to the OneClick menu. Any changes you make to active palettes are automatically saved to the corresponding palette file in the Button Palettes folder.

Loading palette files by an application's creator code

OneClick associates an application with its palette file by name, so that if you open an application named "SimpleText 1.2," OneClick looks for a palette file named "SimpleText 1.2 Palette" in the Button Palettes folder. If you open another version of the application named "SimpleText 1.3.1," however, OneClick won't load the palettes in the file named "SimpleText 1.2 Palette" because the names don't match.

You can have OneClick locate a palette file using an application's creator code instead of its file name by including the creator code in square brackets in the palette file's name. When a palette file name includes a creator code, OneClick goes by the creator code and ignores the application name when locating the palette file to open. For example, the palettes in file "SimpleText [ttxt] Palette" open when you launch SimpleText, regardless of the actual file name of the SimpleText application. The creator code in square brackets can appear anywhere in the palette file name (if the creator code is present, the file name is ignored).

Using palette file backups

OneClick automatically backs up palette files to help recover from accidental file corruption. Each time the system or an application starts up, OneClick opens the associated palette file, then stores a copy of the palette file in the Backup folder (inside the Button Palettes folder). If for any reason OneClick cannot open the palette file (because it has become corrupted due to a system crash, for example), OneClick displays an alert message and adds the word "(damaged)" to the end of the palette

file's name. When OneClick encounters a damaged palette file, it automatically restores and opens the previous working copy from the Backup folder. When starting up the computer or when opening an application, if you see a message telling you that a palette file has been damaged, you should open the Button Palettes folder and drag the damaged file to the Trash, then empty the Trash.

Exporting a palette to a file

If you want to share with other people any palettes that you've created, you can export the palettes to files on a disk. You can also use the export feature to make backup copies of palettes.

▶ **To export a palette to a file**

1   Select the palette you want to export (so that its name appears in the Palette Editor).

You can export only one palette at a time.

2   Choose **Export Palette** from the New Palette pop-up menu.
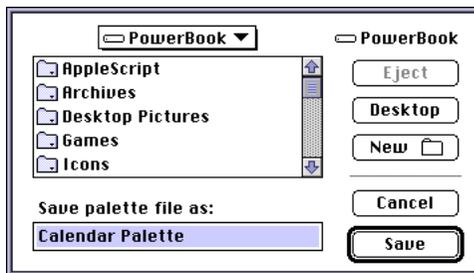
A directory dialog box appears with a default name for the palette file.

3   Choose a location and type a new name (if desired), then click **Save**.

Importing a palette from a file

To import a palette from a file, use the Import Palette command. Importing a palette copies the palette(s) you choose into the active application's palette file or into the Global Palettes file. This lets you use palettes given to you by other people or downloaded from online services.

▶ **To import a palette**

1 If you want the palette you're importing to be application-specific, switch to the desired application first.

2 Choose **Import Palette** from the New Palette pop-up menu.

3 Select the palette file containing the palette you want to import.
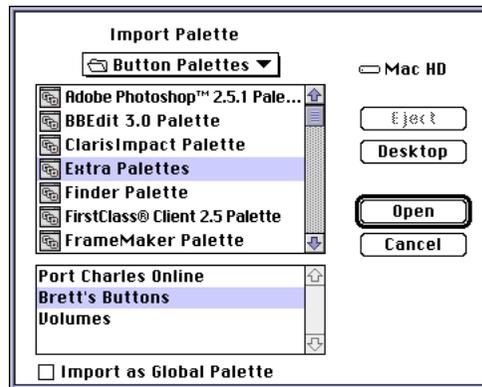
All the palettes contained in the palette file appear in the bottom list box.

4 Select the palette you want to import. Command-click palette names to select multiple palettes.

5 If you want the new palette to be global, click the **Import as Global Palette** checkbox. Leave the box unchecked if you want the imported palette to work only in the active application.

6 Click **Open**.

The imported palette appears on the screen. Close the OneClick Editor to use it.

Duplicating an active palette

Importing a palette from one of your active palette files is the easiest way to make working copies of any palette.

▶ **To duplicate a palette**

1 If you want the palette you're duplicating to be application-specific, switch to the desired application first.

2 Choose **Import Palette** from the New Palette pop-up menu.

3 Go to the **Button Palettes** folder (System Folder:Preferences:OneClick Folder:Button Palettes).

The Button Palettes folder contains all of your active palette files. The Global Palettes file contains all the global palettes; other files named after applications contain application-specific palettes.

4 To duplicate a global palette, select the **Global Palettes** file. To duplicate an application-specific palette, select the application's palette file.

All the palettes contained in the palette file appear in the bottom list box.

5 Select the palette you want to duplicate. Command-click palette names to select multiple palettes.

6 If you want the new palette to be global, click the **Import as Global Palette** checkbox. Leave the box unchecked if you want the imported palette to work only in the active application.

7 Click **Open**.

The new palette appears in the same place on the screen as the original palette (if the original palette is open). Drag the new palette out of the way to see the original palette. Be sure to give the duplicate palette a new name so you don't get it confused with the original palette you copied.

Note Button scripts that refer to a palette by name may not work correctly if two palettes have the same name. Make sure all your palettes have unique names.

Using the Button Editor

The Button Editor lets you change a variety of attributes for buttons, such as the button's name, visual appearance, help message, and keyboard shortcut. You can also create, duplicate, and delete buttons.

▶ **To open the Button Editor**

1 Open the OneClick Editor.

2 Click the **Button** tab.

Type to rename the selected button; choose a button to edit from the pop-up menu

Use pop-up menus to choose a border style, color, and icon

Click to add a Balloon Help message

Text label (appears on button's face)

Choose the font, size, style, and color of the button's text label

Type numbers to change the button's size and position

Press a key to assign a keyboard shortcut

Click to position the button's text or icon

Makes current settings the default for new buttons

Deletes selected buttons

Creates a new, blank button

Shortcut To quickly open the Button Editor (if the OneClick Editor is closed), hold down the Command and Option keys and click the button you want to edit, then choose **Button Editor** from the shortcut menu.

—Or—

If the OneClick Editor is open, but another editor is active, double-click the button you want to edit to switch to the Button Editor.

Creating a new button

The first step in creating and customizing a button is to add a new button to a palette. After you've added a button, you can change its visual attributes in the Button Editor, add an icon in the Icon Editor, and record or write a script for it in the Script Editor.

▶ **To add a button to a palette**

■ Select the palette on which you want to add a button, then click New Button.

   –Or–

■ Click the palette on which you want to add a button, then press Command-N.

Note Clicking the palette allows the palette to receive keystrokes. If you don't click the palette before pressing Command-N, then the keystroke goes to the active application or the OneClick Editor window (wherever you last clicked).

The new button appears in the first open space on the palette. If the palette is full of buttons and there's no room for a new one, then the palette enlarges itself to hold the new button. If the palette is short and wide, then consecutive buttons are added from left to right; on tall and narrow palettes, buttons are added from top to bottom.

Selecting buttons to edit

All operations you perform in the Button Editor work on the selected button(s). You must first select a button before choosing options in the Button Editor.

▶ **To select a button**

■ Click the button you want to select.

The selected button's name appears in the Button Editor's Name box. Selection handles appear on the button's corners to indicate it's selected, and a resize box appears in the palette's lower-right corner to indicate the palette is also selected.

▶ **To select more than one button**

■ Hold down the Shift key and click additional buttons.

–Or–

■ Click the mouse on the palette's background and drag over the buttons you want to select.
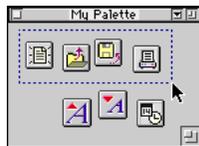
Any buttons inside (or touching) the selection rectangle become selected.

–Or–

■ To select all the buttons on a palette, click the palette's background, then press Command-A.

After you select multiple buttons, you can change the attributes of the selected buttons all at once.

Resizing selected buttons

You can resize buttons two different ways.

▶ **To resize selected buttons**

■ Drag a resize handle on one of the button's corners.

–Or–

■ Type numbers in the Width and Height boxes in the Button Editor.
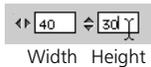
Width Height

If you have multiple buttons selected, all the selected buttons change size.

You can make a button look like a line by setting its height or width to 1. (Changing the height to 1 draws a horizontal line, changing the width to 1 draws a vertical line.)

Moving and aligning buttons

When you drag buttons on a palette, the buttons snap to the grid points that are set in the Palette Editor (see "Changing a palette's grid settings and button spacing" on page 66). You can drag a group of buttons by selecting all the buttons in the group, then dragging one of the selected buttons.

▶ **To nudge a button one pixel in any direction**

■ Click the palette's title bar (so the palette can receive keystrokes), then press the arrow keys to nudge the selected button(s).

▶ **To nudge a button by the number of pixels in the grid**

■ Click the palette's title bar (so the palette can receive keystrokes), then hold down the Command key and press the arrow keys.

▶ **To move a button to an exact pixel location on the palette**

Left   Top

■ Type numbers in the Left and Top boxes.

The palette's top and left coordinates start at 0, 0.

Editing and formatting a button's text label

Text you type in the Button Text box appears on the button's face. Use button text to convey the button's purpose if the purpose is difficult to represent with an icon.

▶ **To change the button's text label**

1 Click the Button Text box to make it active (so the Button Editor can receive keystrokes).

2 Type or paste text in the box.

The length of the button's label is limited only by available memory. If there's too much text to fit on one line in the button, the text wraps automatically.
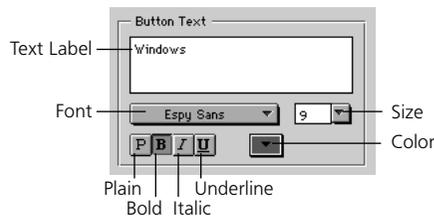
3 Choose formatting options from the Font, Size, and Color menus, or click the style buttons to apply different styles.

Each button on a palette can have a different text format.

You can change the text formatting for all the selected buttons at once, but you can edit the text for only one button at a time.

Adding a keyboard shortcut

Each button on a palette can have its own keyboard shortcut that activates the button. When you press the button's shortcut key, the button's script runs just as if you had clicked the button. This lets you use OneClick as a keyboard macro program, if desired.

A button doesn't need to be visible on screen to be triggered by its keyboard shortcut.

Note You can override an application's command keys by defining a button with the same shortcut key. If an application and a OneClick button both use the same shortcut key, the OneClick button takes precedence.

▶ **To assign a shortcut key**

1 Click the Key box to make it active.

Key `cmd-opt-s`

2 Press a key combination (such as Command-Option-S) or a function key (such as F12).

■ Choose a shortcut key that won't conflict with any command keys you use in other applications.

■ No two buttons can have the same shortcut key.

If the key you press is already assigned to another button, a dialog box appears.

⚠ That key equivalent is already used by button "Quicken" on palette "Launcher".

[Override] [Select Conflicting Button] [Cancel]
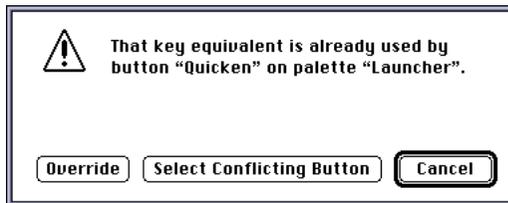
3 Do one of the following:

■ To go back and type a different shortcut key, click **Cancel**.

■ To find the other button that has the same shortcut, click **Select Conflicting Button**. OneClick shows the palette containing the conflicting button and then selects the button so you can change or remove its shortcut key.

■ To add the shortcut anyway, click **Override**. OneClick removes the shortcut from the button named in the dialog box and assigns it to the selected button.

To activate the button with the shortcut, close the OneClick Editor, then press the shortcut key.

▶ **To remove a shortcut key**

■ Click the Key box to select the shortcut, then press Delete.

Adding a Balloon Help message

Each button can have a help message that appears in Balloon Help and in the Help Status area of the System Bar. Newly-created buttons have no help message.

▶ **To edit a button's help message**

1 Click **Balloon Help**.

> **Type a Balloon Help message:**
>
> |
>
>
>
>
>
>   (Cancel) (OK   )

2 Type a help message (up to 255 characters) in the dialog box. Press Return to insert blank lines in the message.

3 Click **OK**.

When you turn on Balloon Help (or press Shift-Option) and point to the button, the button's help message appears in a balloon.

Choosing which icon appears on a button

Each button can contain up to four different icons, not just one, although a button displays only one icon at a time. You use the Icon pop-up menu to determine which icon (1–4) appears on the button. The default icon is 1.

You can view and edit a button's four different icons in the Icon Editor. A newly-created button contains only blank icons until you edit them using the Icon Editor or

Icon Search. For more information on editing and retrieving icons, see "Using the Icon Editor" on page 85 and "Using Icon Search" on page 91.

The most common reason for having different icons in a button are for scripts that switch the button's icon to indicate a different state—normal, pushed, selected, or disabled states, for example. If you don't write scripts, then you'll probably never need to use icons 2, 3, and 4. Leave the setting on Icon 1.

▶ **To choose a different icon**

1   Check the checkbox next to the Icon pop-up menu if it's not already checked.

2   Choose an icon number (1–4) from the pop-up menu.

▶ **To hide a button's icon**

■   Uncheck the checkbox next to the Icon pop-up menu.

OneClick doesn't remove any of the button's stored icons if you uncheck the checkbox. It just doesn't show an icon on the button. You can still view and edit the icons in the Icon Editor.

Changing a button's name

A button's name doesn't appear anywhere on the button, just in the Button Editor and Script Editor. In a button's script, you can refer to other buttons by their names, so each button on a palette should have a unique name. A button name can be up to 31 characters long.

▶ **To change a button's name**

■   Type a new name in the Name box.

You can rename only one button at a time.

Changing other visual properties of buttons

For the following properties in the Button Editor, you can apply properties to more than one button at a time. To do so, select multiple buttons and then choose the new property (color, border style, appearance, and so on).

▶ **To change a button's color**

1 Check the checkbox next to the Color pop-up menu if it's not already checked.

2 Choose a new color from the pop-up menu.
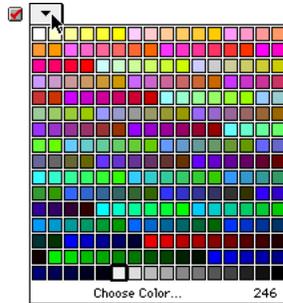
To choose a color not shown in the menu, select **Choose Color** to open the Color Picker dialog box. (See "Choosing a custom color" on page 63.)

▶ **To make a button transparent (so the palette's background shows through)**

■ Uncheck the checkbox next to the Color pop-up menu.

▶ **To change a button's border style**

■ Choose a new border style from the Border pop-up menu.
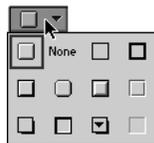
There are a dozen border styles to choose from. The "None" style means the button has no border—only the text, color, and icon (if any) appear on the button.

By choosing the pop-up menu (▾) style, you can automatically add a downward-pointing triangle to the button's right side. Use this style for buttons that behave like pop-up menus or tear-off palettes. For more information, see PopupMenu, PopupFiles, and PopupPalette in the *OneClick Scripting Guide*.

▶   **To change a button's visual appearance (highlighting)**

■   Choose an option from the bottom part of the Appearance pop-up menu.

Choosing an option changes the look of the button (its highlighting or shading, or its pushed-in/popped-out appearance). "Lighter" and "Darker" make the whole button (text, color, and icon) look either 50% lighter or 50% darker. "Disabled" means the button won't push in or highlight when you click it. Disabled buttons still work normally when you click them.

■   Deselect the Visible option to prevent the button from appearing on the palette.

Invisible buttons don't appear on the palette when the OneClick Editor is closed; they appear only when you open the OneClick Editor and select the palette. Invisible buttons are used mainly as hidden subroutine buttons for scripts—you can't see or click an invisible button, but you can call its script from another button's script.

▶   **To align a button's text label or icon in the button**
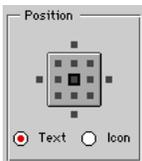
1   In the Position box, click the Text or Icon option to specify what you want to align.

2   Click a point on the Position grid to move the button's text or icon.

If the text or icon doesn't appear to move when you click different points, try making the button larger. Then click the points again to see the effect.

Changing the default settings for new buttons

You can change many of the default settings for new buttons you create. Doing so lets you make several new buttons that all have the same look and feel, and you don't have to change each button's settings in the Button Editor after creating them. Default settings you can change include the following:

■ border style

■ color

■ size

■ text formatting (font, size, style, and color)

■ text and icon position

▶ **To change the default settings for new buttons**

1 Change the settings in the Button Editor to the settings you want new buttons to have (border style, size, and so on).

2 Click **Make Default**.

Using the Make Default feature is also a quick way to copy the characteristics of one button to new buttons you create. Just select a button, click **Make Default**, then click **New Button**.

Duplicating buttons

You can use either keyboard commands or drag and drop to make copies of buttons. Duplicating a button copies all button properties, including the button's icon, script, and all settings in the Button Editor.

▶ **To duplicate a button**

■ Select the button to duplicate, then press Command-D.

The new button appears offset below and to the right of the original button.

▶ **To copy a button from one palette to another**

■ Drag the button to another palette.

▶ **To move a button from one palette to another**

■ Hold down the Option key and drag the button to another palette.

Deleting buttons from a palette

There are several ways you can delete buttons depending on whether the OneClick Editor is open or closed.

▶ **To delete selected buttons with the OneClick Editor open**

■ Press the Delete key.

–Or–

■ Click **Delete Button** in the Button Editor.

▶ **To undo (restore) a deleted button**

■ Click the palette containing the buttons you deleted, then press Command-Z.

Note To undo a deleted button, you must do so before closing the OneClick Editor, selecting a different palette to edit, or deleting additional buttons. Otherwise the deleted button cannot be restored.

▶ **To delete a button when the OneClick Editor is closed**

■ Hold down the Command and Option keys and click the button to delete, then choose **Delete Button** from the shortcut menu.

Using the Icon Editor

OneClick includes an Icon Editor you can use to create button icons or to edit icons taken from other files. You can create 256-color icons of any size up to 32 by 32 pixels. The Icon Editor lets you create both color and black-and-white versions of the same icon; OneClick displays the appropriate icon on the button depending on whether you're using a color or black-and-white monitor.

Click a tool, then click or drag in the drawing area to change the icon

Click to edit the icon's color version

Click to edit the icon's black & white version

Choose drawing and erasing colors from the pop-up menus

Click to edit the icon's mask

Restore the last saved version of the icon

Type numbers to change the icon's width or height

Choose a button icon to edit (1–4) from the pop-up menu

Click or drag in the editing area to change the color of pixels

Drag below the editing area's bottom-right corner to change the icon's size

▶ **To edit a button's icon**

1 Open the OneClick Editor and click the **Icon** tab.

2 Select the button whose icon you want to edit.

The button's icon appears in the drawing area. If the button didn't previously have an icon, a blank icon appears instead.

3 Choose which icon (1–4) you want to edit by choosing a number from the Icon pop-up menu.

A button's default icon is 1, but each button can store and use up to four different icons. You can choose which icon appears on a button by setting the button's icon in the Button Editor or by setting the button's Button.Icon property in a script.

4 Use the Icon Editor's drawing tools to change the icon image.

Icon Editor tools

The tools let you draw in the drawing area much like a paint program.

Tool Icon	Name	What it does
▼ Draw	Draw color	Changes the current draw color used by the pencil, line, fill, and shape tools. Click to choose a color from the pop-up menu.
		If your monitor displays 256 or more colors, hold down the Option key and click the color pop-up to get a smaller menu of 34 colors recommended by Apple for use in icons. (This also works for other OneClick color pop-ups, not just the icon draw color.)
		To choose a color not shown in the menu, select **Choose Color** to open the Color Picker dialog box. (See "Choosing a custom color" on page 63.)
▼ Erase	Erase color	Changes the current erase color used by the eraser and selection tools. Click to choose a color from the pop-up menu.
🖊	Pencil	Changes the color of individual pixels in the drawing area. Click the pencil tool, then click pixels in the drawing area.
🖌	Eraser	Erases pixels. Click the eraser tool, then click pixels in the drawing area to erase. The eraser uses the current erase color.
🖋	Dropper	Changes the current draw color to a color in the drawing area. Click the dropper tool, then click a color in the drawing area to "suck up" the color and make it the current draw color. To pick up the erase color instead, hold down the Option key. Holding down the Option key with any other tool selected causes the Dropper to appear.

Tool Icon	Name	What it does
	Selection	Selects rectangular parts of the drawing area. Click the selection tool, then drag to select part of the icon. After selecting, you can drag the selection to move it, Option-drag to create a copy, press Command-C to copy the selection to the clipboard, or press Delete to erase the selection. To select the entire icon, press Command-A.
	Line	Draws line segments. Click the line tool, then drag in the drawing area to draw lines.
	Fill	Fills a colored area of the icon with the current draw color. Click the fill tool, then click a color in the drawing area to fill the area with color. To fill all pixels of the same color (not just adjacent pixels), Command-click a color in the drawing area.
	Shapes	Draws hollow or filled shapes. Click a shape tool, then drag to draw a shape.
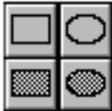
Resizing the icon

If you edit the icon for a new button that didn't previously have an icon, then the icon's default size is the same size as the button. You can change the icon's size to any size up to 32 by 32 pixels.

▶   **To resize the icon**

■   Type numbers in the Width and Height boxes.

    –Or–

1   Move the pointer over the lower-right corner of the drawing area.

2   When the cursor changes to the resize cursor (⬛), drag to resize the icon.

Note Resize an icon so that no unused space appears on the right or bottom edges. Doing so allows the icon to appear centered correctly on the button.

Pasting an icon or picture from the clipboard

You can copy an icon from a Get Info window in the Finder, or copy a graphic from a graphics program, and then paste the graphic in the Icon Editor.

▶ **To paste a graphic in the Icon Editor**

1 Copy a graphic (up to 32 by 32 pixels large) in a graphics program. (To copy a Finder icon, select the icon and choose **Get Info**, then click the icon in the Info window and choose **Copy**.)

2 Click the Icon Editor's drawing area to make it active.

3 Press Command-V to paste.

Note You can also copy an icon from the Icon Editor and paste it into a Get Info window or another application.

Designing both color and black-and-white icons

Each icon has both a 256-color version and a black-and-white version. The black-and-white icon appears only on monitors that are set to display fewer than 16 colors (in the Monitors control panel).

▶ **To edit the black-and-white icon**

■ Click the **B & W** box.

The black-and-white icon appears in the drawing area. The Draw and Erase color menus show black and white as the only choices.

If you leave the black-and-white icon empty (all white pixels), then OneClick approximates a black-and-white version of the color icon for display on the button. (Light colors change to white, dark colors change to black.) You don't need to create a black-and-white icon unless the approximation looks poor.

▶ **To copy the color icon to the black-and-white icon and touch it up**

1 Click the **Color** box to switch to the color version.

2 Drag the sample icon from the **Color** box to the **B & W** box.

3 Click the **B & W** box to switch to the black-and-white version.

4 Use the drawing tools to turn pixels on and off in the black-and-white icon.

Making parts of the icon transparent

An icon's mask lets you determine which parts of an icon's image appears on a button and which parts are transparent, allowing the button's background color to show through. Careful mask editing lets you create irregularly-shaped icons and icons that appear to have holes in them.

When a mask pixel is black, the corresponding pixel in the icon appears on the button. If a mask pixel is white, then the corresponding icon pixel doesn't appear. Following are three examples of how black pixels in different masks affect the same icon on a medium-gray button.

Full mask (the default)   Only half the icon is masked   Custom mask (after dragging
                                                                       the icon to the mask)

▶ **To copy the color or black-and-white icon to the mask and touch it up**

1 Click the **Color** or **B & W** sample box to select it.

2 Drag the icon from either the **Color** or **B & W** box to the **Mask** box.

Dark colors in the icon change to black in the mask, light colors change to white.

3 Click the **Mask** box to select it.

4 Use the drawing tools to turn pixels on and off in the mask.

Saving changes to an icon

OneClick automatically saves any changes to a button's icon when you switch to another button or close the Icon Editor, so you don't need to manually save it. However, the changed icon doesn't appear on the button until you save it.

▶ **To save the icon and update the button (without closing the editor)**

■ Press Command-S.

The new icon appears on the selected button.

▶ **To discard changes and restore the original icon**

■ Click **Revert**.

The last saved icon appears in the drawing area.

Using Icon Search

The Icon Search feature lets you use icons from any file that contains icon, cursor, or picture resources. Icon Search scavenges through folders on your hard disk and displays a list of icons which you can then drag to palettes and buttons.

Select a file to display its icons in the icon list

Drag an icon to a button to replace the button's icon, or drag to a palette to create a new button

Click to search a folder for files containing icons

The path to the selected file

Drag to resize the Icon Search window
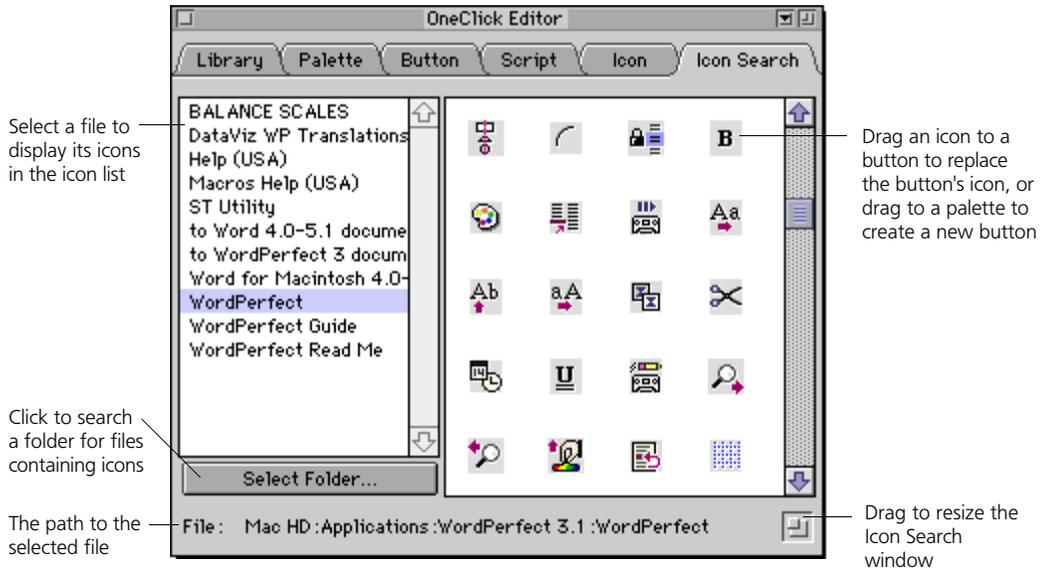
► **To search for icons**

1 In the OneClick Editor window, click the **Icon Search** tab.

2 Click **Select Folder**.

3 Use the directory dialog box to locate the folder you want to search.
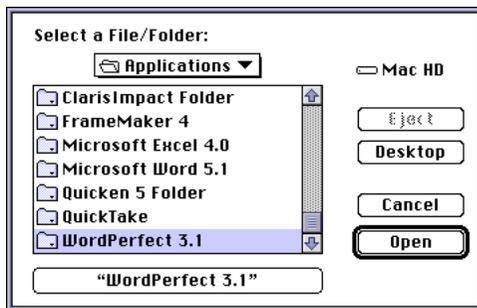
The selected folder's name appears in the button below the list box.

4   Click the button below the list box to begin the search.

Icon Search recursively searches through all the files and folders within the folder you select. Searching a folder that contains a lot of files and folders (such as your System Folder) may take a few moments.

A file list appears on the left when the search is complete.

▶ **To copy an icon from a file to a button**

1   Click a file in the list to display any icons, cursors, and pictures found in the file.

In some files you may notice that icons appear more than once. These are usually 16- and 256-color versions of the same icon where similar colors are used in each version.

2   Drag an icon from the Icon Search list to a button or a palette:

   ■   To create a new button with an icon, drag an icon from the list to an empty space on a palette.

   ■   To change the icon of an existing button, drag an icon to a button.

When you use Icon Search to create a new button, OneClick makes the new button the same size as the icon.

Note Online services such as America Online are a good source of creative and interesting icon files.

Appendix A

Control Panel Settings

Changing settings in the OneClick control panel
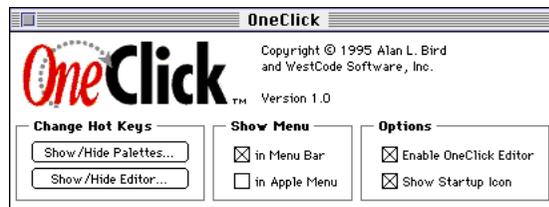
Changing the hot keys

OneClick provides two default hot keys you can use to show or hide all palettes and open the OneClick Editor.

▶ **To change the hot key for showing or hiding all OneClick palettes**

   1   Click **Show/Hide Palettes**.

   2   Type a new hot key, then click **OK**.

 The default hot key is Command-`.

▶ **To change the hot key for opening the OneClick Editor window**

   1   Click **Show/Hide Editor**.

   2   Type a new hot key, then click **OK**.

The default hot key is Command-Option-`.

Choosing where the OneClick menu appears

OneClick gives you three choices of where the OneClick menu appears: the pop-up menu on palette title bars, an icon menu in the menu bar, and a submenu in the Apple menu.

▶ **To turn on or off the OneClick menu in the menu bar or Apple menu**

■ Check or uncheck the **in Menu Bar** or **in Apple Menu** checkboxes.

The OneClick menu is always available from the pop-up menu in palette title bars. You can also use the PaletteMenu script command to make the OneClick menu appear when you click a button.

Disabling the OneClick Editor

You can disable the OneClick Editor to prevent other users from modifying palettes. This feature is useful for network administrators who don't want inexperienced OneClick users to be able to modify standard palettes used by their workgroup or department.

▶ **To disable the OneClick Editor**

■ Uncheck the **Enable OneClick Editor** checkbox.

The OneClick Editor option appears dimmed in all OneClick menus.

Disabling the startup icon

The OneClick icon appears each time your Macintosh starts up.

▶ **To turn off the startup icon**

■ Uncheck the **Show Startup Icon** checkbox.

Appendix **B**

Shortcuts

Button shortcuts

The following shortcuts work only when the OneClick Editor is closed.

To do this	Do this
Open the Script Editor for a button	Command-Option-click a button, then choose Script Editor from the pop-up menu.
Open the Button Editor for a button	Command-Option-click a button, then choose Button Editor from the pop-up menu.
Create a new button and record a script	Command-Option-click the palette's background where you want the new button to appear, then choose Record from the pop-up menu. Click the button to stop recording.
Record a new script for an existing button	Command-Option-click a button, then choose Record from the pop-up menu. Click the button to stop recording.
Delete a button from a palette	Command-Option-click a button, then choose Delete from the pop-up menu.
Get Balloon Help for a button	Hold down Shift and Option, then point to a button.
Stop execution of a button's script	Press Command-period.
Stop recording a script	Press Command-` (the Hide/Show Palettes shortcut).

Palette shortcuts

The following shortcuts work only when the OneClick Editor is closed.

To do this	Do this
Open the Palette Editor for a palette	Command-Option-click a palette's background, then choose Palette Editor from the pop-up menu.
Close all palettes	Option-click a palette's close box.
Zoom all palettes	Option-click a palette's zoom box.
Bring a palette in front of other palettes	Click the palette's title bar or background, or hold down Option and choose the palette's name from the OneClick menu.
Move a palette without a title bar	Hold down Shift, Option, Command, or Control and drag the palette's background.
Click "through" a palette to the underlying window or dialog box	Hold down Shift and Control, then click in the palette. The click passes through the palette to the window underneath, allowing you to click in a window when a palette is in the way.
Hide all palettes or show hidden palettes	Press Command-` (accent). You can change this shortcut in the OneClick Control Panel.
Hide or show the OneClick Editor window	Press Command-Option-` (accent). You can change this shortcut in the OneClick Control Panel.
Display the OneClick menu as a menu of tear-off palettes	Hold down Command and Option, then choose a palette from the OneClick menu.

OneClick Editor shortcuts

These shortcuts work only when the OneClick Editor window is open; it doesn't matter which editor is active.

To do this	Do this (when the OneClick Editor is open)
Select a palette for editing and target the palette for keystrokes	Click the palette.
Switch to the Palette Editor	Double-click the palette's background.

To do this	Do this (when the OneClick Editor is open)
Resize a palette	Drag the palette's grow box.
Move a palette without a title bar	Option-drag the palette's background.
Select one or more buttons for editing	Click a button to select it. Shift-click to select additional buttons. (Or drag to surround the buttons you want to select.)
Select all buttons on a palette	Click a button or the palette's background to select the palette, then press Command-A.
Switch to the Button Editor	Double-click a button.
Move buttons one pixel	Select the button(s) to move, then press the arrow keys.
Move buttons by the amount specified for the palette grid	Select the button(s) to move, then hold down Command and press the arrow keys.
Resize a button	Select the button(s) to resize, then drag one of the four handles on the button.
Duplicate a button	Select the button(s) to duplicate, then press Command-D.
Create a new button	Click a palette's background to select the palette, then press Command-N.
Delete a button	Select the button(s) to delete, then press Delete.
Restore the most recently deleted button(s)	Select the palette from which the buttons were deleted, then press Command-Z to undo. (Undo works only if deleting a button was the most recent action you performed.)
Display the standard 34 Apple icon colors (instead of 256) in a pop-up color menu	Option-click the pop-up color menu. (This shortcut works only when your monitor is set for 256 or more colors.) These are colors that Apple recommends for color icons.
Cut text from any text field to the clipboard	Select text, then press Command-X.
Copy text from any text field to the clipboard	Select text, then press Command-C.
Paste text from the clipboard into any text field	Click the text field, then press Command-V.
Close the OneClick Editor window	Press Command-W. (This works only if the editor is targeted for keystrokes.)

Button Library shortcuts

To use these Button Library shortcuts, first make the library active by clicking one of the fields in the Button Library window. A dark outline surrounding the window's title bar shows that the window is active.

To do this	Do this
Select all of a button's Balloon Help text	Click in the text, then press Command-A.
Press the Find button after typing a keyword	Press Return.

Icon Editor shortcuts

To use these Icon Editor shortcuts, first make the editor active by clicking one of the fields in the Icon Editor window. A dark outline surrounding the window's title bar shows that the window is active.

To do this	Do this
Select the entire icon with the selection tool	Press Command-A.
Copy the selection to the clipboard	Press Command-C.
Paste the selection from the clipboard	Press Command-V.
Undo the last editing action	Press Command-Z.
Delete the selection	Press Delete.
Drag the selection without erasing it (drag a copy of the selection)	Option-drag the selection.
Fill all pixels that are the same color as the pixel you click	Select the fill tool (the paint bucket), then Command-click a pixel.
Temporarily switch from any tool to the Dropper to pick up a color	Hold down the Option key, then click a color to change the current draw color. If the Eraser is the selected tool, then the Dropper changes the current erase color, not the draw color.

To do this	Do this
Use the Dropper to change the erase color instead of the draw color	With the Dropper tool selected, hold down any modifier key (Command, Shift, Option, or Control) and click a color.
Save the icon and update the button	Press Command-S.

Script Editor shortcuts

To use these Script Editor shortcuts, first make the editor active by clicking one of the fields in the Script Editor window. A dark outline surrounding the window's title bar shows that the window is active.

To do this	Do this
Select a word in a script	Double-click the word.
Select a line in a script	Triple-click the line.
Select all text in a script	Press Command-A or quadruple-click the script.
Cut text to the clipboard	Press Command-X.
Copy text to the clipboard	Press Command-C.
Paste text from the clipboard	Press Command-V.
Undo the last editing action	Press Command-Z.
Check the script's syntax, save the script and update the button	Press Command-S.
Check the script's syntax and run the script	Press Command-R.
Print the script	Press Command-P.
Toggle between the script window and the keyword list	Press Command-Tab.
Insert special characters in a script (such as Return, Delete, or arrows)	Hold down Option and type the character (Option-Return, Option-Delete, Option-Left Arrow, and so on).

Script Editor shortcuts

Appendix C

Customer Support

At WestCode Software, our company mission is to create outstanding, innovative products that improve the way you use your Macintosh. This package reflects our dedication to producing well-designed software combined with comprehensive user documentation that helps you get the most from your purchase.

Our goal is to ensure that you're satisfied with our products and service. If you ever have a question or problem with one of our products, and you can't find an answer in the manual, call us for a quick solution. Our knowledgeable and friendly technical support staff is available to help you from 10:00 A.M. to 5:00 P.M. Pacific time, Monday through Friday. Call or write to:

> (619) 487–9233 Technical questions about products
> (619) 487–9200 General information and sales
> (619) 487–9255 Fax
>
> WestCode Software, Inc.
> Attn: Technical Support
> 15050 Avenue of Science, Suite 112
> San Diego, CA 92128

When calling, you should be at your computer, have this manual handy, and be prepared to give the following information:

- The Product Registration number
- Your hardware setup (Macintosh model, memory, and so on)
- The version of your system software

■   The names of all non-Apple system extensions and control panels you have installed

■   A description of the problem

Online services

Modem users can receive product support on America Online by sending e-mail to WestCode. Internet users can send e-mail to WestCode@WestCodeSoft.com.

From time to time, WestCode Software makes new OneClick palettes, button libraries, and plug-in extensions available online. To access WestCode's home page on the World Wide Web, point your web browser to http://www.WestCodeSoft.com.

Product registration

Please take a moment to complete the Registration Card included with this package. Registration will allow us to notify you of product improvements and to tell you about new products. Remember, product support is available only to registered users.

Customer comments

We're always looking for ways to improve our products and we frequently add new features requested by our customers. We welcome and encourage your comments for making our products and service even better. We're also interested in ideas for new products that you'd like to see produced.

Index

A

B

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Programming Supplies

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In-N-Out Burger®

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