

## CHAPTER 1: GETTING STARTED

QuicKeys builds your keys to speed on the Mac™OS! QuicKeys is the most flexible tool on the market for automating repetitive jobs that can consume your day. It lets you replace a task or series of tasks with a single trigger, such as a hot key or mouse click.



---

### FEATURES

QuicKeys dramatically reduces time and effort spent on your Mac by automating your most frequently-used operations.

- Speed and Accuracy. Once you create a sequence, the computer replays the commands in the sequence much faster than you can perform them. Most important, however, may be QuicKeys's ability to replicate tasks without error. After all, it's the *computer* that's supposed to do the work, not you!
- QuicKeys is accelerated for PowerPC Macintoshes and also runs on 680X0 computers.
- Predefined shortcuts and sequences. Save time right out of the box by using the QuicKeys Editor to import shortcuts and sequences CE Software has created for you. See page 17 for more information.
- Shortcut palettes. Provide one-click visual access to recorded shortcuts via a familiar palette interface.
- Batch processing capabilities. Perform a series of tasks once and have QuicKeys replicate the tasks on the rest of your files. See page 63 for more information.
- Shared productivity. QuicKeys makes it easy to share your shortcuts with other QuicKeys users. Simply record the sequence, export it, and send it to friends and colleagues. See page 16 for more information.
- Simple menus. Change your preferences without digging through a maze of menus.
- Flexible windows. QuicKeys's tab-style interface makes it easy to create and edit shortcuts.
- Special key capabilities. Create special keys that make the smaller keyboard of PowerBooks® work like an external numeric keypad.
- Easy-to-use toolbars. Three different types of toolbars provide immediate access to all shortcuts with one click. See page 37 for more information.

---

## ABOUT THIS MANUAL

This documentation provides detailed information for QuicKeys software. This user manual assumes you are familiar with the Macintosh. Refer to your computer's documentation for information about using the hardware.

## CONVENTIONS

Different fonts and styles are used in this manual to make instructions as clear as possible. The conventions used include:

- Helvetica Condensed font to indicate menu options, buttons and active dialog text. Example: Go to the File menu.
- Avant Garde Condensed font to indicate text typed directly into a dialog as well as Uniform Resource Locators (URLs) for World Wide Web locations. Example: <http://www.cesoft.com>.
- Times Italic font for emphasis. Example: Do *not* restart your machine.

## ICONS

Icons are used to draw attention to significant points in the documentation. The icons used include:

- ❖ — Indicates a Note
- — Indicates an Important point
- ▲ — Indicates a Warning

## COMMENTS ABOUT THIS MANUAL

We like to hear from the people who use our products, and welcome comments about the user guide. Write to us at [manuals@cesoft.com](mailto:manuals@cesoft.com).

The most current version of this manual is available at <http://www.cesoft.com/quickeys/qksupport.html> and can be read with your Web browser.

You can also download a copy of the manual from <ftp://ftp.cesoft.com/pub/Info/Documentation/>.

---

## WHERE TO GO FROM HERE

**If you are new to QuicKeys** — Read through Chapters 2, 3 and 4 to install and get started. Explore the rest of the manual and experiment as you go along. By the time you've worked through the examples in Chapter 5, you'll be well on your way to becoming a QuicKeys pro.

**If you're a new user who doesn't like to read manuals** — Check out the installation instructions in the next chapter. Once you get the software installed, take a look at the items in the Help menu in the QuicKeys Editor. You'll find helpful reference information right at your fingertips.

**If you own an earlier version of QuicKeys and you want to upgrade to version 3.5** — Read the section on upgrading in Chapter 2. See the Welcome Guide in the Help menu for an overview of the changes. For detailed information on particular topics, refer to QuicKeys Guide in the Help menu. Be sure to read the ReadMe document on the QuicKeys Install disk.

**If you want reference information** — Refer to the items in the Help menu in the QuicKeys Editor.

**If you'd like additional QuicKeys instruction** — Here's a list of helpful books:

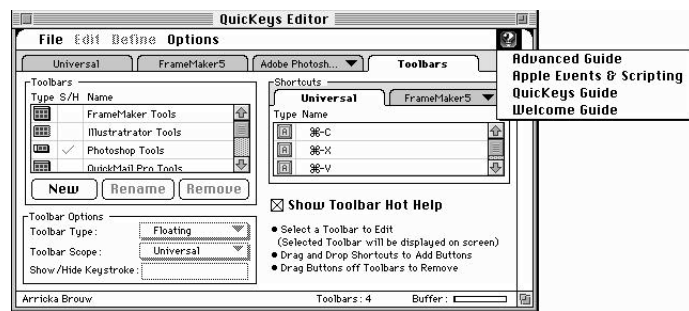
- *The QuicKeys 3.0 Book* (Addison-Wesley)
- *The Automatic Mac* (Brady Books)
- *Macworld Macintosh Secrets* (IDG Books)



## ONLINE HELP

For additional information about QuicKeys, refer to QuicKeys Help. To view QuicKeys Help:

- 1 Open the QuicKeys Editor.
- 2 Select the QuicKeys Help menu in the upper right corner of the QuicKeys Editor.
- 3 Select Advanced Guide, Apple Events & Scripting, QuicKeys Guide or Welcome Guide in the QuicKeys Help pop-up menu.
- 4 Choose a Topics, Index or Keyword search and complete your search for additional QuicKeys information.



---

## **SALES AND CUSTOMER SERVICE**

Our Sales and Customer Service staff can answer your questions about QuicKeys.

### **CONTACT INFORMATION**

The CE Software Customer Service department is open Monday through Friday from 8:00 A.M. – 5:00 P.M. U.S. Central Standard Time. They can answer questions on product availability, upgrades, product features, product prices, damaged disks, customer registration, and general policies. If you have a question about your CE Software product, please have your serial number ready when you call. For customers outside the U.S., please call your local distributor.

- Phone — Domestic orders: 800-523-7638

International orders: 515-221-1801

- Fax — 515-221-2258

- Online — <http://www.cesoft.com/service/cshome.html>

### **OWNERSHIP TRANSFER**

If you transfer ownership of QuicKeys to someone else, send a letter with the product name, serial number, your name and the new owner's name and address to:

CE Software, Inc.  
Attn: Ownership Transfer  
P.O. Box 65580  
West Des Moines, IA 50265 U.S.A.

### **CHANGE OF ADDRESS**

If you change your address, please send a letter indicating your old and new address to:

CE Software, Inc.  
Attn: Change of Address  
P.O. Box 65580  
West Des Moines, IA 50265 U.S.A.

---

## TECHNICAL SUPPORT

All CE Software products include the consulting services of an experienced Technical Support staff. CE Software offers online, fax, and telephone support.

### CONTACT INFORMATION

The Technical Support Department's hours vary depending upon the support package you select. Regular hours are Monday through Friday from 8:00 A.M. – 5:00 P.M. Some packages offer support from 7:00 A.M. – 6:30 P.M. Technical Support can be reached at:

- Phone — 515-221-1803
- Fax — 515-221-1806
- Newsgroups — <http://help.cesoft.com/support/newsgroups.html>
- E-mail — [ce\\_support@cesoft.com](mailto:ce_support@cesoft.com)

### REGISTRATION

Your QuicKeys package contains a registration card. It is very important that you fill it out and mail it to us. Registered users receive complimentary standard technical support and information about updates.

Copy your serial key and serial number here for future reference:

Activation Serial key \_\_\_\_\_

Serial number \_\_\_\_\_

### BEFORE YOU CALL

Please verify the following:

- Does your hardware and system version meet the minimum requirements for this software?
- Have you checked the manual or the QuicKeys Home Page at <http://www.cesoft.com/quickeys/qksupport.html/> to see if your problem is discussed?
- Have you checked the CE Software newsgroups at <http://help.cesoft.com/support/newsgroups.html>?

To help our Technical Support team assist you as quickly as possible, please have the following information available when you speak with, or write to, a Technical Advisor:

- Product name and version (*e.g.*, QuicKeys 3.5).
- Operating system and version (*e.g.*, System 7.6).



## CHAPTER 2: INSTALLING AND UPGRADING

Before you install QuicKeys, make sure your system has the required hardware and software.

---

### SYSTEM REQUIREMENTS

To successfully use QuicKeys, you need:

- System 7.5 or later
- 68020, 68030, 68040 or any PowerPC processor
- At least 8 megabytes of RAM

---

### INSTALL QUICKEYS

CE Software strongly recommends disabling your System extensions and anti-virus software before installing QuicKeys. Anti-virus software and other Macintosh extensions may interfere with installation. The result could be a corrupt copy of QuicKeys.

- 1 Make a backup of your QuicKeys Install disk. Backups enable you to preserve the original disk in the event your backup disk becomes corrupted.



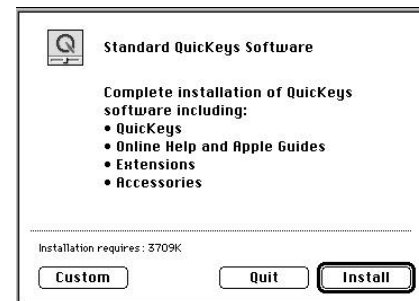
- 2 Insert the QuicKeys backup disk and double-click the QuicKeys Installer icon.

- 3 Click Continue in the QuicKeys splash screen.

- 4 Read the ReadMe and select OK.

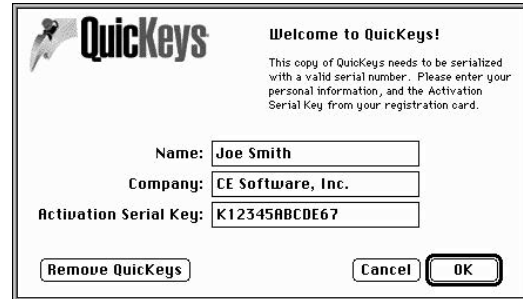
- 5 When the Installation dialog displays:

- Click Install to continue with installation. Select Yes or No in the Restart after Installation dialog. When you select Yes, choose where you wish to install the QuicKeys Accessories folder at the prompt.
- Click Custom to choose which QuicKeys components to install. See the next section for more information on custom installations.



- 6 The Installer notifies you when installation is complete. Restart your computer at the prompt.

- 7 Enter your name, the name of your company (if applicable) and the Activation Serial Key from the Register Now card in the QuicKeys box.

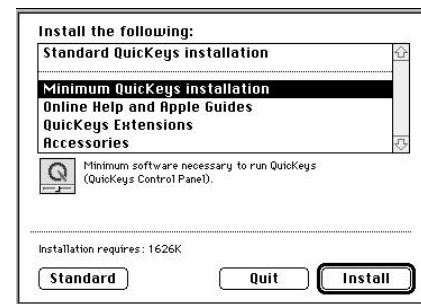


The QuicKeys Welcome dialog box features the QuicKeys logo on the left. On the right, it says "Welcome to QuicKeys!" and includes a note: "This copy of QuicKeys needs to be serialized with a valid serial number. Please enter your personal information, and the Activation Serial Key from your registration card." Below this, there are three input fields: "Name:" with "Joe Smith", "Company:" with "CE Software, Inc.", and "Activation Serial Key:" with "K12345ABCDE67". At the bottom, there are three buttons: "Remove QuicKeys", "Cancel", and "OK".

## CUSTOM INSTALLATION

When you select Custom in Step 5 of the previous section, the Custom Installation dialog displays. It lists the components available for custom installation:

- Standard QuicKeys installation
- Minimum QuicKeys installation
- Online Help and Apple Guides
- QuicKeys Extensions
- Accessories



The Custom Installation dialog box is titled "Install the following:". It contains a list box with five items: "Standard QuicKeys installation", "Minimum QuicKeys installation", "Online Help and Apple Guides", "QuicKeys Extensions", and "Accessories". The "Minimum QuicKeys installation" item is currently selected. Below the list box, there is a small icon of a control panel and the text "Minimum software necessary to run QuicKeys (QuicKeys Control Panel)". At the bottom, it says "Installation requires: 1626K" and has three buttons: "Standard", "Quit", and "Install".

- 1 Select one or more components to install.
  - To select multiple items, hold down the Command key and click each item.
- 2 Click Install.
- 3 Follow Steps 6–7 in the previous section.

---

## UPGRADING QUICKEYS

The upgrade procedure is the same as installing a new copy of QuicKeys. During installation, QuicKeys converts your existing shortcuts/sequences to make them compatible with version 3.5, and replaces old QuicKeys components and extensions with the new versions. Your shortcut sets are stored in the Keysets folder, located at System Folder:Preferences:QuicKeys Folder:Keysets.

- ❖ *Note:* Shortcuts created with previous versions of QuicKeys do *not* have to be relocated prior to upgrading.

## BACK UP SHORTCUTS

As an added precaution, you may want to back up your shortcuts. The correct way to copy, save, and back up your shortcut sets depends upon the version of QuicKeys you are currently using:

- **If you are using QuicKeys 3.5 or greater** — Select Export Shortcuts in the File menu, and export the shortcuts to another location. As an added precaution, make a duplicate of your QuicKeys folder and place on your hard drive or a network drive.

CE Software does *not* recommend copying the Keysets folder to archive your shortcuts/sequences. The link between the Keysets folder and Sequences folder may not be preserved, making your sequences unusable. The Keysets and Sequences folders are located in the System Folder:Preferences:QuicKeys Folder.

- **If you are using QuicKeys 3.0** — Select Save a Copy in the File menu to archive your keysets.
- **If you are using a pre-3.0 version of QuicKeys** — Refer to your user manual.

## CE TOOLBOX

CE Toolbox is not installed with version 3.5; however, it is not removed when you upgrade because other software packages may use it. Keep CE Toolbox installed if you use Alarming Events™, DiskTop™, In/Out™, or QM Server™. If you do not use any of these applications, remove CEToolbox prior to running the Installer while extensions are disabled.



## CHAPTER 3: QUICK TOUR

QuickKeys's purpose is to make one trigger represent a larger task or series of tasks. You define the tasks and then specify a trigger, such as the F9 key. The result of this process is a *shortcut*. When you create a shortcut, you become more efficient and your work is less error-prone.

This chapter introduces the QuickKeys Editor and the tools used to create shortcuts and sequences.

---

### LAUNCH QUICKKEYS

You can open QuickKeys from a menu or with a trigger.

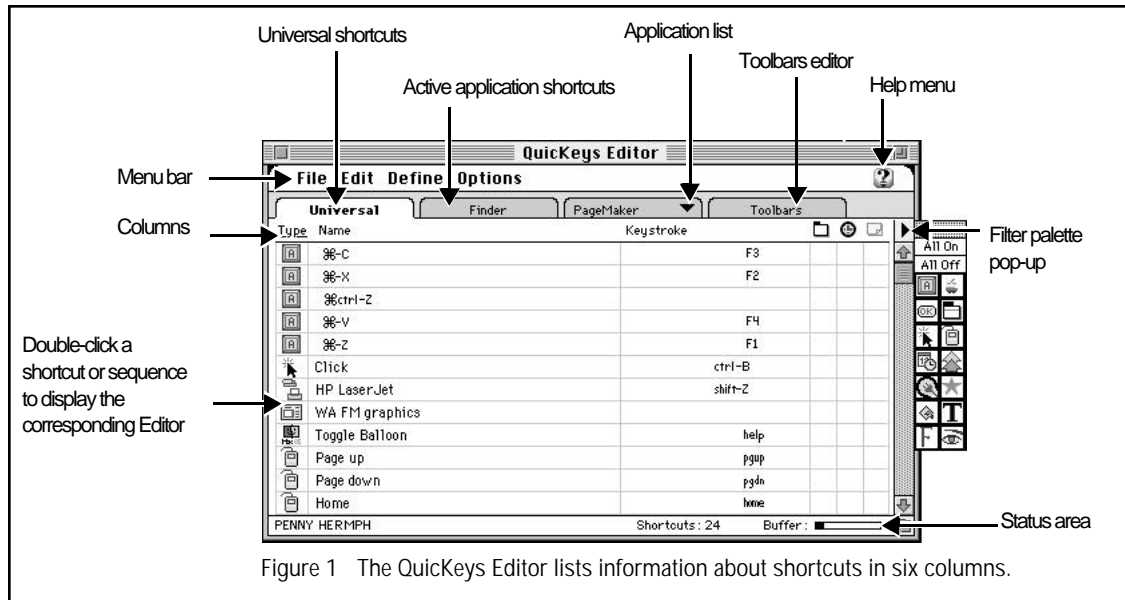
- In the QuickKeys menu, select QuickKeys.
  - Press Option-Control-Return, the default keyboard trigger that launches QuickKeys.
  - Select QuickKeys in the Control Panels folder and choose Open Editor.
- ❖ *Note:* Configure QuickKeys to launch from the Apple menu rather than from the menu bar. See Configure QuickKeys on page 26. for more information.

When you launch QuickKeys, the QuickKeys Editor displays.



## QUICKEYS EDITOR

Create, modify and delete shortcuts and sequences in the QuicKeys Editor. The Editor interface displays Universal, Current Application and Toolbar tabs. Each tab contains columns that provide information about each shortcut or toolbar. Each line in the tabbed interface represents one shortcut. Click the Type, Name or Keystroke column header to sort the list displayed in the tab.



## QUICKEYS SETS

Use Sets to group your shortcuts into categories. There are two main of QuicKeys Sets: the Universal set and the Application sets. See page 17 for information on making a backup of these sets using the Export Shortcut(s) feature.

### UNIVERSAL SET

The Universal tab is the frontmost tab. Shortcuts in the Universal Set are always available, no matter which application you are using. You can create universal shortcuts to choose a printer, switch your monitor options, or launch an application. For example, if you spend a lot of time working with Adobe Photoshop™, you might create a shortcut to launch it when you press F5. You can use the trigger to launch Photoshop whether you're in the Finder or an application.

### APPLICATION SETS

Application Sets contain shortcuts used in specific applications. The active Application tab shows shortcuts for the application you're using when you launch QuicKeys. The application name is on the tab. Click the tab once to bring it to the front. Figure 1 shows tabs for the Finder and for PageMaker®.

Click the arrow on the Application list tab to display a pop-up list of applications. Select a set in the list to see shortcuts for that application. The Application list tab displays shortcuts for:

- Applications for which you have created shortcuts.
- Currently running applications. The Universal and active applications are always available in the Application list pop-up menu.
- Opened keysets. You can store keysets anywhere on your hard drive and retrieve them by selecting Open Set in the File menu.

## CHOOSING A SET

With some shortcuts, the Set you choose depends on how you use QuicKeys. If you know you'll only need a sequence when you're working with Microsoft® Word®, then it should go in the Word set. If there's a chance you'll use it from another application, place the sequence in the Universal Set.

See page 19 for information on editing QuicKeys sets.

## QUICKEYS EDITOR COLUMNS

Each column in the QuicKeys Editor uses icons or text to communicate information about each shortcut.

### TYPE

The icon shows the type of shortcut. The icons are the same as those used in the Filter Palette and Define menu. For example, a shortcut with a mouse icon is a Mousie™. A Mousies shortcut performs a mouse action, such as Page Up and Page Down.

### NAME

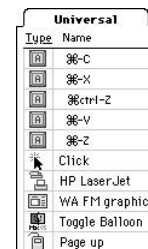
The name assigned to this shortcut. Double-click a shortcut/sequence to see more details about it in the Shortcut/Sequence Editor.

- **IMPORTANT:** Each shortcut should be uniquely named.

### KEYSTROKE

When you have assigned a hot key to a shortcut, it displays in the Keystroke column. Highlight the hot key field to edit the keystroke.

For more information, refer to The Shortcut Editor on page 31 and The Sequence Editor on page 32.



Universal	
Type	Name
	%C
	%X
	%ctrl-Z
	%V
	%Z
	Click
	HP LaserJet
	WA FM graphics
	Toggle Balloon
	Page up

Figure 2 The Type and Name columns in the QuicKeys Editor.

## MENU ICON



When a shortcut has the menu icon in the menu column, the shortcut displays in the QuicKeys menu. Click in the column to toggle putting the shortcut in the QuicKeys menu. See Figure 11 on page 31 for an illustration.

## TIMER ICON



When a shortcut displays the clock icon in the Timer column, it uses a timer for a trigger. For example, you can create a shortcut to save your work at a specified time. Click in the Timer column to display the Timer option dialog. See Timer on page 35. for more information.

## COMMENT ICON



When a shortcut displays a comment icon in the Comment column, it has comments attached. Click in this column to display the Comments dialog. You can create, read, and edit Comments in the dialog.

## FILTER PALETTE

Click the arrow just above the scroll bar to show or hide the Filter palette. By default, *all* shortcuts display. Use the Filter palette to display or conceal certain types of shortcuts in the QuicKeys Editor.

For example, to see only the Text shortcuts:

- 1 Click All Off in the Filter Palette to hide all your shortcuts.
- 2 Click the Text shortcut icon in the Filter Palette. Only your Text shortcuts display in the QuicKeys Editor.

Close the Filter Palette by clicking on the pop-up menu arrow on the right side of the QuicKeys Editor. See Figure 1 on page 12 for an illustration.

Click All On when you want to display all shortcut types.

❖ *Note:* page 20 discusses the various shortcuts and icons displayed in the Filter Palette.



## STATUS AREA

The status area shows:

**User** — The name entered in the QuicKeys registration dialog, shown on page 8.

**Shortcuts** — The number of shortcuts in the *active* set.

**Buffer** — The total memory usage for all open sets. As you add shortcuts, the buffer fills up and the black line on the gauge grows.

## SETS AND MEMORY USAGE

For more detailed memory information:

- 1 Select Memory Usage in the Options menu. Or, click anywhere in the status area.

The Memory Usage window lists shortcut information for all your QuickKeys sets. The Shortcuts column shows the number of shortcuts in each set. Every set takes up part of the QuickKeys memory buffer, as indicated in the Size column. This column shows the number of bytes required to hold all the shortcuts in a set.

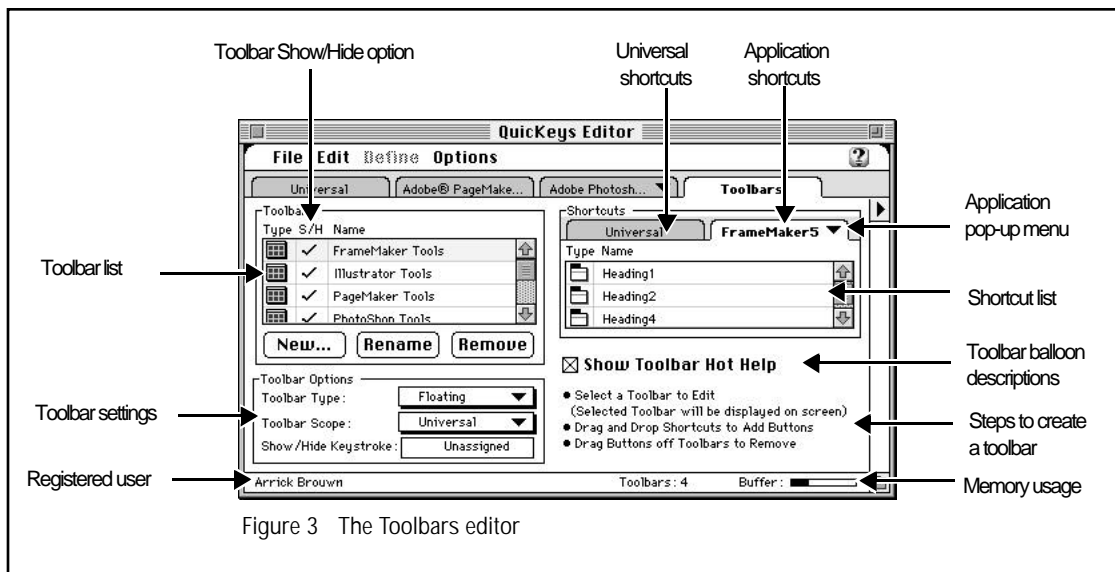
Together, the shortcuts in all the sets occupy the amount of memory in the Used field. The Buffer Size field shows how much of the RAM in your Macintosh is reserved for QuickKeys shortcuts.

Memory Usage		
Buffer size: 65536 bytes		
Used: 11086 bytes (16%)		
Set Name	Shortcuts	Size
Universal	58 shortcuts	8966 bytes
Finder	0 shortcuts	14 bytes
QuickKeys Toolbox	0 shortcuts	14 bytes
Adobe Photoshop™ 3.0	4 shortcuts	1012 bytes
DragThing	0 shortcuts	14 bytes
Adobe® PageMaker® 6.0	9 shortcuts	1066 bytes

- 2 Click OK to go back to the QuickKeys Editor.

## TOOLBARS EDITOR

The left pane of the Toolbars editor lists all toolbars you create. The right pane has tabs for your Universal and Application sets. Use toolbars to initiate a shortcut/sequence with a click.



QuickKeys toolbars are customizable. You can create a toolbar button that performs any shortcut or sequence. You can assign a toolbar to display within a specific application. For more information about toolbars, see Chapter 4: Toolbars on page 37.

---

## QUICKEYS EDITOR MENUS

When the QuicKeys Editor is open, four menus display on the menu bar. The menus are File, Edit, Define and Options.

### FILE MENU

The File menu is available in the QuicKeys Editor and the Sequence Editor. Only Page Setup and Print are enabled in the Sequence Editor.

File	
New Set...	⌘O
Open Set...	⌘O
Close Set	⌘W
Delete Set	
Save Set	⌘S
Make Icon...	⌘I
Import Shortcut(s)...	
Export Shortcut(s)...	
Extension Manager...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

### SET COMMANDS

A set is a collection of shortcuts. You can create, open, close, delete or save sets from the File menu. Your active shortcuts and sequences are in two types of sets: Universal and Application. Your Universal and application-specific sets are stored in your System Folder:Preferences:QuicKeys Folder: Keysets folder.

### MAKE ICON

A QK Icon is an icon you can place on your desktop that activates a shortcut or sequence. When you double-click the icon, your shortcut begins. The icons used are the same as those displayed in the Define menu and Filter Palette. See Make a QK Icon on page 48..

- ❖ *Note:* If you have speech recognition capabilities on your Macintosh and want your QK Icon to respond to voice commands, place it in the Speakable Items folder in your System Folder. Speak the name of the icon to launch the shortcut. It's that easy!

### EXPORT AND IMPORT

QuicKeys installs shortcuts and sequences in the QuicKeys Accessories folder that can help get you started. Use the Import Shortcut(s) option to make use of the installed shortcuts.

When you have a collection of QuicKeys sequences and shortcuts, you can use the export and import features to share and archive your custom hot keys.

#### EXPORT SHORTCUT

To export a shortcut:

- 1 Open QuicKeys and select the shortcuts you want to export. To select multiple shortcuts, hold down the Shift key and click.
- 2 Select Export Shortcuts in the File menu to display the Export dialog.
- 3 Select a location and type a name for the exported file.

- 4 Click the appropriate button:
  - Save Selected Shortcuts saves only the shortcuts you selected.
  - Save Entire Set saves all shortcuts in the set you were viewing.
- 5 Click Save.
- 6 Close the QuicKeys Editor.
- 7 Go to the location where you saved the shortcut file. Use whatever method you prefer to share your shortcuts with a friend or co-worker. For example, copy it to a disk or send it as an electronic mail attachment.

### **Storage Set**

A Storage set is a file created when you select Export Shortcuts in the QuicKeys Editor File menu. The Storage set contains shortcuts you select in the Universal or Application tabs. Use the Storage set file to move your keysets from one machine to another or to archive your keysets.

### **IMPORT SHORTCUT**

To import a shortcut:

- 1 Open QuicKeys.
- 2 Select the tab for the set that will contain the imported shortcuts.
- 3 Select Import Shortcuts in the File menu.
- 4 Select the file to import. The shortcuts installed with QuicKeys are located in the QuicKeys Accessories folder:Shortcuts to Import folder. The QuicKeys Accessories folder is located wherever you chose to install QuicKeys in Chapter 2: Installing and Upgrading on page 7
  - If you want to import the keystroke *without* an assigned shortcut, check the Import without keystroke option. Selecting this option decreases the chance of duplicate shortcut triggers.
- 5 Click Open. The imported shortcuts are highlighted in the set.
- 6 Close the QuicKeys Editor to save the shortcuts.

### **CHANGE SELECTION**

When you copy the shortcuts to the wrong set:

- 1 Select the shortcuts.
  - ❖ *Note:* Hold down the Shift key to choose multiple shortcuts.
- 2 Select Cut in the Edit menu.

- 3 Click the correct set's tab.
- 4 Select Paste in the Edit menu.

## EXTENSION MANAGER

Use the QuickKeys Extension Manager to manage QuickKeys's extensions. Select Extension Manager in the File menu to open the QuickKeys Extension Manager.

- ❖ *Note:* QuickKeys extensions and System extensions are not the same. *QuickKeys* extensions simplify and speed up QuickKeys shortcuts. *System* extensions increase the functionality of the MacOS and Macintosh applications. Similarly, the QuickKeys Extension Manager only controls QuickKeys extensions.

## EXTENSION MANAGER DIALOG

Restart your machine after selecting Delete, Turn On/Off, or Install options in the QuickKeys Extension Manager.

**Preferred** — Select an extension's checkbox to make it more accessible. Selected extensions appear at the top of the Extension pop-up options in the Define menu. See Figure 7 on page 21 for an illustration.

**Copy** — Copies the selected extension to another location.

**Delete** — Removes the selected extension from QuickKeys and your hard drive.

**Turn off** — Disables an extension. Select an extension and click the Turn off button.

- ❖ *Note:* To enhance QuickKeys's speed, use the QuickKeys Extension Manager to turn off QuickKeys Extensions you do not use.

**Get Info** — Displays a brief description of the selected extension.

**Install** — Adds extensions to QuickKeys. Use this option when you want to display a custom extension in the 3rd Party Extension pop-up menu.

- ❖ *Note:* Hold down the Shift key and select several extensions to Copy, Delete and Turn Off/On.

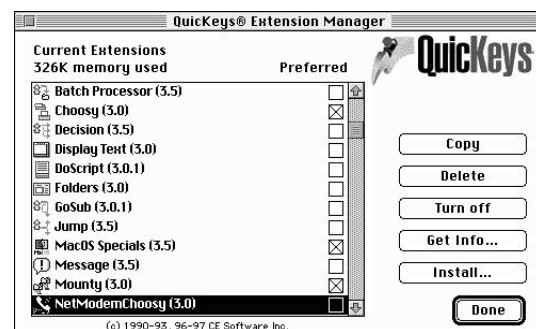


Figure 4 The QuickKeys Extension Manager dialog.

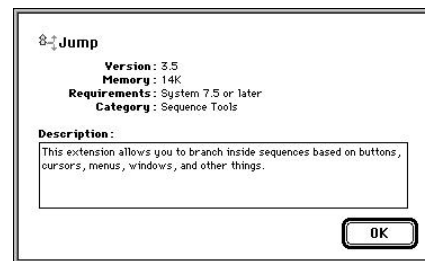


Figure 5 The Get Info button displays a brief description of the selected extension.

## EDIT MENU

The Edit menu lists standard text editing commands. For example:

- 1 Highlight a shortcut and select Copy.
- 2 Select a different tab in the QuicKeys Editor.
- 3 Select Paste to add the shortcut to the frontmost tab.

In addition to the standard menu options, there are four additional QuicKeys commands which affect shortcuts and sequences.

❖ *Note:* The Edit menu is available in both the QuicKeys Editor and the Sequence Editor.

Edit	
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Delete	
Undefine	
Modify...	⌘M
Select All	⌘A

## DELETE

To remove a shortcut or a sequence, select it in the QuicKeys Editor and click Delete in the Edit menu.

## UNDEFINE

To remove the assigned keystroke, select the shortcut/sequence in the QuicKeys Editor and click Undefine in the Edit menu. This option is disabled in the Sequence Editor.

## MODIFY

To make changes, select the shortcut/sequence in the QuicKeys Editor and click Modify in the Edit menu. This displays the Sequence/Shortcut Editor.

In the Sequence Editor, notice the insertion arrow to the left of the Sequence Steps. As you work with the steps in a sequence, this arrow marks your current location. When you add a step, it appears next to the arrow. You can move the insertion arrow to insert a step or keystroke.

Make your changes and click OK.

❖ *Note:* You can also display the Sequence Editor or Shortcut Editor when you double-click a shortcut or sequence listed in a tab.

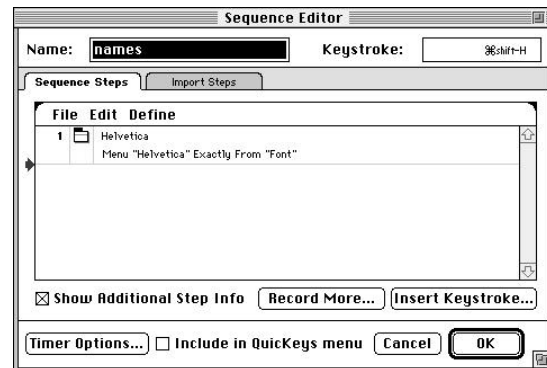


Figure 6 Select Modify in the Edit menu to change a shortcut or sequence.

## SELECT ALL

Select All highlights all the shortcuts and sequences in the set. This may be useful to copy and paste from one tab to another.

## DEFINE MENU

QuickKeys ships with several shortcuts. They are listed as *types* of shortcuts in the Define menu. The Define menu is available in the QuickKeys Editor and the Sequence Editor. These shortcut types cover many of the tasks you perform on your Macintosh.

Select a shortcut type in the Define menu to start the definition process. See Appendix A: The Right Shortcut for the Task on page 67..



### ALIAS KEYSTROKE



Aliases substitute one keystroke for another. For example, you can create a shortcut that performs the Undo function when you press F1. You can also use an Alias Keystroke to type a certain key as a step in a sequence, such as  $\text{⌘}-W$  to close a window.

### BUTTONS



Buttons replace having to select buttons or checkboxes. An example is a shortcut that clicks OK when you press Control-O. Use this shortcut to choose the Cancel option when it is *not* the default button in a dialog.

### CLICK



Clicks replace mouse clicks and movements. You might use the Click shortcut to minimize or maximize the size of a window or to drag an item to the System Trash located in the lower right corner of your desktop.

### DATE/TIME



Use the Date/Time shortcut to type the date or time. Change the Date/ Time format in the Date & Time control panel, located in the System folder.

## EXTENSION SHORTCUTS



QuicKeys gets a lot of its flexibility through QuicKeys Extensions. These are plug-ins that perform System functions and other specialized jobs. Some extension shortcuts work with the display, while others work with sound, network drives, and other features of the Macintosh. For example, when you need a shortcut to play a System sound, select the Sound Extension.

- **IMPORTANT:** Since you can customize what's included in the Extensions pop-up menu, Figure 7 may not look identical to your Extensions pop-up menu.

### BATCH PROCESSOR

Runs a sequence on a series of files. For an example, see Operate the Batch Processor on page 63.

### CHOOSY

Switches between printers and other output devices, such as fax modems, print-to-disk utilities, etc.

See Choosy Shortcut on page 47. for an example.

### MACOS SPECIALS

Performs special system functions such as toggling balloon help and file sharing. For an example, see Balloon Help on page 56.

### MOUNTY™

Mounts/dismounts network volumes. See Mounty Shortcut on page 49..

### POP-UP MENU

Selects an item from a pop-up menu.

### QT MOVIE

Plays QuickTime™ movies. QuickTime must be installed to use this extension.

### SCRAP EASE™

Provides tools to create a “scrapbook” of selections. The selections can be text or graphics, and can be pasted or typed into documents. See page 51 for more information.

### SCREEN EASE™

Changes monitor attributes, like number of colors displayed.

### FILE TOOLS

**Folders** — Jumps to designated folders in Open and Save dialogs. See page 44 for more information.

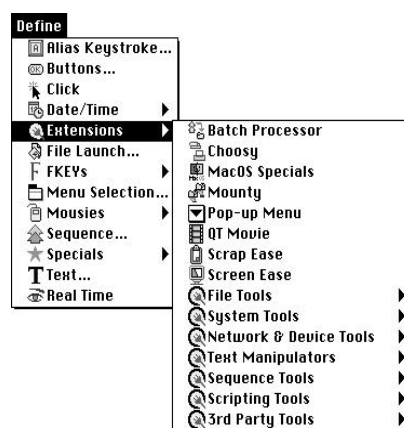


Figure 7 Extensions set as “Preferred” in the QuicKeys Extension Manager display at the top of this pop-up menu, as well as within their designated Extensions category.

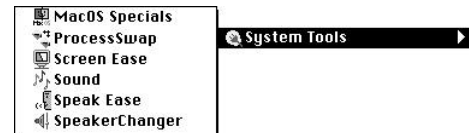


## SYSTEM TOOLS

**ProcessSwap™** — Switches between applications.

**Sound** — Plays system sounds.

**SpeakerChanger** — Changes the volume level of your Macintosh speaker.



## NETWORK & DEVICE TOOLS

**Phone Dialer** — Adds telecommunications capabilities to shortcuts.



## TEXT MANIPULATORS

**Speak Ease™** — Translates text to speech. Requires Apple's PlainTalk™ Text-to-Speech.



## SEQUENCE TOOLS

**Decision** — Tests a condition and jumps to a specific shortcut or sequence.

**GoSub** — Interrupts a sequence to execute another specified shortcut, then resumes the original sequence.

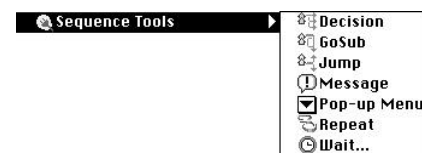
**Jump** — Tests a condition and jumps to a step in the sequence if the outcome is true.

**Message** — Displays a message dialog with OK and Cancel buttons.

**Pop-up Menu** — Chooses commands in pop-up menus. For example, you can create a shortcut that selects an option in the Paper Size pop-up menu in your Page Layout dialog.

**Repeat** — Executes a shortcut or sequence repeatedly.

**Wait** — Temporarily stops a sequence until a specified condition exists.



## SCRIPTING TOOLS

**Apple Events** — Sends Apple® Events to applications.

**AppleScript** — Executes commands created with AppleScript™. This extension requires AppleScript.

**DoScript** — Sends a script to an application via the DoScript® Apple Event.



### 3RD PARTY TOOLS

Lists third party extensions. The contents of this pop-up list varies depending on which extensions you install using the QuicKeys Extension Manager.



You can obtain third party extensions from a developer or you can create your own custom QuicKeys extensions. Users who have a programming background in C or Pascal can use the QuicKeys Application Programming Interface (API) on CE Software's Web site at <http://www.cesoft.com>.

When you are finished writing the extension:

- 1 Make the extension creator type QKem and save it to your hard drive.
  - 2 Open QuicKeys
  - 3 In the File menu, select Extension Manager.
  - 4 In the QuicKeys Extension Manager, select Install.
  - 5 Navigate to the location on your hard drive where you saved the new extension. Select the extension and click Add.
  - 6 Click Done in the Installation dialog.
  - 7 Click Done in the QuicKeys Extension Manager dialog.
  - 8 Restart your Macintosh. You should now be able to select your new extension in the 3rd Party Tools pop-up menu.
- ❖ *Note:* QuicKeys extensions are located in the System Folder:Preferences folder:QuicKeys folder:Extensions folder.

### FILE LAUNCH



To open a folder, document, application, or System control panel, use a File Launch shortcut. These are perfect for starting an application with the touch of a key. See File Launch Shortcut on page 43. for more information.

Here are some important things to remember when using the File Launch shortcut:

- If a File Launch shortcut is triggered when the application is already running, the application comes to the foreground.
- When moving shortcuts from one machine to another, File Launch shortcuts need to be updated on the new hard drive.
- Turn System Extensions off when rebuilding the desktop to maintain the links in File Launch shortcuts.

## FKEYS SHORTCUTS



FKEYs are subroutines built into an application. You can activate them using the shortcuts in this category. For example, the -Shift-3 FKEY takes a snapshot of your screen.

## MENU SELECTION



Use one of these shortcuts when you need to choose a command in a menu. For example, create a Menu shortcut to select *Save As* in your word processor whenever you press -Option-S. See page 54 for an example.

❖ *Note:* With the Menu shortcut you can select both active and dimmed menu items.

## MOUSIES



Mousies shortcuts replace mouse actions. Mousies shortcuts close and zoom windows, scroll, and add keyboard equivalents for actions that don't have menu items — like zoom window, page up, page down, home, end and more. Some applications may not support all Mousies shortcuts. See page 53 for more information.

## SEQUENCE SHORTCUTS



We think this is the most powerful kind of shortcut in QuicKeys. A sequence is a series of shortcuts that work together to perform a task. When you put shortcuts together in a sequence, you can do just about anything on the Macintosh with one keystroke.

## SPECIALS



The Specials are a grab-bag category. Some of these shortcuts control QuicKeys. Others move from window to window, and add typographer's quote marks to your text. For an example, see *Transfer Launch* on page 44.

## TEXT



These shortcuts enter text and save you time. Use them to type words and phrases you enter frequently, such as your name and address. For an example, see page 50.

## REAL TIME



A Real Time shortcut replays your mouse movements and other actions in the same time it took to record them. Real Time shortcuts are useful for demonstrations and training.

# OPTIONS MENU

The Options menu lists QuicKeys preferences. Each preference customizes the appearance and actions of QuicKeys.

## SORT BY TYPE

Sorts and displays QuicKeys shortcuts in alphabetical order by type. You can also click the Type heading in the QuicKeys Editor to sort shortcuts. See QuicKeys Editor on page 12. for more information.

## SORT BY NAME

Sorts and displays QuicKeys shortcuts in alphabetical order by name. You can also click the Name heading in the QuicKeys Editor.

## SORT BY KEY

Sorts and displays QuicKeys shortcuts in numerical and alphabetical order by assigned hot key. You can also click the Keystroke heading in the QuicKeys Editor.

## SHOW TOOLBAR HOT HELP

Enables hot help when the cursor is positioned over an open Toolbar. Use this option to identify the shortcuts associated with multiple toolbar icons. You can also select Show Toolbar Hot Help in the Toolbars tab of the QuicKeys Editor.



## LOCK EDITOR

Locks the QuicKeys Editor. Use this option for security or to standardize shortcuts across a group of users. Once Lock Editor is enabled, you cannot access the QuicKeys Editor without entering the password.

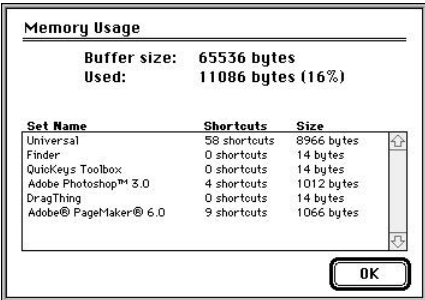
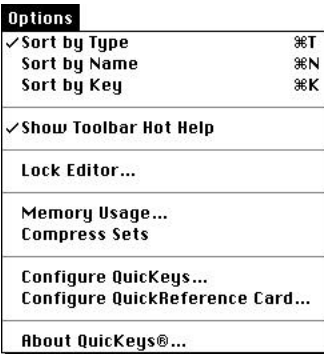
- **IMPORTANT:** Once you unlock QuicKeys, it remains unlocked until you use the Lock Editor option again.

## MEMORY USAGE

Shows the amount of memory QuicKeys is using. You can also click Buffer in the status area of the QuicKeys Editor.

## COMPRESS SETS

Optimizes the memory used by QuicKeys sets. Select this option after adding and deleting multiple sets.



## CONFIGURE QUICKKEYS

This option displays a dialog that lists QuickKeys menu preferences and QuickKeys Toolbox preferences.

**QuickKeys Menu** — Selects where to display the QuickKeys menu. The Menu Bar option places the QuickKeys icon on the right side of the Macintosh menu bar. When you change the location of the QuickKeys menu, you must restart for the change to take effect.

**Pop up QuickKeys...** — Selects which key(s), in combination with a mouse click, opens the QuickKeys menu.

**QuickKeys Toolbox** — Selects whether QuickKeys Toolbox is in the background or foreground. Background enables Apple Events between applications on one machine. Foreground enables Apple Events between applications across the network.

QuickKeys Toolbox helps your applications communicate with QuickKeys. It's a System extension that remains in the background, quietly passing messages called Apple Events between applications. QuickKeys Toolbox must be installed and running so that AppleScript, Apple Events and DoScript extensions operate. It is also required to generate Sequence logs and enable the Additional Information option in the Sequence Editor.

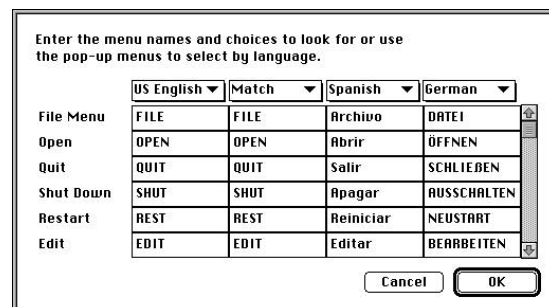
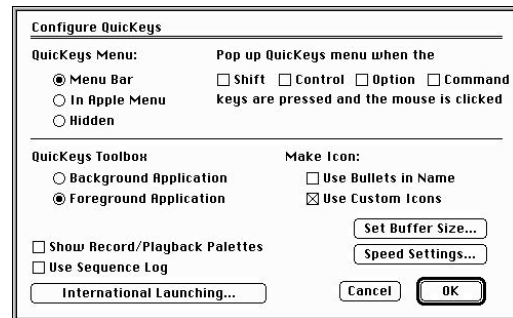
**Show Record/Playback Palettes** — Displays the Record Palette when you are recording a sequence and the Playback Palettes when you initiate a sequence.

**Use Sequence Log** — Provides a log of the last sequence you used. The log file is stored in the System Folder:Preferences folder:QuickKeys folder.

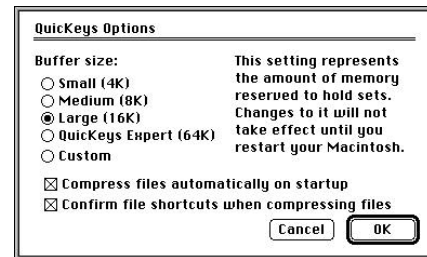
- **IMPORTANT:** QuickKeys Toolbox must be running for the Use Sequence Log feature to function.

**International Launching** — Selects the language for specific pop-up menus.

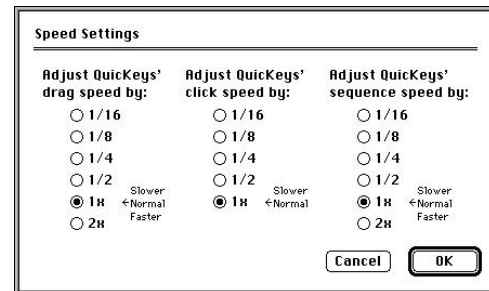
**Make Icon** — Adjusts the appearance of QKIcons. Select Bullets in Name to add bullets to the QKIcon filename. Select Use Custom Icons to display an icon that represents the type of shortcut selected, rather than a generic QuickKeys icon.



**Set Buffer Size** — Selects the amount of memory reserved to hold sets. This option also allows you to set compression preferences.



**Speed Settings** — Adjusts drag, click, and sequence speeds.



## CONFIGURE QUICKREFERENCE CARD

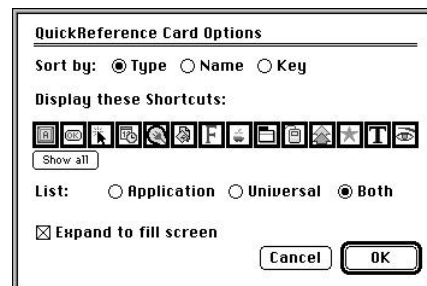
Sets preferences for viewing the QuickReference Card. See the next section for more information on the QuickReference Card.

**Sort by** — Arranges the display by Type, Name, or Keystroke.

**Display these Shortcuts** — Selects shortcuts to list in the QuickReference Card.

**List** — Specifies types of shortcuts to display.

**Expand to fill screen** — When this option is checked, the QuickReference Card expands to fill your computer screen.



## ABOUT QUICKEYS

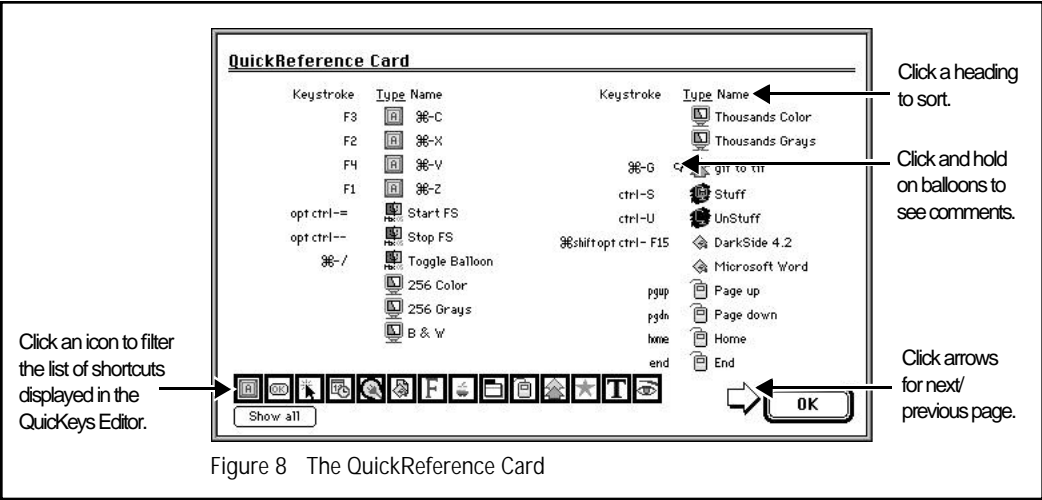
This dialog displays QuickKeys version, Copyright, International Distributors, and CE Software contact information.

# QUICKREFERENCE CARD

The QuickReference Card lists all shortcuts you create as well as the shortcuts QuicKeys installs. Each line in the list is one shortcut. Bold items are shortcut sets in the active application. Plain text items are in the Universal Set.

By default, the QuickReference Card is launched by selecting Opt-Ctrl-Space. You can edit this keystroke by opening the QuicKeys Editor and double-clicking the QuickReference Card shortcut. This opens the Special dialog where you can rename the shortcut and edit the assigned keystroke.

Click a shortcut to activate it. The row of icons at the bottom of the card filter which shortcuts display, similar to the Filter Palette in the QuicKeys Editor.

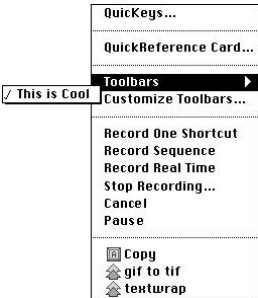


# TOOLBARS

Displays a list of your toolbars. A checkmark means the toolbar is currently displayed. See Chapter 4: Toolbars on page 37. for more information.

# CUSTOMIZE TOOLBARS

Opens the Toolbars tab in the QuicKeys Editor. See Create Toolbars on page 38 for more information.



---

## RECORD WITH QUICKKEYS

Use the Record options in the QuickKeys menu to record actions and sequences. The recording options allow you to create complex sequences without knowing cryptic scripting languages. When you choose to record a shortcut or sequence, small recording palettes appear when you have selected Show Record/Playback Palettes in the Configure QuickKeys dialog.

### RECORD ONE SHORTCUT

Select Record One Shortcut to start the recording process for a single action, such as a mouse click or menu selection. When you complete the action, the Shortcut Editor displays.

### RECORD SEQUENCE

Sequences are composed of a series of QuickKeys shortcuts. No matter how complex your sequences get, they all boil down to a series of simple shortcuts that each perform one action. The series can be as simple or as complex as the job requires.

Select Record Sequence to display the Recording Palette and begins recording a sequence. Your actions are recorded and translated to individual shortcuts; the shortcuts are the same as those listed in the Define menu.

### RECORD REAL TIME

Record Real Time records your actions moment by moment so you can play them back in real time. Real Time shortcuts are useful in presentations when you want to slow down the computer's actions for the benefit of your audience.

Real Time shortcuts are commonly used for troubleshooting. If, for example, you are unable to record a shortcut with QuickKeys, try to record the shortcut or sequence in real time as a work-around.

❖ *Note:* The GoSub extension can be used to play a Real Time recording in another sequence.

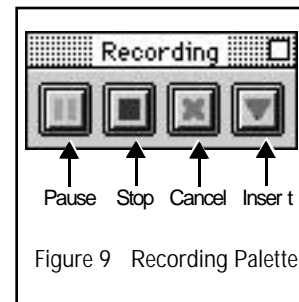
### RECORDING PALETTE

This palette displays when you select Record Sequence or Record Real Time in the QuickKeys menu. Click the button in the upper right corner of a palette to expand it. To turn off the palettes, see Configure QuickKeys on page 26.

**Pause** — Temporarily halts recording. Click again to resume. You can Cancel, Stop or Insert a step while on Pause.

**Stop** — Ends the recording process and opens the Sequence Editor.

**Cancel** — Abandons the sequence you are recording.



**Insert** — Opens the Insert Step dialog. Waits for a user action before continuing.

## PLAYBACK PALETTE

This palette displays during a pause in the playback of a sequence or Real Time shortcut. Click the button in the upper right corner of a palette to expand it. To turn off the palettes, see Configure QuickKeys on page 26.

**Pause** — Holds and resumes playing the sequence.

**Stop** — Halts playback.

**Edit** — Opens the Sequence Editor dialog in the QuickKeys Editor.

The Playback Palette displays when the sequence halts for one of these reasons:

- **User Pause** — The user clicks the mouse or presses **⌘-Period**.
- **Pause Step** — The sequence includes a Pause and Wait for User step.
- **Extension Pause** — The sequence includes an extension that pauses and waits for a user action before continuing.

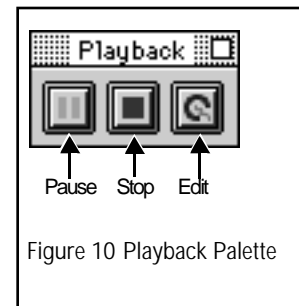


Figure 10 Playback Palette

## STOP RECORDING

When you record a sequence or Real Time shortcut, Stop Recording tells QuickKeys you've reached the end. It stops your recording session, just as the Stop button in the Recording Palette does. When you select it, the Sequence Editor displays.

## CANCEL

Performs the same function as the Cancel button in the Recording and Playback Palettes. It directs QuickKeys to stop recording your actions and forget what it has recorded. Use it when you're in the middle of a shortcut/sequence, and you decide you want to abandon it or start over.

## PAUSE

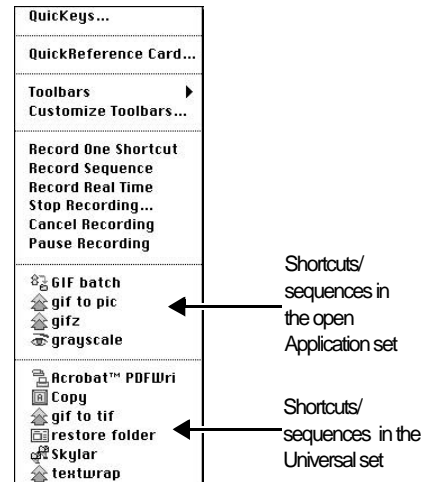
Temporarily stops the recording process while recording a sequence or Real Time shortcut. Use it when you need to perform an action that shouldn't be recorded. It also restarts a paused Recording or Playback.

## SHORTCUTS AND SEQUENCES

QuickKeys uses two types of automation: shortcuts and sequences. You can use the shortcuts that QuickKeys installs and you can create your own personalized shortcuts. Every new shortcut is a potential building block in another, more powerful shortcut or sequence.

The last two segments of the QuickKeys menu display shortcuts and sequences you have selected to include in the QuickKeys menu. One segment lists the active Application shortcuts and sequences, and the other segment lists Universal shortcuts and sequences. Figure 11.

❖ *Note:* Since you can customize what's included in the QuickKeys menu, Figure 11 may not look identical to the QuickKeys menu on your machine.



Use the Include in QuickKeys menu checkbox in the Shortcut Editor and Sequence Editor to add shortcuts and sequences to the QuickKeys menu.

Figure 11 Shortcuts listed in the QuickKeys menu

## THE SHORTCUT EDITOR

The Shortcut Editor displays when you complete recording a shortcut or when you double-click a shortcut listing in the QuickKeys Editor.

Each of the shortcut types in the Define menu has its own Shortcut Editor. They all are similar to the example in Figure 12.

**Name** — Enter a short title to describe the shortcut.

**Keystroke** — Press the hot key that triggers the shortcut. For example, press the F1 key. To change a keystroke, select the field and press the Delete key.

❖ *Note:* To use the Delete, Tab, Enter or Return keys in the Keystroke field, hold down your mouse button while you press the key.

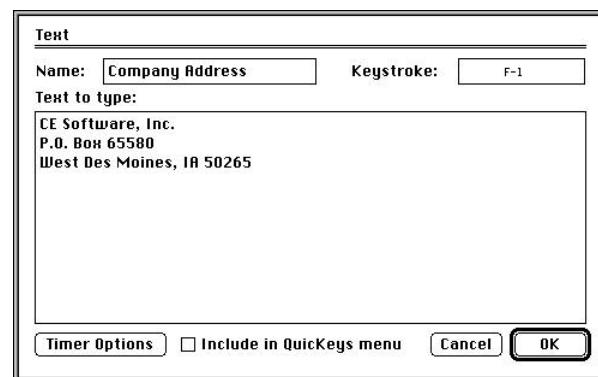


Figure 12 The Shortcut Editor for Text shortcuts

It's not required to assign a hot key to a shortcut. See Triggers on page 34. for more information.

- ❖ **Note:** QuicKeys does not accept Option-E and Option-U keystrokes because they are used for special characters by the System software. If you use International System software, we recommend not using Option-A, I, O, `, and N, because they may be reserved by the System software.

**Timer Options** — Displays the Timer options dialog to trigger your shortcut at a time of day or after a specified interval. See Timer on page 35. for more information.

**Include in QuicKeys menu** — Lists this shortcut in the QuicKeys menu. This lets you trigger the shortcut from the menu. See Figure 11 on page 31.

## THE SEQUENCE EDITOR

The Sequence Editor displays after you record a sequence or when you double-click a sequence in the QuicKeys Editor. For an example, see Use Sequences on page 57.

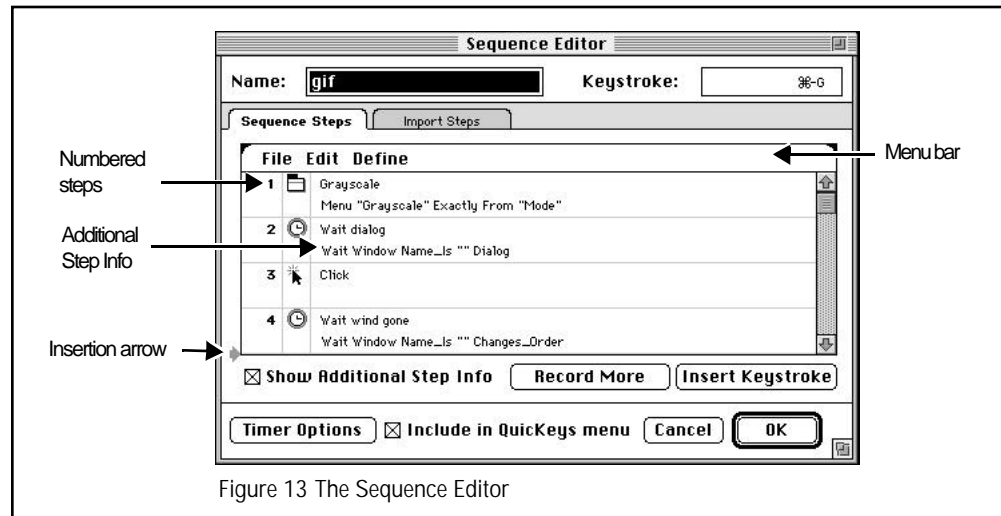


Figure 13 The Sequence Editor

## SEQUENCE STEPS

This tab lists the steps in your sequence.

**Name** — Enter a short title to describe the sequence.

**Keystroke** — Press the hot key that triggers the sequence (optional).

**Insertion arrow** — Indicates the current insertion point in the sequence. When you finish recording a sequence, the arrow points to the end. To insert a step in the middle of a sequence, click and move the arrow to the point you want to insert steps.

**Show Additional Step Info** — Displays an expanded list of the sequence steps. The first line of each step is the shortcut. The second line shows the QuickKeys Script equivalent.

- **IMPORTANT:** QuickKeys Toolbox must be running to use the Show Additional Step Info option.

**Record More** — Starts recording steps. Click to begin recording or to add steps to a sequence. Added steps are placed at the insertion point in the sequence.

**Insert Keystroke** — Inserts a keystroke in a sequence. Click and press the key.

**Timer Options** — Displays the Timer options dialog to trigger your sequence at a time of day or after a specified interval. See Timer on page 35. for more information.

**Include in QuickKeys menu** — Displays this sequence in the QuickKeys menu. This allows you to trigger the sequence from the menu. See Shortcuts and Sequences on page 31..

## IMPORT STEPS TAB

This tab lists the other shortcuts/sequences in the Universal and application sets in the right pane. The left pane replicates the Sequence Steps tab. Use the Import Steps tab to modify the sequence.

To import a shortcut into the sequence:

- 1 Slide the arrow to the location to insert the shortcut.
  - 2 In the right pane, select the set from which to import.
  - 3 Select the shortcut to import.
  - 4 Drag it to the insertion arrow, and drop it.
  - 5 Click OK.
- **IMPORTANT:** Instead of importing a sequence into another sequence, CE Software recommends using the QuickKeys GoSub extension. To learn more about GoSub, refer to the Advanced Topics Guide in the QuickKeys Help menu.

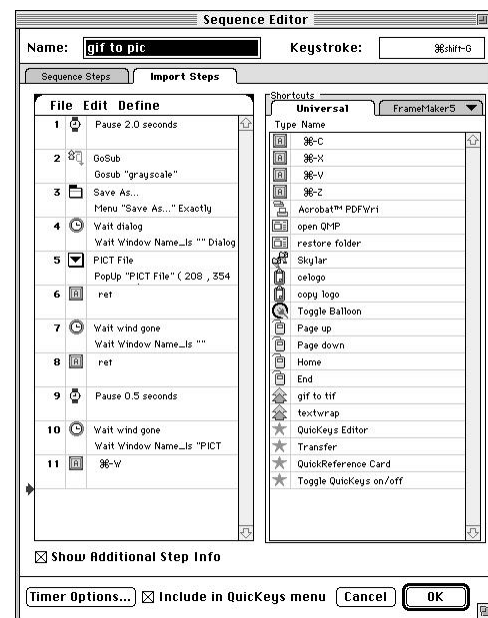


Figure 14 The Import Steps tab

---

## TRIGGERS

When you define a shortcut or sequence, you usually need to assign a trigger to activate it. A shortcut or sequence can have multiple triggers or no triggers: it depends upon the purpose of the shortcut. For example, GoSub shortcuts rarely require triggers because they are typically small steps used in a sequence. In contrast, to launch FileMaker Pro® you can choose a combination of the following QuicKeys triggers:

### TOOLBAR BUTTON

Presents a graphical trigger for your shortcuts. Create toolbars in the Toolbars tab of the QuicKeys Editor. See Chapter 4: Toolbars on page 37. for more information.

### HOT KEY

Initiates a trigger using a keystroke, such as F8.

### KEYSTROKE INTERACTION

When you have many shortcut sets, there is a chance a hot key in one set conflicts with a hot key in another set. For example, F5 is assigned to two shortcuts. One hot key in the Universal set opens Photoshop. The other hot key in the Application set changes the layout of a database program. Now your computer has two actions assigned to the same keystroke. What happens when you press F5?

QuicKeys has rules of priority to resolve hot key conflicts. When there are multiple versions of a hot key, the resulting action depends upon where the hot key falls in this hierarchy:

- A** Hot keys in an Application set
- B** Hot keys in the Universal set
- C** Hot keys defined by a particular program

In this example, F5 in the database Application set launches. When you aren't using the database application, F5 triggers the Universal shortcut.

### QUICKEYS ICON

Click a designated icon to launch a QuicKeys shortcut. Choose a shortcut and select Make Icon in the QuicKeys File menu. Save the icon to your desktop, hard drive, or network volumes. See page 16 and page 48 for more information.

### QUICKEYS MENU

The QuicKeys menu is available when you click the QuicKeys icon located in the upper right corner of your desktop.

- ❖ *Note:* Your QuickKeys menu may be located in the Apple menu if you have changed its location through the Configure QuickKeys dialog. See Configure QuickKeys on page 26. for more information.

## QUICKREFERENCE CARD

Open the QuickReference card and click a shortcut or sequence to activate it. See QuickReference Card on page 28 for more information.

## TIMER

A Timer Option triggers a shortcut or a sequence at a specified date and time. To assign a Timer Option:

- 1 Select the Timer Options button in the Shortcut Editor, or the Sequence Editor, to display the Timer options dialog.
  - You can also select the field beneath the Timer icon in the QuickKeys Editor.
- 2 Complete the fields for time, date, and frequency.
- 3 Click OK.

Timer options

Do this Shortcut automatically:

☐ 0 seconds after Adobe Photoshop™ 4.0 starts

M D Y  
07 / 01 / 96

☐ At 02 : 27 PM

☒ Repeating every 1 minutes

Cancel OK

## SPEECH/APPLESCRIPT

If you have AppleScript installed, you can trigger shortcuts from AppleScript and from other Open Scripting Architecture (OSA)-compliant software. The QuickKeys Script User Guide is located in your QuickKeys Accessories folder.

- **IMPORTANT:** QuickKeys Toolbox must be running for the AppleScript QuickKeys extension to work.



## CHAPTER 4: TOOLBARS

QuicKeys toolbars are extremely flexible. You have the power to create a button on a toolbar that performs any task. There are three types of QuicKeys toolbars available to suit your work patterns.

### THE TOOLBARS EDITOR

Toolbars make QuicKeys even more convenient...they are graphical triggers for your shortcuts. The Toolbars editor in the QuicKeys Editor is your control center for creating, editing, and deleting QuicKeys toolbars.

#### TOOLBARS

The Toolbars pane of the Toolbars editor displays your toolbars. The Type column indicates whether the toolbar is Click-and-Go, Embedded, or Floating.

When the S/H, or Show/Hide, column is checked, toolbars display on your screen. Select New to create toolbars, Rename to rename toolbars, and Remove to remove toolbars.

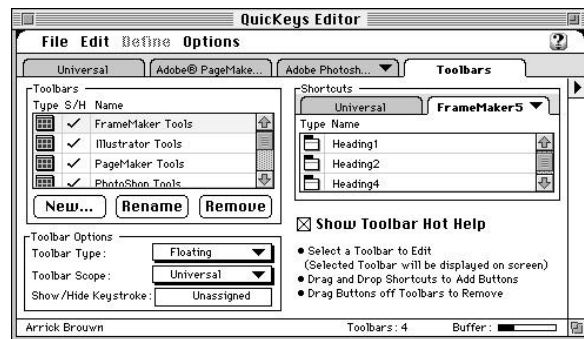


Figure 15 The Toolbars editor

#### TOOLBAR OPTIONS

Specify Toolbar Options in the lower left pane of the Toolbars editor.

#### TOOLBAR TYPE

There are three types of QuicKeys toolbars.

**Click-and-Go** — Modal toolbars. When you click a button on the toolbar to trigger a shortcut, the toolbar closes.



Figure 16 Click-and-Go Toolbar

- ❖ *Note:* You can type the corresponding position number (1-9) to launch a Click-and-Go shortcut. For example, when your Netscape Navigator™ File Launch shortcut is the first shortcut represented on the toolbar, type 1 to initiate it.

**Embedded** — Toolbars that attach to an edge of the screen.



Figure 17 Embedded Toolbar

**Floating** — Toolbars that hover over windows and dialogs.



Figure 18 Floating Toolbar

## TOOLBAR SCOPE

Determines if the toolbar is Universal or application-specific. Application-specific toolbars only appear when the application is in the foreground.

## SHOW/HIDE KEYSTROKE

Controls whether or not your toolbar displays on your desktop by checking the S/H column for the appropriate toolbar.

## SHORTCUTS

The right pane of the Toolbars editor displays shortcuts you can add to your toolbars. You can select Universal or Application shortcuts.

## SHOW TOOLBAR HOT HELP

Select the Show Toolbar Hot Help checkbox to display the name of the shortcut when your cursor is positioned over a button on the toolbar. See Figure 19 on page 39 for an illustration.

- **IMPORTANT:** When you select this checkbox, it applies to all toolbars.

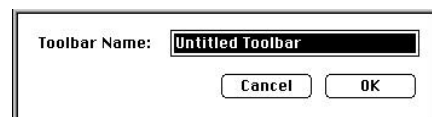
---

## CREATE TOOLBARS

This example shows how to create a toolbar you can use in any application.

To create a toolbar:

- 1 Open QuicKeys. Click the Toolbars editor tab in the QuicKeys Editor.
- 2 Click the New button.
- 3 Type a name for the toolbar at the prompt.


- ❖ *Note:* Each toolbar name must be unique. Do not give your toolbar the same name as another toolbar, sequence, or shortcut.
- 4 Click OK. Your new toolbar displays in the upper left corner of your monitor.
- 5 In the Shortcuts area (right pane) of the Toolbars editor, click the tab that lists the shortcuts you want add to the toolbar.
- 6 Select a shortcut and drag it to the new, blank toolbar. When you drag a shortcut to the toolbar, a dark bar indicates where the icon will be placed.
- 7 To specify Toolbar Options, make sure the new toolbar is highlighted in the Toolbars list (the left half of the screen). Select Embedded, Floating or Click-and-Go in the Toolbar Type menu.

- 8 Select Universal in the Toolbar Scope pop-up menu.
- 9 Type ~~gg~~-Shift-H in the Show/Hide Keystroke field.
- 10 Select the Show Toolbar Hot Help checkbox. This option displays the name of the shortcut when your cursor is positioned over a button on the toolbar.
- 11 Close the QuickKeys Editor.



Figure 19 The shortcut's name displays when the Hot Help checkbox is selected.

## IMPORT TOOLBARS

In the Toolbars editor, you can import and export toolbars using the QuickKeys File menu options. Import toolbars from the QuickKeys Accessories:Toolbars to Import folder. You can also import toolbars that have been sent to you.

- 1 Select Import Toolbar in the File menu.
- 2 Navigate to the location on your hard drive where the Toolbar files reside.
- 3 Click the Open button in the standard Open dialog. The new toolbar(s) should be available in the Toolbars editor.

## EXPORT TOOLBARS

Export toolbar files when you want to send them to a friend or colleague.

- 1 Highlight a toolbar in the Toolbars editor.
- 2 Select Export Toolbar in the File menu.
- 3 Choose a destination for the Toolbar files.
- 4 Click Save at the prompt.

## TOOLBAR BUTTONS

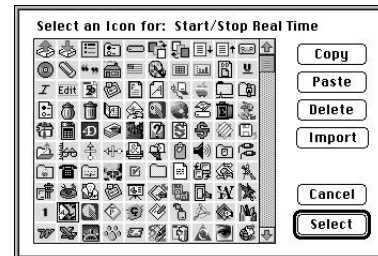


Each shortcut on the toolbar has a button with an icon. The default icon represents the shortcut type. For example, when you put a Mousies shortcut on a toolbar, its button has the Mousies icon.

## THE ICON LIBRARY

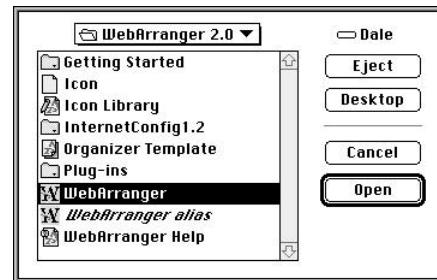
You can select toolbar icons from the QuicKeys icon library.

- 1 Select the Toolbars editor tab in the QuicKeys Editor.
- 2 Select the toolbar you want to edit.
- 3 Double-click a toolbar button on the toolbar to display the Select Icon dialog. It displays available icons.
- 4 Choose an icon and click Select to change the button to the new icon.
  - You can also double-click the icon to select it



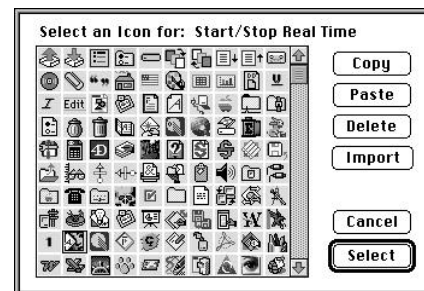
## APPLICATION ICONS

- 1 Select the Toolbars editor tab in the QuicKeys Editor.
- 2 Select the toolbar.
- 3 Double-click a toolbar button to display the Select Icon dialog. It displays available icons.
- 4 Click Import in the Select Icon dialog to add application icons to your toolbar icon library.
- 5 Select the application and click Open. QuicKeys imports the icons.



## CUSTOM ICONS

- 1 Create an icon in a paint program, such as Photoshop.
  - ❖ *Note:* A button's graphic area is 17 pixels high by 19 pixels wide. The graphic must be in pict (PCT) format.
- 2 Save the new button to a file or the desktop.
- 3 Double-click a toolbar button to display the Select Icon dialog.
- 4 Click Import in the Select Icon dialog, and select the new button to make it available in QuicKeys's icon library.



## EDIT TOOLBAR BUTTONS

There are two ways to edit Toolbar buttons:

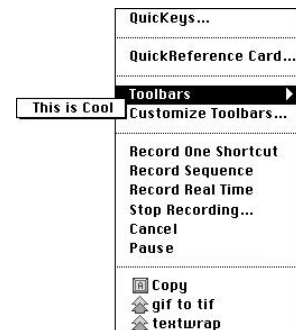
- Drag a button from a toolbar to the desktop to remove it.
- Drag buttons on the toolbar to rearrange them.

---

## USE TOOLBARS

Your toolbars are listed in the Toolbars pop-up in the QuicKeys menu. When a toolbar has a checkmark next to it in the QuicKeys menu, it is displayed on your desktop.

- 1 Type **⌘-Shift-H** to see the toolbar you created in the previous section.
- 2 Position your mouse pointer over a button on the toolbar. A balloon pops up with the name of the shortcut.
- 3 Click the toolbar button to activate the shortcut.





## CHAPTER 5: TUTORIAL

The best way to get started with QuicKeys is to use it in practical examples. In this chapter you use QuicKeys to:

---

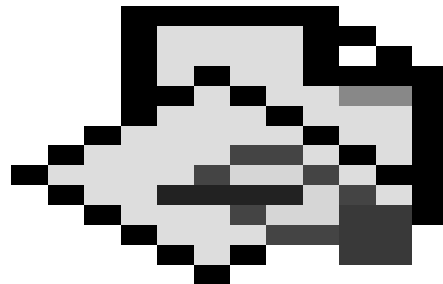
### LAUNCH APPLICATIONS AND DOCUMENTS

Use the File Launch, Transfer, and Folders shortcuts to open files, folders and documents with a single keystroke.

#### FILE LAUNCH SHORTCUT

The File Launch shortcut opens an application, document, or folder. This example shows how to use the File Launch shortcut to open SimpleText, a basic word processing application installed with the MacOS.

- 1 Open QuicKeys.
- 2 Select the Universal tab.
- 3 Select File Launch in the Define menu to display the standard Open dialog.
- 4 Navigate to the main level of your hard drive where SimpleText is usually located. Highlight the SimpleText application and click the Select SimpleText button. The File Launch dialog displays.
- 5 Assign a keystroke, such as the F10 function key, to launch the SimpleText application.
- 6 Click OK.
- 7 Close the QuicKeys Editor to save your new shortcut.
- 8 Select the keystroke you assigned in Step 5. SimpleText launches.



That's all you do to start saving time with QuicKeys!

# TRANSFER LAUNCH

Use the Transfer shortcut to open applications and documents that aren't assigned File Launch shortcuts. If you work with multiple files on a weekly basis, Transfer is a great way to open them instead of making a dedicated shortcut for each file.

To create a Transfer shortcut:

- 1 Open QuicKeys and select the Universal tab.
- 2 Select Specials in the Define menu.
- 3 Select Transfer in the Specials pop-up menu.
- 4 Assign the keystroke for the Special shortcut. The Name field is already completed, but you can type over the default name.
- 5 Click OK in the Special dialog.
- 6 Close the QuicKeys Editor to save the shortcut.
- 7 Press the Transfer keystroke to test your new shortcut. The standard Open dialog displays so you can select the application or file.

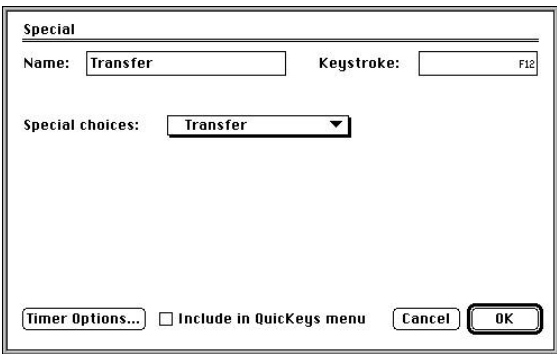
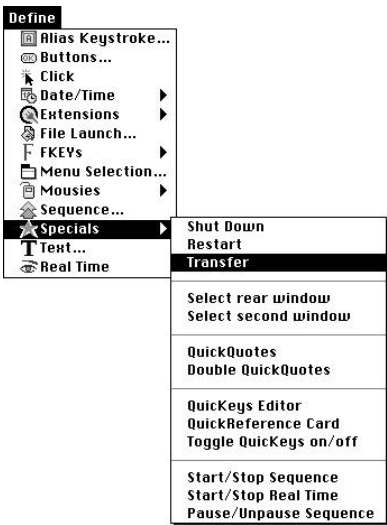


Figure 20 The Special Shortcut Editor

## FILE TOOLS

Do you ever save a document to the wrong folder? Use QuickKeys to avoid this frustration.

### SET FOLDER LOCATION

One way to get to the correct location of the file is to make a shortcut for each of your document folders. To create open/save shortcuts:

- 1 Open QuickKeys and select the Universal tab.
- 2 Select Extensions in the Define menu.
- 3 Select Folders in the File Tools submenu.
- 4 Type a name over the default in the Name field.
- 5 Assign the keystroke for the shortcut.
- 6 Select Set Folder Location and click the Select Folder button to display the Select dialog.
- 7 Choose the folder you want the shortcut to open or save to and click the Select button. The path of the folder's location displays in the dialog.
  - Select the Open folder... checkbox to open the folder when you are in the Finder.

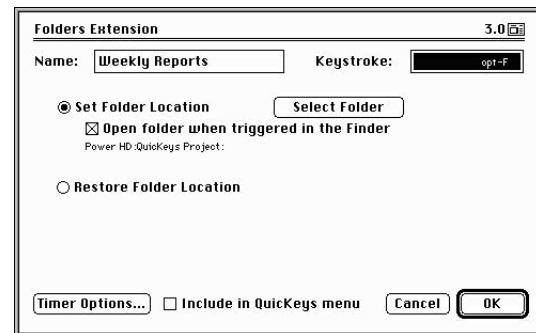
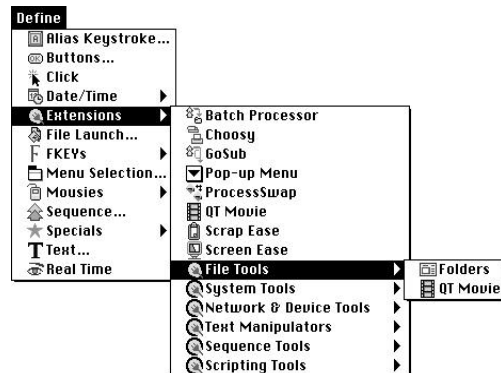


Figure 21 The Folders extension Shortcut Editor

- **IMPORTANT:** If the path shown in the Folders Extension dialog is incorrect, or if the shortcut does not open the correct folder, open the Folders Extension dialog again and press the Select Folder button. Navigate one level deeper to select the desired folder.
- 8 Click OK in the Folder Extensions dialog.
  - 9 Close the QuickKeys Editor.

## SAVE A DOCUMENT

To save a document in the folder:

- 1 Select Save As in any application to display the standard Save dialog.
- 2 Press the keystroke you assigned to the Select Folder Location shortcut. The folder you specified in Step 7 appears.

## OPEN A DOCUMENT

### TO OPEN A DOCUMENT IN THE FOLDER:

- 1 Select Open in any application to display the standard Open dialog.
- 2 Press the keystroke you assigned to the Select Folder Location shortcut. The folder you specified in Step 7 appears.

## RESTORE FOLDER LOCATION SHORTCUT

This shortcut returns you to the folder you were in before you used the Set Folder Location shortcut. You need to make only one Restore Folder Location shortcut; it always takes you back where you were.

- 1 Open QuickKeys and select the Universal tab.
- 2 Select Extensions in the Define menu.
- 3 Select Folders in File Tools pop-up menu.
- 4 Type a name over the default in the Name field, such as Go Back.
- 5 Assign the keystroke for the Restore Folder Location shortcut.
- 6 Select the Restore Folder Location option.
- 7 Click OK to close the Folder Extensions dialog.
- 8 Close the QuickKeys Editor.
- 9 Select Save As or Open to display the standard Save or Open dialog.
- 10 Press the keystroke you assigned to the Restore Folder Location shortcut. You should see the folder you opened on page 45.

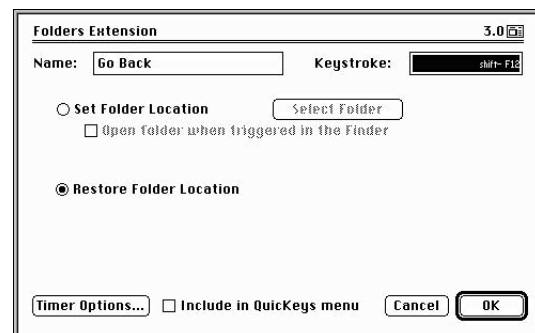


Figure 22 The Restore Folder Location Shortcut returns you to the previous folder location.

## CONTROL NETWORK ACTIVITIES

If your computer is on a network, you're probably familiar with the tedious task of logging into a network server or choosing a printer. QuickKeys takes away this tedium with the Choosy and Mounty extensions.

### CHOOSY SHORTCUT

Use the Choosy extension shortcut to switch network printers. To create a Choosy shortcut:

- 1 Open QuickKeys.
  - 2 Select Extensions in the Define menu.
  - 3 Choose Network & Device Tools from the Extensions pop-up list.
  - 4 Select Choosy to display the Choosy Extension dialog.
  - 5 Assign a name and a keystroke for your Choosy shortcut.
  - 6 Select a printer from the Change printer to pop-up list. Different options appear depending upon which printer driver you select.
  - 7 Click the Choose Printer button to display the Choose Printer dialog. Select a printer and its zone. Figure 23 for an illustration.
  - 8 Click OK.
  - 9 Select the Report printer selection checkbox in the Choosy Extension dialog to be notified your printer has been changed.
  - 10 Click OK.
  - 11 Close the QuickKeys Editor.
- ❖ *Note:* Not all printer drivers work with Choosy. If you have difficulty using the Choosy shortcut with your printer, create a sequence to select your printer.

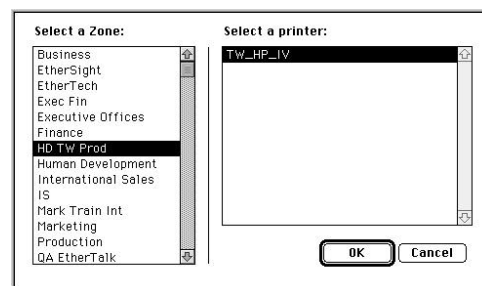
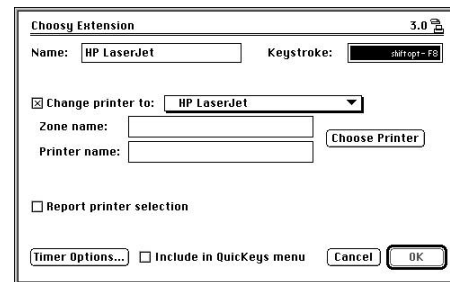
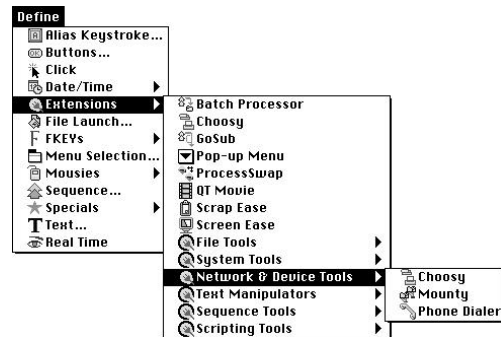


Figure 23 When there is just one zone, an asterisk (\*) displays in the Select a Zone field.

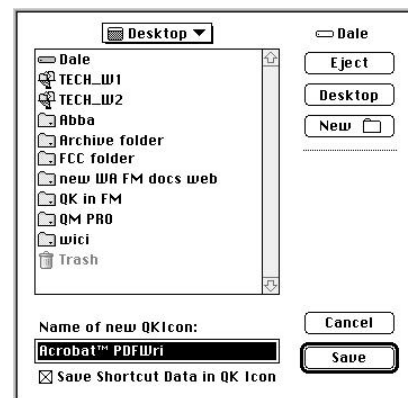
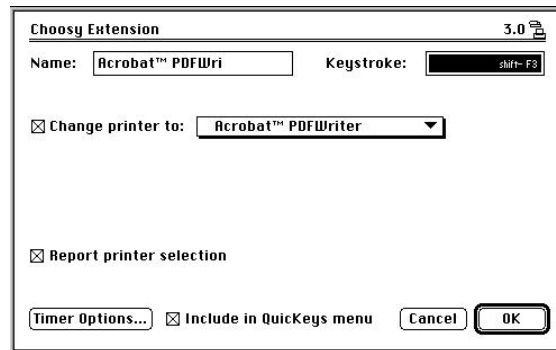
## MAKE A QK ICON

Create a QK Icon for a Choosy shortcut to one of your printer drivers:

- 1 Follow steps 1–5 in the previous section.
- 2 Select the Report printer selection checkbox to be notified your printer has been changed.
- 3 Click OK.
- 4 Select this new shortcut in the QuickKeys Editor.
- 5 Select Make Icon in the File menu to display the Save dialog.
- 6 Select Desktop for the icon's location.
- 7 Select the Save Shortcut Data in QK Icon checkbox. This stores the shortcut in the icon, so you can move the icon to another computer or folder.
- 8 Click Save.
- 9 Close the QuickKeys Editor.

When you double-click the icon on your desktop, your shortcut displays the Print dialog.

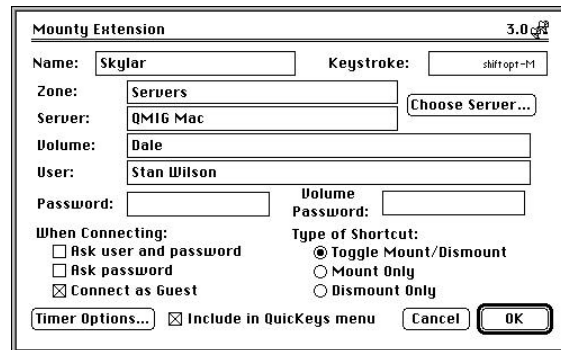
- ❖ *Note:* When a QK Icon is application-specific, the application must be open before you double-click the icon.



## MOUNTY SHORTCUT

Use the Mounty extension to mount and dismount AppleShare volumes. This shortcut avoids the routine of accessing other volumes on your network. Complete the applicable fields in the Mounty Extension dialog.

- 1 Open QuickKeys and select the Universal tab.
- 2 Select Extensions in the Define menu to display the Network & Device Tools pop-up.
- 3 Select Mounty to display the Mounty Extension dialog.
- 4 Assign the shortcut a name and a keystroke.
- 5 Click the Choose Server button to display the Choose Server dialog.



The Mounty Extension dialog box (version 3.0) contains the following fields and options:

- Name:** Skylar
- Keystroke:** shift opt-M
- Zone:** Servers
- Server:** QMIG Mac (with a "Choose Server..." button)
- Volume:** Dale
- User:** Stan Wilson
- Password:** (empty field)
- Volume Password:** (empty field)
- When Connecting:**
  - ☐ Ask user and password
  - ☐ Ask password
  - ☒ Connect as Guest
- Type of Shortcut:**
  - ☒ Toggle Mount/Dismount
  - ☐ Mount Only
  - ☐ Dismount Only
- Buttons:** Timer Options..., Include in QuickKeys menu (checked), Cancel, OK

- 6 Select a zone and a server. Click OK to return to the Mounty Extension dialog. The Mounty Extension dialog is partially completed when you select a zone and server.

❖ *Note:* You can also complete the Zone, Server, Volume and User fields by manually typing the information in the fields.

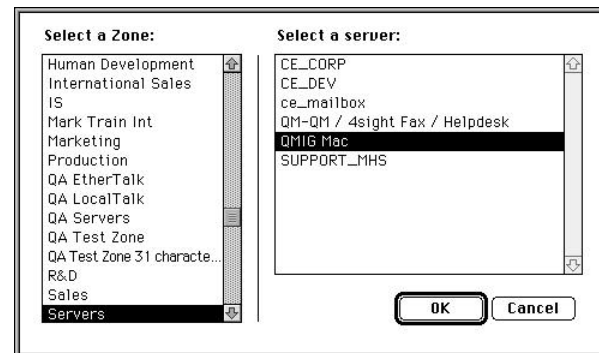
- 7 If you have passwords, type them in the Password and Volume Password fields.

❖ *Note:* The passwords are usually assigned by your System administrator.

- 8 Select a When connecting option. When you select Connect as Guest, no entries are required in the Password fields.
- 9 Select a Type of Shortcut option. When you select Toggle Mount/Dismount, the shortcut acts like two shortcuts — one to mount the volume and another to dismount it.

- 10 Click OK.

- 11 Close QuickKeys.



The "Select a Zone" and "Select a server" dialog box contains the following lists and options:

- Select a Zone:**
  - Human Development
  - International Sales
  - IS
  - Mark Train Int
  - Marketing
  - Production
  - QA EtherTalk
  - QA LocalTalk
  - QA Servers
  - QA Test Zone
  - QA Test Zone 31 character...
  - R&D
  - Sales
  - Servers (selected)
- Select a server:**
  - CE\_CORP
  - CE\_DEV
  - ce\_mailbox
  - QM-QM / 4sight Fax / Helpdesk
  - QMIG Mac (selected)
  - SUPPORT\_MHS
- Buttons:** OK, Cancel

- 12 The hot key you assigned in Step 4 toggles to mount and dismount the specified server. See page 48 for instructions on how to create a graphical shortcut.

---

## MANIPULATE TEXT AND GRAPHICS

Learn how to use QuicKeys as your own personal secretary with the Text and Scrap Ease shortcuts.

### TEXT SHORTCUTS

The Text shortcut directs QuicKeys to type text for you. Enter text once, and QuicKeys types it whenever you press the keystroke.

- 1 Open QuicKeys, and click the Universal tab.
  - 2 Choose Text in the Define menu to display the Text Shortcut Editor.
  - 3 Type your name and address in the Text to Type area.
- **IMPORTANT:** Use the Scrap Ease shortcut when you need to paste more than 255 characters. See the next section for more information.
- 4 Assign the shortcut a name and a trigger.
  - 5 Click OK in the Shortcut Editor.
  - 6 Close QuicKeys.
  - 7 When you need to type your name and address, open a document, activate your Text shortcut, and let the Macintosh be your typist.

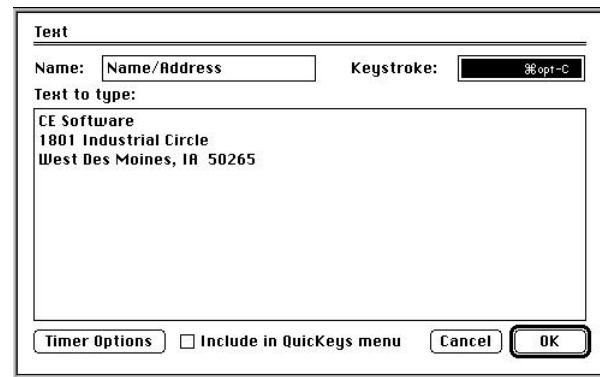
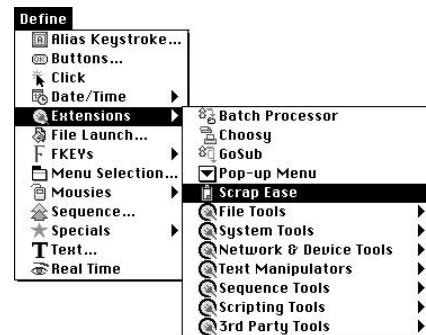


Figure 24 The Text Shortcut Editor

## CUT & PASTE TEXT AND GRAPHICS

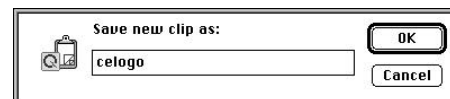
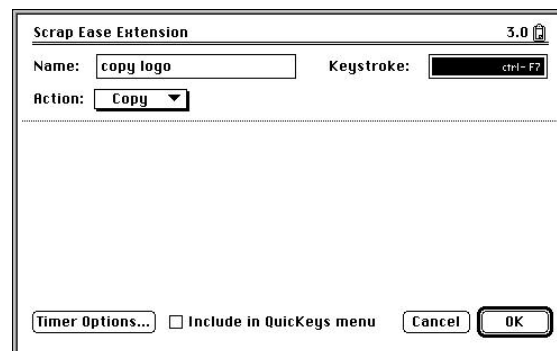
Scrap Ease is a nifty little shortcut used to cut and paste text and graphics. Use Scrap Ease in place of the Text shortcut when you have more than 255 characters to paste, or when you need to cut and paste graphics. For example, if you periodically need to use copyright information or a company logo in your publications, use Scrap Ease to cut and paste those items with a keystroke.

To use Scrap Ease, make two shortcuts — one for copying and another for pasting.



## COPY SHORTCUT

- 1 Open QuicKeys and select the Universal tab.
- 2 Select Extensions in the Define menu.
- 3 Click Scrap Ease to display the Scrap Ease dialog.
- 4 Assign a name and keystroke for the copy shortcut.
- 5 Select Copy in the Action pop-up menu.
- 6 Click OK and close the QuicKeys Editor.
- 7 Open a document and highlight text or a graphic.
- 8 Use the keystroke from Step 4 to save the highlighted item as a clip.
- 9 In the Save new clip as dialog, name the clip. Click OK.



## PASTE SHORTCUT

- 1 Open QuicKeys and select the Universal tab.
- 2 Select Extensions in the Define menu.
- 3 Click Scrap Ease to display the Scrap Ease dialog.
- 4 Assign a name and keystroke for the paste shortcut.
- 5 Select Paste in the Action pop-up menu.
- 6 Select Ask when playing shortcut in the Things to paste pop-up.
  - If you don't want a list of available clips, specify a clip in the Things to paste pop-up.
- 7 Click OK.
- 8 Close QuicKeys.
- 9 Open a SimpleText document and use the Paste trigger from Step 4. The dialog in Figure 25 displays.
- 10 Select a clip. Choose to Paste the clip.
  - Choose Type when you are using QuicKeys in presentations.
- 11 Click OK. The clip you selected appears in the SimpleText document.

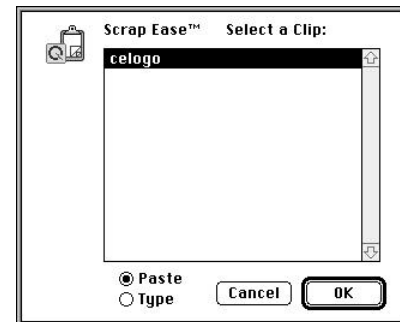
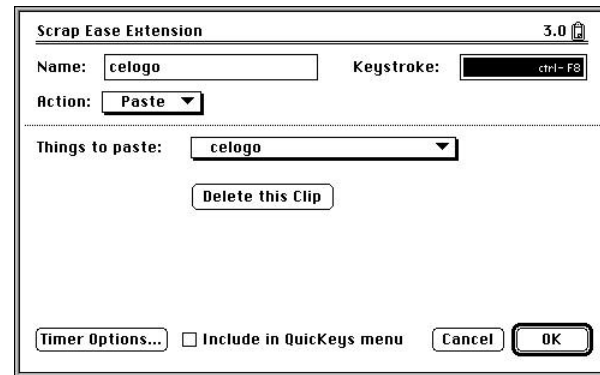


Figure 25 This dialog displays for your paste shortcut when you select Ask when playing shortcut.

---

## SIZE AND SCROLL YOUR WINDOWS

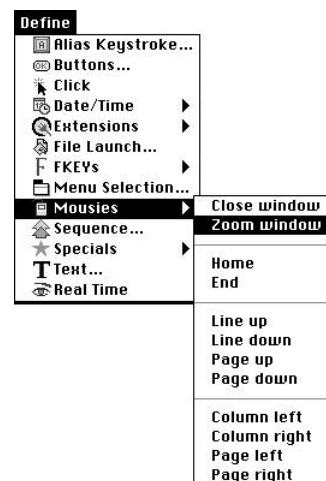
Macintosh users spend a lot of time closing, scrolling and zooming windows with their mouse. Switching between the mouse and keyboard can interrupt the flow of your work. QuickKeys can help. It lets you perform all the standard window sizing operations from the keyboard. Even if you prefer using the mouse, you'll probably save time when you use keyboard shortcuts.

### MOUSIES SHORTCUTS

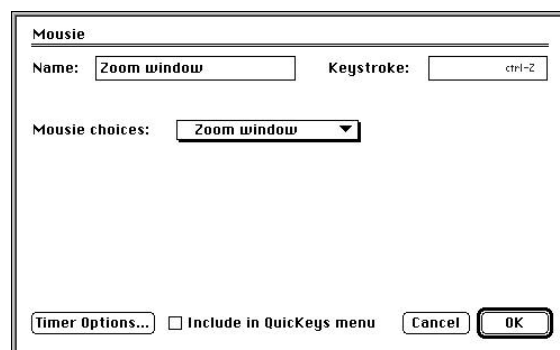
Shortcuts that perform window operations are called Mousies. QuickKeys has 12 Mousies shortcuts to manipulate windows and their contents. Mousies work even if the whole window isn't visible. For example, when you cannot see or click on the sizing box in a window, you can still use a Mousies shortcut.

This example creates a Mousies shortcut that has the same effect as clicking a window's zoom box.

- 1 Open QuickKeys and select the Universal tab.
- 2 Choose Mousies in the Define menu to display the Mousies submenu.



- 3 Select Zoom Window.
- 4 Type the keystroke for the shortcut.
- 5 Click OK.
- 6 Close QuickKeys to save the new shortcut.
- 7 Open a window, and press the trigger you defined in Step 4. The window on your screen zooms in or out, depending on its current position.



Isn't that quicker than using the mouse?

---

## STANDARDIZE KEYBOARD COMMANDS

Has this ever happened — you're in an application, you press a hot key that is used in another application, and the hot key performs a function you weren't expecting?

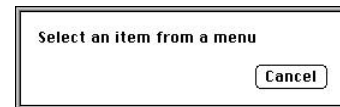
Here's how to make hot keys consistent for all applications.

### MENU SELECTION

**1** Open an application, and then open QuicKeys. The application must be frontmost to use this example.

**2** Select the application's tab in the QuicKeys Editor.

**3** Select Menu Selection in the Define menu. The application's menu bar becomes active. The QuicKeys pointer turns into a small menu icon and an instructional dialog displays.



**4** Select a menu item. The dialog in Figure 26 displays.

❖ *Note:* Dimmed items *can* be selected.

**5** Assign a name and keystroke for the Menu Selection shortcut.

- Select the Search all menus checkbox when your menu selection is in a sub-menu.
- Deselect the Match exactly checkbox if you have difficulty selecting a non-standard sub-menu.

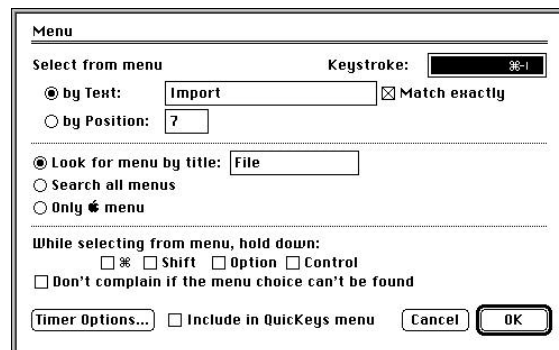


Figure 26 The Menu Selection Shortcut Editor

**6** Close QuicKeys. You can now start using QuicKeys to select menu items.

❖ *Note:* When you use the Menu shortcut to choose items from the Application menu in the upper right corner of your desktop, the Look for menu . . . setting in the Menu dialog is #16489.

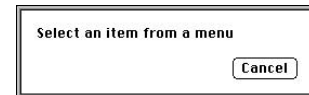
## ONLINE HELP SHORTCUT

There are typically two types of online help on a Macintosh: application Help and Finder Balloon Help. In this example, you create two shortcuts that take advantage of these Help functions. The first shortcut activates online Help for an application. The second shortcut produces Balloon Help in the Finder.

### APPLICATION HELP

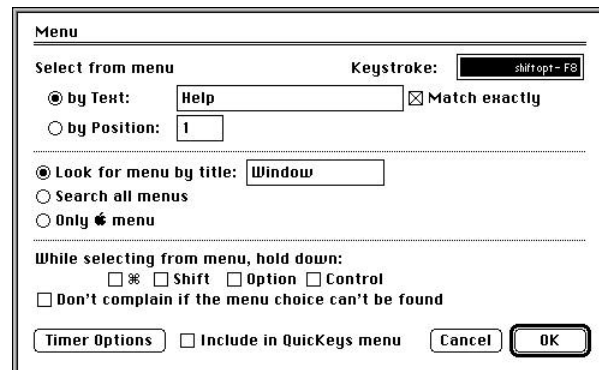
To create the Help shortcut for an application:

- 1 Open an application you use frequently that contains online Help.
- 2 Launch QuickKeys and click the application tab.
- 3 Select Menu Selection in the Define menu.
- 4 In the application, select the Help option. It is typically located in your Apple Guide menu in the upper right corner of your screen. The Menu Selection Editor displays.
- 5 Press the Opt-Ctrl-H to assign this shortcut to the keyboard.



➤ **IMPORTANT:** You can *not* assign the Help key on your keyboard to this shortcut if you have the Apple Guide extension installed.

- 6 Click OK.
- 7 Select Quit in the File menu to save your shortcut and exit QuickKeys.
- 8 While you're in the application, press the Help key, and the menu of online help information displays.

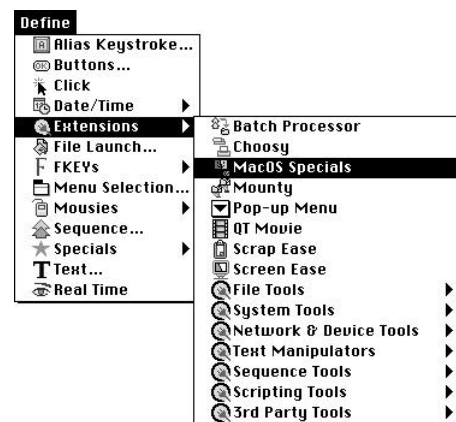


Since you placed this shortcut in the Application set, it won't work for another application. Go through the above steps for each frequently-used application on your hard drive that uses customized online help.

## BALLOON HELP

After working through the previous example, the Help shortcut only works in the application(s) you specified. In the following example, learn how to create a Help shortcut that's available in all your applications.

- 1 Open QuicKeys, and click the Universal tab.
- 2 Select Extensions in the Define menu.
- 3 Select MacOS Specials in the System Tools pop-up menu.
- 4 Select Toggle Balloon Help in the Specials pop-up menu.
- 5 Click the Keystroke field and press the Option-B keys.
- 6 Click OK to return to the QuicKeys Editor.
- 7 Select Quit in the File menu to save your shortcut and exit QuicKeys.
- 8 Press the Option-B keys. Balloon help appears.
- 9 Press Option-B again to turn off the balloons.



---

## USE SEQUENCES

A sequence is a series of steps. Each individual step in a sequence is also a shortcut. When you string together shortcuts in this manner, you can automate just about any Macintosh task.

QuickKeys has two techniques to create sequences: automatic and manual. This first lesson illustrates the automatic method, which is easier than doing the job manually. The second lesson is an example of a sequence created manually.

See page 32 for an illustration and tour of the Sequence Editor.

## RECORDING TIPS

Here are some tips to make working with sequences even more easy:

- Use keyboard shortcuts whenever possible and use mouse clicks as a last resort. For example, press **⌘-W** to close a window, rather than clicking Close in the File menu.
- When you are recording steps, go slowly.
- Use the Applications menu (upper right corner of your Macintosh menu bar) to switch applications instead of clicking a window.
- To select a document in a list, type its name instead of selecting it by position.
- Remove Waits and Pauses in the Sequence Editor at the end of all sequences.

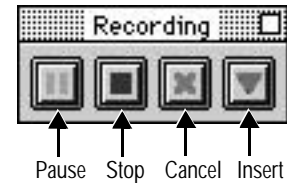
## CHANGE TEXT STYLES

Word processors make it easy to change the appearance of text in a document. In most cases, you just select the words you want to change and then click a button or choose the name of a text style in a menu. The only thing that could be easier would be reformatting with a single keystroke. The following sequence automates the formatting capabilities of Microsoft Word. This shortcut changes a single word from its normal style to 14-point bold.

To create a sequence automatically:

- 1** Open a word processing document and position the cursor at the beginning of a word. The word you choose doesn't matter.
- 2** Select Record Sequence in the QuickKeys menu. The Apple icon changes to a flashing microphone while QuickKeys records your actions.

- ❖ *Note:* The Recording palette displays if the Show option is selected in the Configure QuickKeys dialog. The buttons on the palette let you control the recording process. See Configure QuickKeys on page 26 for more information.



- 3 Press Shift-⌘-Right Arrow to select the word to the right of the cursor.
- 4 Choose Font in Word's Format menu.
- 5 Click Bold in the Style options.
- 6 Choose 14 in the Size pop-up menu.
- 7 Click OK. The word you selected in Step 1 changes to 14-point bold.
- 8 Click Stop Recording in the QuickKeys menu to display the Sequence Editor.
- 9 Assign a name and keystroke to the sequence.
  - Remove any Wait and Pause steps at the end of the sequence.
- 10 Click OK.
- 11 Select Quit in the File menu to save your sequence and exit QuickKeys.

Whenever you want to change a word to 14-point bold, just place the cursor at the beginning of the word and press the trigger.

## SEQUENCE ICONS

Before moving on, take a look at the Sequence Editor. Notice the column of icons in Figure 27. These icons indicate the types of steps QuickKeys uses in the sequence.

For example, when you chose the Font menu in Microsoft Word, QuickKeys recorded your action in the form of the menu icon labeled Font. Other icons represent steps that QuickKeys inserts on its own, such as Wait icons.

Each one of these icons is a QuickKeys shortcut. As your sequences get more complicated, you may need to add, delete, or change the individual shortcuts in a sequence. See The Sequence Editor on page 32 and The Edit Menu on page 19 for editing information.

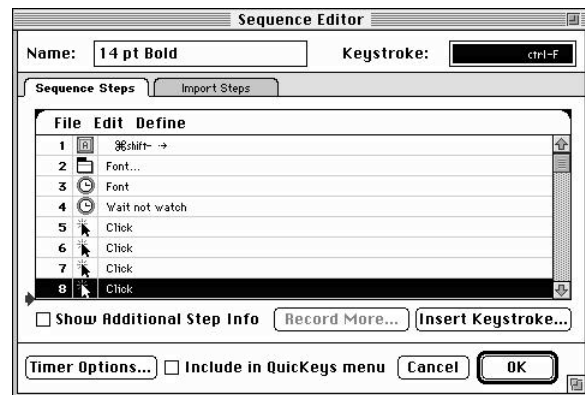



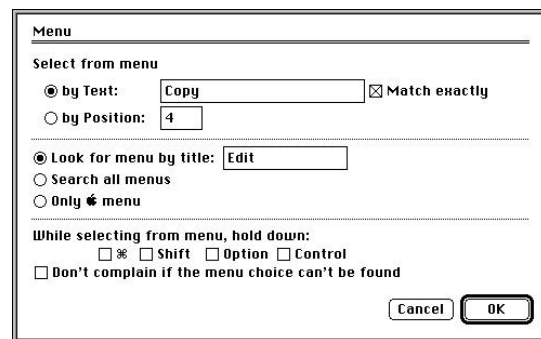
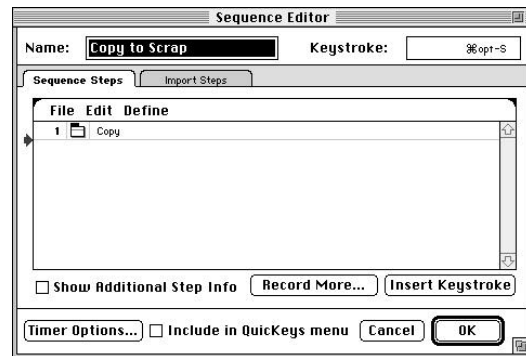
Figure 27 Notice the column of icons in the Sequence Editor.

## COPY TO THE SCRAPBOOK

Use the Sequence Editor to manually build sequences. This technique isn't as easy as the automatic method in the previous section, but it gives you complete control over every step in the sequence. It's sometimes more efficient, too. Automatic recording can produce long sequences. By doing the job manually, you can often accomplish the same task with fewer steps. This example shows how to create a sequence manually.

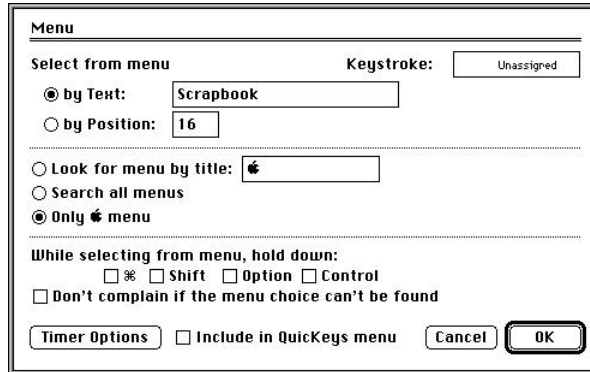
In this section, you copy a block of text to the scrapbook.

- 1 Open a SimpleText document that contains text. Highlight a word in the document.
- 2 Open QuicKeys.
- 3 Select Sequence in the Define menu to display the Sequence Editor.
- 4 Enter a name, such as Copy to Scrap, in the Name field.
- 5 Type a key combination in the Keystroke field, such as -Option-S.
- 6 Choose Menu Selection in the Define menu. The pointer turns into the menu icon and QuicKeys prompts you to choose a command.
- 7 Select Copy in the Edit menu to display the Menu Shortcut Editor.
- 8 Click OK. The menu icon appears as the first step in the sequence. Notice the arrow moves down in the Sequence Editor to indicate the current position in the sequence.



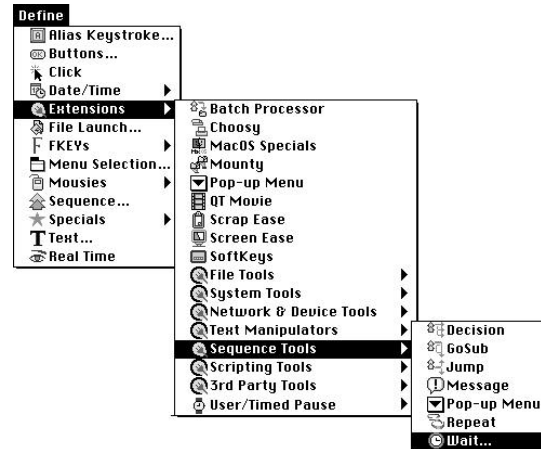
- 9 Add another Menu Selection shortcut that selects Scrapbook in the Apple menu. To do this, repeat Steps 6, 7, and 8 with this variation:

- For the menu selection, choose Scrapbook in the Apple menu. The Menu Shortcut Editor displays. The results look like the example.



The 'Menu' dialog box is shown. It has a title bar 'Menu'. Inside, there's a section 'Select from menu' with a 'Keystroke:' field set to 'Unassigned'. Below this, there are two radio buttons: 'by Text:' (selected) and 'by Position:'. The 'by Text:' field contains 'Scrapbook'. The 'by Position:' field contains '16'. There's a section 'Look for menu by title:' with a field containing an Apple logo. Below that are two radio buttons: 'Search all menus' and 'Only Apple menu' (selected). A section 'While selecting from menu, hold down:' has checkboxes for 'Command', 'Shift', 'Option', and 'Control'. Below that is a checkbox 'Don't complain if the menu choice can't be found'. At the bottom are buttons for 'Timer Options', 'Include in QuickKeys menu', 'Cancel', and 'OK'.

- 10 Choose Extensions in the Define menu. Select Sequence Tools, and the Wait extension to display the Wait dialog



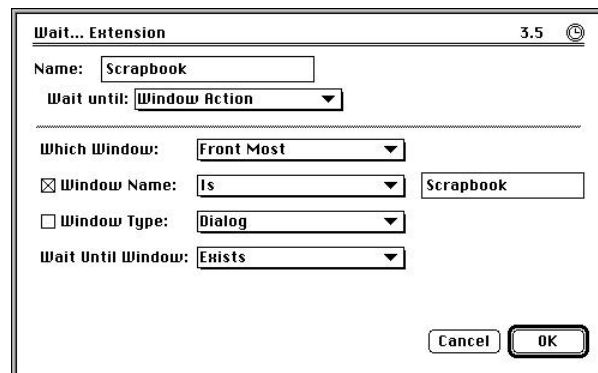
- 11 Complete the Wait dialog. You may have to experiment with the options in the Wait dialog for your sequence to work.

**Name** — Type Scrapbook to identify what you're waiting for.

**Wait until** — Choose Window Action.

**Which Window** — Select Front Most to tell QuickKeys you want the execution of the sequence to wait until the Scrapbook is the frontmost window on the Macintosh desktop.

**Window Name** — Type Scrapbook in the data entry field next to the qualifier, Is.



The 'Wait... Extension' dialog box is shown. It has a title bar 'Wait... Extension' and a version number '3.5'. Inside, there's a 'Name:' field set to 'Scrapbook'. Below it is a 'Wait until:' dropdown menu set to 'Window Action'. There's a section 'Which Window:' with a dropdown menu set to 'Front Most'. Below that are two checkboxes: 'Window Name:' (checked) and 'Window Type:' (unchecked). The 'Window Name:' field is set to 'Is' and the 'Window Type:' field is set to 'Dialog'. Below that is a 'Wait Until Window:' dropdown menu set to 'Exists'. At the bottom are buttons for 'Cancel' and 'OK'.

**Window Type** — Leave this unchecked. It doesn't matter what is selected in the pop-up menu.

**Wait Until Window** — Select Exists.

- 12 Click OK. The Wait icon appears as the next step in the sequence.
- 13 Insert a shortcut to paste the text block or other selection into the Scrapbook:
  - Move the insertion point below the last step of the sequence.
  - Select Alias Keystroke in the Define menu.
  - Press  $\text{⌘-V}$  and click OK.

- 14 Insert a final shortcut to close the Scrapbook:
  - Select Alias Keystroke in the Define menu.
  - Press  $\text{⌘-W}$  and click OK.

- 15 Click OK in the Sequence Editor to save your new shortcut.

❖ *Note:* Select the Record More button when you are building a sequence and you need to create a shortcut.

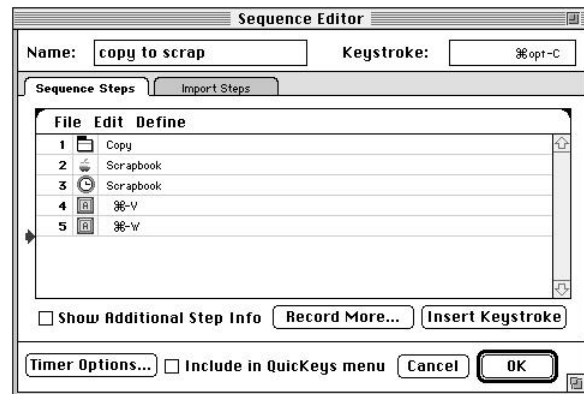


Figure 28 A completed sequence

- 16 Quit QuicKeys.
- 17 Start your word processor and highlight a block of text.
- 18 Press the trigger for the Scrapbook shortcut. You should see the Scrapbook appear and disappear again. Check that it contains the text from your word processor.

Put this shortcut in the Universal set, and you can use it to move any selection (text, graphics, or both) in any application to the Scrapbook.

When to record sequences	When to manually build sequences
You are just learning QuicKeys	You are familiar with QuicKeys
You are completing simple tasks such as: <ul style="list-style-type: none"> <li>■ Menu Selection</li> <li>■ Click</li> <li>■ Pop-up Menu</li> </ul>	You are creating advanced sequences that use: <ul style="list-style-type: none"> <li>■ Jump</li> <li>■ GoSub</li> <li>■ Decision</li> <li>■ Choosy</li> <li>■ Batch Processor</li> <li>■ File Launch</li> <li>■ Folder extension</li> </ul>

Table 1 When to record and build sequences

## ADVANCED SEQUENCES

Sometimes a shortcut must decide between two actions. For example, you want a shortcut that does one thing in a word processor and another in a paint application. QuicKeys has three tools for this kind of work:

- The Jump extension transfers control forward or backward in a sequence. You define the signal that triggers the jump, such as a button action or the state of a window.
- The Decision extension performs a test to see if a particular condition is true or false. It transfers control to another sequence or shortcut depending upon the outcome of the test, and then returns control to the original sequence.
- The GoSub extension interrupts a sequence to execute another specified shortcut. When it is finished, it resumes the original sequence.

To learn more about these three extensions, refer the Advanced Topics Guide in the Help menu.

---

## OPERATE THE BATCH PROCESSOR

Do you ever need to perform the same actions on multiple files? The Batch Processor Extension can help. The Batch Processor runs a sequence of steps on a group of files. That means that you can trigger the batch processor to manipulate several files automatically while you work on other projects.

There are many uses for the Batch Processor extension. Just a few example of how you can use it include:

- Converting graphics from PCT to GIF format
- Automating database searches and archiving the search results
- Formatting desktop publishing documents

## SET UP THE BATCH PROCESSOR

There are three basic steps you must take to use the Batch Processor: specify the files to be processed, create a sequence that processes the files, and specify the Batch Processor trigger.

### SPECIFY FILES

- 1** In the Finder, create a source folder containing the files that are part of the batch processing job.
  - **IMPORTANT:** The names and number of files in the source folder cannot change while a Batch Processor sequence runs.
- 2** Create a destination folder for the processed files.

### CREATE A SEQUENCE

- 3** Open one of the files you want to process.
- 4** Open QuicKeys and create a sequence containing each of the steps you want to perform on each file. Remember the following guidelines when you create a sequence for the Batch Processor:
  - You must usually include the Save command in the sequence.
  - Test your sequence before using it in the Batch Processor.
  - Do *not* save to the source folder, or you will create an endless loop.
  - Create a Folder shortcut if you want all your processed files sent to the destination folder.
- 5** Open the Sequence Editor for your new sequence and insert a Pause for your first step.

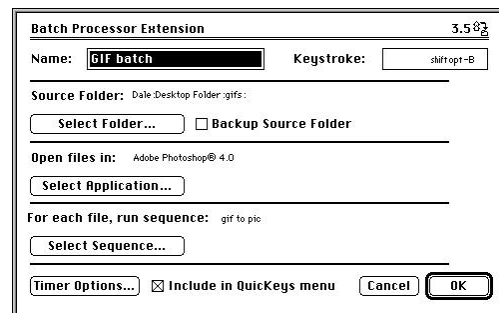
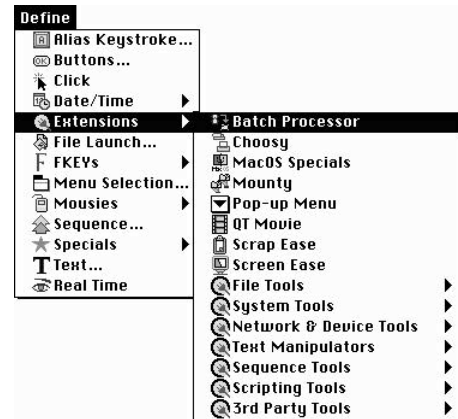
**6** Remember the name of the sequence. See page 57 for information on creating sequences.

- **IMPORTANT:** Do *not* include the Open File step as part of your sequence; the Batch Processor extension performs this action as part of its operation.

## SPECIFY A TRIGGER

- 7** In the QuicKeys Editor, select the Universal tab.
- 8** Select Extensions in the Define menu. Choose Batch Processor in the Extension submenu to display the Batch Processor Extension dialog.
- 9** Type a name for this batch processing shortcut and assign a keystroke.
- 10** Click Select Folder and select the source folder you created in Step 1.
- 11** Check Backup Source Folder to make a copy of your files before processing them.
- 12** Click Select Application and locate the application you want to use to process files.
- 13** Click the Select Sequence button.
- 14** Click OK.
- 15** Type the keystroke you assigned in Step 9 to trigger the batch processing job.

- ❖ *Note:* The Batch Processor does not work smoothly with applications that display splash screens or open file dialogs. An example is Microsoft Word, which displays a “Tip of the Day” when you open it. To avoid any conflicts, open the application and dismiss any introductory dialogs before running the Batch Processor sequence, or modify the application’s preferences. You can also insert a Wait for Window shortcut in the sequence.



## USE THE BATCH PROCESSOR SEQUENCE

- 1** Type Shift-Option-B to trigger the batch processing job. An icon resembling a cassette flashes over the Apple icon in the upper left corner of your screen during playback.
- 2** Be patient! Sit back and watch as QuicKeys does your work for you.

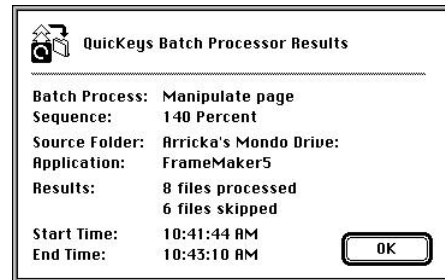
❖ *Note:* QuicKeys takes a moment to activate after you select the Batch Processor trigger.

When the sequence is finished, your changed files are located in the destination folder you created in Step 2. Your original files are located in the source folder.

## THE RESULTS

When your batch processing job is finished, the Results dialog displays. It displays the number of files processed and the number of files skipped. A file is skipped when it is locked, busy, or cannot be opened by the specified application. The Results dialog automatically closes after 15 seconds if you don't click OK.

The Batch Processor also keeps a log of its progress so you know if there are any problems completing the sequence. To see the log report, double-click the log file. It is located in the level above the source folder. The file is named <source folder name>.processed.log. The log report can be opened in any word processor or text editor.



## APPENDIX A: THE RIGHT SHORTCUT FOR THE TASK

So you want QuickKeys to make your work easier? This table can help get you started! It lists the shortcut to use for specific tasks. See page 20 for more information on the different QuickKeys extensions.

Task	Shortcut to Use
Change speaker volume	Speaker Change Extension
Change number of colors/grays	Screen Ease Extension
Click a scroll bar	Mousies or Click (non-standard scroll bar)
Click button or checkbox	Button or Click (non-standard button)
Close a window	Mousies
Display dialog	Message Extension
Mount/dismount file server	Mounty Extension
Move to folder in Open/Save dialog	Folders Extension
Open menu items	Menu Selection or Alias
Open application, folder, document	File Launch
Open Control Panel, Desk Accessory	File Launch
Paste text/graphic	Scrap Ease Extensions
Play QuickTime movie	QT Movie Extension
Play a sound	Sound Extension or File Launch
Replay mouse movements	Real Time Recording
Restart/shut down System	Specials
Run sequence on series of files	Batch Processor Extension
Select item in pop-up menu	Pop-Up Menu Extension
Select printer	Choosy Extension or Sequence
Send Apple Events to Finder or to an application	Apple Events Extension
Combine several shortcuts	Sequence
Switch applications	Mac OS Specials or Process Swap Extension
Switch windows	Specials
Switch color, grays or black and white	Screen Ease Extension
Turn balloon help on/off	Mac OS Specials Extension
Turn File Sharing on/off	Mac OS Specials Extension

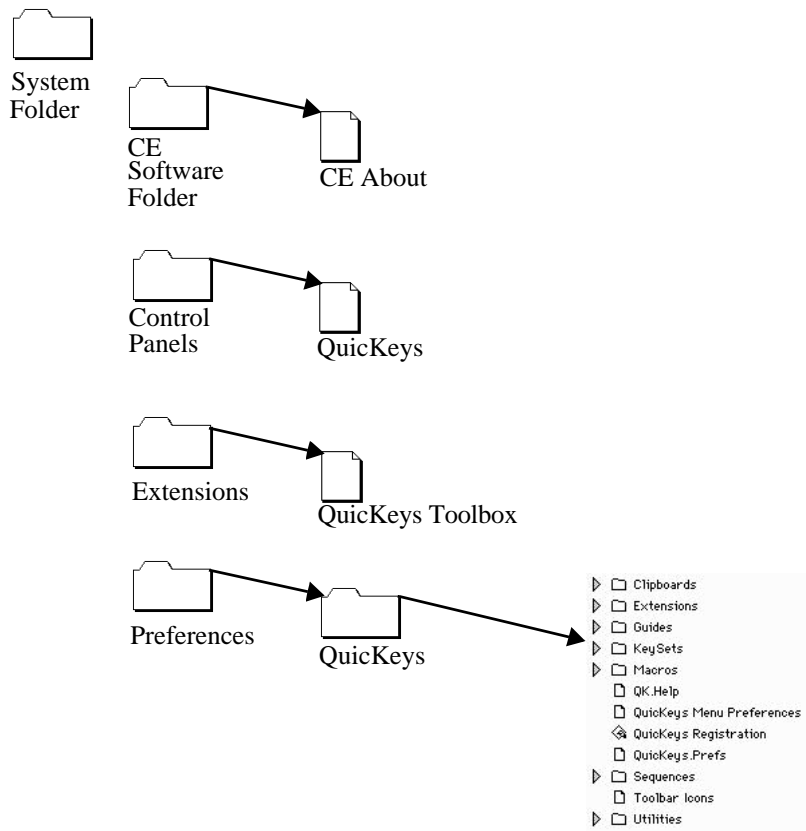
Task	Shortcut to Use
Type current date/time	Date/Time
Type keystroke with different key	Alias Keystroke
Type text (up to 255 characters)	Text or Scrap Ease Extension
Zoom a window	Mousies

Table 2 The Right Shortcut

## APPENDIX B: WHAT'S INSTALLED WHERE

Knowing where everything is installed is important if you have problems with your computer. QuicKeys installs files into the System folder and to a location on your hard drive you specify during installation.

### SYSTEM FOLDER



❖ *Note:* Display Text, NetmodemChoosy, Stuff, and Unstuff extensions are not installed with QuicKeys 3.5.2. You can download these extensions from our Web site at <http://www.cesoft.com>.

## **QUICKEYS ACCESSORIES FOLDER**

During the QuicKeys installation, you are asked where to install the QuicKeys Accessories folder. CE Software recommends you install the folder at the main level of your hard drive.

## **APPLE EVENTS EXAMPLES**

Electronic documentation with Apple Event examples for FileMaker Pro to QuicKeys, QuicKeys to FileMaker Pro, HyperCard to QuicKeys, and QuicKeys to Hypercard.

## **QUICKEYS SCRIPT INFO**

Documentation for the QuicKeys scripting language and scripting examples for Speech Macro Editor.

## **SHORTCUTS TO IMPORT**

Shortcuts you can import into your QuicKeys sets. For example, if you use Photoshop you can import the installed Photoshop shortcuts using the instructions on page 16.

## **TAA**

A diagnostic report that assists CE Software's Technical Support team troubleshoot problems. A TAA ReadMe document is also installed in the TAA folder.

## **TOOLBARS TO IMPORT**

Toolbars you can import into your Universal or Application sets. See page 39 for more information.



## GLOSSARY

**Alias Keystroke** — A shortcut which lets you substitute one key for another.

**Apple Events** — 1. Messages that application programs exchange with one another and the system. 2. An Extension provided with QuicKeys. See also InterApplication Communication.

**Application menu** — Menu in upper right corner of the desktop menu bar.


**Application-specific Set** — Shortcuts available just to applications for which they are designated.

**Click-and-Go Toolbar** — A toolbar type. It is modal, and displays with a keystroke or QuicKeys menu option. When a shortcut is activated, the toolbar closes.

**Embedded Toolbar** — A toolbar type. It attaches to an edge of the screen.

**Extension** — A small program that adds shortcut types. QuicKeys extensions simplify and speed up shortcuts commonly created by QuicKeys users. System extensions and QuicKeys extensions are *not* related.

**Extension Manager** — A stand-alone application that manages QuicKeys extensions.

**FKEY** — A subroutine built into the system and accessed through -Shift-digit (0-9) keystrokes.

**Floating Toolbar** — A toolbar type. It hovers over windows and dialogs.

**Function Key** — The F1 through F15 keys on some keyboards.

**InterApplication Communication (IAC)** — A method of exchanging information between programs using Apple Events. The IAC standard is defined as part of the MacOS.

**Keyset** — A collection of shortcuts and sequences which, as a group, perform a specific task or series of tasks.

**Keystroke** — The key or key combination that triggers a shortcut.

**Modal** — A type of dialog that claims all user-input and cannot be moved or sized.

**Mousies** — A shortcut category. A Mousies moves or resizes a window by performing a mouse action.

**Real Time shortcut** — A shortcut category. A Real Time shortcut plays back in the same amount of time it took to record.

**QuicKeysToolbox** — A System extension that handles AppleEvents. It is required for generating logs, enabling additional step information in the Sequence Editor, scripting, and using the AppleScript, AppleEvents and DoScript Extensions.

**Sequence** — A shortcut category. A sequence consists of a series of steps that QuicKeys executes one at a time. Each step is a shortcut.

**Set** — A collection of shortcuts. There are sets devoted to particular applications. The Universal Set is for all applications.

**Shortcut** — Any keyboard action recorded by QuicKeys and activated by a keystroke or other trigger.

**Shortcut Editor** — The interface to create and modify shortcuts. Each of the shortcut types has a version of the Shortcut Editor.

**Step** — An individual action in a Sequence.

**Toolbars** — A quick and graphical method to trigger shortcuts. They can be Universal or Application-specific. The three types of toolbars are Floating, Embedded, and Click-and-Go.

**Trigger** — 1. The action that initiates a shortcut, such as a keystroke or timer event. 2. The action of activating a shortcut.

**Universal** — Shortcuts which are always available and apply to any application.

**Volume** — A partition of the server's hard drive that typically has separate access privileges.

**Zone** — A named segment of the network. Networks are broken into zones to increase the speed of data transfer.

# INDEX

## A

Activating Shortcuts .....	34
Advanced Sequences .....	62
Alias Keystroke .....	20
Application	
Menu .....	54
Sets .....	12, 34
Tab .....	12

## B

Back Up Shortcuts .....	9
Balloon Help .....	56
Batch Processor .....	21, 63
Buttons Shortcut .....	20

## C

Choosy shortcut .....	21, 47
Click Shortcut .....	20
Compress Sets .....	25
Configure	
QuicKeys .....	26
QuickReference Card .....	27
Custom Installation .....	8
Customer Service .....	4

## D

Date/Time Shortcut .....	20
Decision Extension .....	22, 62
Define Menu .....	20
Delete	
Extensions .....	18
Sequences .....	19
Shortcuts .....	19

## E

Edit Menu .....	19
Export Shortcut .....	16
Extension Manager Dialog .....	18
Extensions	
3rd Party Tools .....	23
Batch Processor .....	21
Choosy .....	21
Decision .....	62
File Tools .....	21
Folders .....	21, 45
GoSub .....	62
Jump .....	62
Mounty .....	21
Network & Device Tools .....	22
Phone Dialer .....	22

Pop-up Menu .....	21
ProcessSwap .....	22
QT Movie .....	21
Repeat .....	22
Scrap Ease .....	21
Screen Ease .....	21
Scripting Tools .....	22
Sequence Tools .....	22
Sound .....	22
Speak Ease .....	22
SpeakerChanger .....	22
System Tools .....	22
Text Manipulators .....	22
Wait .....	22
<b>F</b>	
File Launch Shortcut .....	23, 43
File Menu .....	16
File Tools Shortcut .....	21, 45
Filter Palette .....	12, 14
Folders Shortcut .....	21, 45
<b>G</b>	
GoSub Shortcut .....	22, 62
<b>H</b>	
Help Shortcut .....	55
Hot Keys .....	36
<b>I</b>	
Icons .....	13, 16, 28, 40, 58
Import	
Steps .....	34
Shortcuts .....	17
Installation .....	7
Custom .....	8
<b>J</b>	
Jump Extension .....	22, 62
<b>K</b>	
Keystroke .....	28, 32, 33
<b>L</b>	
Launch QuicKeys .....	11
Lock Editor .....	25
<b>M</b>	
MacOS Specials Extension .....	21
Make a QK Icon .....	48
Memory Usage .....	15
Menu Selection Shortcuts .....	24, 54
Message Extension .....	22

Mounty Shortcut .....	21, 49
Mousies Shortcut .....	24, 53

## O

Online Documentation	
QuicKeys Help .....	3
Options Menu .....	25

## P

Paste Shortcut .....	52
Playback Palette .....	30

## Q

QK Icon .....	16, 48
QuicKeys Editor .....	12
Menus .....	16
QuicKeys Palettes	
Playback .....	30
Recording .....	30
QuicKeys Script .....	36
QuicKeys Toolbox .....	26
QuickReference Card .....	28

## R

Recording	
Palette .....	26, 29, 30
Real Time .....	24
Tips .....	57
Right Shortcut, table .....	67, 69

## S

Sales and Customer Service .....	4
Sets .....	12
Sequence Editor .....	33
Import Steps .....	34
Sequence Steps Tab .....	33
Sequences	
Advanced .....	62
Recording Tips .....	57
Shortcut Editor .....	32
Sort	
Key .....	25
Name .....	25
QuicKeys Editor .....	12
QuickReference Card .....	27, 28
Type .....	25
System Requirements .....	7

## T

Technical Support .....	5
Text Shortcuts .....	24, 50
Timer .....	14, 32, 33, 36
Toolbars .....	37
Buttons .....	40
Click-and-Go .....	37
Create .....	38
Editor .....	37
Embedded .....	37
Floating .....	37
Hot Help .....	38, 39
Options .....	37
Remove .....	37
Use .....	41
Transfer Shortcut .....	44
Triggers .....	34
Tutorial .....	43
Control Network Activities .....	47
Launch Applications and Documents .....	43
Manipulate Text and Graphics .....	50
Operate the Batch Processor .....	63
Size and Scroll Windows .....	53
Standardize Keyboard Commands .....	54
Use Sequences .....	57

## U

Undefine Keystrokes .....	19
Universal Set .....	12, 31
Upgrading QuicKeys .....	8