



for Macintosh™

## User Guide



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Sixth Edition

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Use the following table as a guide to locate information about each QuicKeys plug-in. The plug-ins are listed in alphabetical order.




Use this QuicKeys Shortcut...	If you want to automate these tasks...
<div> <div>  </div> <div> <div>Advanced Text Tools</div> <div>See page 72 for more information.</div> </div> </div>	Reformat a block of text to remove unwanted line breaks and spaces.
	Change a block of text to title case, uppercase, or lowercase.
	Remove quote marks from an E-mail message that was forwarded to you.
<div> <div>  </div> <div> <div>Alias Keystroke</div> <div>See page 95 for more information.</div> </div> </div>	Reassign keystrokes built into the applications you use so they make sense to you.
<div> <div>  </div> <div> <div>App Switcher</div> <div>See page 96 for more information.</div> </div> </div>	Switch between applications that are open on your desktop.
<div> <div>  </div> <div> <div>Apple Events</div> <div>See page 131 for more information.</div> </div> </div>	Trigger an Apple Event.
<div> <div>  </div> <div> <div>AppleScript</div> <div>See page 136 for more information.</div> </div> </div>	Trigger an AppleScript script.
<div> <div>  </div> <div> <div>Audio CD Player</div> <div>See page 115 for more information.</div> </div> </div>	Play, pause, stop, eject, or skip to the next track on your audio CD.
<div> <div>  </div> <div> <div>Button</div> <div>See page 97 for more information.</div> </div> </div>	Select a button in an open dialog or window that you specify.

Use this QuickKeys Shortcut...	If you want to automate these tasks...
 <p>Choosy</p> <p>See page 121 for more information.</p>	<p>Switch your default printer.</p>
 <p>Click</p> <p>See page 98 for more information.</p>	<p>Replace a mouse click with a keystroke or other QuickKeys trigger.</p>
 <p>Decision</p> <p>See page 144 for more information.</p>	<p>Indicate how your Sequence should proceed when certain conditions are met.</p>
 <p>DoScript</p> <p>See page 137 for more information.</p>	<p>Trigger DoScript AppleEvents.</p>
 <p>File Handler</p> <p>See page 80 for more information.</p>	<p>Rename, move, or change the attributes of selected files.</p>
 <p>File Launch</p> <p>See page 85 for more information.</p>	<p>Open applications and documents.</p>
 <p>File Recall</p> <p>See page 87 for more information.</p>	<p>Search for files modified within a specified amount of time.</p>
 <p>FKeys</p> <p>See page 101 for more information.</p>	<p>Trigger your Fkeys applications.</p>
 <p>Folders</p> <p>See page 89 for more information.</p>	<p>Switch between folders during the course of your computer work.</p>

Use this QuickKeys Shortcut...		If you want to automate these tasks...
 <p>GoSub</p> <p>See page 152 for more information.</p>		Perform a user-defined Shortcut before proceeding with a Sequence.
 <p>Instant E-mail Action</p> <p>See page 127 for more information.</p>		Send a selected file to a friend.
		Open a message window that contains user-specified text.
		Acknowledge QuickMail Pro notification.
 <p>Jump</p> <p>See page 144 for more information.</p>		Jump to another step in your Sequence.
 <p>Mac OS Specials</p> <p>See page 101 for more information.</p>		Turn balloon help on and off.
		Switch to the next application listed in your application menu.
		Start or stop File Sharing and program linking.
 <p>Menu</p> <p>See page 103 for more information.</p>		Select an item from a menu without using your mouse.
 <p>Message</p> <p>See page 152 for more information.</p>		Display a modal window during a Sequence.
 <p>Mounty</p> <p>See page 123 for more information.</p>		Connect to or disconnect from a network volume.
 <p>Mousies</p> <p>See page 105 for more information.</p>		Close, zoom, and collapse windows.
		Scroll through an open document.

Use this QuickKeys Shortcut...		If you want to automate these tasks...
 <p>Network Switcher See page 125 for more information.</p>		Switch between network configurations.
 <p>Pop-up Menu See page 149 for more information.</p>		Select an item in a pop-up menu.
 <p>Powerbook Specials See page 107 for more information.</p>		Spin down your hard drive.
		Shut down your Powerbook.
		Toggle backlighting and dimming.
 <p>Project Saver See page 92 for more information.</p>		Create and launch user-defined projects.
 <p>Real Time See page 38 for more information.</p>		Record your actions in “real time.”
 <p>Repeat See page 151 for more information.</p>		Replay a particular Shortcut in a Sequence.
 <p>Scrap Ease See page 108 for more information.</p>		Control QuickKeys’ version of the system clipboard.
 <p>Screen Ease See page 110 for more information.</p>		Change your screen settings for different monitors.

Use this QuickKeys Shortcut...	If you want to automate these tasks...
 <p>Sequence</p> <p>See page 139 for more information.</p>	<p>Display the Sequence Editor, which you can use to combine Shortcuts and recorded tasks.</p>
 <p>Sound</p> <p>See page 116 for more information.</p>	<p>Plays sound files.</p>
 <p>SpeakEase</p> <p>See page 116 for more information.</p>	<p>Set up your computer so it speaks user-specified words or phrases.</p>
 <p>SpeakerChanger</p> <p>See page 117 for more information.</p>	<p>Adjust the volume of your computer.</p>
 <p>Specials</p> <p>See page 111 for more information.</p>	<p>Shut down or restart your computer.</p>
	<p>Select the rear window or second window on your desktop.</p>
	<p>Open the QuickKeys Editor or the QuickReference Card.</p>
	<p>Start or stop a Sequence or Real Time recording.</p>
	<p>Insert single or double quickquotes.</p>
 <p>Type Date/Time</p> <p>See page 70 for more information.</p>	<p>Types the date and time in a specific format.</p>
 <p>Type Text</p> <p>See page 69 for more information.</p>	<p>Types text you specify.</p>

Use this QuickKeys Shortcut...		If you want to automate these tasks...
<div>  </div>	View Switcher	Control the way you view open windows (e.g. in list form, arranged alphabetically).
	See page 113 for more information.	
<div>  </div>	Wait	Pause a Sequence until a particular condition has been met.
	See page 145 for more information.	
<div>  </div>	Web Launcher	Open a specified URL in your default Web browser.
	See page 129 for more information.	Open selected text as a URL.
		Display a list of Netscape Bookmarks or Internet Explorer Favorites.

# CHAPTER 1

## WELCOME TO QUICKKEYS

.....



QuickKeys® for Macintosh™ is software that enables you to create custom keyboard actions, menu commands, and toolbars so you can perform routine tasks with a single mouse click or keystroke. The tasks that QuickKeys automates are called Shortcuts. QuickKeys Shortcuts are similar to macros, but are much easier to create.

QuickKeys automates common computer tasks such as opening folders you frequently use or logging into your favorite database application. To create a QuickKeys Shortcut, you simply define the task you want to perform. You then replace the task with a trigger. *Triggers* can be a keystroke, a QuickKeys toolbar, a timed trigger, or a QuickKeys icon.

QuickKeys also provides you with a powerful and versatile recording function that is ideal for automating lengthy or complex tasks. Tell QuickKeys to watch your actions on the Mac and it can then play those actions back whenever you want. These recorded actions are called *Sequences*, and they can mimic virtually any multi-step task you complete on your computer.

QuickKeys *toolbars* make using your Shortcuts and Sequences easy. Toolbars work much like the toolbars you use in your other applications, except that you call the shots with QuickKeys toolbars. You specify what each toolbar button does, which icon is used, and when the toolbar is displayed. In other words, QuickKeys toolbars give you complete control. And, like the recording feature, toolbars save you time by making your interaction with your computer more efficient.

However you use it, QuickKeys' powerful automation solutions enable you to assign particularly unrewarding, repetitive tasks to your computer so you have time for more important things.

## WHAT QUICKKEYS CAN DO FOR YOU

Think of something you do on a daily basis. Chances are QuickKeys can automate whatever task you thought of. For example, if you frequently switch between printers on your network, QuickKeys can do that for you with a single keystroke. You'll save precious seconds each time you switch printers, which really adds up by the end of the week.

QuickKeys can also perform multi-step tasks for you. For example, if you routinely change graphics from one format to another, direct QuickKeys to watch and record your actions as you complete the task, then assign a trigger that tells QuickKeys *when* to repeat your actions. You will learn all about triggers later in this manual, but for now just think of triggers as the mouse clicks or keystrokes that communicate to QuickKeys that it's time to start specific tasks.

When you trigger a Shortcut, QuickKeys not only remembers and performs the steps required for that task, but it does so quickly and accurately. If you complete a task without error once, QuickKeys can replicate it thousands of times with no mistakes.

The time and frustration you can save are easy to measure. The real advantage of QuickKeys, however, is intangible. After you install and customize QuickKeys, your computer work flows more smoothly. Instead of working in one application and then spending valuable time searching for another,

applications and data appear and disappear automatically as they are needed. The different parts of your computer merge in ways that make sense to you so you can finally complete a day's work in a day's time. How many other applications do you know of that can add such value to your computing experience?

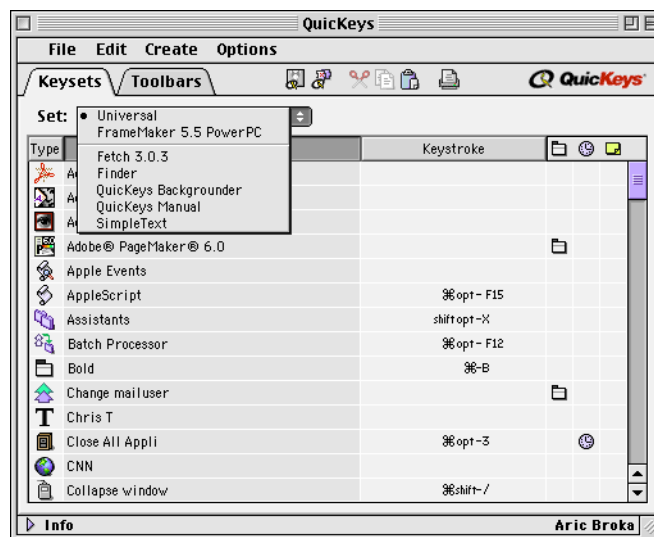
## WHAT'S NEW IN QUICKEYS 4.0

Now that you have QuicKeys 4.0, you probably want to find out more about the new features it offers. This section acquaints you with all the new functionality in QuicKeys 4.0 and points you to the sections of the User Guide that discuss how to take advantage of the new features.

## INTERFACE CHANGES

The QuicKeys interface has been redesigned so it is easier and more intuitive to use. Chapter 4 of the QuicKeys User Guide discusses the QuicKeys interface in greater detail, but this section provides a general introduction to the changes made in version 4.

- There is now a Keysets tab that displays all your Shortcuts. You can view different Shortcut Sets in the Keysets tab by selecting different Sets from the Set pop-up menu.

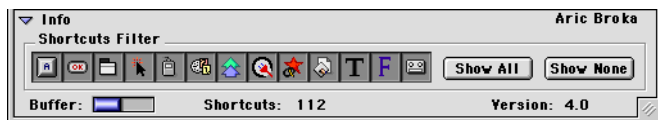


**Figure 1:** The QuicKeys Editor.

- A built-in toolbar has been added to the Editor so you can simply click a button to display the new Setup Assistant or print a Shortcut.
- The Define menu has been reorganized and renamed “Create” so it is easier to use.
- The icons for some Shortcuts have been improved so they are easier to recognize.
- The Process Swap plug-in has been renamed App Switcher.
- The Text plug-in has been renamed Type Text.
- Embedded toolbars are now called Docked toolbars.

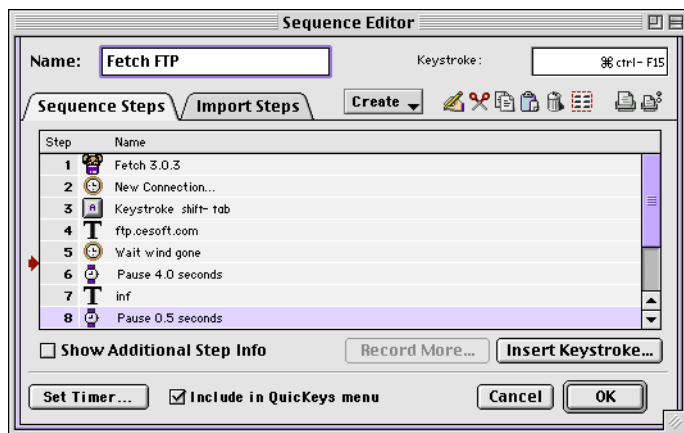


- The Filter palette has been moved to the bottom of the QuicKeys Editor. Click the Info drop-down arrow to display it.



**Figure 2:** The Info pane of the QuicKeys Editor.

- The Extension Manager is now called the Plug-in Manager and QuicKeys extensions are now referred to as plug-ins.
- The Configure QuicKeys dialog has been updated and improved.
- The Sequence Editor offers an icon toolbar rather than a menu bar, making it easier to modify Sequences.



**Figure 3:** The Sequence Editor.

## QUICKEYS ARCHITECTURE

If you're upgrading from a prior version of QuicKeys, you will discover that you can now click outside the QuicKeys Editor while QuicKeys is active. When you click outside the Editor, the Editor is minimized to a small, floating window on your desktop called the QuicKeys palette. To re-open the Editor, click on the QuicKeys palette. To close the Editor, click the close box on the QuicKeys palette.



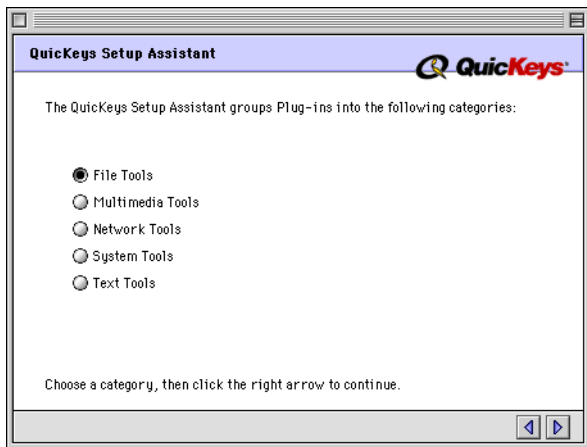
**Figure 4:** The QuicKeys Editor when it is minimized on your desktop.

## CONTEXTUAL MENUS

With Apple®'s release of OS 8.0, contextual menus made their debut on the Macintosh. QuicKeys takes advantage of the contextual menu technology in version 4.0 so you can speed up the process of creating Shortcuts. Using the contextual menu option, you can Control+click a file, folder, or string of text to create File Launch, Folders, Web Launch, or Type Text Shortcuts.

## QUICKKEYS SETUP ASSISTANT

The QuickKeys Setup Assistant was developed to lead users through the process of creating QuickKeys Shortcuts. To launch the Setup Assistant, select Setup Assistant from the QuickKeys menu and answer the questions in each consecutive panel that appears.



**Figure 5:** The QuickKeys Setup Assistant.

## QUICKKEYS TOOLBARS

Another significant change in QuickKeys 4.0 is increased toolbar functionality. A collection of new features make the toolbars an invaluable asset to your QuickKeys experience. Read Chapter 6 of the User Guide for more detailed information about QuickKeys toolbars.

- Some toolbar buttons now offer a pop-up arrow you can use to display a menu of plug-in related options.



**Figure 6:** The toolbar pop-up menu for the Change Folder plug-in.

- You can Control+click the title bar or an area of the QuickKeys toolbar that does not contain a toolbar button to display a contextual menu for the toolbar.
- You can Control+click a QuickKeys toolbar button to display a contextual menu for editing the selected button.
- Drag a file, folder, or selected text to an existing toolbar button to add a File Launch, Folders, or Type Text Shortcut to the toolbar.
- Drag a file or folder to a File Handler or Folders button on your toolbar and select the action you want performed in the drop-down window that appears.



**Figure 7:** The drop-down window for the File Handler toolbar button.

- The numbers 0-9 display on Click-N-Go toolbars so you know which number to press on your keyboard to trigger Shortcuts in the corresponding position.



**Figure 8:** A Click-N-Go toolbar.

- You can now use the QuickKeys toolbar contextual menu to change the attributes of toolbars. New attribute choices include large or small button icons, button titles, and large or small fonts for button titles.
- You can now clean up icons on your toolbar by selecting **Clean Up Buttons** in the contextual toolbar menu.
- For Universal-scope toolbars, you can use the contextual toolbar menu to choose whether or not you want your toolbar to always remain on top of other open windows.

## NEW PLUG-INS

QuickKeys 4.0 offers a suite of new plug-ins that further extend your productivity potential. These plug-ins are discussed throughout the manual, so look in the User Guide index to find out where you can read more about these plug-ins.

- **Advanced Text Tools**—Use this plug-in to create Shortcuts that reformat text; quote text; remove quotes from text; change text to uppercase, lowercase, or title case; or cipher and decipher text.
- **Audio CD Player**—Use this plug-in to create Shortcuts that enable you to play, stop, pause, skip tracks, adjust volume, and eject your CDs in your CD-ROM drive.
- **File Handler**—Use this plug-in to create Shortcuts that enable you to lock, unlock, rename, move, or modify the type and creator of selected files.
- **File Recall**—Use this plug-in to create Shortcuts that search your local drives for files modified within a user-defined period of time.
- **Instant E-mail**—Use this plug-in to create Shortcuts that automate your E-mail tasks.
- **Network Switcher**—Use this plug-in to create Shortcuts that switch between different network settings, making it easy to plug into different network environments.
- **Password Vault**—Use this plug-in to create Shortcuts that store your passwords safely.
- **Project Saver**—Use this plug-in to create Shortcuts that keep track of all the files in your current projects.
- **View Switcher**—Use this plug-in to create Shortcuts that make your Macintosh look the way you want on a per-folder basis.
- **Web Launcher**—Use this plug-in to create Shortcuts that launch your favorite Web sites.

## USING THE QUICKEYS USER GUIDE

Read this section to learn how the QuicKeys instructions are organized and to become acquainted with the conventions used in this manual. Knowing how the manual is set up will help you use it more efficiently.

## ORGANIZATION

Chapters 1–6 of this manual introduce QuicKeys and guide you through basic concepts necessary to operate the software. The remaining chapters of the manual contain reference material for using each of the QuicKeys plug-ins available in the Create menu. Use the index to locate specific information and use the table of contents to become acquainted with the organization of each chapter of the manual. A glossary is located on page 199 if you need assistance with an unfamiliar term.

## ASSUMPTIONS

This documentation assumes you are familiar with the Macintosh operating system and accompanying hardware. If you need assistance with standard Macintosh procedures, consult the documentation that came with your computer.

## CONVENTIONS

- A right-arrow character (>) indicates the hierarchy of menu and submenu options.
- The first time a QuicKeys-specific term is used, it is displayed in *italics*.
- When you must type text or select specific options, the options appear in Helvetica font. For example, select Print from the File menu.
- A ♦ symbol indicates a note that provides supplemental information about the topic being covered.
- A ▲ symbol indicates an important statement that requires special attention.

- A ! symbol indicates a warning that should be read before continuing to operate the component being discussed.
- Variable text is contained within opposite-facing arrow characters. For example, look in the <hard drive>:System Folder:Preferences: folder for the file.

## CONTACTING CE SOFTWARE

If you have questions about QuicKeys that are not addressed in the manual, use this section to learn how to contact CE Software™.

## TECHNICAL SUPPORT

CE Software offers online, fax, and telephone support. Visit the Technical Support Web page at <http://help.cesoft.com/> for information about the various support options.

### Contact Information

The Technical Support Department is available Monday through Friday from 8:00 A.M. to 5:00 P.M. Central Time. CE Software Technical Support can be reached by:

- Phone: 515-221-1803
- Fax: 515-221-1806
- Web page: <http://help.cesoft.com/>
- E-mail: [ceonline@cesoft.com](mailto:ceonline@cesoft.com)

### Before You Call

Check the following Web sites for technical information:

- Have you checked the QuicKeys Web site for updates and product information at <http://www.quickeys.com/>
- Have you checked the CE Software Technical Support Web page or newsgroups at <http://help.cesoft.com/>

## When You Call

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.* QuickKeys 4.0)
- Computer type and model (*e.g.* Macintosh G3)
- Operating system and version (*e.g.* Mac OS 8.5)

## PRODUCT FEEDBACK

What do you think of QuickKeys? We want to know and we encourage you to submit your ideas to [feedback@cesoft.com](mailto:feedback@cesoft.com) so we can consider them for the next version of QuickKeys.

## USER GUIDE FEEDBACK

We also welcome feedback about the documentation that accompanies QuickKeys. Please E-mail us at [manuals@cesoft.com](mailto:manuals@cesoft.com) with your comments and suggestions.

The most current version of this manual is available online at <http://www.cesoft.com/> and can be viewed with Adobe® Acrobat Reader 3.0 or greater. Visit <http://www.adobe.com/> to download a free copy of Acrobat Reader.

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- International orders: 515-221-1801
- Fax: International and Domestic orders 515-221-2258
- Online: <http://www.cesoft.com/service/cshome.html>

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West Des Moines, IA 50265 U.S.A.



## CHAPTER 2 INSTALLING AND OPENING QUICKKEYS

.....

The steps involved in getting started with QuickKeys include making sure your computer meets specific requirements, installing QuickKeys on your hard disk, and opening the QuickKeys Editor. This chapter explains how to accomplish these tasks.

### SYSTEM REQUIREMENTS

The minimum requirements your computer must meet to install and operate this product include:

- Macintosh-compatible running OS 8.0 or greater (OS 8.5 recommended).
- A PowerPC™ processor.
- 16 megabytes (MB) of RAM (32 MB recommended).
- One CD-ROM drive.
- At least 8 MB of available hard disk space.
- Some QuickKeys plug-ins require an Internet connection.

### INSTALLING QUICKKEYS

- ▲ CE Software strongly recommends that you disable your non-system extensions and anti-virus software before installing QuickKeys. If you are upgrading QuickKeys, see page 10 for additional recommendations.

**To install QuickKeys:**

1. Insert the QuickKeys CD into your computer's CD-ROM drive.
2. Double-click the QuickKeys installer that appears on your desktop. A QuickKeys logo window appears.

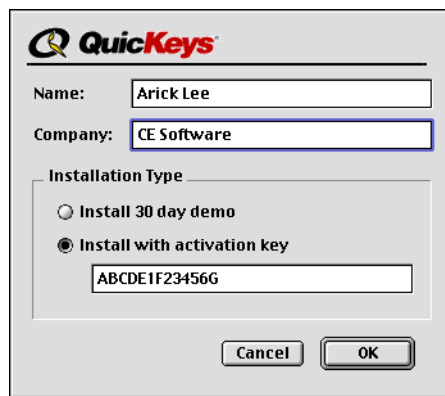
3. Click Continue .



**Figure 9:** The QuickKeys logo window appears during installation.

4. Read the ReadMe file that appears and click Continue .
5. Read the license and warranty agreement that appears. Click Agree if you agree to the terms and want to proceed with installation. A registration dialog appears.

6. Type your name, company name, and activation key at the prompt. Your activation key is located on your registration card. If you do not have an Activation Key, choose the Install 30 day demo option.



**Figure 10:** The QuicKeys registration dialog.

7. Click OK when you are finished.
8. At the prompt, choose whether you want to use the Easy or Custom installation. Custom installation enables you to install the minimum files necessary to run QuicKeys on your computer.
9. A prompt appears alerting you that you must restart your computer to proceed with installation. Click Yes to proceed. A status window tracks the progress of the installation process.
10. When installation is complete, click the Restart button at the prompt.

## THE INSTALLED QUICKEYS TOOLBAR

After you restart your computer, a QuicKeys toolbar appears on your desktop. Use the toolbar to become acquainted with QuicKeys toolbars and Shortcuts. See Chapter 6 for detailed information about toolbars.



**Figure 11:** This toolbar appears by default after installing QuicKeys.

Clicking the default toolbar buttons, from left to right respectively, triggers the following tasks.

- Open the QuicKeys Editor.
- Display the CE Software Web site.
- Play CD.
- Lock selected files.
- Type Date.
- View current window as a list.
- Display the previous application.
- Open Recent Files.

## UPGRADING QUICKEYS

The procedure for upgrading QuicKeys is similar to the procedure for installing a new copy of QuicKeys. The main difference between first-time installations and upgrades is CE Software's recommendation to back up previous Shortcuts. See the next section for more information on backup procedures.



During installation, the installer replaces old QuickKeys components and plug-ins (extensions) with new components and plug-ins. If you have QuickKeys plug-ins on your computer from prior installations and those plug-ins are no longer installed with QuickKeys, the installer leaves them on your computer.

- ▲ The CE Toolbox extension has not been installed since QuickKeys 3.5; however, it is not removed when you upgrade because other software packages may use it. Keep CE Toolbox installed only if you use Alarming Events™, DiskTop™, In/Out™, or QM Server™. If you do not use any of these applications, remove CE Toolbox prior to running the installer.

## EXPIRED DEMOS

If you chose to install the demo the first time you installed QuickKeys, you will eventually see a prompt that tells you your demo has expired. When you see this prompt, you have two options: you can purchase a full version of QuickKeys or you can delete QuickKeys from your hard drive.

To turn a demo installation into a non-expiring installation, click the Register button when you see the expiring demo alert and enter the serial key at the prompt. If you do not want to wait until you see the expiring demo alert, simply install your newly-purchased QuickKeys software and enter the activation key at the prompt.

## OPENING THE QUICKKEYS EDITOR

By default, QuickKeys places an icon in the menu bar of your screen during installation. The menu that appears when you click this icon is called the QuickKeys menu. Use this menu to open the QuickKeys Editor.

### To open the QuickKeys Editor:

1. Click the QuickKeys icon in the menu bar. The QuickKeys menu appears.
2. Select QuickKeys Editor to display the QuickKeys Editor. See page 21 for more information on the QuickKeys Editor.



Figure 12: The QuickKeys menu.

## BACKING UP SHORTCUTS

CE Software recommends backing up your QuickKeys Folder when you upgrade or as part of your routine data backups. Backing up your entire QuickKeys Folder enables you to archive every piece of QuickKeys data such as Shortcuts, Sequences, toolbars, preferences, and Scrap Ease clips.

### To back up the QuickKeys Folder:

1. Navigate to the QuickKeys Folder. It is located in the :System Folder:Preferences: folder on your startup disk.
2. Copy the QuickKeys Folder to another drive or to removable media. Your QuickKeys backup is complete when the folder has been copied.

- ▲ CE Software does *not* recommend copying only the Keysets folder to archive your Shortcuts and Sequences. The link between the Keysets folder and the Sequences folder may not be preserved, making your Sequences unusable.

## FILES INSTALLED BY QUICKEYS

Use this section to learn where files are placed when you install QuicKeys. QuicKeys also offers some example Shortcuts and Sequences on the QuicKeys CD.

### STARTUP DISK

<Startup Disk>:QuicKeys:QuicKeys Setup Assistant,  
QuicKeys License Agreement, QuicKeys  
ReadMe, What's New in 4.0

<Startup Disk>:QuicKeys:Utilities:QuicKeys Registration, QK  
Plug-in Manager

### SYSTEM FOLDER

<Startup Disk>:System Folder:Control Panels:QuicKeys

<Startup Disk>:System Folder:Preferences:QuicKeys Folder:  
Omitted File List, Toolbar Icons

<Startup Disk>:System Folder:Preferences:QuicKeys  
Folder:Extensions:

- |                              |                        |
|------------------------------|------------------------|
| • Advanced Text Tools        | • Menu                 |
| • Advanced Text Tools Helper | • Message              |
| • Alias Keystroke            | • Message Helper       |
| • App Switcher               | • Mounty               |
| • Apple Events               | • Mousies              |
| • AppleScript                | • Network Switcher     |
| • AppleScript Helper         | • Password Vault       |
| • Audio CD Player            | • Pause                |
| • Batch Processor            | • Pop-up Menu          |
| • Button                     | • PowerBook Specials   |
| • Choosy                     | • Project Launcher     |
| • Click                      | • Project Saver        |
| • Date & Time                | • QK AppleEvent Helper |
| • Decision                   | • QT Movie             |
| • DoScript                   | • Repeat               |
| • File Handler               | • Scrap Ease           |
| • File Handler Helper        | • Scrap Ease Helper    |
| • File Launch                | • Screen Ease          |
| • File Recall                | • Sound                |
| • File Recall Helper         | • Speak Ease           |
| • FKeys                      | • SpeakerChanger       |
| • Folders                    | • Specials             |
| • GoSub                      | • Type Text            |
| • Instant E-mail             | • View Switcher        |
| • Instant E-mail Helper      | • Wait                 |
| • Jump                       | • Web Launcher         |
| • Mac OS Specials            | • Web Launcher Helper  |

<Startup Disk>:System Folder:Preferences:QuicKeys  
Folder:Backgrounders:QuicKeys  
Backgrounder

<Startup Disk>:System Folder:Contextual Menus:QuicKeys  
CM Plug-in

## CHAPTER 3 QUICKSTART

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This chapter is designed to get you started using QuickKeys as quickly and easily as possible. Use the glossary or index at the back of this User Guide to look up any concepts or terms you do not understand in this chapter.

### SHORTCUTS AND SEQUENCES

Shortcuts and Sequences are the foundation of QuickKeys. QuickKeys *Shortcuts* automate simple one-step tasks, such as choosing a network printer. QuickKeys *Sequences* automate longer, more complicated multi-step tasks, such as launching a database application, searching for a specific item, and printing out the selected database records. Some Shortcuts are created using the Setup Assistant, but the majority of Shortcuts are created using the Shortcut Properties dialog.

### USING QUICKKEYS

QuickKeys is a powerful software tool you can use to automate your computer. It's a tool, however, that is only as effective as you make it. Once you install QuickKeys, start making a mental note of the tedious, routine tasks you perform on your computer and earmark those tasks for some attention from QuickKeys. Each time you think of something that QuickKeys could make easier for you, create a Shortcut or Sequence that automates that task or series of tasks.

When you create a QuickKeys Shortcut or Sequence, you can choose the trigger that launches it. In other words, you need to specify the "signal" that tells QuickKeys *when* to perform the Shortcut or Sequence. For example, if you want QuickKeys to open a database application and enter the current date and time, you need to tell QuickKeys when to begin. You can use a keystroke (such as F5), or a number of other available

QuickKeys triggers (such as toolbars, the QuickKeys menu, or timed triggers) to communicate with QuickKeys that you want to begin the Shortcut or Sequence. It's kind of like having a personal assistant inside your computer that understands a language of triggers *you* choose.

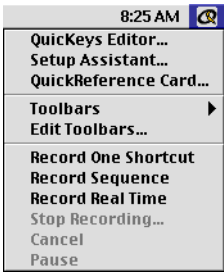
That's all there is to using QuickKeys: thinking of tasks to automate, creating QuickKeys Shortcuts or Sequences to replace those tasks, and triggering the tasks. You spend a few minutes telling QuickKeys what you want, but from that point on you save hours, days, maybe even weeks with a Shortcut or Sequence that only took you a couple of minutes to set up. It's a pretty good return for a small investment of time. In fact, after using QuickKeys for a few weeks, you will probably be amazed when you recall how much of your day was once spent searching through folders, rearranging windows on your desktop, or clicking the same options in countless windows.

### YOUR FIRST SHORTCUTS

This section guides you through the process of creating your first QuickKeys Shortcuts from beginning to end. First, you create a Type Text Shortcut using the QuickKeys Setup Assistant. Then, you create a File Launch Shortcut using the QuickKeys Shortcut Properties dialog.

### SETTING UP A TYPE TEXT SHORTCUT

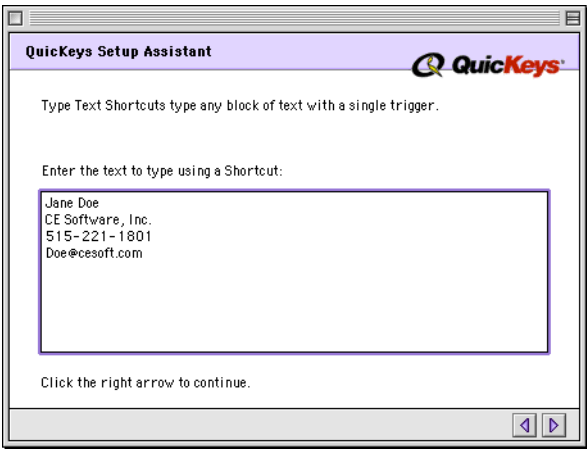
1. Select Setup Assistant from the QuicKeys menu.



**Figure 13:** The Setup Assistant can be opened from the QuicKeys menu.

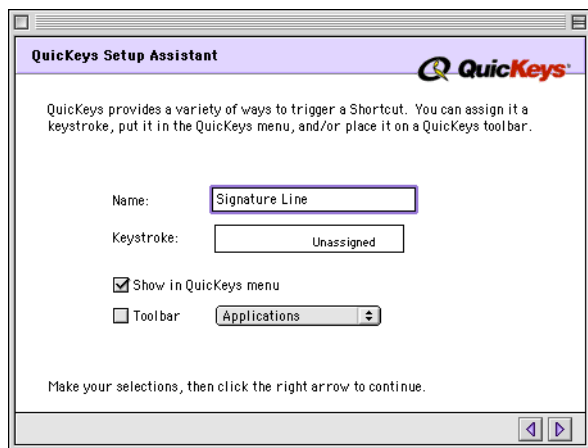
2. Read the first Setup Assistant panel and click the right arrow button.
3. Select the Text Tools option and click the right arrow button.
4. Select Type Text from the list of available plug-ins and click the right arrow button.

5. Type the text you want QuicKeys to type for you in the text field and click the right arrow button.



**Figure 14:** The Setup Assistant prompts you for text if you are setting up a Type Text Shortcut.

- Type the name of the Shortcut in the Name box. For example, name this Shortcut “Signature Line.”



**Figure 15:** Specify a name and a trigger for your Shortcut in this panel of the Setup Assistant.

- Select the Show in QuicKeys menu check box so you can trigger this Shortcut from the QuicKeys menu.
- Click the right arrow button to continue to the next Setup Assistant panel.
- Click the Create Shortcut button to build this Type Text Shortcut and click the right arrow button.
- Click Continue in the final Setup Assistant panel to create additional Shortcuts or click Quit to close the Setup Assistant.

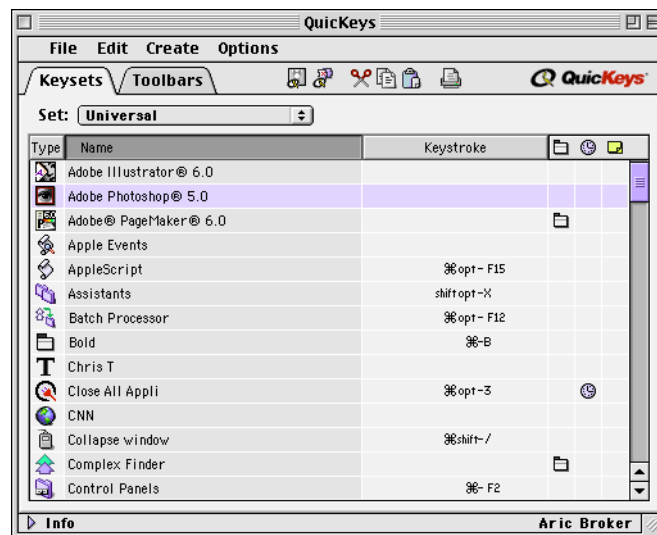
## Triggering Your Type Text Shortcut

To use the Type Text Shortcut you just created, launch a text editor or word processing application, such as SimpleText or Microsoft® Word. Position your cursor in the document window that appears and select your Type Text Shortcut from the QuicKeys menu. Your signature line is instantly typed into the open document.

- ▲ When the QuicKeys Editor is visible, you are in “edit mode.” This means that you cannot trigger QuicKeys Shortcuts or use QuicKeys toolbars until you close the Editor.

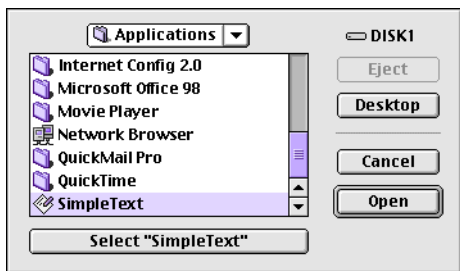
## SETTING UP A FILE LAUNCH SHORTCUT

- Select QuicKeys Editor from the QuicKeys menu in the upper right corner of your screen.
- In the QuicKeys Editor, click the Keysets tab.



**Figure 16:** Click the Keysets tab in the QuicKeys Editor.

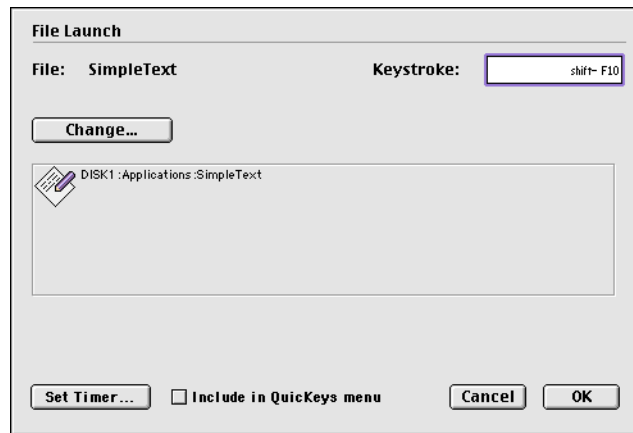
3. Select Create > File Tools > File Launch .
4. In the standard Open window that appears, navigate to where SimpleText resides on your hard drive, select SimpleText, and click the Select "SimpleText" button. The Shortcut Properties dialog appears with SimpleText selected as the target file to launch.



**Figure 17:** Navigate to the file you want to launch and click Open.

5. Position your cursor in the Keystroke box and press the key combination you want to use to trigger this Shortcut. For example, press the Shift key and the F10 key

simultaneously. The name of the file you selected appears in the File field.



**Figure 18:** The File Launch Shortcut Properties dialog.

6. Click OK when you are finished.

Your new SimpleText Shortcut immediately appears in the Keysets tab.

### Triggering Your File Launch Shortcut

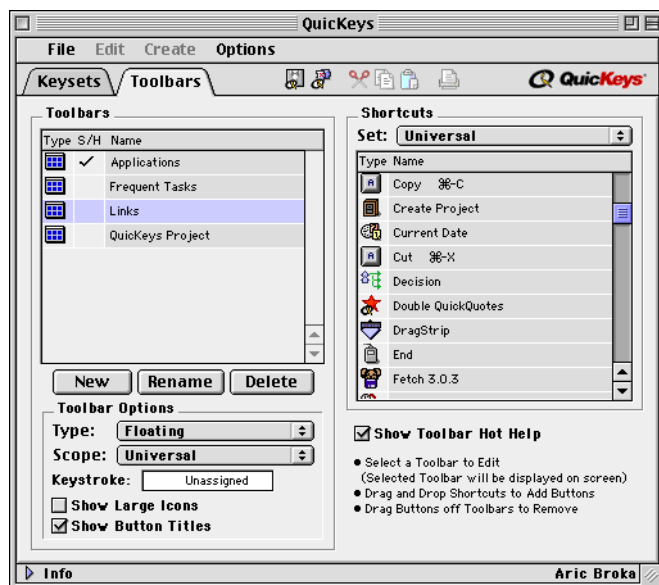
If SimpleText is not currently open, press Shift+F10. SimpleText immediately launches.

See page 40 for more information on Shortcut triggers.

## YOUR FIRST TOOLBAR

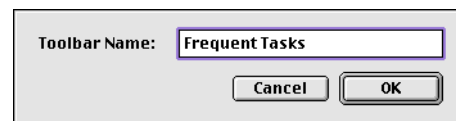
In this section, you create a QuicKeys toolbar that provides you with another way of triggering the Shortcuts you created in the previous section of this chapter.

1. Open the QuicKeys Editor.
2. Click the Toolbars tab in the QuicKeys Editor.



3. Click the New button in the Toolbars tab to create a new QuicKeys toolbar.

4. Type a name for the QuicKeys toolbar at the prompt and click OK. The new toolbar appears on your desktop and the toolbar name is listed in your Toolbars tab.



**Figure 19:** Type a name for your toolbar at the prompt.

5. Drag your File Launch and Type Text Shortcuts from the Shortcuts list in the Toolbars tab to the QuicKeys toolbar displayed on your desktop.



**Figure 20:** If you completed all the steps provided thus far in this chapter, your first toolbar should look like this illustration.

6. Close the QuicKeys Editor. Your toolbar remains on your desktop. Click a button on your toolbar when you want to trigger the Shortcut represented by that button.

## YOUR FIRST RECORDINGS

In this section, you use QuicKeys' recording feature to record single-step and multi-step tasks.

### SINGLE-STEP SHORTCUTS

1. Select Finder from the application menu in the menu bar.
2. Select Record One Shortcut from the QuicKeys menu.
3. Select Page Setup from the Finder's File menu. Immediately after the Page Setup dialog displays, QuicKeys displays a Menu Shortcut Properties dialog pre-filled with your menu selection.

4. Assign a keystroke to your new Shortcut and click OK.

You just created a keystroke that opens the Page Setup dialog without having to know which QuickKeys Shortcut to use. That's just one of the advantages of using the QuickKeys' recording feature.

## RECORDING MULTI-STEP SHORTCUTS

Multi-step Shortcuts, or Sequences, are more complicated than Shortcuts because they require planning. The example used in this section is relatively simple, but the power and flexibility of QuickKeys Sequences is almost limitless once you understand how to use them.

In this example, you create a Sequence that logs into your E-mail account. This example uses QuickMail™ Pro as the E-mail client, but you can adapt the instructions to whatever E-mail software you are using.

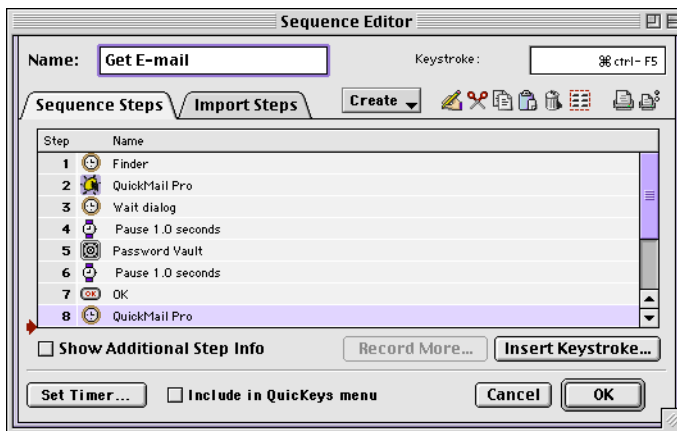
5. Launch QuickMail Pro.
6. Select **Record Sequence** from the QuickKeys menu. If you are using the default QuickKeys preferences, a recording toolbar appears.



**Figure 21:** The recording palette.

7. Type your E-mail password at the prompt.
8. Press your Return key on your keyboard to select the OK button in the login screen. The main mail window appears.
9. Select **Stop Recording** from the QuickKeys menu.

10. The Sequence Editor appears. Type a name for your Sequence in the Name box.



**Figure 22:** The Sequence Editor.

11. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut. For example, press Command+Control+F5.
12. Click OK when you are done. The Sequence Editor disappears, leaving the QuickKeys Editor open on your desktop.
13. Make sure your new E-mail Sequence is part of the Universal Set. If it's in another Set, use the cut/paste function to move it to the Universal Set.

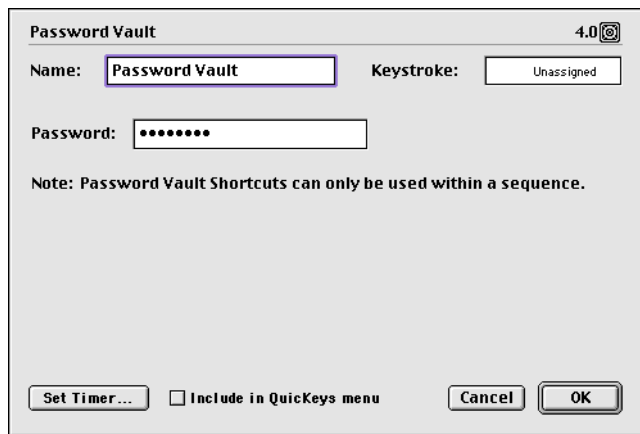
## FINE-TUNING YOUR SEQUENCE

This particular Sequence requires some modifications when recording is complete. You must first replace the Type Text Shortcut with a Password Vault Shortcut to keep your password secure. Then, you must add two User-timed Pause steps to your Sequence to make sure your Sequence waits for the E-mail password.



### To replace the Type Text Shortcut with a Password Vault Shortcut:

1. Open your E-mail Sequence.
2. Position the insert arrow above the Type Text step and select Create > Sequence Tools > Password Vault .
3. Type your E-mail password in the Password box of the Shortcut Properties dialog that appears and click OK. The Password Vault Shortcut appears as a step in your Sequence.



**Figure 23:** Type the password you want to keep secure in the Password box.

4. Select the Type Text step in the Sequence that types your password and click the trash icon to delete it. The Password Vault Shortcut has now replaced the Type Text Shortcut in your Sequence, making your password more secure.

### To add a User/Timed Pause to your Sequence:

1. Open your E-mail Sequence.
2. Position the insert arrow above the Password Vault step.
3. Select Create > User/Timed Pause .
4. Choose to pause for 1.0 second and click OK.

This Sequence may not be applicable to all QuickKeys users, but it's a good illustration of how Sequences can help you in your everyday work. For tips on how you can ensure successful Sequences during a QuickKeys recording, see page 143.

## EDITING A SHORTCUT

### To edit QuickKeys Shortcuts:

1. Open the QuickKeys Editor and select the Shortcut you want to modify.
2. Double-click the Shortcut or press Command+M to display the Shortcut Properties dialog.
3. Make changes in the Shortcut Properties dialog and click OK when you are finished.

## DELETING A SHORTCUT

### To delete QuickKeys Shortcuts:

1. Open the QuickKeys Editor and select the Shortcut you want to delete.
2. Select Delete from the Edit menu.
3. Select the Delete button at the prompt if you are certain you want the selected Shortcut removed from your keyset.
  - ▲ There is no "Undo" function when you choose to delete a Shortcut.

## CLOSING QUICKKEYS

To close the QuickKeys Editor, you can either click the Editor's close box or select **Close** from the **File** menu. If you click outside the Editor, the Editor will be replaced by a minimized QuickKeys palette (shown in Figure 24) that remains active while you work in other applications.

Click the QuickKeys palette to re-open the QuickKeys Editor.



**Figure 24:** The QuickKeys palette appears when you click outside the QuickKeys Editor.

## CHAPTER 4 QUICKEYS OVERVIEW

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Part of understanding any piece of software requires knowing its different components and how they fit together. This chapter provides an overview of the QuickKeys architecture. Reviewing this chapter will acquaint you with the capabilities of QuickKeys so you can take full advantage of the software's power and flexibility.

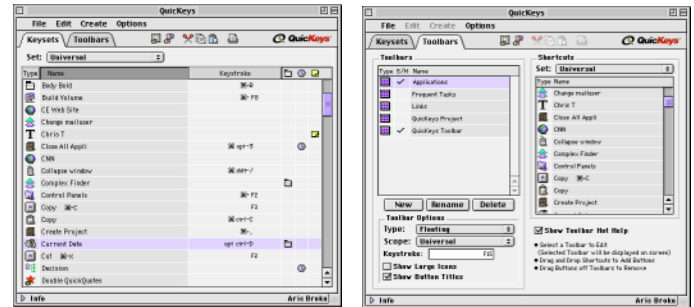
### THE QUICKEYS EDITOR

Use the QuickKeys Editor as your control center for creating, modifying, and deleting Shortcuts and Sequences. Open the QuickKeys Editor by selecting QuickKeys Editor from the QuickKeys menu in the menu bar or by pressing the Option+Control+Return keys simultaneously.

The QuickKeys Editor has five parts that display when the Editor is opened: the Keysets tab, the Toolbars tab, an information pane, a built-in toolbar, and a menu bar. By default the QuickKeys Editor displays the Keysets tab.

When the QuickKeys Editor is visible, you are in “edit mode.” This means that you cannot trigger QuickKeys Shortcuts or use QuickKeys toolbars until you close the Editor.

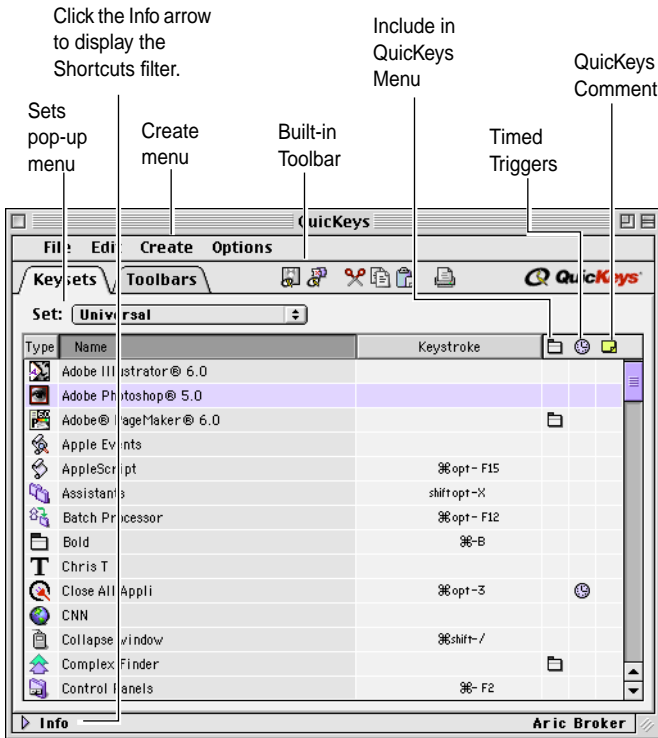
### The QuickKeys Editor Tabs



**Figure 25:** View all your Shortcuts and their properties from the Keysets tab, shown on the left. Create, edit, and delete toolbars from the Toolbars tab, shown on the right.

## THE KEYSSETS TAB

When you click the Keysets tab, all of your Shortcuts display. You can create, edit, or delete your Shortcuts from this central location.



**Figure 26:** Use the Keysets tab to view, create, or edit your Shortcuts.

- Type the first few characters of a Shortcut name to select a particular Shortcut. This feature is commonly referred to as the “Type To” function.
- Click in the Keystroke column and press the keystroke you want to use to trigger the selected Shortcut.
- When the Keysets tab is selected, the Create menu is available. The Create menu can be used as the starting point for creating all your QuickKeys Shortcuts.
- Use the Set menu to specify the range of operation for a particular Shortcut. For example, you can create a Type Text Shortcut that only works in your E-mail application.
- Click an icon in the QuickKeys’ built-in toolbar to launch the Setup Assistant, display the Plug-in Manager, cut, copy paste, or print.
- Click in the QuickKeys comment column to write a note to yourself or another user about the selected Shortcut.

## The Sets Pop-Up Menu

Specify which Shortcuts and Sequences are visible in the Keysets tab by choosing which QuickKeys *Set* you want to view. A QuickKeys Set is a collection of Shortcuts and Sequences that function in a specific context. For example, Shortcuts in the Finder Set only work when the Finder is the active application.

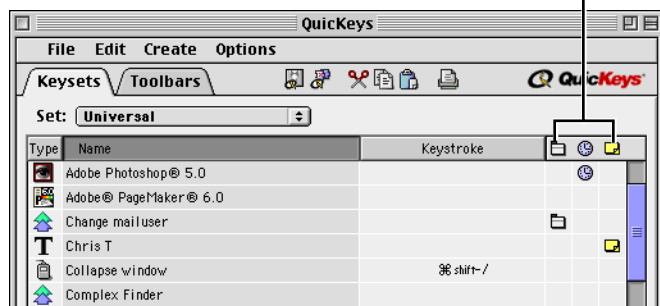
The ability to separate your Shortcuts into Sets is invaluable because it helps you organize what would otherwise be an endless list of QuickKeys Shortcuts. Additionally, Sets enable you to use the same keystroke for different Shortcuts. You can read more about QuickKeys Sets on page 45.

- Double-click a Shortcut in the Keysets tab to display the Shortcut Properties dialog where you can edit the Shortcut.
- Click a column heading to choose how you want your list of QuickKeys Shortcuts sorted.

## Shortcut Options

There are three columns in the QuickKeys Editor you can use to quickly change the attributes for a selected QuickKeys Shortcut: the QuickKeys menu column, the timed triggers column, and the comment column.

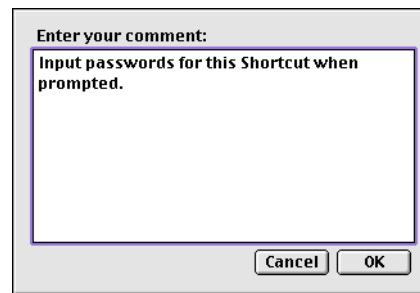
Click in one of these columns to quickly set up additional options for individual Shortcuts.



**Figure 27:** You can set up certain Shortcut attributes directly in the QuickKeys Editor.

- When you click in the QuickKeys menu column, the corresponding Shortcut is immediately accessible from the QuickKeys menu.
- When you click in the timed trigger column, the Timer Options dialog shown in Figure 58 on page 40 displays. When you close the Timer Options dialog, the selected Shortcut is immediately set to be triggered at the time you specified.
- When you click the QuickKeys comment column, a Comment dialog appears. Type information you want to keep with the selected Shortcut and click OK. Display the

comment by clicking on the comment icon in the QuickKeys Editor.



**Figure 28:** This dialog appears when you click in a cell of the Comment column in the QuickKeys Editor.

## THE TOOLBARS TAB

When you click the Toolbars tab, you see a list of all your QuickKeys toolbars. Toolbars have buttons that represent specific tasks on the computer. Many applications provide toolbars that perform functions, such as printing, when you click the standard Print icon. QuickKeys toolbars are different, however, because *you* specify the appearance and functionality of the toolbar.

Toolbars are a valuable asset if you have created several QuickKeys Shortcuts. They provide a quick and easy way of triggering your Shortcuts. You don't have to remember a keystroke and you don't have to fill up your QuickKeys menu if you use toolbars to trigger at least some of your Shortcuts.

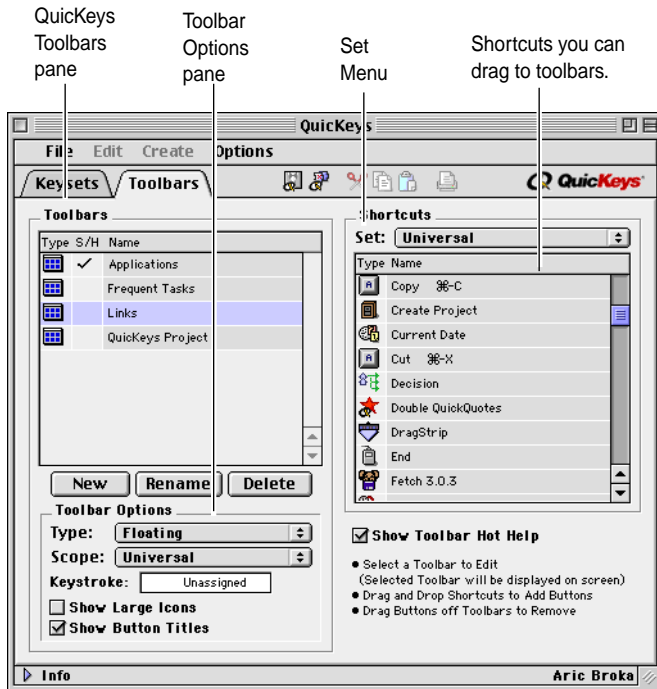


Figure 29: Use the Toolbars tab to create, edit, or delete toolbars.

- Click the New button to create a new toolbar.
- Drag Shortcuts from the Shortcut area of the Toolbars tab to the active toolbar to create toolbar buttons.

- Click a toolbar listed in the Toolbars tab of the QuickKeys Editor to make that toolbar active on your desktop. When a toolbar becomes active, you can edit, delete, or rename it.
- Select a toolbar from the Toolbars list to make the Toolbar Options area of the Toolbars tab active.
- See Chapter 5 for more detailed information about toolbars.

## THE QUICKKEYS INFO PANE

When you click the Info arrow at the bottom of the QuickKeys Editor, an additional pane of information appears. The information includes a Shortcuts filter, your name, your QuickKeys buffer status, and the number of Shortcuts that reside in the displayed Set.

### Shortcuts Filter

Each button on the Shortcuts filter represents a *type* of QuickKeys plug-in. By default, all buttons in the filter list are selected. However, when you click one of the buttons in the filter list, the Shortcuts represented by that plug-in no longer appear in the QuickKeys Editor. This feature enables you to filter which Shortcuts are shown or hidden in the QuickKeys Editor.

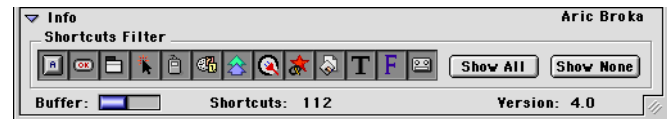













Figure 30: When you click the Info arrow at the bottom of the QuickKeys Editor, this information pane appears. In this illustration, all the buttons are pressed (or shaded), so all plug-ins are displayed in the QuickKeys Editor.

Clicking the corresponding icon in the Shortcuts Filter controls whether the following plug-ins are displayed in the QuicKeys Editor.

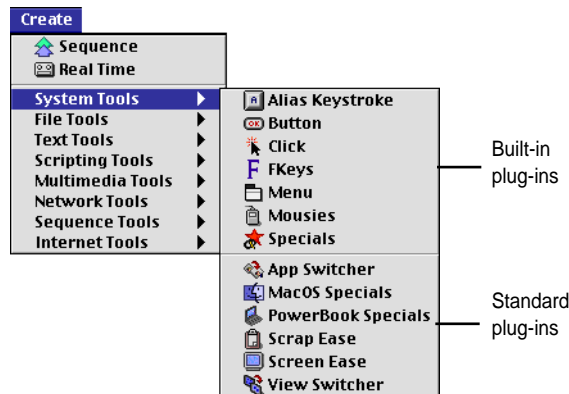
- Alias Keystroke 
- Button 
- Menu 
- Click 
- Mousies 
- Date/Time 
- Sequence 
- Standard plug-ins 
- Specials 
- File Launch 
- Type Text 
- FKeys 
- Real Time 

Click Show All to display *all* the Shortcuts you have created in the QuicKeys Editor Shortcut list. Click Show None and select a plug-in button in the Shortcuts filter to show only the Shortcuts created by the selected plug-in.

### Standard Plug-ins

There are two types of QuicKeys plug-ins: Built-in plug-ins and Standard plug-ins. The main difference between the two types of plug-ins is that Built-in plug-ins cannot be turned off. Built-in plug-ins include: Alias Keystroke, Button, Click, FKeys, Menu, Mousies, Specials, and File Launch.

When the Standard plug-ins button is selected (shaded) in the Shortcuts filter, all Shortcuts created with Standard plug-ins appear in the QuicKeys Editor.



**Figure 31:** The System Tools and File Tools submenus are divided into two sections. The top section indicates plug-ins that are built into QuicKeys. The bottom section indicates plug-ins that use the standard plug-in architecture.

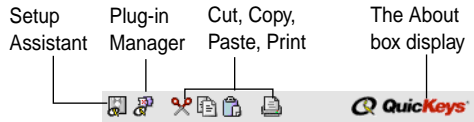
### Buffer

The Buffer status bar indicates how much memory you are using for Shortcuts based on the memory you set aside in the Configure QuicKeys dialog. See page 47 for more information.

## QUICKKEYS BUILT-IN TOOLBAR

Some applications have a built-in toolbar in the main window that enables you cut, copy, and paste with a click of your mouse. QuickKeys' built-in toolbar includes these functions as well as two QuickKeys-specific buttons.

- ▲ Do not confuse QuickKeys' built-in toolbar with the custom toolbars you can create with the QuickKeys—the built-in toolbar is part of the interface and cannot be edited while QuickKeys toolbars only exist if *you* create them or QuickKeys installs them.

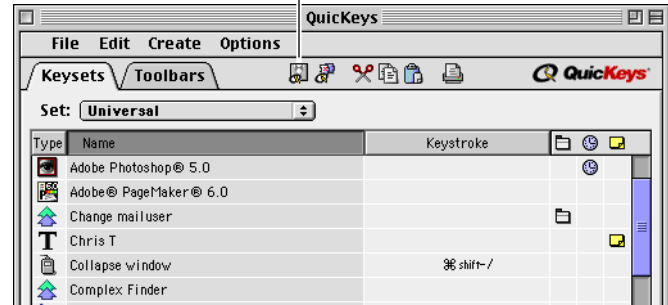


**Figure 32:** The built-in QuickKeys Editor toolbar.

### Setup Assistant Button

The Setup Assistant button launches the Setup Assistant. The Setup Assistant guides you through the process of setting up QuickKeys Shortcuts. It is an excellent tool for users who are new to QuickKeys or any of the QuickKeys plug-ins.

The Setup Assistant button.

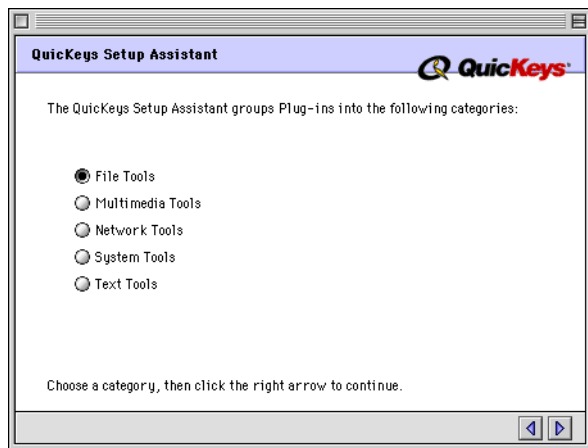


**Figure 33:** Click the Setup Assistant button in the QuickKeys Editor to launch the Setup Assistant.

You can use the Setup Assistant to create the following Shortcuts:

- Choosy
- File Launch
- Mac OS Specials
- Mousies
- Specials
- Type Text
- Type Date/Time
- Folders
- Menu
- SpeakerChanger
- Advanced Text Tools

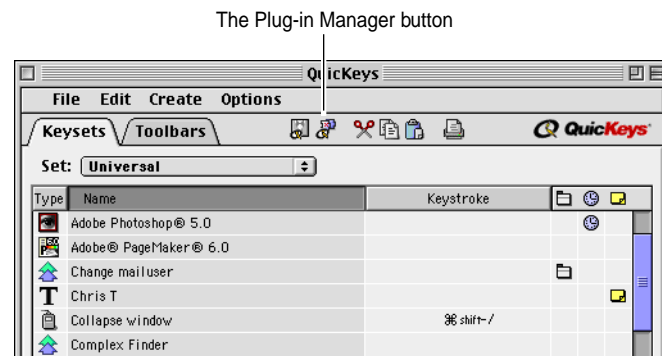




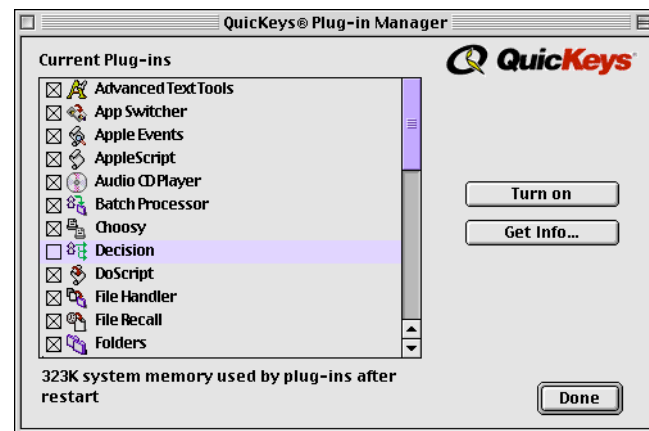
**Figure 34:** Use the Setup Assistant if you want to be guided through the process of creating Shortcuts.

## Plug-in Manager Button

QuicKeys plug-ins (formerly known as QuicKeys extensions) can be turned on or off individually using the Plug-in Manager. You may want to disable individual Shortcuts if you cannot use some of the functionality available in QuicKeys. For example, if you do not have Internet access, you may want to turn off the Web Launcher Shortcut to streamline your Shortcut options and reduce the amount of memory QuicKeys uses. See page 51 for more information on the Plug-in Manager.



**Figure 35:** The Plug-in Manager button is located in the QuicKeys Editor's built-in toolbar.



**Figure 36:** This dialog appears when you click the Plug-in Manager button. Use the Plug-in Manager to turn plug-ins on and off.

Cut, Copy, Paste, and Print Buttons

A group of buttons in the built-in QuickKeys toolbar are standard Macintosh toolbar buttons. You can use them to cut, copy, paste, or print Shortcuts and Sequences.



**Figure 37:** Clicking the cut, copy, paste, and print buttons in the QuickKeys Editor is often quicker than selecting the same options from the File and Edit menus.

QuickKeys About Button

The button on the end of the application toolbar looks like the QuickKeys logo. When you click this button, the QuickKeys About box appears. Open the About box for distributor and contact information.

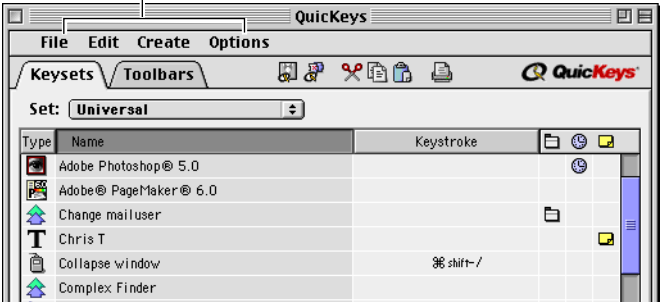


**Figure 38:** Click the QuickKeys logo in the QuickKeys Editor to view the About box.

THE QUICKKEYS MENU BAR

The QuickKeys Menu bar offers four different menus: File, Edit, Create, and Options. The QuickKeys-specific menu items are discussed later in this manual, but this section provides a brief description of each option.

The QuickKeys menu bar



**Figure 39:** Control QuickKeys with the menu items available in each QuickKeys Editor menu.

File Menu

The File menu contains your standard Macintosh options along with some QuickKeys-specific items.

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

**Figure 40:** The QuickKeys Editor File menu

## New Set

Creates a custom Set of QuicKeys Shortcuts and Sequences.  
See page 45 for more information.

## Open Set

Opens a user-created QuicKeys Set of QuicKeys Shortcuts and Sequences. See page 45 for more information.

## Close Set

Closes the selected user-created QuickKeys Set. See page 45 for more information.

## Delete Set

Deletes the selected user-created QuicKeys Set. See page 45 for more information.

### Save Set

Saves the selected Set of QuicKeys Shortcuts and Sequences to a location you specify. See page 45 for more information.

## Make Icon

Creates a Finder icon for the selected Shortcut so you can launch the Shortcut like an application. See page 40 for more information.

## Import Shortcuts/Toolbars

Imports selected Shortcuts or toolbars. This menu changes depending upon whether the Keysets tab or Toolbar tab is active. When the Keysets tab is active, you can import selected Shortcuts. When the Toolbar tab is active, you can import selected toolbars. See page 51 for more information.

## Export Shortcuts/Toolbars

Exports selected Shortcuts or toolbars. This menu changes depending upon whether the Keysets tab or Toolbar tab is active. When the Keysets tab is active, you can export selected Shortcuts. When the Toolbar tab is active, you can export selected Toolbars.

## Page Setup

Opens the Page Setup window for your printer. This menu item is only available when the Keysets tab is active.

## Print

Prints a list of Shortcuts and Sequences from the active QuickKeys Set. This menu item is only available when the Keysets tab is active.

## Quit

Closes the QuickKeys Editor. Choosing this option does *not* affect your ability to trigger Shortcuts.

## Edit Menu

The QuicKeys Edit menu follows the Mac interface standards.

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

**Figure 41:** The QuicKeys Editor Edit menu.

## Cut

Removes a selected item and stores it in the system clipboard.

Copy

Duplicates the selected item and stores a copy of the item in the system clipboard.

## Paste

Pastes the item from the clipboard to the selected QuicKeys window.

Clear

Deletes the selected item.

## Delete

Deletes the selected item.

## Undefine

Removes the keystroke assignment for the selected Shortcut or Sequence.

### Modify

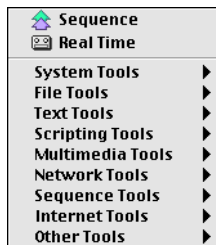
Opens the Shortcut Properties dialog for the selected Shortcut or Sequence.

### Select All

Selects all entries in the active QuickKeys window.

### Create Menu

The Create menu lists all your QuickKeys plug-ins. Each plug-in is categorized by functionality in the Create menu's submenus.



**Figure 42:** The QuickKeys Editor Create menu.

### Sequence

Opens the Sequence Editor. See page 140 for more information.

### Real Time

Begins recording your actions using Real Time recording. See page 38 for more information.

### System Tools

Opens the Shortcut Properties dialog for Buttons, Clicks, Alias Keystroke, Mac OS Specials, Mousies, Menu Selection, Popup Menu, PowerBook Specials, App Switcher, Scrap Ease, Screen Ease, View Switcher, and Specials. See Chapter 8 for more information.

### File Tools

Opens the Shortcut Properties dialog for File Handler, File Launch, File Recall, Folders, Batch Processor, and Project Saver. See Chapter 8 for more information.

### Text Tools

Opens the Shortcut Properties dialog for Advanced Text Tools, Date/Time, and Text. See Chapter 7 for more information.

### Scripting Tools

Opens the Shortcut Properties dialog for AppleEvents, AppleScript, and DoScript. See Chapter 13 for more information.

### Multimedia Tools

Opens the Shortcut Properties dialog for Audio CD Player, Sound, SpeakEase, SpeakerChanger, and QT Movie. See Chapter 10 for more information.

### Network Tools

Opens the Shortcut Properties dialog for Choosy, Mouny, and Network Switcher. See Chapter 11 for more information.

### Sequence Tools

Opens the Shortcut Properties dialog for Password Vault, Decision, Jump, Repeat, Wait, GoSub, and Message. See page 144 for more information.

### Internet Tools

Opens the Shortcut Properties dialog for Instant E-mail, Phone Dialer, and Web Launcher. See Chapter 12 for more information.

### Other Tools

Opens the Shortcut Properties dialog for plug-ins installed with prior versions of QuickKeys. This submenu is only available for users who upgrade QuickKeys from a previous version.



See page 139 for more detailed information about Sequences.

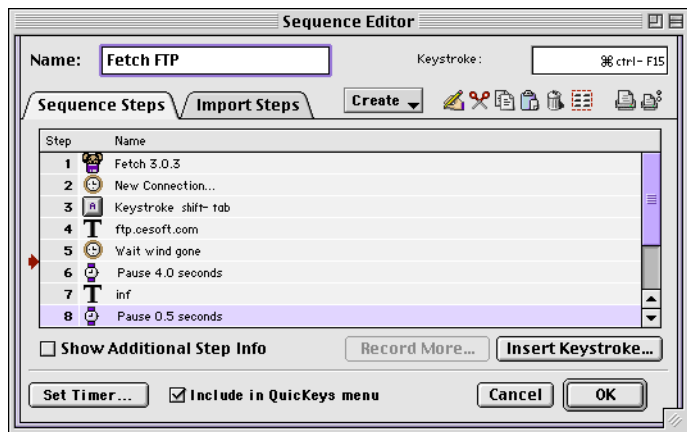


Figure 45: The Sequence Editor.

## QUICKKEYS PLUG-INS

QuickKeys plug-ins are software components that add specific functionality to QuickKeys. There are several plug-ins available in QuickKeys that can be turned on or off individually using the Plug-in Manager. See page 51 for information on the Plug-in Manager.

## THE QUICKKEYS BACKGROUND

The QuickKeys Background is a background application that is launched at startup. The Background is necessary for drag-and-drop functionality in toolbars, displaying additional step information in Sequences, logging Sequences, scripting QuickKeys, and receiving Apple Events.

The only time you may need to quit the Background is when you install new software that requires you exit all applications. To restart the Background, you can either double-click the Background application or restart your computer. The Background is located in the :System Folder:Preferences:QuickKeys Folder: Backgrounders: folder on your startup disk.

## DISPLAYING THE QUICKKEYS BACKGROUND

By default, the QuickKeys Background is hidden from view, so you cannot see it in the application menu. To show the QuickKeys Background, uncheck the Hide QuickKeys Background check box in the QuickKeys Options dialog. See page 49 for more information.

- ▲ If you create a QuickKeys toolbar that does *not* use the Always On Top setting discussed on page 62, the QuickKeys Background must be displayed.

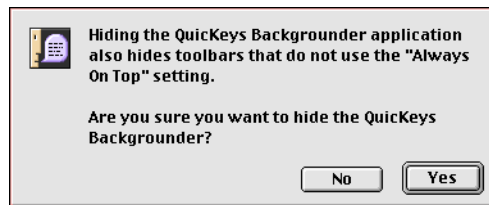


Figure 46: This alert appears when you uncheck the Hide QuickKeys Background option in the Configure QuickKeys dialog.

## HIDING THE QUICKKEYS BACKGROUNDER

There are two ways to hide the QuickKeys Backgrounder: in the Options dialog or in the Backgrounder menu.

### To hide the Backgrounder using the Options dialog:

1. Open the QuickKeys Editor.
2. Select Configure QuickKeys from the Options menu.
3. Select the Hide QuickKeys Backgrounder check box.
4. Click OK.

### To hide the Backgrounder using the Backgrounder menu:

1. Select QuickKeys Backgrounder from the application menu. The QuickKeys Backgrounder becomes the active application.
2. Select Hide QuickKeys Backgrounder from the File menu.

## THE QUICKKEYS CONTROL PANEL

The QuickKeys control panel is the on/off switch for the QuickKeys Editor. You can use the QuickKeys control panel to enable and disable QuickKeys or to open the QuickKeys Editor, which is the control center for the Shortcuts and Sequences you create with QuickKeys.



Figure 47: The QuickKeys control panel.

## TURNING QUICKKEYS ON AND OFF

There are two radio buttons in the QuickKeys control panel dialog: On and Disable Until Restart. By default, the On button is selected. When the Disable Until Restart option is selected, your computer ignores all of your QuickKeys triggers. For example, if F5 is supposed to launch your E-mail application, but the Disable Until Restart radio button is selected in the control panel, nothing would happen when you press F5.

You probably won't use the Disable Until Restart option very frequently, but it can be very useful on a temporary basis if you are experiencing keystroke conflicts with other applications.

## OPEN QUICKKEYS EDITOR

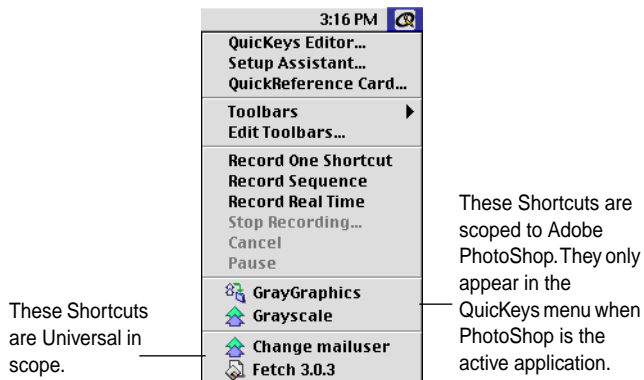
Open the QuickKeys Editor directly from the QuickKeys control panel by clicking the Open QuickKeys Editor button. This option is useful if you experience computer problems that cause the QuickKeys menu to remain dimmed.

## SHOW STARTUP ICON

Check or uncheck the Show Startup Icon option to specify whether or not the QuickKeys icon appears with all the other System icons at the bottom of your screen when you restart your computer. By default, the Show Startup Icon option is checked.

## THE QUICKKEYS MENU

By default, a QuickKeys icon displays in the upper right corner of your menu bar immediately after installation. When you click that icon, the QuickKeys menu appears.



**Figure 48:** By default, the QuickKeys menu appears in the upper right corner of your desktop.

Using the QuickKeys menu you can:

- Open the QuickKeys Editor.
- Launch the Setup Assistant.
- Open the QuickReference Card.
- Display and edit QuickKeys toolbars.
- Control QuickKeys recording.
- Trigger Shortcuts.
  - ❖ The QuickKeys menu can only display plug-in icons. It cannot display application-specific icons.

## ADDING SHORTCUTS TO THE QUICKKEYS MENU

Add Shortcuts to the QuickKeys menu by selecting the Include in QuickKeys menu check box in the Setup Assistant or in the Shortcut Properties dialog. See Figure 54 on page 37.

Additionally, you can select the QuickKeys menu column in the QuickKeys Editor. Figure 27 on page 23 shows the QuickKeys menu column.

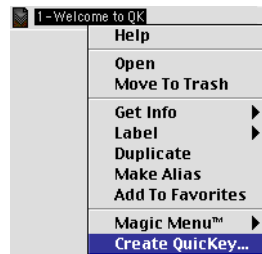
## CONTEXTUAL MENUS

With their debut in version 8.0 of the Macintosh operating System, contextual menus made it much easier for Mac users to manipulate items on the computer. QuickKeys takes advantage of this technology by adding a QuickKeys option to the Mac's contextual menu. You can create the following Shortcuts using contextual menus:

- File Launch
- Folders
- Web Launcher
- Type Text

## SELECTING FILES AND FOLDERS

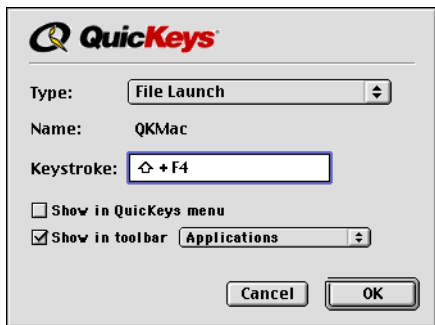
If you Control+click an application file in the Finder, the Create QuickKey option appears in the contextual menu.



**Figure 49:** When the file you Control+click is supported by QuickKeys, Create QuickKey is an option in contextual menus.



If you select Create QuickKey from the contextual menu, a simplified version of the Shortcut Properties dialog appears. Select the Shortcut type and Shortcut trigger and click OK.

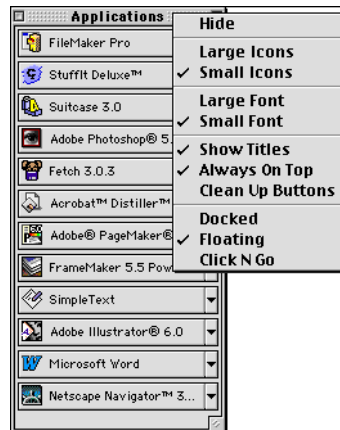


**Figure 50:** This dialog appears when you select Create QuickKey in a contextual menu.

- ❖ There may only be one type of Shortcut available in the Type pop-up menu (shown in Figure 50), depending on what type of file you Control+clicked.

## EDITING TOOLBARS

You can Control+click the empty space or title bar in a QuickKeys toolbar to change your toolbar options. This capability makes it possible to edit your toolbar properties without having to open the Toolbars tab of the QuickKeys Editor.



**Figure 51:** Control+click an empty space or the title bar in a QuickKeys toolbar to display the menu shown above.

## EDITING TOOLBAR BUTTONS

You can Control+click buttons on a QuickKeys toolbar to edit your toolbar buttons.



Figure 52: The toolbar button contextual menu.

## USING QUICKKEYS

There are two basic steps involved in using QuickKeys: setting up Shortcuts and triggering Shortcuts. This section provides general information about this process. For information on setting up specific Shortcuts and Sequences, look at the table of contents and turn to the relevant chapters in this manual. For example, go to Chapter 8 for detailed information on setting up a File Launch Shortcut.

## CREATING SHORTCUTS

There are four methods you can use to set up QuickKeys Shortcuts and Sequences:

- Use the Setup Assistant to be guided through the process of creating a Shortcut one step at a time.
- Direct QuickKeys to record your actions so that you can choose to replay them in the future.
- Create a single Shortcut manually by selecting an option from the Create menu.

- Use the QuickKeys contextual menu.
- Dragging and dropping files or folders onto a QuickKeys toolbar.

Your changes are automatically saved when you exit the QuickKeys Editor, regardless of which method you use to create your Shortcuts and Sequences.

## Using the Setup Assistant

When you begin creating Shortcuts, you will probably use the Setup Assistant because it provides the most basic method for creating Shortcuts. Open the Setup Assistant by clicking the Setup Assistant button. Choose an option in each consecutive panel. By the time you reach the last Setup Assistant window, you have created a QuickKeys Shortcut.

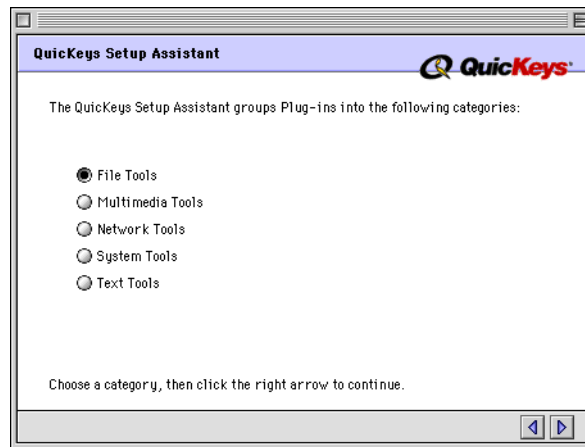


Figure 53: A panel in the Setup Assistant.

A Setup Assistant *session* begins when you click the arrow in “Welcome to the QuickKeys Setup Assistant” panel and ends when you click Continue or Quit in the last panel. You can complete several sessions when the Assistant is launched.

If you click the close box in the Setup Assistant before you reach the last Assistant window, or you select Quit from the File menu, an alert appears asking you to verify that you want to quit the Assistant. If you select Quit at the prompt, the selections you made in your most recent Setup Assistant session are *not* saved by QuicKeys.

When the Setup Assistant is the active application on your desktop, QuicKeys is disabled. This means that you cannot use QuicKeys toolbars or other QuicKeys components while the Setup Assistant is in the foreground. See page 26 for more information on which Shortcuts can be created with the Setup Assistant.

## Using QuicKeys Recording

QuicKeys also has a powerful feature called *recording* that enables your computer to memorize tasks you want to automate. QuicKeys can record Shortcuts, Sequences, and Real Time Shortcuts. When you record a Shortcut, you are recording a *single-step* task. When you record a Sequence, you are recording a *multi-step* task. When you use Real-Time, you can record both single-step and multi-step tasks in real time.

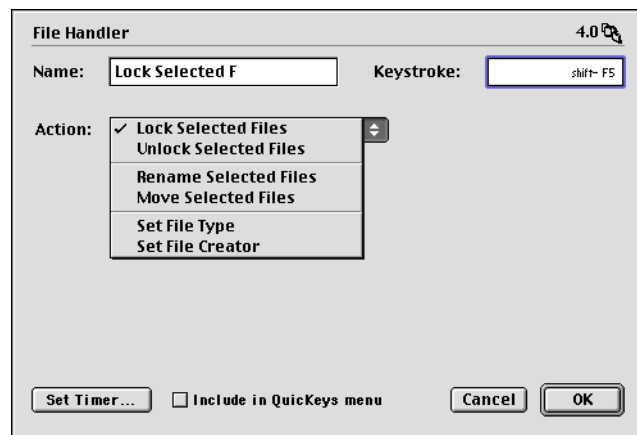
## Recording One Shortcut

Recording a single-step Shortcut is one of the simplest tasks you can perform with the QuicKeys recording feature. If you want to create a Shortcut, but you don't want to open the QuicKeys Editor, you can select Record One Shortcut from the QuicKeys menu. QuicKeys watches you complete one task and then it displays a Shortcut Properties dialog that corresponds to the task you completed. For example, if you select an item from a menu, QuicKeys displays the Shortcut Properties dialog for the Menu plug-in.

One of the advantages of recording a Shortcut rather than selecting a Shortcut from the Create menu is that you don't have to know what *type* of QuicKeys Shortcut you want to create. In other words, if you aren't familiar with all of the Shortcuts available in QuicKeys, you may not know which Shortcut to pick from the Create menu. With the recording feature, everything is done for you.

## To record a Shortcut:

1. Select Record One Shortcut from the QuicKeys menu. A microphone icon appears over the Apple menu indicating that your next action will be recorded.
2. Complete the task you want to automate. For example, select Page Setup from the File menu of Microsoft Word. A Shortcut Properties dialog appears in front of the Page Setup dialog.
3. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.



**Figure 54:** The options in the Shortcut Properties dialog are slightly different for each QuicKeys plug-in. This graphic shows the options available for the File Handler plug-in.

4. Click OK when you are done. The Shortcut dialog disappears, leaving the QuicKeys Editor open on your desktop. Click outside the QuicKeys Editor window to close the Editor window.

### Recording Real Time Shortcuts

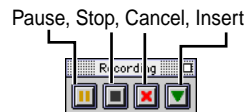
Real Time recording enables you to record a series of Shortcuts in “real time.” Real Time recording tracks your mouse movements, clicks, and keystrokes. When triggered, Real Time plays back your actions at the same speed you recorded them. So, if you paused before clicking a particular menu option, that pause becomes part of the Real Time recording.

Real Time recording is different from other types of recording because it tracks your keyboard selections and screen coordinates. This capability is useful for selecting submenus that Sequence recording and standard QuicKeys Shortcuts can’t locate. Unlike Sequences that keep track of which dialogs, applications, and menus appear on your screen, RealTime recording pays no attention to what’s on your screen—it only cares where your mouse button is clicked and what keys you press.

Before you make your first Real Time recording, keep in mind that you cannot edit Real Time, so your movements on screen must be as deliberate and as well-planned as possible.

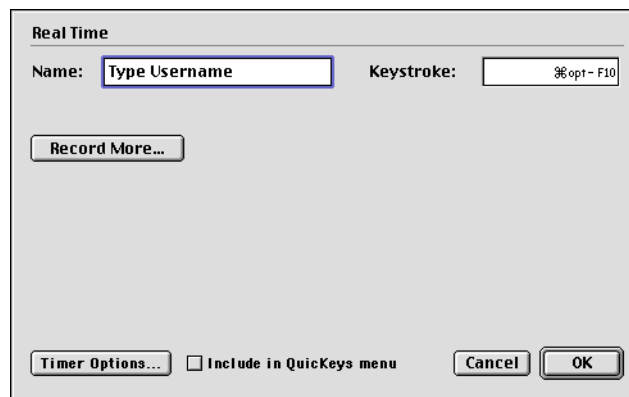
### To make your first Real Time recording:

1. Select Record Real Time from the QuicKeys menu. A recording toolbar may appear, depending on how you have set up your QuicKeys options.



**Figure 55:** The Recording toolbar.

2. Complete the tasks you want to automate.
3. When you are finished completing the tasks you want automated, select Stop Recording from the QuicKeys menu or click the stop button in the Recording toolbar. The Real Time dialog appears.
4. Type a name for your Real Time Sequence in the Name box.



**Figure 56:** The Real Time Shortcut Properties dialog.

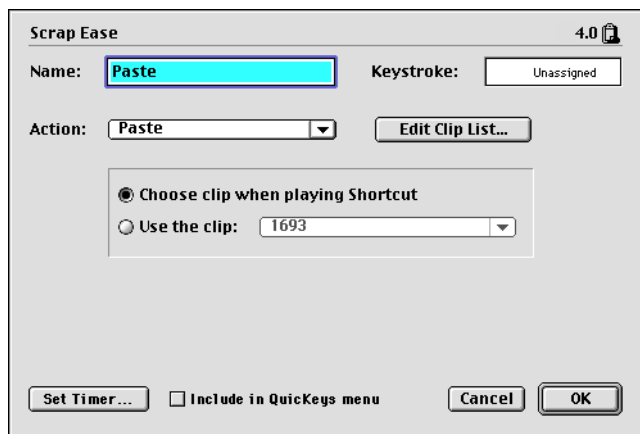
5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut. For example, press Command+Option+F10.

6. Click the Record More button if you want to add more steps to the Real Time Sequence. Once you add steps to a Real Time Sequence, you cannot delete them unless you delete the entire Shortcut.
7. Click OK when you are done. The Real Time dialog disappears, leaving the QuickKeys Editor open on your desktop. Click outside of the QuickKeys Editor window to automatically close the Editor window.

See Chapter 14 for more information on recording multi-step Shortcuts.

## Using the Shortcut Properties Dialog

When you are familiar with QuickKeys, you may prefer to create single-step Shortcuts using the options in the Create menu. When you select an option from the Create menu, a Shortcut Properties dialog for the selected menu item appears.



**Figure 57:** The options in the Shortcut Properties dialog depend upon which plug-in you are using.

## Using Contextual Menus

When you Control+click a file that is supported by QuickKeys, you can select Create QuickKey from the contextual menu that appears. You can create File Launch, Type Text, and Folders Shortcuts using contextual menus.

## Dragging Files to QuickKeys Toolbars

When you drag-and-drop files or folders to a QuickKeys toolbar, QuickKeys automatically creates toolbar button triggers that act on those files or folders. For example, if you drag a SimpleText document to a QuickKeys toolbar, QuickKeys automatically places a File Launch Shortcut on the toolbar that launches that particular SimpleText document. See Chapter 6 for more information on QuickKeys toolbars.

## TRIGGERING SHORTCUTS

QuickKeys makes customizing the way you work easy. You can use any or all of the following triggers for each QuickKeys Shortcut.

### Keystroke

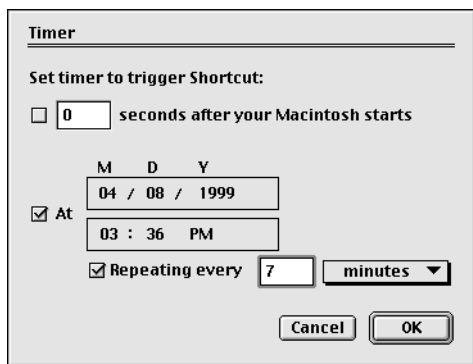
Use key(s) on the keyboard to trigger your QuickKeys Shortcuts. For example, use Shift+F7 to launch your E-mail application.

### Toolbars

Create QuickKeys toolbars so you can point and click to trigger Shortcuts. See Chapter 6 for more information.

### Timed triggers

Use the specific date, time of day, or repeating interval to automatically trigger QuickKeys Shortcuts. Set up timed triggers by clicking the Set Timer button in the Shortcuts Properties dialog or by clicking in the timer column of the QuickKeys Editor. You can set up Shortcuts that are triggered X seconds after startup or you can select the exact date and time Shortcuts are triggered.



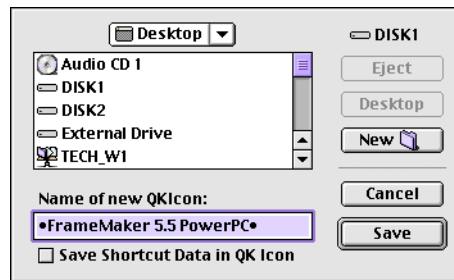
**Figure 58:** Use the Timer Options dialog to set up

### QuickKeys menu

Depending on how your preferences are set, you can open the QuickKeys menu when you click the QuickKeys icon in the desktop menu bar or when you select it from the Apple menu. See page 33 for more information.

### Make Icon

Use the Make Icon option to create a little standalone application that, when launched, triggers the QuickKeys Shortcut. QuickKeys must be loaded for this type of QuickKeys trigger to work, but otherwise it functions much the same as an ordinary application.

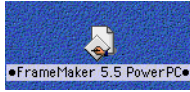


**Figure 59:** A Save dialog appears when you select the Make Icon option in the File menu.

### To make a Shortcut into an icon:

1. Select the Shortcut(s) and choose Make Icon from the File menu. QuickKeys prompts you with a Save dialog. Notice that QuickKeys places bullet symbols in the filename of your Shortcut so you can recognize it as a QuickKeys file on your hard drive.
2. Select a the location on your hard drive where you want to display your QuickKeys icon.
3. Select the Save Shortcut Data in QK Icon check box to save all Shortcut attributes in the icon file. Checking this option makes your Shortcut completely self-contained and mobile

because the Shortcut trigger and Shortcut name are saved within the icon.



**Figure 60:** The Make Icon option makes Shortcuts look and act like applications.

4. Click the Save button. A QuickKeys icon appears in the location you specified.

See page 48 for more information on setting Make Icon options.





## CHAPTER 5

### MANAGING QUICKKEYS

● ● ● ● ● ●

This chapter discusses standard procedures for managing QuickKeys on a day-to-day basis. It also provides information on turning individual Shortcuts on and off, resolving keystroke conflicts, and importing and exporting Shortcuts.

## SAVING SHORTCUTS

Your Shortcuts are automatically saved whenever you close the QuicKeys Editor.

## EDITING SHORTCUTS

To edit QuickKeys Shortcuts, open the QuickKeys Editor and double-click the Shortcut you want to edit. Make changes in the Shortcut Properties dialog that appears and click OK when you are finished.

## DELETING SHORTCUTS

To delete QuickKeys Shortcuts, open the QuickKeys Editor and select the Shortcut you want to delete. Select **Delete** from the **Edit** menu. Click the **Delete** button in the alert window that appears.

- ▲ There is no “Undo” function if you delete a Shortcut.

## PRINTING SHORTCUTS

If you want to print a list of your Shortcuts, choose the keyset you want to print and select Print from the File menu. The following information in the selected Set is printed:

- Keystroke.
- Icon representing Shortcut type.
- Shortcut name.
- Comments.

## MANAGING KEYSTROKE ASSIGNMENTS

If you have created several Shortcuts, you may find it difficult to keep track of all your keystroke assignments. If it becomes hard to remember which key combinations trigger your favorite Shortcuts, you can either print a list of your Shortcuts or view the QuickReference Card.

## PRINTING KEYSTROKE ASSIGNMENTS

To print a list of keystroke assignments in a QuickKeys Set, open the QuickKeys Editor and select the QuickKeys Set you want to print. Choose **Print** from the **File** menu and click **OK** in the **Print** dialog that appears. The keystroke, Shortcut type, Shortcut name, and a comment line are printed for the QuickKeys Set you selected.

## VIEWING THE QUICKREFERENCE CARD

QuickKeys provides another solution to “keystroke overload” with the QuickReference Card. The QuickReference Card is a modal window that displays QuickKeys Shortcuts and their corresponding keystroke assignments for your Universal and active applications Sets. You can trigger Shortcuts by clicking them in the QuickReference Card, or you can simply use the QuickReference Card to view the Shortcuts you have created.

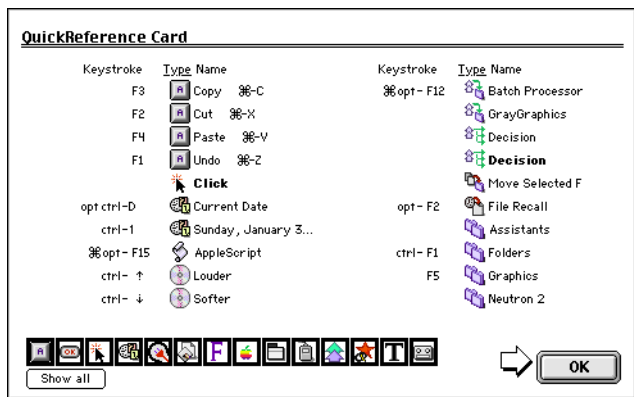


Figure 61: The QuickReference Card.

By default, the QuickReference Card can be opened by selecting QuickReference Card from the QuickKeys menu or by pressing Option+Control+Space. The QuickReference Card closes when you press the OK button or when you click a Shortcut listed in the QuickReference Card window.

You can choose which QuickKeys Shortcuts appear in the QuickReference Card using the filtering toolbar at the bottom of the QuickReference Card window. Each button on the toolbar represents a type of QuickKeys plug-in. By default, *all* plug-ins display in the QuickReference Card.

- Click Show all to display all the Shortcuts.
- Click on one of the filter buttons to display only the Shortcuts represented by that button.
- Press the Shift key down and click multiple filter buttons to display multiple Shortcut types. A black outline highlights the selected plug-ins in the filter.
- Click the arrow button to scroll through the QuickReference Card.

## CLEARING KEYSTROKE ASSIGNMENTS

There are three areas where you can delete your keystroke assignment for a particular Shortcut: from the QuickKeys Editor Keysets tab and from the Shortcut Properties dialog.

- To delete a keystroke assignment from the QuickKeys Editor Keysets tab, click in the Keystroke column and press the Delete key on your keyboard. The keystroke cell becomes blank.
- To delete a keystroke assignment from the Shortcut Properties dialog, position your cursor in the keystroke box of the Shortcut Properties dialog and press the Delete key on your keyboard. The keystroke is replaced by the word “unassigned” to indicate that the Shortcut no longer has a keystroke trigger assigned to it.
- Select the Shortcut in the QuickKeys Editor and select Undefine from the Edit menu.

## RESOLVING KEYSTROKE CONFLICTS

Keystroke conflicts occur when a keystroke in one QuickKeys Shortcut Set conflicts with a keystroke in another QuickKeys Set. Conflicts can also occur between QuickKeys keystrokes and keystrokes that are built into another application. For example, let’s say the F5 keystroke is assigned to two different QuickKeys Shortcuts. One keystroke opens Photoshop and is part of the Universal Set. The other keystroke changes the layout of a document and can only be triggered in a specific database application. What happens when you press F5?

QuicKeys follows specific rules of priority to resolve keystroke conflicts. When the same keystroke is used for several different tasks, the resulting Shortcut depends upon where the keystroke falls in the following hierarchy:

- A. Application-specific keystrokes
- B. Universal keystrokes
- C. Keystrokes defined within a particular application

Applying this information to the above example, if the database program is the active application, F5 formats a database document. If the database program is *not* the active program, F5 starts Photoshop.

If you don't want to change assigned keystrokes to avoid these conflicts, you can either use the QuicKeys Specials plug-in to turn your keystrokes on and off for a brief period of time or you can substitute QuicKeys keystrokes for the keystrokes that are built into the applications you use.

### Turning Off Keystroke Assignments

If keystroke conflicts only occur in applications you seldom use, the best way to avoid them is to turn your QuicKeys keystrokes on and off using the Specials plug-in. This feature enables you to briefly disable a QuicKeys keystroke while you work in an application that uses conflicting keystrokes.

For example, you may want to disable QuicKeys keystrokes while working in Microsoft Excel if Excel uses Command+I to insert cells, but you have directed QuicKeys to use Command+I to change selected text to italics in your Universal Set.

When you are finished working in the application, you can turn QuicKeys keystrokes back on. See page 111 for more information.

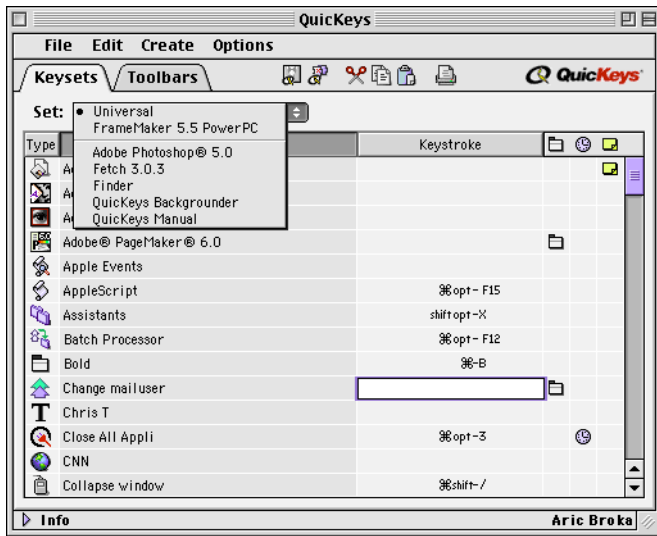
### Reassigning Built-in Application Keystrokes

If keystroke conflicts occur in applications you use on a daily basis, you need to change either the keystroke that you assigned with QuicKeys or the keystroke your applications use. You can change your QuicKeys keystrokes simply by opening the QuicKeys Editor, positioning your cursor in the Keystroke column and pressing a different keystroke when you see the blinking cursor.

To change your built-in application keystrokes, you can use the Alias Keystroke Shortcut. See page 95 for more information.

## WORKING WITH QUICKEYS SETS

You can specify the range of operation for a particular QuicKeys Shortcut by choosing a QuicKeys Set. These Sets make it easier to manage QuicKeys because they enable you to categorize your Shortcuts. You can place a Shortcut in the Universal Set so it can be triggered at any time, or you can make a Shortcut application-specific so it only works in a selected application.



**Figure 62:** Choose which Set you want a particular Shortcut to belong to using the Set pop-up menu.

When you open the QuickKeys Editor, you can choose to view three different kinds of Sets: Active Sets, Inactive Sets, and Custom Sets.

## ACTIVE SETS

There are only two active Sets at any one time in QuickKeys: the Universal Set and the current application Set. Shortcuts can only be triggered if they are in an active Set. On a Mac, the active application is denoted by a checkmark in the application menu. In QuickKeys, the active application is displayed in the Sets pop-up menu of the QuickKeys Editor. Shortcuts listed in an application Set can only be triggered when the application is frontmost on the desktop. For example, if the Finder is the active application, only Universal and Finder-specific shortcuts can be triggered.

## Selecting the Universal Set

Use the Universal Set when you want to be able to trigger a Shortcut at any time, regardless of what application you are in or whether or not the Finder is active.

## INACTIVE SETS

Inactive Sets include all QuickKeys Sets that reside in your Keysets folder, with the exception of the active application Set and the Universal Set.

## Selecting an Application Set

There are two different application Sets: an active application Set and a standard application Set. The active application Set enables you to assign Shortcuts to the application that is active on your desktop. The standard application Set enables you to choose which application Set you want to view. The application list contains:

- Applications that currently have QuickKeys Shortcuts assigned to them.
- Applications that are currently launched.
- The Finder.

## CUSTOM SETS

Sets that are not stored in the Keysets folder are called Custom Sets. To open custom Sets, you must select Open Set from the File menu and navigate to the location of the Set.

## Creating a Custom QuickKeys Set

You can create custom QuickKeys Sets for applications, such as computer games. For example, if you are an avid fan of computer games, you may find that you cannot interrupt a game to make a QuickKeys Shortcut. If this occurs, you can “trick” the game by creating a custom QuickKeys Set.

### To create a custom QuicKeys Set:

1. Open the QuicKeys Editor.
2. Select New Set from the File menu.
3. Type a name for your custom Set. If you are using the Shortcuts for a game, the name of your custom Set must match the name of the game you are trying to automate with QuicKeys.
4. Choose to store the Set in the Keysets folder. The Keysets folder is located in the :System Folder:Preferences:QuicKeys Folder: on your startup disk.
5. Click Save to save your Set to the Keysets folder. The QuicKeys Editor appears with the name of your new Set displayed in the Sets pop-up menu.
6. Add Shortcuts to your custom Set.

The next time you open the computer game, it automatically recognizes the Shortcuts you have assigned to it using QuicKeys.

### Opening Custom QuicKeys Sets

To open a custom QuicKeys Set:

1. Open the QuicKeys Editor.
2. Select Open Set from the QuicKeys Editor File menu.
3. Navigate to the custom QuicKeys Set you want to display and click Open. The selected Set appears in the QuicKeys Editor.

### Saving Sets

To save a custom QuicKeys Set, select Save from the File menu.

## CHANGING SET ASSIGNMENTS

To change Set assignments, use the cut, copy, and paste options to remove Shortcuts from one Set and add them to another Set.

## CLOSING SETS

To close a custom QuicKeys Set so it no longer appears in the QuicKeys Editor, select a Set from the Set pop-up menu and choose Close Set from the File menu.

## HIDING QUICKKEYS

When you click outside of the QuicKeys Editor, the Editor window is replaced by a small, boxed QuicKeys logo called the QuicKeys palette. When you click on the QuicKeys palette, the QuicKeys Editor reappears. This functionality enables you to “hide” the QuicKeys Editor without closing it.



**Figure 63:** The QuicKeys palette appears when you click outside the QuicKeys Editor.

## CUSTOMIZING QUICKKEYS

There are several different ways to customize QuicKeys. You can make changes in the Configure QuicKeys dialog, set QuickReference Card preferences, disable/enable QuicKeys plug-ins, install third-party plug-ins, and sort your Shortcut list.

## SETTING QUICKKEYS OPTIONS

You can customize what you see when you run QuicKeys by selecting or clearing options in the Configure QuicKeys dialog.

## QuickKeys Menu

Use the QuickKeys menu options to select where to display the QuickKeys menu. You can choose to display the QuickKeys menu in the Apple Menu, in the menu bar at the top of your screen, or you can choose to hide 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.

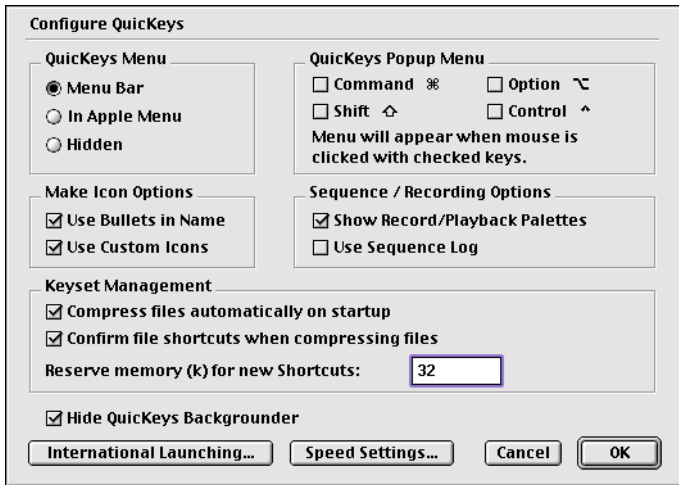


Figure 64: The Configure QuickKeys dialog.

## QuickKeys Popup Menu

Use the QuickKeys Menu options to select which key(s), in combination with a mouse click, display(s) the QuickKeys pop-up menu. For example, if you select the Shift check box, the QuickKeys menu appears whenever you press the Shift key and your mouse key simultaneously. By default, you can only open the QuickKeys pop-up menu by clicking the QuickKeys icon in the menu bar.

## Make Icon Options

Use the Make Icon options to adjust 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. See page 40 for instructions on using the Make Icon option.

## Sequence/Recording Options

Choose whether you want the Record and Playback palettes to display when you are recording or playing back a Sequence.



Figure 65: The recording and playback palettes.

Select Use Sequence Log to provide a log of the last Sequence you triggered. This feature is useful when you are troubleshooting a Sequence or when you need to create a building block for a QuickKeys script. The log file is stored in the System Folder:Preferences:QuickKeys: folder.

- ❖ The QuickKeys Backgrounder must be running for the Use Sequence Log feature to function.

## Keyset Management

Use these options to set compression and memory allocation preferences. Select Compress files automatically on startup to remove unused Sequence and Real Time data from their respective folders when your computer is restarted. To keep things running smoothly, CE Software recommends leaving this option selected.

Select Confirm file Shortcuts when compressing files to clean up QuickKeys at the system level. This option links unattached File Launch Shortcuts and cleans up empty space that is fragmented as a result of editing Shortcuts or Sequences.

Specify how much memory you want to reserve for new Shortcuts. By default, 32K is allocated for new QuickKeys Shortcuts. Shortcuts vary in size depending on their complexity, so you need to rely primarily on the QuickKeys Memory Usage window or persistent buffer alerts to determine how much of a memory buffer should be set in QuickKeys. When you are setting your QuickKeys buffer size, keep in mind that every time you open an application, you open its associated QuickKeys Shortcut Set, increasing the amount of memory QuickKeys requires.

### Hide QuickKeys Backgrounder

By default, the Hide QuickKeys Backgrounder check box is checked in the Options dialog. When this option remains checked, the QuickKeys Backgrounder application is invisible to you when it is running. If you uncheck this option, the QuickKeys Backgrounder appears in your application menu. See page 32 for more information on the QuickKeys Backgrounder.

Whether or not the QuickKeys Backgrounder is visible is largely a personal preference, but this option *does* affect some QuickKeys toolbars. If you have a toolbar that does *not* use the Always On Top option and you keep the default QuickKeys Editor

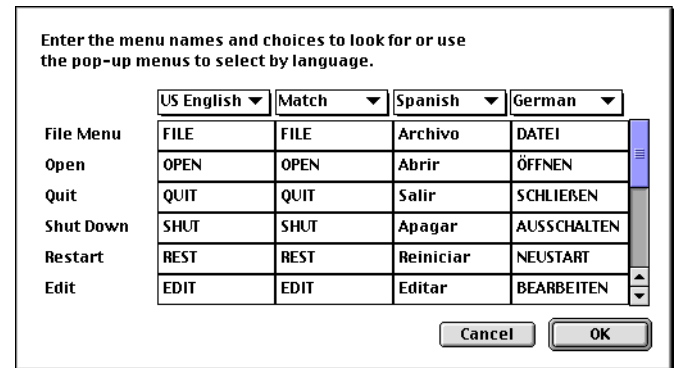
settings, the alert shown in Figure 66 appears. If you select Yes in this alert window, the Hide QuickKeys Backgrounder option is automatically unchecked in the Options dialog so you are able to see all your toolbars.



**Figure 66:** This alert window appears if you uncheck the Always On Top option for a QuickKeys toolbar.

### International Launching

Use this dialog to specify the equivalent of various menu items in a non-English System.



**Figure 67:** The International Launching window.

## Speed Settings

Use the Speed Settings dialog to fine-tune the dragging, clicking, or recording speeds in QuickKeys. This feature is useful for applications that are particularly slow or for creating Real Time Shortcuts for tasks that require slower movements. The best way to determine which speeds work best for your environment is to experiment with the different options.

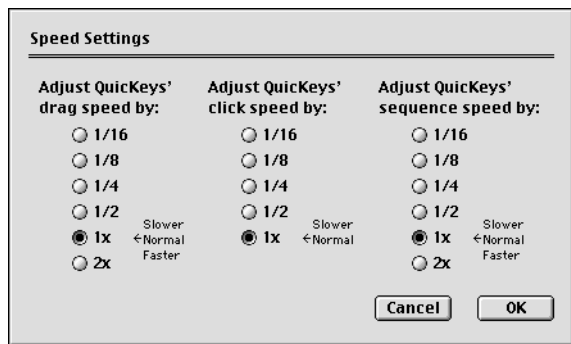


Figure 68: The Speed Settings window.

## SETTING QUICKREFERENCE CARD PREFERENCES

Customize the appearance of the QuickReference Card by making changes in the QuickReference Card Options window.

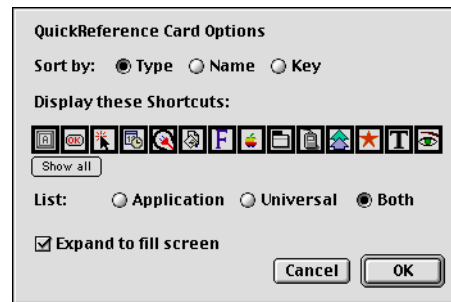


Figure 69: The QuickReference Card Options window.

### Sort by

Sorts Shortcuts in the QuickReference Card window by Shortcut type, Shortcut name, or keystroke.

### Display these Shortcuts

Choose which plug-ins are displayed in the QuickReference card by clicking an icon in the QuickReference Card Options window. A black square highlights each plug-in chosen to display in the QuickReference Card. By default, all icons are highlighted.

### List

Choose which types of Shortcuts display in the QuickReference Card from the List options. You can choose to display Application-specific Shortcuts, Universal Shortcuts, or both types of Shortcuts.

### Expand to fill screen


Expands the QuickReference Card window so it covers your desktop.



## DISABLING/ENABLING PLUG-INS

If you find that you do not have a need for some of the plug-ins installed with QuicKeys, you can turn those plug-ins off so they no longer display in the QuicKeys Editor. For example, if you don't use your CD-ROM drive for music CDs, you can disable the CD player plug-in.

### To disable/enable QuicKeys plug-ins:

1. Click the Plug-in Manager button  in the QuicKeys Editor.
2. In the Plug-in Manager window, select the Shortcuts you want to disable or enable and click the Turn off/Turn on button.
3. Click Done when you are finished.
4. Restart your computer to make your changes take effect.

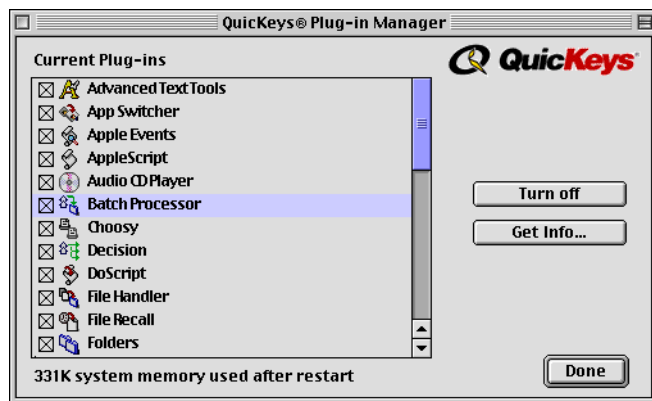


Figure 70: The Plug-in Manager.

### Turn off

Select extensions you don't use very often and click the Turn off button to save memory and make your machine run faster. Restart your computer to make these changes effective.

### Get Info

Displays a brief description of the selected extension.

## SORTING INFORMATION

Specify how Shortcuts are sorted in the Keysets tab of the QuicKeys Editor. Just click the category by which you want your Shortcuts sorted.

## IMPORTING SHORTCUTS

Import QuicKeys Shortcuts when you receive them from other QuicKeys users. When you import Shortcuts, you import all the attributes originally assigned to the particular Shortcuts.

### To import Shortcuts:

1. Open the QuicKeys Editor.
2. Open the Set into which you want to import Shortcuts.
3. Select Import Shortcuts from the File menu. A standard Open dialog appears.

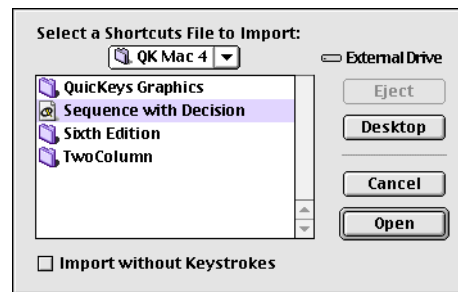


Figure 71: This dialog appears when you import Shortcuts.

4. Navigate to the folder where the Shortcuts are stored.

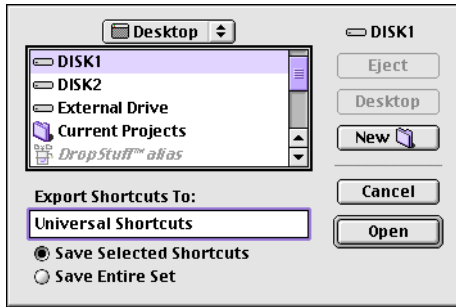
5. Click the Import without Keystrokes option if you want to assign your own keystroke to the Shortcut.
6. Click Open. The Shortcuts are imported into the QuickKeys Set you selected.

## EXPORTING SHORTCUTS

Export Shortcuts when you want to share them with other QuickKeys users.

### To export individual Shortcuts and Sets:

1. Open the QuickKeys Editor.
2. Select the Set that contains the Shortcuts you want to export.
  1. Select Export Shortcuts in the File menu.
2. Navigate to the drive where you want to store your selected Shortcut(s).



**Figure 72:** This dialog appears when you choose to export one or more Shortcuts.

3. Choose Save Selected Shortcuts to export only the Shortcuts selected in the QuickKeys Editor or choose Save Entire Set to save all the Shortcuts in the selected Set.
4. Click Open. The Shortcuts are immediately exported to the location you specified.

## EXPORT OPTIONS

### Save Selected Shortcuts

Exports only the Shortcuts you select.

### Save Entire Set

Exports all the Shortcuts in the selected Set.

## LOCKING THE EDITOR

Use the Lock Editor option to secure your Shortcuts or to standardize Shortcuts across a group of users. If you use Shortcuts that log into password-protected network volumes, you may want to restrict people from seeing the specific steps that comprise the Shortcut. Likewise, if you are a systems administrator and you don't want users editing a standardized set of Shortcuts, you can lock the QuickKeys Editor on each of the machines on your network.

### To lock the QuickKeys Editor:

1. Open the QuickKeys Editor.
2. Select Lock Editor from the Options menu.
3. Type your password in the Enter Password box.



**Figure 73:** The QuickKeys Editor Password dialog.

4. Re-type your password in the Re-enter Password box to verify the spelling.
5. Click OK when you are finished.

Once you have locked the QuickKeys Editor, you cannot access the QuickKeys Editor again without entering the password you selected. After you unlock QuickKeys, the Editor remains unlocked until you again specify a password in the QuickKeys Editor Password dialog.

## CHECKING MEMORY USAGE

Select Memory Usage from the Options menu to see how QuickKeys is using memory. If the Buffer Size and the Used categories are close in number of bytes, you should increase the buffer size. See the section on keyset management on page 48 for information on changing the buffer size setting.

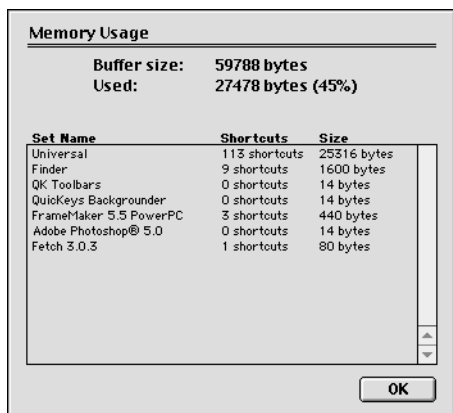


Figure 74: The Memory Usage window.

You can get a general idea of whether or not QuickKeys needs more memory by looking at the Buffer status bar area in the Info pop-up window in the QuickKeys Editor. See Figure 75.



Figure 75: Track the memory buffer size in the Buffer status bar.

## COMPRESSING SETS

QuickKeys Sets are stored in the Keysets folder as individual files. When you add or delete a Shortcut, QuickKeys adds it to or deletes it from the appropriate Set.

In contrast, QuickKeys stores Sequences in both the Keysets folder and the Sequences folder, while Real Time Shortcuts are stored in both the Keysets folder and in the Macros folder. When you delete a Sequence or Real Time Shortcut, the file stored in the Keysets folder is deleted, but the file stored in the Sequences or Macros folders are *not* deleted.

The Compress Sets command removes those Sequences and Real Time recordings if their corresponding Shortcut files have been deleted. Selecting this option is a good way to streamline the disk space QuickKeys uses.

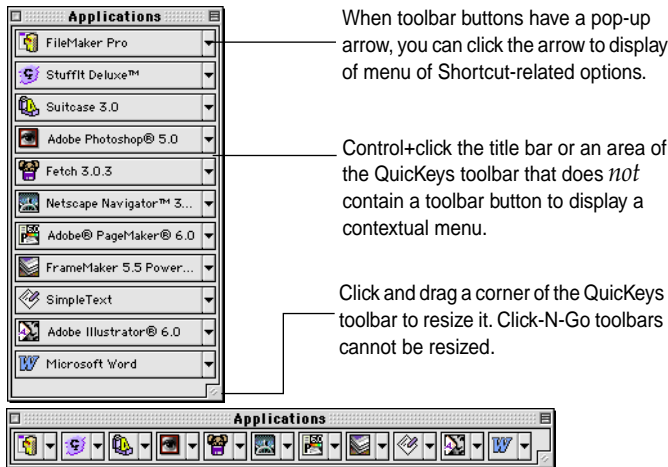
- ❖ By default, Sets are compressed at startup.



## CHAPTER 6 QUICKKEYS TOOLBARS

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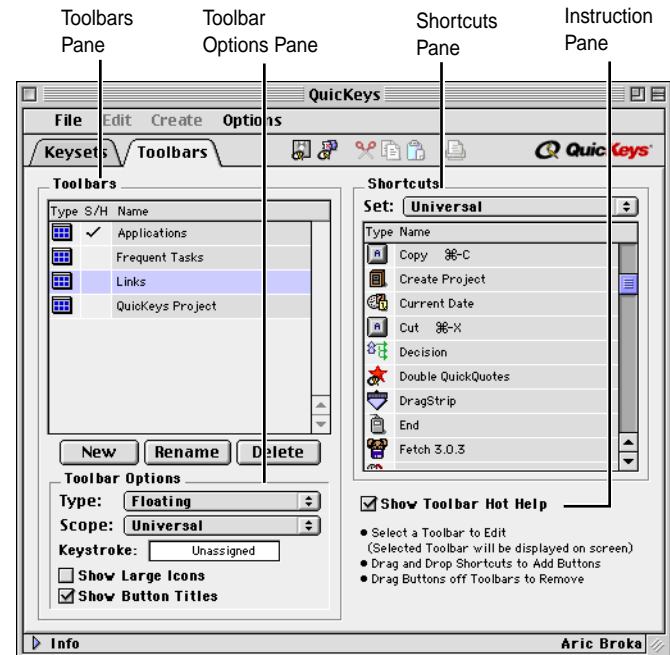
QuickKeys toolbars are floating windows with custom buttons that represent Shortcuts or Sequences. For example, some applications contain toolbars that allow you to cut, copy, and paste selected items just by clicking the corresponding icons. Similarly, QuickKeys offers toolbars that allow you to trigger QuickKeys Shortcuts by clicking a QuickKeys toolbar button.



**Figure 76:** This illustration shows two ways to display the same floating QuickKeys toolbar.

## THE TOOLBARS TAB

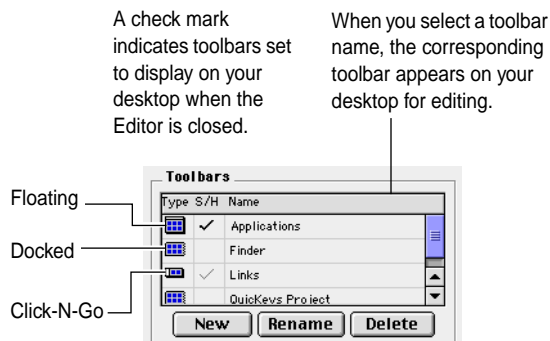
QuickKeys toolbars have two components: the toolbar itself and the buttons on the toolbar. You can create or edit both of these components using the Toolbars tab of the QuickKeys Editor. The Toolbars tab is divided into four panes: the Toolbars pane, the Toolbar Options pane, the Shortcuts pane, and the Instruction pane. See Figure 77.



**Figure 77:** The QuickKeys Editor Toolbars tab.

## THE TOOLBARS PANE

The Toolbars pane shows the toolbars you have created along with the attributes for each toolbar.



**Figure 78:** The Toolbars pane of the Toolbars tab.

### Toolbar Type column

Indicates whether a toolbar is Floating, Docked, or Click-N-Go by the icon displayed in the Type field.

### S/H column

The Show/Hide column enables you to control whether the toolbar is visible or not after you close the QuickKeys Editor.

### Name column

Displays the name of your QuickKeys toolbars.

### New button

Click the New button to create a new QuickKeys toolbar.

### Rename button

Click the Rename button to rename an existing QuickKeys toolbar.

### Delete button

Click the Delete button to permanently delete a QuickKeys toolbar.

## THE TOOLBAR OPTIONS PANE

When you create a QuickKeys toolbar, you can choose how you want the toolbar to look and function.



**Figure 79:** The Toolbar Options pane of the Toolbars tab.

## Toolbar Type

There are three different QuickKeys toolbar types: Click-N-Go, Docked, and Floating. This section discusses each toolbar type and provides examples of when to use one style over another.

### Click-N-Go

A Click-N-Go toolbar closes immediately after you click a button on it. This type of toolbar is useful if you want to preserve desktop space. For example, if you don't want to remember which keystroke starts one of the 15 applications installed on your computer, you can create a Click-N-Go toolbar that enables you to start each of these applications by clicking the corresponding button on the toolbar. All you have

to remember is the keystroke that opens the Click-N-Go toolbar. You can also select the toolbar from the QuickKeys menu. Then click the toolbar button, and watch as the toolbar disappears just as the selected Shortcut is triggered.



With Click-N-Go toolbars, you can press the number (0-9) on your keyboard that appears on the toolbar button you want to select. The Shortcut represented by the toolbar button is immediately triggered. This feature enables you to keep your hands on the keyboard rather than having to switch to the mouse.

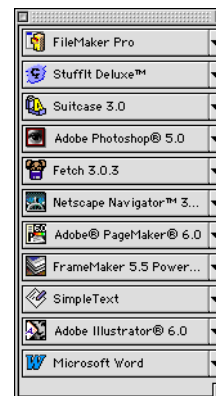
**Figure 80:** A Click-N-Go toolbar appears when it is triggered and disappears when you select a button from the toolbar, press the Esc key, or click outside the Click-N-Go toolbar.

If you are familiar with the Softkeys function in previous versions of QuickKeys, you will see some of the same functionality in QuickKeys Click-N-Go toolbars. You can type the corresponding position number (1-0) to trigger a Shortcut on a Click-N-Go toolbar. For example, if your FileMaker® Pro File Launch Shortcut is the first Shortcut listed on a toolbar, press 1 to open it.

- ❖ Click-N-Go toolbars must use the Always On Top setting discussed on page 62.

## Docked

A Docked, or embedded, toolbar attaches to the edge of the screen. This type of toolbar is useful when you want to keep your toolbar in the same position whenever you start a specific application. For example, if you have several Shortcuts that automate Microsoft Word, you can place them on an application-specific, Dockable toolbar so they are accessible whenever Microsoft Word is open.



**Figure 81:** A Docked toolbar “sticks” to the side of your screen at all times.

You can drag Docked toolbars from one side of your screen to another to move them. An outline of the toolbar moves with your cursor to show you where the toolbar will be placed.

## Floating

A Floating toolbar can be moved anywhere on your screen. This type of toolbar is useful if you want complete flexibility when you position your toolbars on your desktop. The benefit of using a Floating toolbar is that your Shortcuts are only a click away, but your toolbar never interferes with your work.

For example, if you are creating an advertisement for your company picnic, you can have a Universal, Floating toolbar with buttons that start PageMaker®, open a specific project folder on your hard drive, change the view of the pamphlet to 75 percent, and save your work.



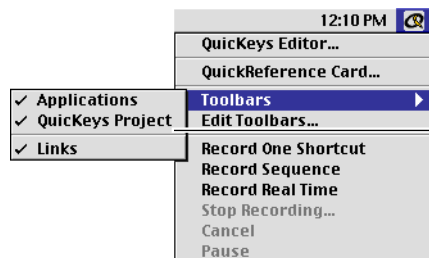
**Figure 82:** A Floating toolbar can appear anywhere on your desktop. It behaves much like a standard Finder window.

You can move a Floating toolbar anywhere on your desktop by clicking on the title bar of the toolbar and dragging it to another desktop location. You can resize a Floating toolbar by clicking on the lower right corner of the toolbar and dragging. You can also click the collapse button on the upper right corner of a toolbar to toggle between showing and hiding the toolbar buttons.

## Toolbar Scope

Toolbar Scope is the range of operation for a toolbar. For example, you can choose whether a specific toolbar only displays when Microsoft Word is active, or whether it appears regardless of which application is active. The two static items in the Set list are Universal and Finder scope. Select Universal

when you want the selected toolbar to display regardless of which applications are open. The other options in the Scope list are dependent upon the applications you have open and the applications that have Shortcuts assigned to them.

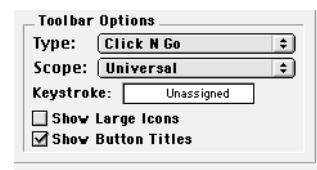


**Figure 83:** When a toolbar is scoped to a particular application, it only appears when that application is active.

The “Links” toolbar option shown in this illustration is scoped to Adobe Photoshop®. This means the “Links” toolbar can only be selected from the QuickKeys menu when Adobe Photoshop is the active application.

## Keystroke

Position your cursor in the Keystroke box and press the keys you want to use to open the selected toolbar.



**Figure 84:** Use the Keystroke box to set keystroke triggers.



## Show Large Icons

Select the Show Large Icons check box when you want your toolbar button icons to be larger.

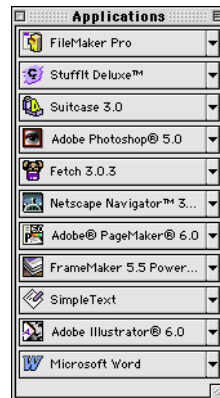


If you Control+click an area of a QuickKeys toolbar that does *not* contain a toolbar button, a menu appears that enables you to switch between large and small toolbar icons.

**Figure 85:** The same toolbar using small and large icons.

## Show Toolbar Titles

Select the Show Toolbar Titles check box when you want the name of each Shortcut to display in the corresponding button. When this option is *not* selected, only the toolbar button icons display.



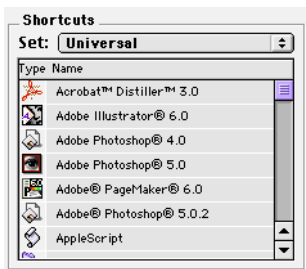
If you Control+click the title bar or an area of a QuickKeys toolbar that does *not* contain a toolbar button, a menu appears that enables you to switch between large and small font in your toolbar titles.

**Figure 86:** A Floating toolbar that displays toolbar titles.

- ❖ If you have Show Toolbar Titles selected for a particular toolbar and Show Toolbar Hot Help selected for *all* your toolbars, the toolbar hot help does not appear for the toolbar that displays toolbar titles.

## THE SHORTCUTS PANE

The Shortcuts pane displays all of the Shortcuts you have created with QuickKeys. You can add toolbar buttons to toolbars displayed on your desktop using this area of the tab. Just select the Set that contains the Shortcuts you want to use and drag the Shortcuts to a toolbar displayed on your desktop.



**Figure 87:** The Shortcuts pane of the Toolbars tab.

## THE INSTRUCTION PANE

The Instruction pane contains an option to Show Toolbar Hot Help and it provides instructions for using the Toolbars tab.



**Figure 88:** The Instruction pane of the Toolbars tab.

### Show Toolbar Hot Help

Select the Show Toolbar Hot Help check box when you want the name of each Shortcut to display when you position your cursor over a toolbar button. When you select this check box, it applies to all toolbars.

- ❖ If you have the Show Titles option selected for a particular toolbar, toolbar hot help does not appear because the information is redundant.

## CREATING TOOLBARS

The Toolbars tab of the QuickKeys Editor is the control center for your QuickKeys toolbars. It is the only place from which you can create QuickKeys toolbars and it enables you to manage every aspect of your toolbars from a single window. The number of toolbars you can create is limited only by the memory you have allocated to QuickKeys. See page 47 for more information.

### To create a QuickKeys Toolbar:

1. Open the QuickKeys Editor and click the Toolbars tab.
2. Click the New button.
3. Type a name for the Toolbar at the prompt and click OK. The toolbar appears on your desktop and the toolbar name displays in the Toolbars pane of the Toolbars tab.
4. With the toolbar still selected in the Toolbars pane, select the attributes for your toolbar in the Toolbar Options pane. By default, the toolbar attributes are set to Floating and Universal.
5. If you want to display the toolbar by pressing a keystroke, position your cursor in the Keystroke box and press the keys you want to use to open the toolbar.
6. Select the Show Large Icons check box if you want to make the buttons on your toolbar larger.

7. Select the Show Toolbar Titles check box if you want to display the Shortcut name in the toolbar button.
8. Select the Show Toolbar Hot Help button to display Shortcut names when you position your cursor over corresponding buttons. If you select this check box, it affects *all* your QuickKeys toolbars.
9. Click a different tab or close the QuickKeys Editor to save your new toolbar.

## ADDING BUTTONS TO TOOLBARS

You can add buttons to your toolbars a number of different ways, depending upon whether or not the QuickKeys Editor is open on your desktop.

### If the QuickKeys Editor is open:

- Drag a Shortcut from the Shortcuts pane of the Toolbars tab to the QuickKeys toolbar that appears on your desktop.

### If the QuickKeys Editor is closed:

- Drag a file to a QuickKeys toolbar to create a File Launch Shortcut.
- Drag selected text to a QuickKeys toolbar to create a Type Text Shortcut.
- Drag a folder to a QuickKeys toolbar to create a Folders Shortcut.
- Drag a URL to a QuickKeys toolbar to create a Web Launcher Shortcut.

## TRIGGERING SHORTCUTS WITH TOOLBARS

There are four ways you can trigger Shortcuts with QuickKeys toolbars:

- Click a toolbar button. The Shortcut represented by the selected toolbar button immediately springs into action.
- Drag a file, folder, or selected text to an existing toolbar button. For example, if you drag a SimpleText file over a toolbar button that launches Microsoft Word, the contents of the SimpleText file appear in Microsoft Word.
- Select an option from a toolbar pop-up menu. For example, if you have a Specials Shortcut on a toolbar, click the pop-up arrow to display a list of Shortcuts you can trigger.



**Figure 89:** You can restart your computer by selecting Restart in a Specials toolbar pop-up menu.

- Drag a file or folder to the arrow on a File Handler or Folders toolbar button and select the action you want performed in the drop-down window that appears. For example, if you drag a Microsoft Word document to a File Handler button on your toolbar, you can choose which File Handler action to perform on the file.



**Figure 90:** The File Handler toolbar button supports dynamic menu selections.

- Press the number on your keyboard (0-9) that corresponds with the toolbar button you want to select. (This only works for Click-N-Go toolbars.)



**Figure 91:** Click-N-Go toolbars enable you to select toolbar buttons by pressing the corresponding number on your keyboard.

## DISPLAYING TOOLBARS

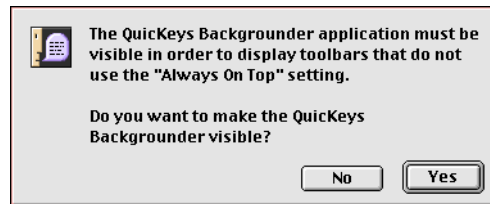
You can display, or trigger, toolbars using one of the following methods.

- Press the keystroke you assigned to it.
- Open the QuickKeys menu and select it from the Toolbars submenu.
  - ❖ When the QuickKeys Editor is open, only one toolbar can be displayed at a time.

## ALWAYS ON TOP

When you Control+click the title bar or an area of an open toolbar that does *not* contain a toolbar button, you see a contextual menu. One of the options in the contextual menu is Always On Top. When this option is checked, the selected QuickKeys toolbar always stays in the foreground, regardless of which application is active or how many windows are open. If this option is *not* selected, the toolbar retreats into the background as you open windows or switch applications.

If the Hide QuickKeys Backgrounder check box is checked in the QuickKeys Editor Options dialog and you uncheck the Always On Top option in the contextual menu, the alert shown in Figure 92 appears. If you select Yes in this alert window, the Hide QuickKeys Backgrounder option is automatically unchecked in the Options dialog so you are able to see all your toolbars.



**Figure 92:** This alert window appears if the QuickKeys Backgrounder is hidden and you uncheck the Always On Top option for a QuickKeys toolbar.

## EDITING TOOLBARS

After you create a QuickKeys toolbar, you may want to rearrange the way the buttons are positioned or adjust the size or location of the toolbar. This section tells you how to accomplish these tasks and more.

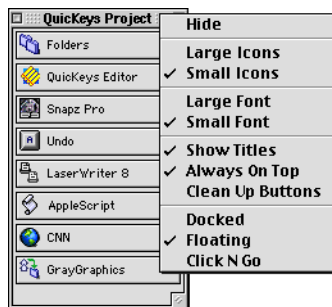
### ADJUSTING TOOLBAR SIZE

Position your cursor on the lower right edge of the toolbar and drag the toolbar to the size you prefer.

### CHANGING TOOLBAR ICONS AND FONT SIZE

To change toolbar icon size or title font:

1. Control+click the title bar or an area of an open toolbar that does *not* contain a toolbar button.



**Figure 93:** Control+click an area of a QuickKeys toolbar that does *not* contain a toolbar button to display the contextual menu shown here. Items in the menu that have a check mark are chosen as attributes for that particular toolbar.

2. Select Large Icons, Small Icons, Large Font, or Small Font in the contextual menu that appears. Your toolbar changes immediately.

## RE-ARRANGING TOOLBAR BUTTONS

You can rearrange the buttons on a toolbar by dragging them to the area of the toolbar where you want them displayed. As you drag a button, a gray outline appears to indicate where the button will be positioned when you release your mouse.

### CHANGING TOOLBAR STYLE AND SCOPE

If you want to change toolbar style or scope, follow the steps in this section. You can change the style of toolbars using the contextual menu or the QuickKeys Editor.

#### Using the Contextual Menu

1. Control+click the title bar or the area of an open toolbar that does *not* contain a toolbar button.
2. Select Docked, Floating, or Click-N-Go in the contextual menu that appears. Your toolbar changes immediately.

#### Using the QuickKeys Editor

1. Select Edit Toolbars from the QuickKeys menu.
2. Select the toolbar you want edit in the Toolbars pane.
3. Select the Docked style in the Type pop-up menu.
4. Select Universal in the Scope pop-up menu.

### PLACING TOOLBARS ON TOP

By default, QuickKeys toolbars are set to always display on top of other windows that appear on your desktop. If you want to change this setting for one of your Universal-scoped toolbars, Control+click an area of an open toolbar that does *not* contain a toolbar button and select Always On Top from the contextual menu that appears. When there is no longer a check mark next to the Always On Top option, your QuickKeys toolbar behaves like all other windows and retreats into the background as you open new windows.

If you Control+click a toolbar on your desktop that is scoped to an application, you cannot uncheck the Always On Top option. Scoped toolbars must always remain on top since they are only displayed when that particular application is active.

- ❖ The QuickKeys Backgrounder must be running for the Always On Top feature to function properly.

## CLEANING UP TOOLBARS

If you have rearranged the buttons on your toolbars, you may find that your toolbar buttons are not evenly spaced. To fix this, Control+click the title bar or an area of the toolbar that does *not* contain a toolbar button and select Clean Up Buttons from the contextual menu that appears. Your toolbar buttons are instantly arranged in an orderly fashion on your toolbar.

## HIDING TOOLBARS

To hide a QuickKeys toolbar, Control+click the title bar or an area of the toolbar that does *not* contain a toolbar button. In the contextual menu that appears, click Hide.

If you are trying to close a Dockable or Floating toolbar you can also click the close box on the toolbar to hide it.

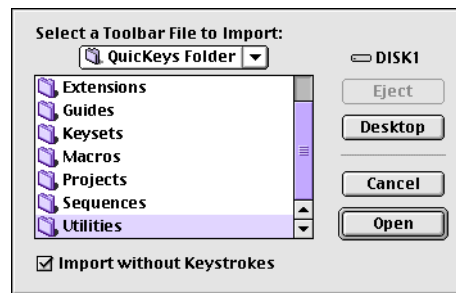
To display the toolbar again, select it from the Toolbars submenu in the Quickkeys menu or press the keystroke you assigned to the toolbar.

## IMPORTING TOOLBARS

When the Toolbars tab is displayed in the QuickKeys Editor, the File > Import Toolbar option is enabled. You can import toolbars that your friends and co-workers send to you.

### To import a QuickKeys toolbar:

1. Open the QuickKeys Editor and select the Toolbars tab.
2. Select Import Toolbar from the File menu. A standard Open dialog appears.



**Figure 94:** Use this window to navigate to the toolbars you want to import.

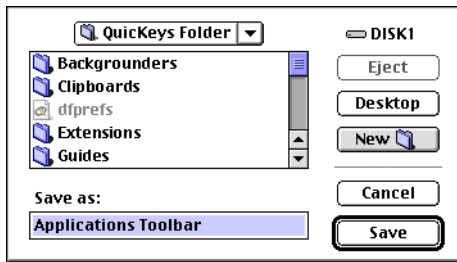
3. Navigate to the location of your toolbar on your hard drive.
4. Select the toolbar you want to import.
5. Click the Import without Keystrokes check box if you do *not* want to preserve the keystroke that was originally assigned to this toolbar.
6. Click the Open button. The new toolbar is immediately available in the Toolbars tab. The attributes of imported toolbars are set to the scope and type that were specified when the toolbars were created.

## EXPORTING TOOLBARS

You may want to export your toolbars to share them with your colleagues or to archive them. When you export a toolbar, a copy of the toolbar is made and saved to a drive or folder you specify. The original toolbar remains listed in the Toolbars tab of the QuickKeys Editor.

### To export your QuickKeys toolbars:

1. Open the QuickKeys Editor and select the Toolbars tab.
2. Select Export Toolbar from the File menu. A standard Save dialog appears.



**Figure 95:** Use this dialog to set the destination for your exported toolbars.

3. Navigate to the drive or folder where you want to store your toolbar.
4. Click **Save** to save the toolbar to the chosen location.
  - ❖ To use the exported toolbars that have been archived or sent to another QuickKeys user, the recipient of the exported toolbars must use the QuickKeys import feature.

## CLOSING TOOLBARS

To close a QuickKeys toolbar, use one of the following methods.

- Uncheck the toolbar by selecting it in the Toolbars submenu of the QuickKeys menu.
- Select the Toolbars tab in the QuickKeys Editor and click in the S/H (Show/Hide) column to toggle between showing and hiding the selected toolbar.
- Press the keystroke assigned to the toolbar again.
- Click the close box if it is a Dockable or Floating toolbar.
- Control+click an area of the toolbar that does not contain a toolbar button and select **Hide** from the contextual menu that appears.

## DELETING TOOLBARS

To delete a QuickKeys toolbar:

1. Select the Toolbars tab in the QuickKeys Editor.
2. Select the toolbar you want to delete from the list of toolbars.
3. Click the **Delete** button.
4. Click **OK** at the prompt to remove the toolbar

## WORKING WITH TOOLBAR BUTTONS

After creating a QuickKeys toolbar and adding toolbar buttons, you may want to rearrange the buttons or change the button icons. This section provides information on completing these tasks.

## DISPLAYING BUTTON TITLES

Button titles are the names of your Shortcuts represented by toolbar buttons. For example, if you have a Shortcut named "FileMaker Pro," the button title for that Shortcut is "FileMaker Pro." To display button titles on a toolbar,

Control+click the area of an open toolbar that does *not* contain any toolbar buttons. Choose Show Button Titles from the contextual menu that appears to toggle between showing and hiding your toolbar button titles.

## CHANGING BUTTON FONT SIZE

To change the size of the font titles in your toolbar buttons, Control+click the area of an open toolbar that does *not* contain any toolbar buttons. Choose whether you want to use Small Font or Large Font from the contextual menu that appears.

## CHANGING BUTTON ICONS

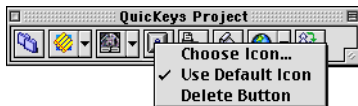
There are two types of custom icons: icons from the applications installed on your computer and icons you import. The icons from your installed applications are supplied to QuickKeys dynamically. However, you can also import icons to use in toolbars.

### Using Icons Supplied with QuickKeys

QuickKeys offers a variety of icons you can use in your toolbars.

#### To select an icon from QuickKeys' icon list:

1. Control-click a button on the toolbar displayed on your desktop.
2. Select Choose Icon from the contextual menu that appears.



**Figure 96:** Control+click a toolbar button to change the toolbar button icon or to delete the toolbar button.

3. In the icon list, choose the icon you want to use in place of the toolbar button you selected and click the Select button.



**Figure 97:** Icons in the icon list are installed with QuickKeys or taken from other applications installed on your computer.

The icon you chose immediately replaces the icon in the toolbar button.

### Adding Icons to the Icon List

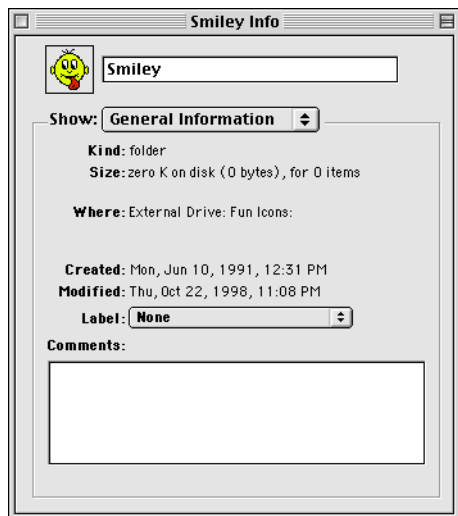
If you find an icon you would like to use in a QuickKeys toolbar, use the copy/paste function or the import option to add it to your toolbar icon list.

#### To paste an icon into your icon list:

1. In the Finder, select the icon you want to use and press Command+I to get information on the icon.



2. Select the icon from the Information dialog that appears and press Command+C to copy it to your clipboard. See Figure 98.



**Figure 98:** In this illustration, the square around the icon indicates that the icon has been selected and is ready to be copied to the clipboard.

3. Close the Information dialog.
4. Control+click a button on a QuickKeys toolbar and select Choose Icon from the contextual menu that appears.
5. In the icon list that appears, click the Paste button. The icon you selected in the Information dialog appears in the icon list.
6. Click the Select button in the icon list to replace the existing toolbar icon with the icon you copied from the clipboard.

#### To import an icon into your icon list:

1. Control+click a button on a QuickKeys toolbar and select Choose Icon from the contextual menu that appears.

2. In the icon list that appears, click the Import button.
3. Navigate to the location of the icon family you want to import and select a file from the icon family.
4. Click Open. An Import Status window appears while the icon family is imported into the QuickKeys icon list.
5. Choose one of the newly imported icons from the icon list and click Select.

### Using Default Icons

If you want to return to the toolbar icon that was originally placed on the button, Control+click the toolbar button you want edit and select Use Default Icon from the contextual menu that appears. The icon on the selected toolbar button immediately switches back to the default icon.

## DELETING TOOLBAR BUTTONS

You can delete toolbar buttons with the contextual menu or in the QuickKeys Editor.

### FROM THE CONTEXTUAL MENUS

1. Control+click the QuickKeys toolbar button you want to remove.
2. Select Delete Button from the contextual menu that appears.
3. Click OK in the alert window that appears. The button is immediately removed from the toolbar.
  - ❖ Only the toolbar button is removed. The actual Shortcut is still available in the QuickKeys Editor.

### FROM THE QUICKKEYS EDITOR

1. Open the Toolbars tab in the QuickKeys Editor.
2. In the Toolbars pane, click the toolbar you want to display.
3. When the toolbar appears on your desktop, drag a button off the toolbar to delete it.



## CHAPTER 7 TEXT TOOLS

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The QuicKeys Type Text, Type Date/Time, and Advanced Text Tools Shortcuts save you time by typing the information you need with a QuicKeys trigger. This chapter provides instructions for using these Shortcuts to type text, type the date and time in a specified format, reformat selected text, and much more.

### TYPE TEXT

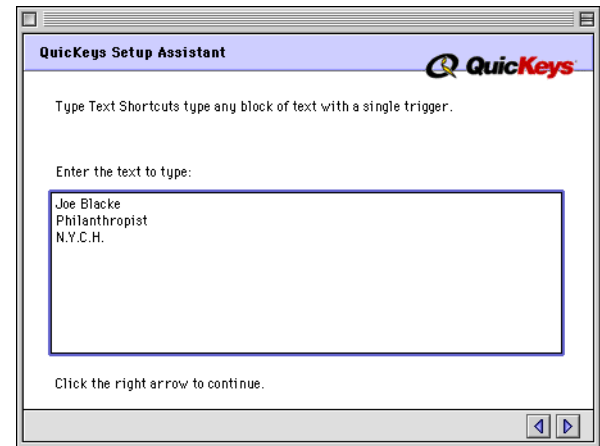
The Type Text Shortcut is useful when you want to type frequently-used text with a simple trigger. For example, you can use this Shortcut to type your signature line in E-mail messages or to enter common information into databases. The text limit for the Type Text plug-in is 255 characters. If you have larger sections of text you want to paste, use the Scrap Ease plug-in discussed on page 108.

### SETTING UP TYPE TEXT SHORTCUTS

There are three ways to create QuicKeys Type Text Shortcuts: use the Setup Assistant, use the Shortcut Properties dialog, or use the contextual menu.

### Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuicKeys Editor or select Setup Assistant from the QuicKeys menu. Read each panel of the Setup Assistant and follow the instructions.



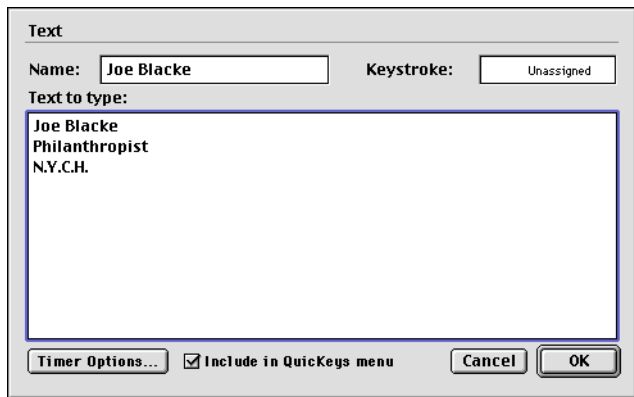
**Figure 99:** The Type Text Setup Assistant.

### Using the Shortcut Properties Dialog

#### To create a Type Text Shortcut:

1. Select Create > Text Tools > Type Text.

2. Type the text you want to use when you trigger this Shortcut.



**Figure 100:** The Type Text Shortcut Properties dialog.

3. If you want to choose a keystroke to trigger this Shortcut, click in the Keystroke box and press the key(s) you want to use. For example, press the Command key, the Option key, and the S key simultaneously.
4. Click OK. Your new Shortcut immediately appears in the Keysets tab.
5. Close the QuickKeys Editor and open your word processing or E-mail application. Position your cursor in the document and press the keystroke or other trigger you assigned to this Shortcut. The text you specified is instantly typed into the open document.

### Using the Contextual Menu

When you Control+click a file in the Finder of Mac OS 8.0 or greater, a contextual menu appears. QuickKeys places an option on the contextual menu you can use to create a Type Text Shortcut.

### To create a Type Text Shortcut:

1. Press the Control key at the same time you click a block of selected text in a word processing or text editing application.
2. Select Create QuickKey from the contextual menu that appears. A Shortcut dialog appears.
3. Choose Type Text from the Type pop-up menu.
4. Type a name for the Shortcut.
5. Position your cursor in the Keystroke box and press the key combination you want to use to trigger this Shortcut.
6. Click OK when you are finished. Your new Shortcut is immediately available to you using the trigger you specified.

## TYPING THE DATE AND TIME

The Type Date/Time Action is useful when you want to insert the date and/or time into documents. For example, you can use this Shortcut to insert the date and time in your weekly reports.

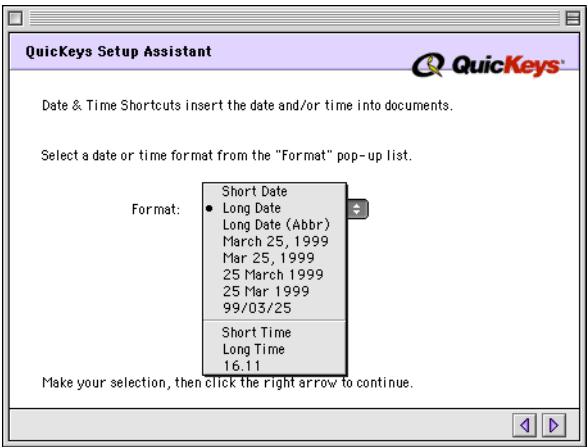
The date and time formats are governed by the format selected in the Date/Time control panel. If the format is changed in the control panel, the format of the Shortcut will reflect those changes.

## SETTING UP TYPE DATE/TIME SHORTCUTS

There are two ways to create QuickKeys Type Text Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

### Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.



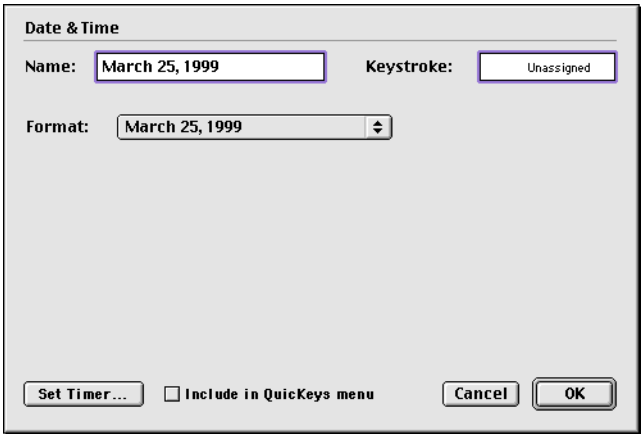
**Figure 101:** The Type Date/Time Setup Assistant.

### Using the Shortcut Properties Dialog

#### To create a Date/Time Shortcut:

1. Select Create > Text Tools > Type Date/Time.

2. Select the date and time format you want to use when you trigger this Shortcut.



**Figure 102:** The Type Date & Time Shortcut Properties dialog.

3. If you want to choose a keystroke to trigger this Shortcut, click in the Keystroke box and press the key(s) you want to use.
4. Click OK. Your new Shortcut immediately appears in the Keysets tab.
5. Close the QuickKeys Editor and open your word processing or E-mail program. Position your cursor in the document and press the keystroke or other trigger you assigned to this Shortcut. The date/time is inserted using the format you specified.

## ADVANCED TEXT TOOLS

The Advanced Text Tools Shortcut is useful when you want to manipulate blocks of text. For example, use this Shortcut to eliminate those pesky quote marks from your E-mail messages before you forward the message to another person. The tasks available using the Advanced Text Tools include:

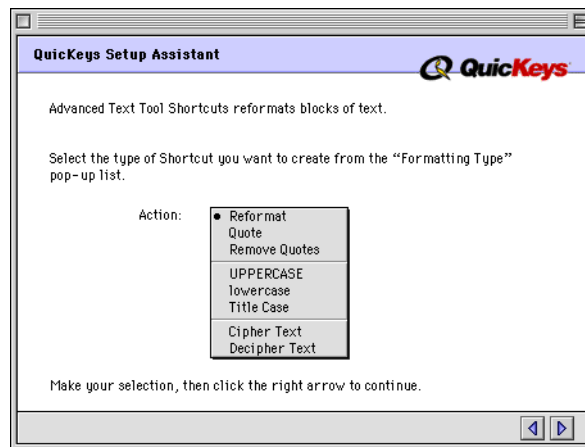
- Reformat Text
- Quote Text
- Remove Quotes
- Upper Case
- Lower Case
- Title Case

## SETTING UP ADVANCED TEXT TOOLS SHORTCUTS

There are two ways to create QuickKeys Advanced Text Tools Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

## Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.

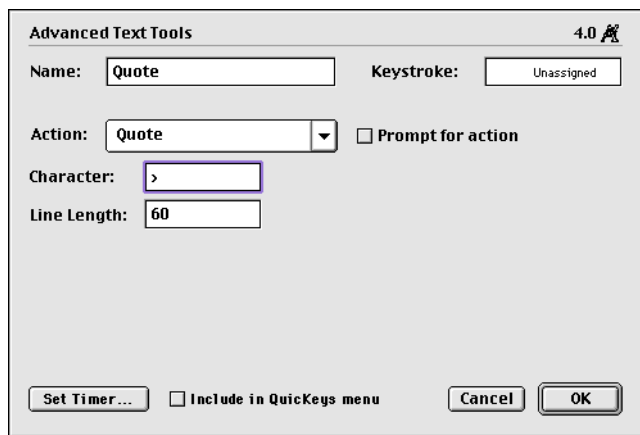


**Figure 103:** The Advanced Text Tools Setup Assistant.

## Using the Shortcut Properties Dialog

### To create an Advanced Text Tools Shortcut:

1. Select Create > Text Tools > Advanced Text Tools.
2. Select an option in the Action pop-up menu and complete any other options that appear as a result of your selection. For example, specify a quote character and line length if you select Quote.



**Figure 104:** The Shortcut Properties dialog for the Quote plug-in.

3. Type a name for the new Shortcut in the Name field.
4. If you want to choose a keystroke to trigger this Shortcut, click in the Keystroke box and press the key(s) you want to use.
5. Click OK. Your new Shortcut immediately appears in the Keysets tab of the QuickKeys Editor.
6. Close the QuickKeys Editor and open a word processing document that already contains text.
7. Select a block of text and press the keystroke you assigned to this Shortcut. The block of text you selected is immediately changed, depending on what type of Shortcut action you chose.

## ADVANCED TEXT TOOLS OPTIONS

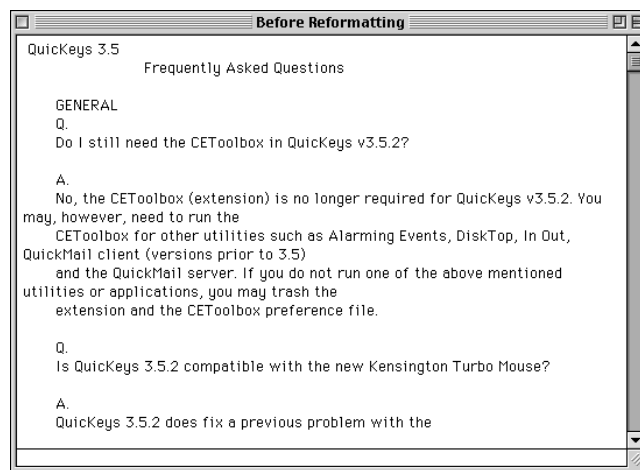
This section describes the Shortcut-specific properties available with the Advanced Text Tools plug-in.

### Prompt for Action

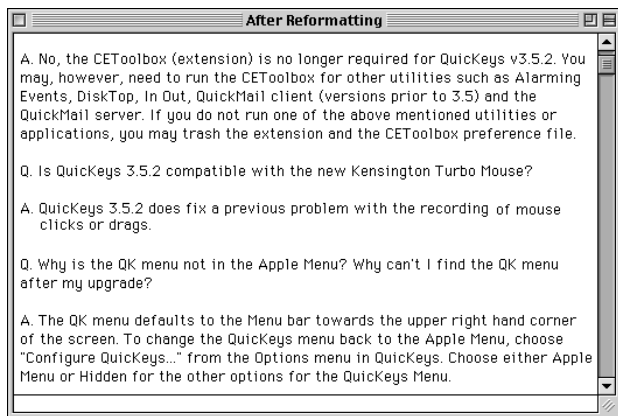
If you select this check box, QuickKeys prompts you to select a formatting type when you trigger the Advanced Text Tools Shortcuts.

### Reformat

Removes carriage returns and white space from selected text. This is especially useful for people who want to copy text from a Web page or an E-mail message.



**Figure 105:** Text that has not been reformatted.



**Figure 106:** Text that has been reformatted.

## Quote

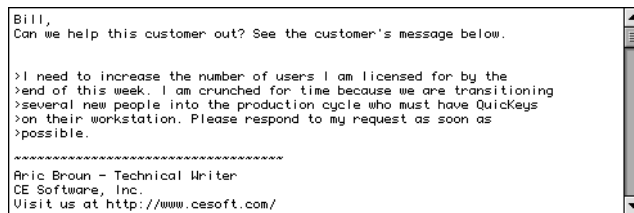
Inserts a pre-specified character at the beginning of each line of selected text. For example, this option is useful if you want to forward a message from a client to your manager and you need to distinguish your comments from the customer's comments.

## Character

Specify a character for the Quote Text option. You can specify up to five characters in this field.

## Line Length

Specify the number of consecutive characters the Quote Text option counts before inserting the pre-specified quote character.



**Figure 107:** This is an illustration of what quoted text looks like. In this example, the greater than (>) character is used to distinguish the customer's comments from the sender's comments.

## Remove Quotes

Deletes the quote character inserted at the beginning of each line of selected text. This option is useful when E-mail reply text needs to be copied to a word processing document.

## Uppercase

Converts all selected text to uppercase characters. For example, the sentence you just read would look like this after selecting it and triggering the Uppercase option: CONVERTS ALL SELECTED TEXT TO UPPERCASE CHARACTERS.

## Lowercase

Converts all selected text to lowercase characters. For example, the sentence you just read would look like this after selecting it and triggering the Lowercase option: converts all selected text to lowercase characters.

## Title Case

Converts all selected text to title case characters. For example, the sentence you just read would look like this after selecting it and triggering the Title Case option: Converts All Selected Text To Lowercase Characters.



**Cipher Text**

Safeguards selected text. This process scrambles the text so the content remains secure. For example, this option would be useful if you were sending an E-mail message over the Internet and you wanted to make the text of the message more difficult to access.

- ❖ Only QuicKeys 4.X or QuicKeys® PowerPak users can decipher scrambled text.

**Decipher Text**

Deciphers text that has been scrambled with the Cipher Text option.



## CHAPTER 8 FILE TOOLS

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All computer users must learn how to manipulate files and folders early in their computer experience. Navigating through countless directories searching for that one file soon becomes second nature out of necessity, but such tasks can also become quite time-consuming. Quickeys can automate these tedious processes with plug-ins such as Batch Processor, Open, Folders, File Handler, and Recent Files.

### BATCH PROCESSOR

The Batch Processor Shortcut can be an invaluable tool if you routinely perform the same actions on multiple files. The Batch Processor runs a sequence of steps on a group of files you specify. For example, you can convert a group of graphics from PICT to GIF format, or you can format a series of desktop publishing documents.

- ▲ To use the Batch Processor plug-in, you must be familiar with QuicKeys Sequences. For more information on Sequences, see Chapter 14.

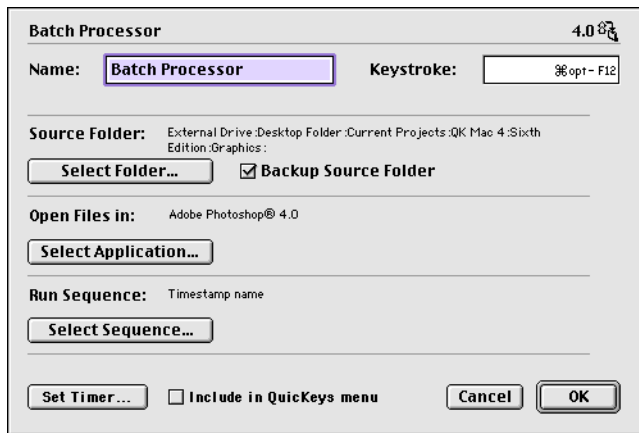
### SETTING UP BATCH PROCESSOR SHORTCUTS

Three basic operations must be completed to create a Batch Processor Shortcut: specify the files to be processed, create a Sequence that processes the files, and specify the Batch Processor trigger. The following series of steps takes you through each of these operations. If you have any difficulty with your Batch Processor Shortcut, make sure you read through the Batch Processor guidelines that follow this section.

#### To set up a Batch Processor Shortcut:

1. In the Finder, create a source folder containing all the files that are part of the batch processing job.
2. Create a destination folder anywhere on your hard drive where the files will be stored after they are processed.
3. Open one of the files you want to process and, using the file as a “test subject,” create a Sequence containing all the steps you want to perform on the files in the source folder. Make sure the Sequence contains a step that saves the file to the destination folder you created in Step 2.
4. Open your new Sequence and insert a Pause for your first step. See page 154 for more information on Pauses.
5. Click OK to close the Sequence Editor.
6. In the QuicKeys Editor, select the Keysets tab and choose Create > File Tools > Batch Processor.

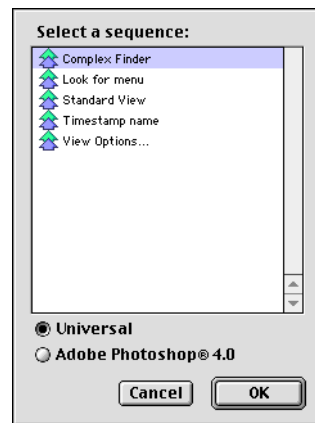
7. In the Batch Processor Shortcut Properties dialog, click the Select Folder button.



**Figure 108:** The Batch Processor Shortcut Properties dialog.

8. Navigate to the source folder you created in Step 1 and click Open.
9. Check the Backup Source Folder check box in the Shortcut Properties dialog to make a copy of your files before processing them. This option ensures that your original files will not be affected if something goes wrong during the batch process.
10. Click the Select Application button and locate the application you want to use to process the selected files.
11. Click the Select Sequence button.
12. Choose the Sequence you created in Step 3. Click the Universal radio button if your Sequence is part of the

Universal Set or click the application-specific radio button if your Sequence is scoped to a particular application.



**Figure 109:** Select a Sequence from the Sequence list.

13. Click OK when you are finished selecting a Sequence. The Shortcut Properties dialog again appears.
14. Type a name for this Shortcut in the Name box.
15. Specify a trigger for this Shortcut and click OK.

## TRIGGERING BATCH PROCESSOR SHORTCUTS

When you're ready to process the selected files, trigger the Batch Processor Shortcut. An icon resembling a cassette flashes over the Apple icon during playback. QuickKeys takes a moment to sort out the different components of the project so give it time to get started after you trigger the Shortcut. When the process is finished, your altered files are located in the destination folder you created in Step 2 and your original files remain in the source folder.

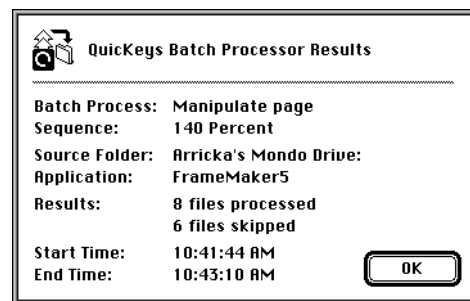
### Batch Processor Guidelines

Remember the following guidelines when you create a Sequence for the Batch Processor.

- Do not include the Open File step as part of your Sequence; the Batch Processor plug-in performs this action as part of its standard operation.
- The Batch Processor plug-in cannot work smoothly with applications that display splash screens or informational dialogs. For example, a “Tip of the Day” window displays by default when you launch Microsoft Word. To avoid conflicts in your batch process, adjust your respective application preferences to avoid displaying these types of prompts.
- You must typically include the Save command in the Sequence.
- Test your Sequence before using it in the Batch Processor.
- Do not save the files 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.

## The Batch Processor Results Window

When your batch processing job is finished, the Results dialog displays. It shows 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.



**Figure 110:** The Batch Processor Results window.

The Batch Processor plug-in also keeps a log of its progress so you know the cause of any problems that occur during the playback of the Shortcut. To see the log report, double-click the log file. It is located in the folder 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.

## FILE HANDLER

The File Handler Shortcut is useful when you want to rename, move, or edit the attributes of selected files. Attributes can be anything from security access to file types. This feature is extremely valuable if you ever work with large batches of files.

For example, some Web sites make heavy use of scanned or digital photographs. Often, these are delivered in large batches to Web Site Managers to be posted on the Web. QuicKeys makes it possible to rename all the images at once with numerical or alphabetical modifiers, so that files named 001.jpg, 002.jpg, etc. can be renamed chicago001.jpg, chicago002.jpg, etc. This helps identify the batch of images.

Additionally, files can be locked and unlocked by QuicKeys with a single keystroke or mouse click. This is valuable when you want to lock a batch of original images to ensure that modifications are made only to copies. The tasks, or Shortcuts, available with File Handler include:

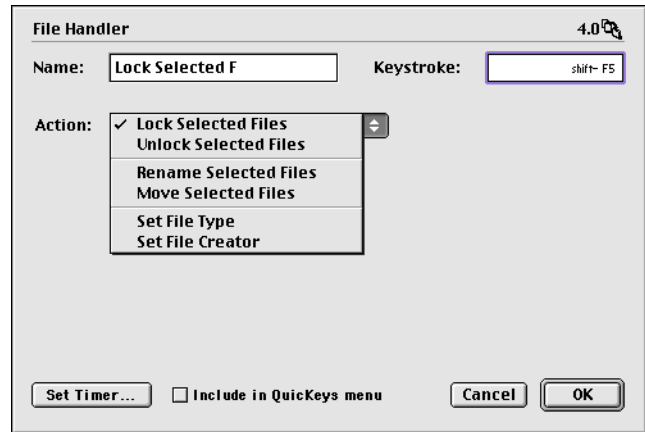
- Lock Selected Files
- Unlock Selected Files
- Rename Selected Files
- Move Selected Files
- Set File Type
- Set File Creator

▲ Each of the File Handler shortcuts must be triggered in the Finder.

## SETTING UP FILE HANDLER SHORTCUTS

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > File Tools > File Handler.

3. Select an option from the Action pop-up menu. For example, choose Lock Selected Files.



**Figure 111:** The File Handler Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke to the Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuicKeys Editor.
8. Select a file on your hard drive. Press the keystroke or other trigger you assigned to this Shortcut. The action you selected for this Shortcut should immediately alter the selected file.

## Using Drag-and-Drop

If you have a File Handler Shortcut on one of your QuicKeys toolbars, you can use drag-and-drop functionality to make creating File Handler Shortcuts even easier. Just drag a file to a File Handler button on your toolbar and select the action you

want performed in the drop-down window that appears. For example, if you drag a Microsoft Word document to a File Handler button on your toolbar, you can choose which File Handler action to perform on the file.



**Figure 112:** The File Handler toolbar button supports dynamic menu selections.

## FILE HANDLER OPTIONS

This section describes the Shortcut-specific properties available with the File Handler plug-in.

### Lock/Unlock Selected Files

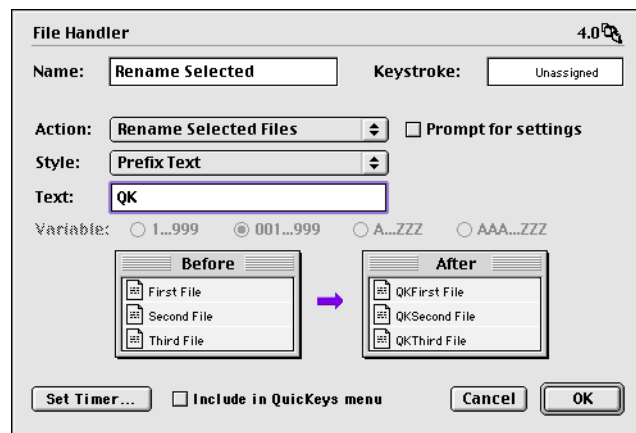
With a Mac computer, you can protect a file by selecting it, clicking the Get Info option, and selecting the Locked check box in the Info dialog. When a file is locked, you can open and copy its contents, but you can't change or delete the file. QuicKeys simplifies this process by allowing you to lock and unlock files with a single keystroke.

### Rename Selected Files

Typically, if you want to rename a large number of files, you must select each file and type a new name for it. You can avoid that long process by using QuicKeys to append text or numbers to multiple files automatically. Use it with the Batch Processor plug-in (discussed on page 77) so you can move on to other projects while QuicKeys finishes the tedious tasks.

### Prefix Text

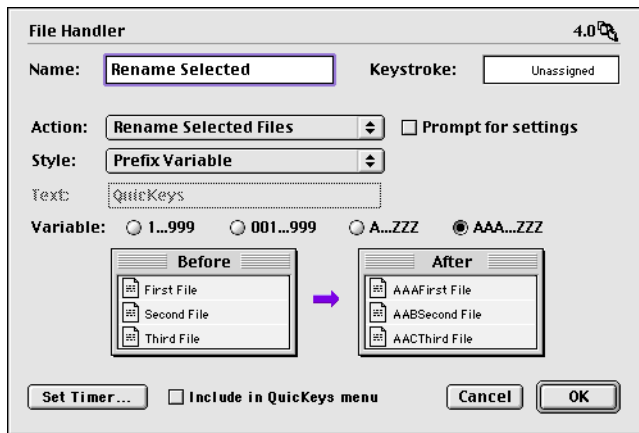
Select Prefix Text when you want to insert specific characters at the beginning of a filename. For example, change “First File” to “QKFirst File.”



**Figure 113:** Rename selected files with user-specified prefix text.

### Prefix Variable

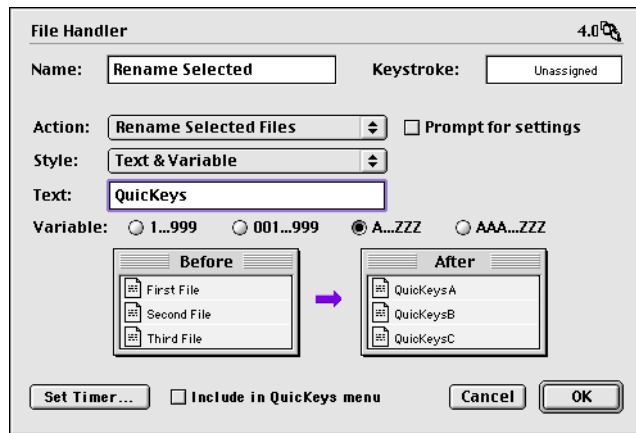
Select Prefix Variable when you want to insert alphanumeric characters at the beginning of a filename. For example, change “First File” to “AAAFirst File.”



**Figure 114:** Rename selected files with one of four available variable formats.

### Text & Variable

Select Text & Variable when you want to replace existing filenames with both user-specified text *and* alphanumeric characters. For example, change “First File” to “QuicKeysA.”

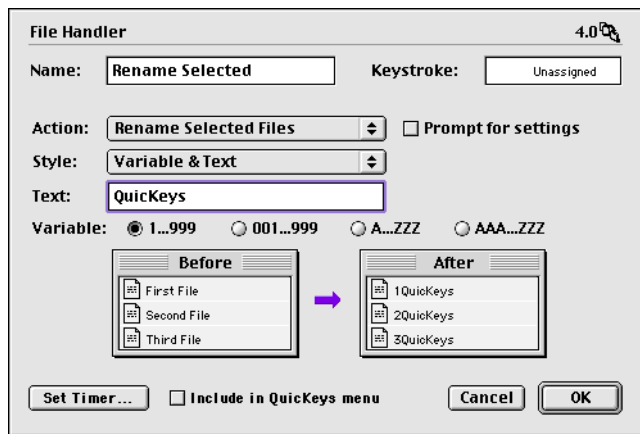


**Figure 115:** Rename selected files with Text and one of four available variable formats.



### Variable & Text

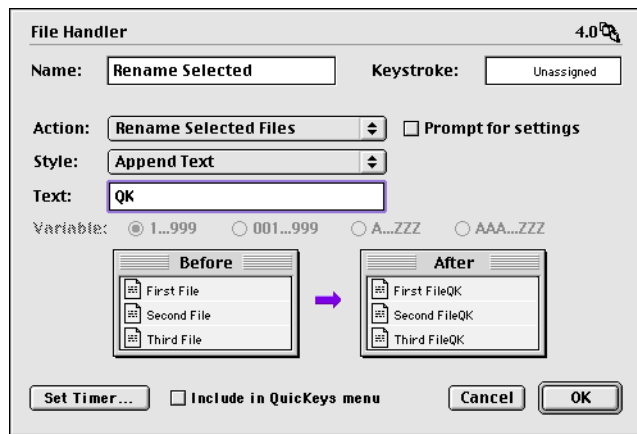
Select Variable & Text when you want to replace existing filenames with both alphanumeric characters *and* user-specified text. For example, change “First File” to “1QuickKeys.”



**Figure 116:** Rename selected files with Text and one of four available variable formats.

### Append Text

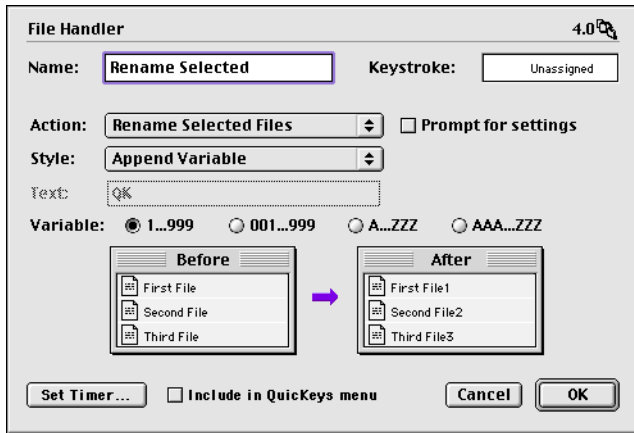
Choose Append Text when you want to add user-specified text to selected filenames. For example, change “First File” to “First FileQK.”



**Figure 117:** Add user-specified text to the end of selected filenames.

### Append Variable

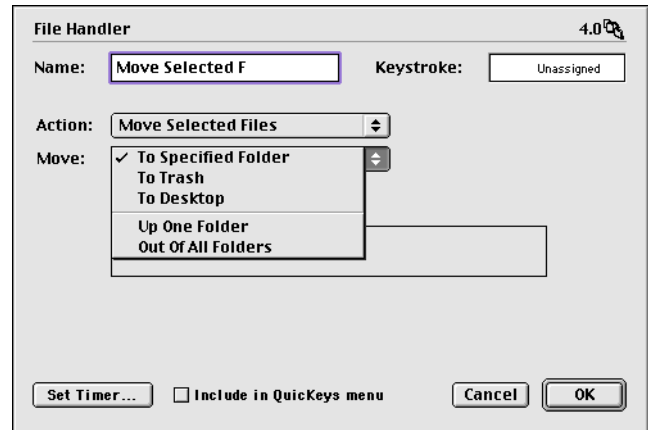
Choose Append Variable when you want to add one of the four available variable formats to selected filenames. For example, change “First File” to “First File1.”



**Figure 118:** Add one of the four available variable formats to the end of selected filenames.

### Move Selected Files

When working with computers, there are many times when you need to move files around to organize them or make them more accessible. With the Move Select Files component of the File Handler plug-in, you can move selected files to the Desktop, Trash, to a user-specified folder, up one folder level, or out of all folders to the main level of the drive.

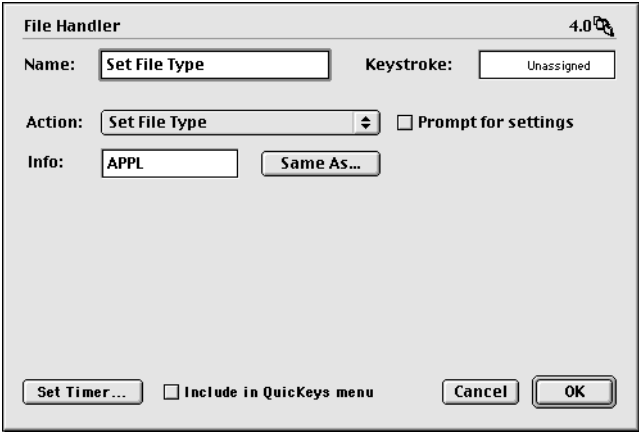


**Figure 119:** Choose where you want to move your selected files.

### Set File Type/Creator

Type and Creator files consist of four characters that the Mac recognizes and links to a specific application. Most applications have at least two “types” associated with them. For example, SimpleText uses “TEXT” for “read/write” files and “ttrt” for “read only” files. If you want to change SimpleText “read only” files to “read/write” files quickly, you can use a Set File Type shortcut to assign the file “read/write” attributes with a single keystroke.

- ❖ These shortcuts do *not* alter the contents of your files.



**Figure 120:** Choose the file type or creator you want to use for your selected files.

Example File Types:	Example Creator Codes:
XLS5 — Microsoft Excel	XCEL — Microsoft Excel
TEXT — SimpleText Read/Write	ttxt — SimpleText
ttro — SimpleText Read Only	
W6BN — Microsoft Word 6	MSWD — Microsoft Word
8BPS — Adobe Photoshop	8BIM — Adobe Photoshop

### FILE LAUNCH

The File Launch Shortcut is useful when you want to open applications and documents with a trigger. For example, you can use this Shortcut to open a report you frequently need to edit.

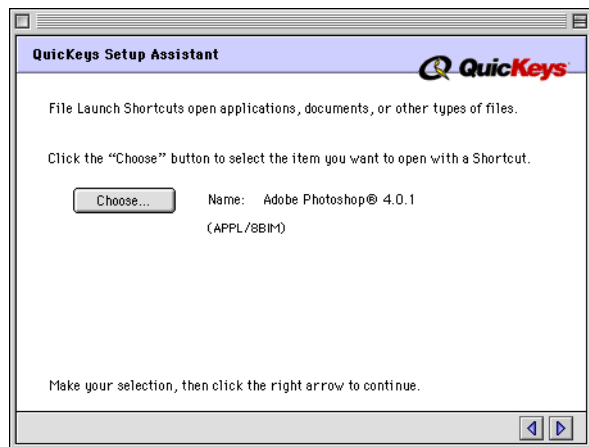
- ❖ The File Launch plug-in can only display application-specific icons if you are using system 8.5 or greater.

### SETTING UP FILE LAUNCH SHORTCUTS

There are four ways to create QuickKeys File Launch Shortcuts: use the Setup Assistant, use the Shortcut Properties dialog, use the contextual menu, or use drag-and-drop functionality.

## Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.



**Figure 121:** The File Launch Setup Assistant.

## Using the Shortcut Properties Dialog

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > File Tools > File Launch. A standard Open dialog appears.

3. Navigate to the file you want to launch with this Shortcut and click Open. The Shortcut Properties dialog appears with the file you selected listed in the Name field.



**Figure 122:** The File Launch Shortcut Properties dialog.

4. Click the Include in QuickKeys menu check box.
5. Click OK. Your new Shortcut immediately appears in the Keysets tab.
6. Close the QuickKeys Editor.
7. Select this Shortcut from your QuickKeys menu. The file you specified immediately opens.

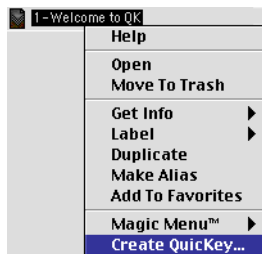
## Using the Contextual Menu

When you Control-click a file in Mac OS 8.0 or greater, a contextual menu appears. QuickKeys places an option in the contextual menu you can use to create a File Launch Shortcut.

### To create a File Launch Shortcut:

1. Press the Control key at the same time you click a file.

2. Select Create QuickKey from the contextual menu that appears. A Shortcut Properties dialog appears.



**Figure 123:** QuicKeys appears in some contextual menus.

3. Choose File Launch from the Type pop-up menu.
4. Position your cursor in the Keystroke box and press the key combination you want to use to trigger this Shortcut.
5. Click OK when you are finished. Your new File Launch Shortcut is immediately available to you using the trigger you specified.

### Using Drag-and-Drop

If you have a QuicKeys toolbar displayed on your desktop, you can drag a file to the toolbar to create a File Launch Shortcut. Once you drag the file to the toolbar, a button displays on the toolbar with the file's name used for the button title. Click the button when you want to launch the file.

- ❖ The QuicKeys Backgrounder must be running for the drag-and-drop feature to work.

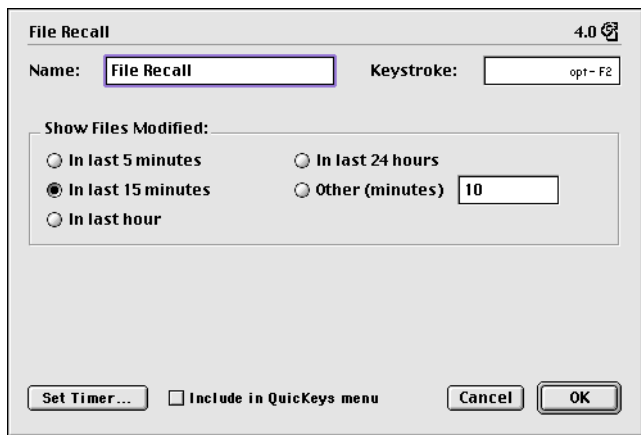
## FILE RECALL

The File Recall Shortcut gives you more precise control of the files you want to locate than what is provided by the Mac. It enables you to find up to 100 recently modified files by searching modification dates using a time interval you specify. For example, if you download a new shareware application from the Internet and cannot find it when you search for it the next day, the File Recall plug-in can find it for you. You can choose from the following modification intervals when you direct the File Recall plug-in to locate files:

- Files modified in the last 5 minutes
- Files modified in the last 24 hours
- Files modified in the last 15 minutes
- Other (in minutes)
- Files modified in the last hour

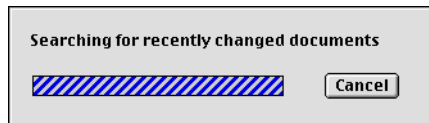
## SETTING UP FILE RECALL SHORTCUTS

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > File Tools > File Recall. The Shortcut Properties dialog appears.
3. Select an option from the Show Files Modified area of the dialog. For example, select In last 5 minutes to display a list of all the files modified in the last five minutes.
4. Type a name for the Shortcut in the Name box.



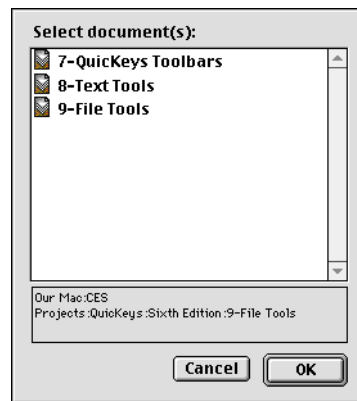
**Figure 124:** The File Recall Shortcut Properties dialog.

5. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.
8. Press the keystroke you assigned to this Shortcut. The status bar shown in Figure 125 appears. When QuickKeys is done with its search, a list of all the files modified in the interval you specified appears.



**Figure 125:** The status bar shown here appears when you trigger File Recall Shortcuts.

9. Select which document you want to open from the list QuickKeys prepares for you and click OK.



**Figure 126:** Select a document from the File Recall list.

## FILE RECALL OPTIONS

This section describes the Shortcut-specific properties available with the File Recall plug-in.

### Omitting files from your search

You can omit specific files from File Recall's scan for recently modified files. For example you probably don't want to open Netscape® cache files, so you can exempt them from the File Recall scan. See page 167 for more information.

### Other

1,440 (24 hours) is the maximum number of minutes you can enter in the Other box.

## FOLDERS

The Folders Shortcut is useful if you frequently switch between folders during the course of your computer work. For example, if you are a Web Site Manager, your Web sites contain hundreds, if not thousands, of files and dozens of folders. Maneuvering to open or save a file within the Open and Save dialogs requires either a lot of mouse movement or keyboarding. QuicKeys increases your productivity by enabling you to set up Shortcuts to folders. With a simple Folders keystroke, you can move deep into the folder hierarchy and save countless hours.

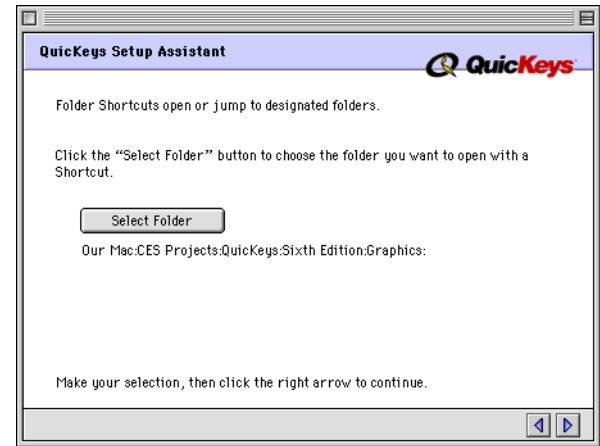
### SETTING UP FOLDERS SHORTCUTS

There are four ways to create QuicKeys Folders Shortcuts: use the Setup Assistant, use the Shortcut Properties dialog, use the contextual menu, or use drag-and-drop functionality.

- ▲ When you specify a folder for the Folders Shortcut, keep in mind that pressing the Select button in an Open or Save dialog chooses the folder that is displayed in the destination pop-up list, even if you have a folder highlighted. You must *open* the folder you want to select for QuicKeys to recognize it as the target folder.

### Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuicKeys Editor or select Setup Assistant from the QuicKeys menu. Read each panel of the Setup Assistant and follow the instructions.

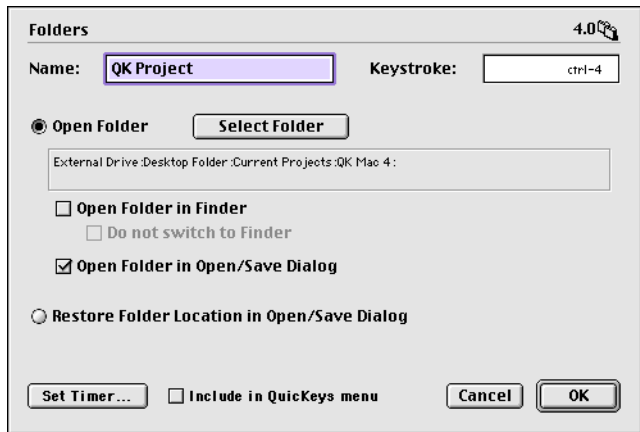


**Figure 127:** The Folders Setup Assistant.

### Using the Shortcut Properties Dialog

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > File Tools > Folders. The Shortcut Properties dialog appears.

3. Select a folder location option. For example, select Open Folder and click the Select Folder button to choose the folder you want to open.



**Figure 128:** The Folders Shortcut Properties dialog.

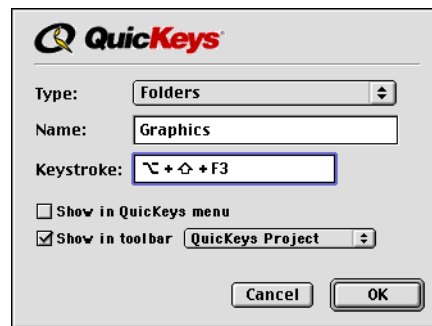
4. Select the Open Folder in Open/Save Dialog check box to open the selected folder only when an open or save dialog is in the foreground. See page 91 for information on the other options in this dialog.
5. In the Name box, type a name for the Shortcut.
6. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
7. Click OK. Your new Shortcut immediately appears in the Keysets tab.
8. Close the QuickKeys Editor.
9. Launch an application and select Open from the File menu. Press the keystroke you assigned to this Shortcut. The contents of the folder you specified appears.
10. Select the file you are looking for and click OK.

## Using the Contextual Menu

When you Control-click a file in the Finder, a contextual menu appears. QuickKeys places an option on the contextual menu you can use to create a Folders Shortcut.

**To create a Folders Shortcut with the contextual menu:**

1. Press the Control key at the same time you click a folder.
2. Select Create QuickKey from the contextual menu that appears. An abbreviated Shortcut Properties dialog appears.



**Figure 129:** This dialog appears after you select a QuickKeys option from a contextual menu.

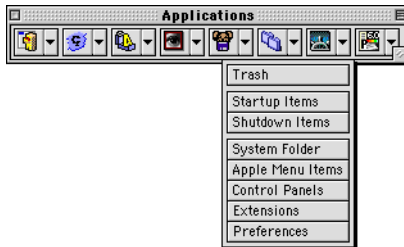
3. Choose Folders from the Type pop-up menu.
4. Type a name for the Shortcut.
5. Position your cursor in the Keystroke box and press the key combination you want to use to trigger this Shortcut.
6. Click OK when you are finished. Your new Shortcut is immediately available to you using the trigger you specified.



## Using Drag-and-Drop

If you have a Folders Shortcut on one of your QuickKeys toolbars, you can use drag-and-drop functionality to make creating Folders Shortcuts even easier. Just drag a file or folder to a Folders button on your toolbar and select the action you want performed in the drop-down window that appears.

For example, if you drag a folder to a Folders button on your toolbar, you can choose to put the folder in the trash, Startup Items folder, Shutdown Items folder, System Folder, Apple Menu Items folder, Control Panels folder, Extensions folder, or the Preferences folder.



**Figure 130:** The Folders toolbar button supports dynamic menu selections.

## FOLDERS OPTIONS

This section describes the Shortcut-specific properties available with the Folders plug-in.

### Open Folder

Select this option to jump to a specified folder. When you trigger a Folders Shortcut *before* you ask your application to open a document, the contents of the selected folder appears in a standard Open dialog. Additionally, if you choose to switch to a folder that resides on an unmounted drive, QuickKeys prompts you for a user name and password and mounts the drive so it can display the contents of the selected folder.

### Select Folder

Click this button to navigate to the folder you want to jump to when you trigger a Folders Shortcut.

### Open Folder in Finder

Select this option to bring the specified folder to the foreground in a Finder window.

### Do Not Switch to Finder

Select this option to open the specified folder in a Finder window at the Finder level. If this option is selected and another application, such as Microsoft Word is active, the folder window displays behind the Microsoft Word document.

### Open folder in Open/Save dialog

Select this option to open the specified folder when a standard Open or Save dialog is in the foreground.

### Restore Folder Location in Open/Save Dialog

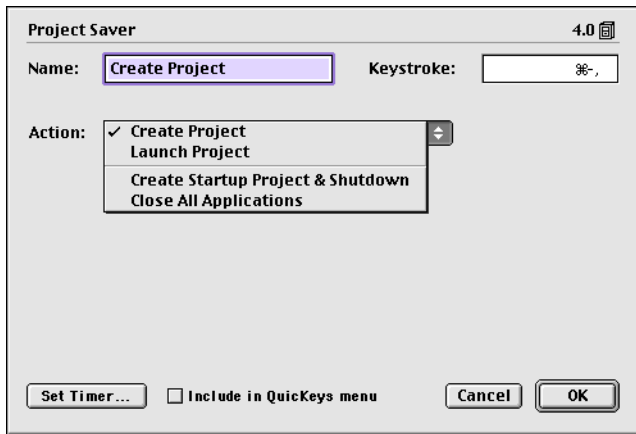
Select this option to return to the folder that was current when you triggered your first Folders Shortcut. QuickKeys remembers the last-used Folders Shortcut until you restart. After you restart, triggering this Shortcut selects the startup disk.

## PROJECT SAVER

This plug-in may be one of the most valuable time-savers in QuicKeys. Imagine you are working on a project late in the afternoon and you remember that your kid's soccer game starts in 30 minutes. You trigger your Project Saver Shortcut and shut down your computer. The next morning when you come into work, you simply restart your computer and press the Project Saver trigger again. In an instant each file that you were using the previous afternoon is open and ready to go.

### SETTING UP PROJECT SAVER SHORTCUTS

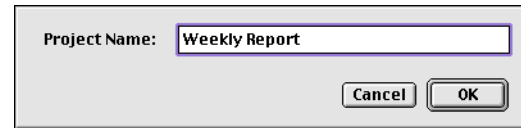
1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > File Tools > Project Saver. The Shortcut Properties dialog appears.
3. Select an option from the Action pop-up list. For example, select Create Project.



**Figure 131:** The Shortcut Properties dialog for the Project Saver plug-in.

4. In the Name box, type a name for the Shortcut.

5. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuicKeys Editor.
8. Trigger the Project Saver Shortcut you created. The dialog shown in Figure 132 appears.



**Figure 132:** Type the name of your project at the prompt.

9. Type a name for the project and click OK. All the documents and applications that were open at the time you triggered the Create Project Shortcut are preserved under the project name you typed.

### PROJECT SAVER OPTIONS

This section describes the Shortcut-specific properties available with the Project Saver plug-in.

#### Create Project

Select this option when you want QuicKeys to remember all the applications that are currently open. When you trigger this Shortcut, you must specify a name for the project and click OK.

#### Launch Project

Select this option when you want QuicKeys to display a list of available projects. When you select a project from this list and click the Launch button, all the applications and files that pertain to the selected project are launched.

#### Create Startup Project & Shutdown

Select this option when you want QuicKeys to memorize all the files that are currently open and then shut down your computer.

Before your computer shuts down, an alias of the Project Saver Info file is placed in your Startup Items folder so QuickKeys can open the appropriate files upon restart. Immediately after your computer is restarted and the selected files are opened, the alias is deleted from the Startup Items folder. The project folder that contains the actual Info file is preserved in the <startup drive>:System Folder:Preferences:QuickKeys Folder:Projects folder. See the section in this chapter on “Editing Project Saver Shortcuts” for information on editing the contents of an existing project folder.

### Close All Applications

Select this option to close all your applications with a QuickKeys trigger.

## PROJECT SAVER TIPS

- The Project Saver plug-in depends on valid desktop files, so if you have difficulty using the Project Saver plug-in, try rebuilding your desktop. To rebuild your desktop, restart your computer and press the Command key and the Option key as your computer restarts. Do not release the Command+Option keys until you are prompted to rebuild your desktop files.
- In certain applications, Project Saver cannot recognize which files are open due to the way some applications handle files. Consequently, Project Saver Shortcuts do not work for all applications.
- See page 167 for information on omitting specific files from the Project Saver’s scan for recently modified files. For example, you probably don’t want Project Saver to include Netscape cache files as part of the project files it “memorizes” and opens.

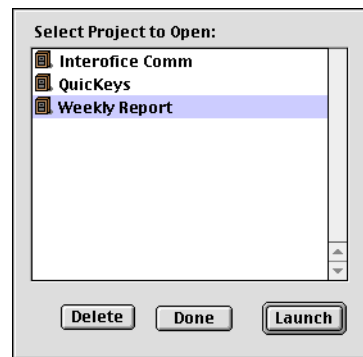
## EDITING PROJECT SAVER SHORTCUTS

When you want to edit existing projects you have created with the Project Saver Extension, open the :System Folder:Preferences:QuickKeys Folder:Projects folder and make the necessary changes to the appropriate project folder. The individual project folders should only contain aliases of applications and documents.

## DELETING PROJECTS

To delete individual projects within the Project Saver Shortcut:

1. Trigger the Launch Project Shortcut.
2. In the project list that appears, select the project you want to delete.



**Figure 133:** The Project Saver project list.

3. Click the Delete button.



## CHAPTER 9 SYSTEM TOOLS

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System Tools are invaluable if you like to control or change the appearance and behavior of the Mac environment, but you don't like digging around in the system preferences. You can use the System Tools plug-ins to change your screen settings, cut and paste text and graphics, control your PowerBook computer, and much more. The System Tools include:

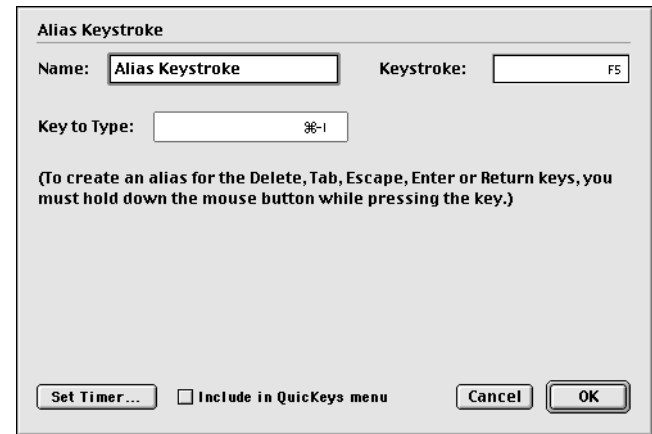
- Alias Keystroke
- App Switcher
- Button
- Click
- FKEYs
- Mac OS Specials
- Menu
- Mousies
- PowerBook Specials
- Scrap Ease
- Screen Ease
- Specials
- View Switcher

### ALIAS KEYSTROKE

To truly personalize your computer, you need to be able to choose how you interact with it. QuickKeys gives you this ability with the Alias Keystroke plug-in. This plug-in provides a way to change keystroke assignments built into your applications with QuickKeys keystrokes that make sense to you. For example, if you upgrade one of your applications only to find that your favorite built-in keystrokes have been changed, you can just change them right back to what you're accustomed to using with the Alias Keystroke Shortcut.

### SETTING UP ALIAS KEYSTROKE SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Alias Keystroke.



**Figure 134:** The Alias Keystroke Shortcut Properties dialog.

3. Position your cursor in the Key to type box and press the keystroke you want to replace. For example, if you want to use F5 instead of Command+I, type Command+I in this box.
4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke to the Shortcut. For example, if you want to use F5 instead of Command+I, type F5 in this box.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.

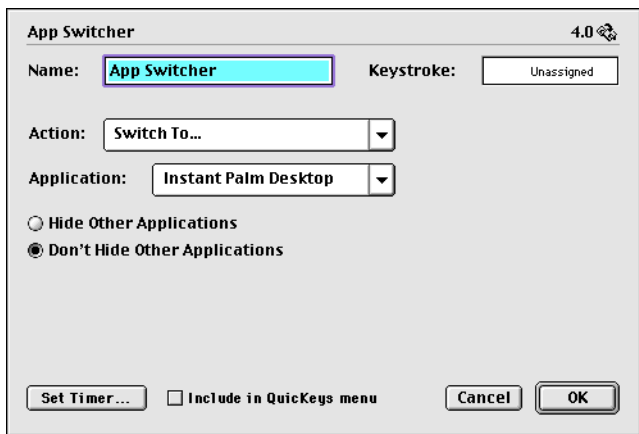
7. Close the QuickKeys Editor.
8. Press the keystroke or other trigger you assigned to this Shortcut.

## APP SWITCHER

App Switcher enables you to move between applications with a keystroke rather than a series of mouse clicks. You can create App Switcher Shortcuts that switch to particular applications, move through all open applications in succession, or toggle between two open applications.

### SETTING UP APP SWITCHER SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > App Switcher. The Shortcut Properties dialog appears.



**Figure 135:** The App Switcher Shortcut Properties dialog.

3. Select an option from the Action menu and make selections for any additional options that appear.
4. Type a name for the Shortcut in the Name box.

5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.
8. Launch a few applications. Press the keystroke or other trigger you assigned to this Shortcut. The application you selected for this Shortcut should display immediately.

### APP SWITCHER OPTIONS

This section describes the Shortcut-specific properties available with the App Switcher plug-in.

#### Switch To

Choose this option to display the specific application you chose from the Application pop-up list of the Shortcut Properties dialog.

#### Switch Back

Choose this option to move from your current application to the previous application displayed.

#### Select Application from List

Choose this option to display a list of applications you can use to make a different application active.

## Previous Application

Select this option to display the previous application listed in the application menu.



**Figure 136:** In this example, FrameMaker is the “next” application and Photoshop is the “previous” application.

## Next Application

Select this option to display the next application listed in the application menu.

## Application

When the Switch To option is selected in the Action pop-up list, the Application pop-up list is enabled. Use this list to select which application you want to switch to when you trigger the App Switcher Shortcut. The Application list includes all the applications that are currently open on your computer.

## Hide Other Applications

Hides other application windows when you toggle to a different application.

## Don’t Hide Other Applications

Leaves windows visible when you toggle to a different application.

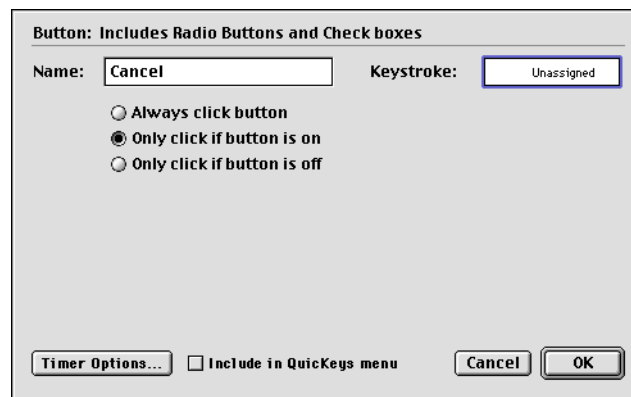
# BUTTON

The Button Shortcut clicks radio buttons and check boxes in the frontmost window. For example, you might want a Shortcut that clicks the Cancel button in a dialog when you press Alt+Ctrl+C.

- ❖ The Button Shortcut is especially useful in QuickKeys Sequences. See page 139 for more information on Sequences.

## SETTING UP BUTTON SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Button.



**Figure 137:** The Button Shortcut Properties dialog.

3. Choose under what condition the button will be clicked. For example, select Always click button to always click the active button in a dialog.
4. Type the name of the button you want to select in the Name box. The name you type must match the button name *exactly* .
5. Assign a keystroke to the Shortcut.

6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.
8. Trigger this Shortcut whenever the button you specified appears in the frontmost dialog.

## BUTTON OPTIONS

This section describes the Shortcut-specific properties available with the Button plug-in.

### Always click button

Select this option to click the specified button, regardless of whether it is enabled or disabled. If you select this option, you can toggle check boxes with the same keystroke.

### Only click if button is on

Choose this option to click the specified button only if it is currently selected.

### Only click if button is off

Choose this option to click the specified button only if it is *not* currently selected.

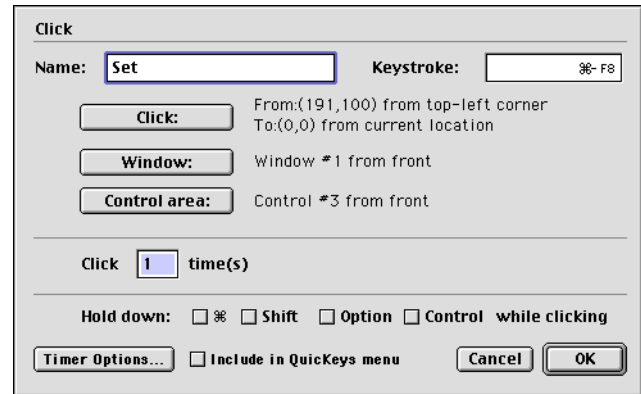
## CLICK

The Click Shortcut enables you to mimic a mouse click with a keystroke. This Shortcut is especially useful in QuickKeys Sequence Shortcuts because there are times when there is no keyboard equivalent for the option you want to select. For example, you can use the Click Shortcut to shrink a document window to its smallest size. Just choose the Click option from the Create menu and drag the window to the size you want to use. QuickKeys records your action and inserts the information from your mouse action into the Click dialog that appears.

## SETTING UP CLICK SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.

2. Select Create > System Tools > Click. The Editor disappears briefly while you use your mouse to perform the Click action you want to record.
3. The Shortcut Properties dialog appears pre-filled with the coordinates and options you selected during your click movements.



**Figure 138:** The Click Shortcut Properties dialog.

4. Assign a keystroke to the Shortcut.
5. Click OK. Your new Shortcut immediately appears in the Keysets tab.
6. Close the QuickKeys Editor.
7. Trigger this Shortcut whenever you want to perform a click.

## CLICK OPTIONS

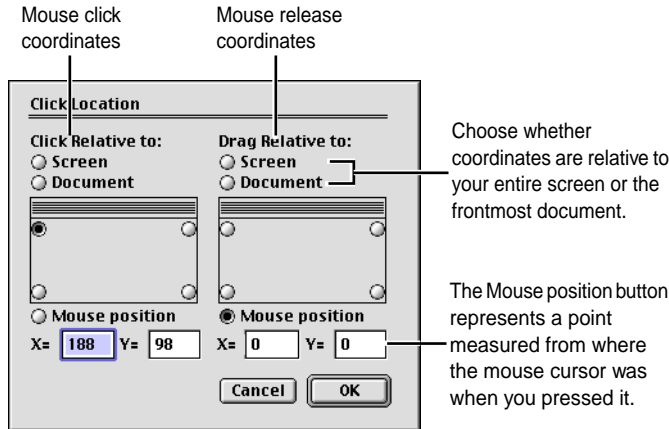
This section describes the Shortcut-specific properties available with the Click plug-in.



## Click

When you select the Click button in the Shortcut Properties dialog, the Click Location dialog shown in Figure 139 appears. The left section of the dialog displays where you pressed down on the mouse button. The right section of the dialog displays where you released the mouse button. QuickKeys automatically completes the Click Location dialog with the coordinates retrieved from the Click Shortcut you recorded.

If you make a Click Shortcut without a drag, the release coordinates are always 0,0.



**Figure 139:** The Click Location dialog enables you to specify screen coordinates for your Click Shortcuts.

## Screen

For both sections of the dialog you can choose whether the click coordinates are relative to the screen or to the frontmost document. When you choose Screen, the coordinates are measured from the top left corner of the entire screen.

## Document

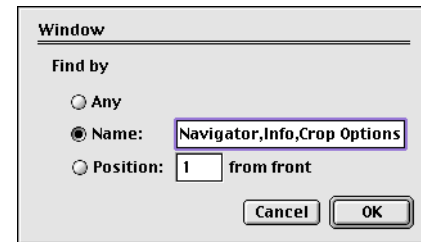
For both sections of the dialog you can choose whether the click coordinates are relative to the screen or to the frontmost document. When you choose Document, the coordinates are measured from the extreme corners of the frontmost document window underneath the title bar. For example, the coordinates for clicking a window's close box are X = 4, Y = -7.

## Mouse Position

In the "click" section of the dialog, this coordinate represents a point measured from where the mouse cursor was when you pressed it. In the "release" section of the dialog, this coordinate represents the cursor's location when you let go of the mouse button relative to where the button was pushed down. Consequently, the "click" section coordinates are typically set at 0,0 since it's the starting point of the measurement.

## Window

When you click the Window button, the Window dialog appears. Use this dialog to select the window in which the Click Shortcut performs the click.



**Figure 140:** In this example, the Click Shortcut first looks for a window named "Navigator," then it looks for a window named "Info," then it looks for a window named "Options."

## Any

Select Any if the click is made regardless of what is displayed on the screen.

### Name

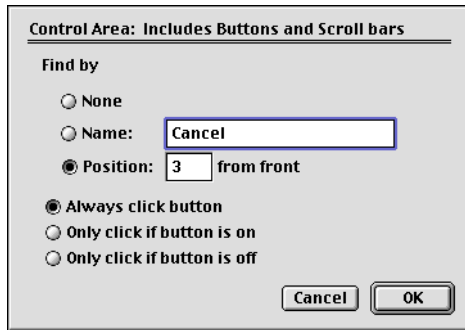
Select Name if you want to specify the name of the document you want to click on. If you want to select a window that has a dynamic name, list a series of comma-delimited names in this box. QuicKeys looks at the first name listed and if it cannot find that window name it proceeds to the next listed window name and so on. This feature is extremely effective if you try to click in one of PhotoShop's floating tool palettes.

### Position

Select this option if you want the click to occur in the window that is as many layers back from the front as the number you enter in the text box.

### Control area

This option controls how the Click Shortcut locates a target if the click occurs in a control area (a button or a scroll bar). This option is used primarily when the control button doesn't have a name.



**Figure 141:** The Control Area dialog.

### None

This option is automatically selected if you haven't clicked in a control area.

### Name

Select Name if you want to specify the name of the control area you want to click on.

### Position

Select this option if you want the click to occur in the control area that is as many layers back from the front as the number you enter in the text box.

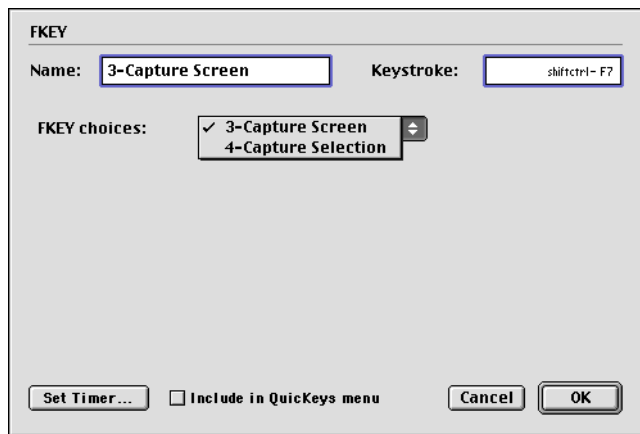
## FKEYS

FKEYs are small applications that are either built into your system or provided by a third-party. QuicKeys provides an FKEYs plug-in that enables you to launch your FKEYs with a QuicKeys trigger.

### Setting Up FKEYs Shortcuts

1. Open the QuicKeys Editor and select the Keysets tab.

2. Select Create > System Tools > FKEYs. The Shortcut Properties dialog appears.



**Figure 142:** The FKEYs Shortcut Properties dialog.

3. Select an option from the FKEY choices menu.
4. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
5. Click OK. Your new Shortcut immediately appears in the Keysets tab.
6. Close the QuickKeys Editor.
7. Press the keystroke or other trigger you assigned to this Shortcut. The FKEY you selected for this Shortcut should react immediately to the trigger.

## MAC OS SPECIALS

The Mac OS Specials plug-in is a collection of Mac tools that automate tasks you may perform frequently on your Macintosh. The tasks available with Mac OS Specials include:

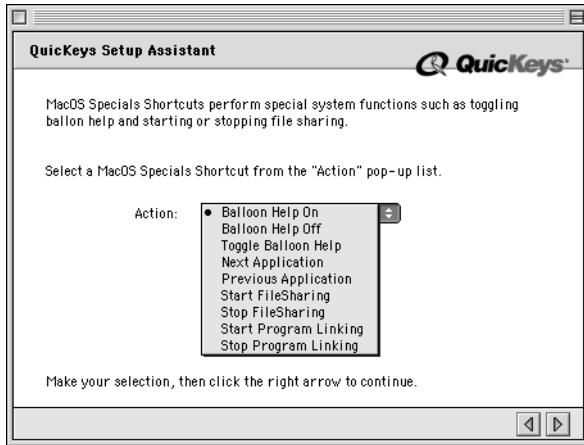
- Balloon Help On
- Balloon Help Off
- Toggle Balloon Help
- Next Application
- Previous Application
- Start File Sharing
- Stop File Sharing
- Start Program Linking
- Stop Program Linking

## SETTING UP MAC OS SPECIALS SHORTCUTS

There are two ways to create QuickKeys Mac OS Specials Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

## Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.



**Figure 143:** The Mac OS Specials Setup Assistant.

## Setting Up Mac OS Specials Shortcuts

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Mac OS Specials. The Shortcut Properties dialog appears.

3. Select an option from the Action menu.



**Figure 144:** The Mac OS Specials Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.
8. Press the keystroke or other trigger you assigned to this Shortcut. The action you selected for this Shortcut should react immediately to the trigger.

## MAC OS SPECIALS OPTIONS

This section describes the Shortcut-specific properties available with the Mac OS Specials plug-in.

### Balloon Help

Choose from three Mac OS Specials options that offer balloon help options: Balloon Help On, Balloon Help Off, and Toggle Balloon Help.

### Next Application

Use this option to switch to the application listed below the active application in the program menu.

### Previous Application

Use this option to switch to the application listed above the active application in the program menu.

### Start/Stop File Sharing

Choose this option to start or stop File Sharing with a simple keystroke.

### Start/Stop Program Linking

Choose this option to start or stop Program Linking with a simple keystroke.

## MENU

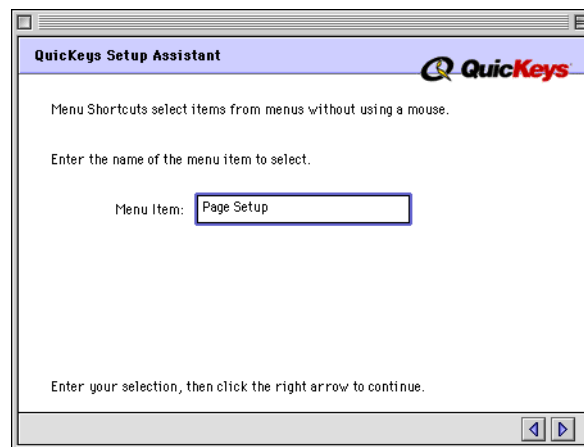
You can select any item from a menu without using a mouse now that you have the Menu plug-in at your disposal. The Menu plug-in is useful when you want to avoid using your mouse, or when you want to select a menu item that does not have a keystroke assigned to it. For example, if you don't want to flip to the Finder to launch an application, you can put an alias of the application in the Apple menu and use a Menu Shortcut to launch it.

## SETTING UP MENU SHORTCUTS

There are two ways to create QuickKeys Menu Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

## Using the Setup Assistant

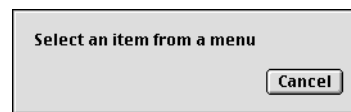
To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.



**Figure 145:** The Menu Setup Assistant.

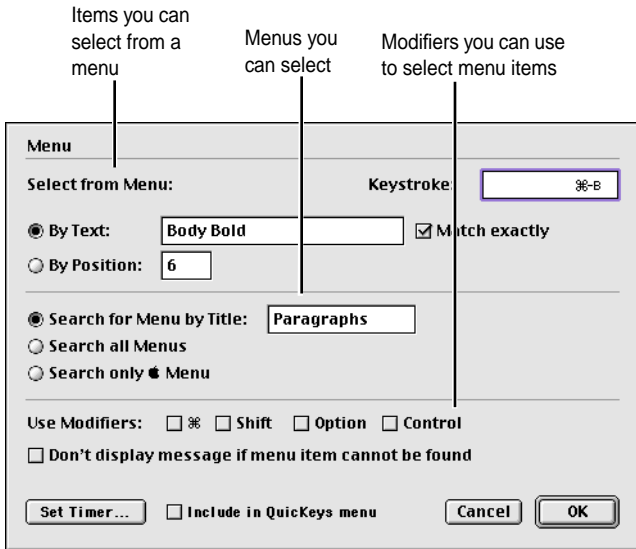
## Setting Up Menu Shortcuts

1. Launch the application you want to use for the Menu Shortcut.
2. Open the QuickKeys Editor and select the Keysets tab.
3. Select Create > System Tools > Menu. Your cursor turns into a menu icon as a little instruction box appears.



**Figure 146:** When this window appears, use your mouse to select a menu item.

- Using your mouse, select the menu item you want to use for this Shortcut. You can select both active and dimmed menu items. The Shortcut Properties dialog appears as soon as you make your selection.



**Figure 147:** The Menu Shortcut Properties dialog.

- The fields in the Shortcut Properties dialog are pre-filled with information taken by QuickKeys while you recorded your menu selection.
- Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
- Click OK. Your new Shortcut immediately appears in the Keysets tab.
- Close the QuickKeys Editor.
- Press the keystroke or other trigger you assigned to this Shortcut. QuickKeys instantly selects the menu item you specified.

## MENU OPTIONS

All of the options available in the Menu dialog can be divided into three categories: items you can select from a menu, menus you can select, and modifier keys you can use to select special menu items.

### Select from Menu

The top of the Menu dialog enables you to select menu items. You can choose by Text to select an item from the menu based on your text specifications, or you can choose by Position to select an item from the menu based on the item's position in the menu. It is sometimes useful to select menu items by position because some menu items are not static (*e.g.* Show Toolbar/Hide Toolbar).

### Search

The middle section of the Menu dialog enables you to specify how to search for menus. You can choose to look in menus that have a specific name, look in all menus, or you can restrict the menu search to the Apple menu.

### Use Modifiers

The bottom of the Menu dialog enables you to select modifier keys that must be pressed while you select a menu item. These modifier keys cause certain menu items to change their form while the menu item is selected.

### Don't display message...

By default, if the Menu Shortcut cannot locate the menu or menu item you want it to find, it displays an alert window. If you do *not* want the alert window to display, check this option.

## MOUSIES

The Mousies plug-in is useful for controlling the appearance and behavior of the Mac without having to use your mouse. The controls available with Mousies include:

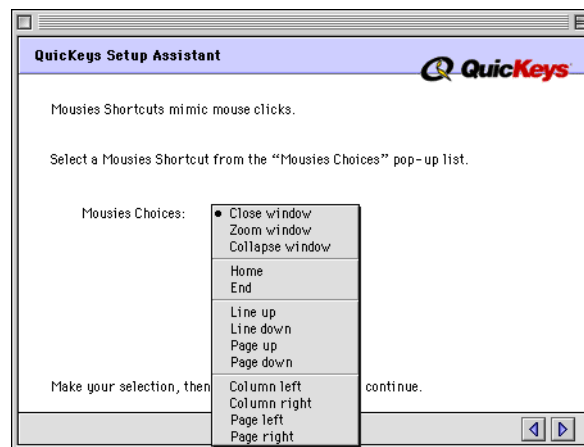
- Close window
- Zoom window
- Collapse window
- Home
- End
- Line up
- Line down
- Page up
- Page down
- Column left
- Column right
- Page left
- Page right

## SETTING UP MOUSIES SHORTCUTS

There are two ways to create Mousies Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

## Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuicKeys Editor or select Setup Assistant from the QuicKeys menu. Read each panel of the Setup Assistant and follow the instructions.



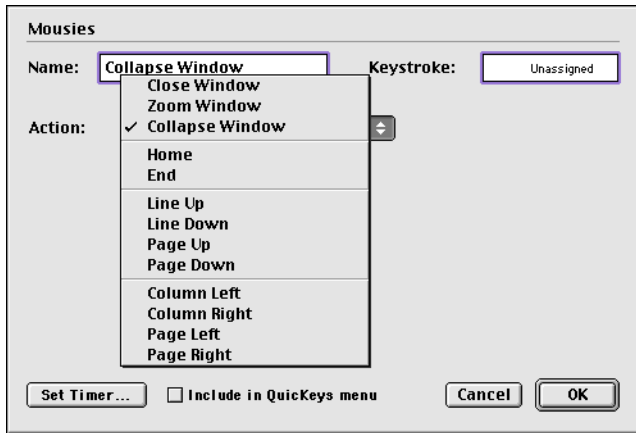
**Figure 148:** The Mousies Setup Assistant.

## Using the Shortcut Properties Dialog

**To create a Mousies Shortcut:**

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Mousies.

3. Select an option from the Action pop-up menu.



**Figure 149:** Select a Mousies action from the Action pop-up menu.

4. Choose a keystroke or some other type of trigger for this Shortcut.
5. Click OK. Your new Shortcut immediately appears in the Keysets tab.
6. Close the QuickKeys Editor and press the keystroke or other trigger you assigned to this Shortcut. The action you specified should take effect immediately.

## MOUSIES OPTIONS

This section describes the Shortcut-specific properties available with the Mousies plug-in.

### Close window

Closes the active window.

### Zoom window

Enlarges the frontmost window.

### Collapse window

Uses the “window shade” feature to collapse the open window into the title bar.

### Home

Jumps to the top of the scroll box within the vertical scroll bar.

### End

Jumps to the bottom of the scroll box within the vertical scroll bar.

### Line up

Jumps up one line.

### Line down

Jumps down one line.

### Page up

Jumps to the top of the current page.

### Page down

Jumps to the bottom of the current page.

### Column left

Jumps one column to the left.

### Column right

Jumps one column to the right.

### Page left

Jumps to the left page of a document.

### Page right

Jumps to the right page of a document.

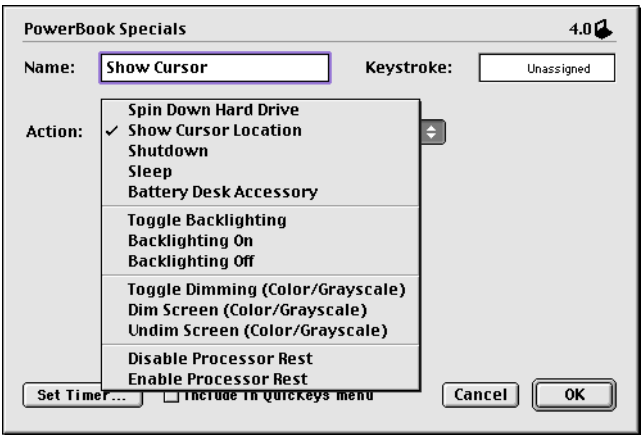


# POWERBOOK SPECIALS

PowerBook Specials are a suite of Shortcuts for Powerbook users.

## SETTING UP POWERBOOK SPECIALS SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Powerbook Specials. The Shortcut Properties dialog appears.
3. Select an option from the Action menu.



**Figure 150:** Choose the task you want to complete from the Action pop-up menu.

4. Type a name for the Shortcut in the Name box.
5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.

8. Press the keystroke or other trigger you assigned to this Shortcut. The action you selected for this Shortcut should react immediately to the trigger.

## POWERBOOK SPECIALS OPTIONS

This section describes the Shortcut-specific properties available with the Powerbook Specials plug-in.

### Spin Down Hard Drive

Turns off your PowerBook's hard drive when it is not in use. The hard drive automatically turns itself back on when you need it.

### Show Cursor Location

Places a flashing circle around the cursor for a few seconds to help you pinpoint the cursor's location.

### Shut Down

Turns off your PowerBook.

### Sleep

Puts your PowerBook in sleep mode.

### Battery Desk Accessory

Displays the battery desk accessory so you can check your power reserves.

### Toggle Backlighting

Turns backlighting on and off.

### Backlighting On

Turns backlighting on.

### Backlighting Off

Turns backlighting off.

### Toggle Dimming

Controls the screen's brightness.

### Dim Screen

Returns the screen's brightness to its normal setting.

### Undim Screen

Increases the screen's brightness.

### Disable Processor Rest

Restores power requirements to their standard operating level.

### Enable Process Rest

Reduces overall power requirements without putting the computer to sleep.

## SCRAP EASE

If you ever use a word processor or an E-mail application, you probably also use the Command+X, Command+C, and Command+V key combinations to cut, copy, and paste text and graphics to and from your system clipboard. But were you ever frustrated by the fact that you can only store one item in the clipboard? Or that the items you save to the clipboard disappear after restart? QuickKeys solves these problems with the Scrap Ease plug-in.

For example, you can store any item you add to Scrap Ease for as long as you want. For times when the Type Text Shortcut can't hold enough text, use the Scrap Ease plug-in. You have much better control and functionality with the Scrap Ease Shortcut than you have with comparable system tools.

1

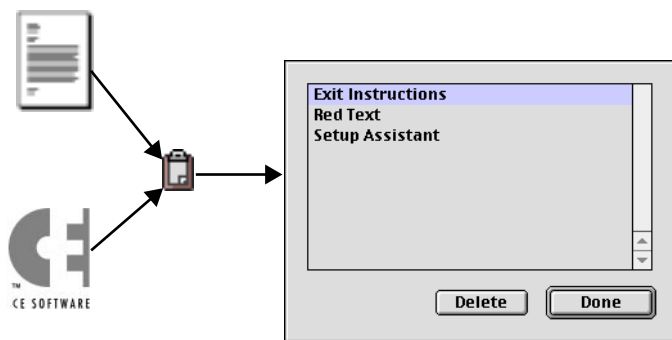
Select a block of text, or a graphic to add to your QuickKeys clipboard.

2

Select the QuickKeys Scrap Ease "copy" trigger to add the selected item to the QuickKeys clipboard.

3

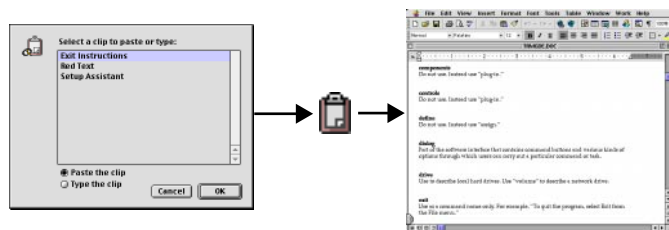
The selected item is added to the QuickKeys clipboard.



**Figure 151:** To use the QuickKeys Scrap Ease Shortcut, you first add Scrap Ease items to your clipboard collection.

**4**  
After you add clips to the QuickKeys clipboard, select the “paste” trigger and choose which Scrap Ease item to paste.

**5**  
The item you select is pasted into your open document.



**Figure 152:** When you have items in your Scrap Ease clipboard, you can then paste them into your documents with a simple QuickKeys trigger.

The QuickKeys clipboard can store and display any type of information supported by the original file. For example, if you copy text from an application that supports stylized text, the QuickKeys clipboard preserves all styles applied to the text in the original application.

### QuickKeys Scrap Ease vs. the System Clipboard

You can add hundreds of items to the QuickKeys clipboard.

The system clipboard allows one item in the clipboard.

You can keep items in the QuickKeys clipboard for as long as you want.

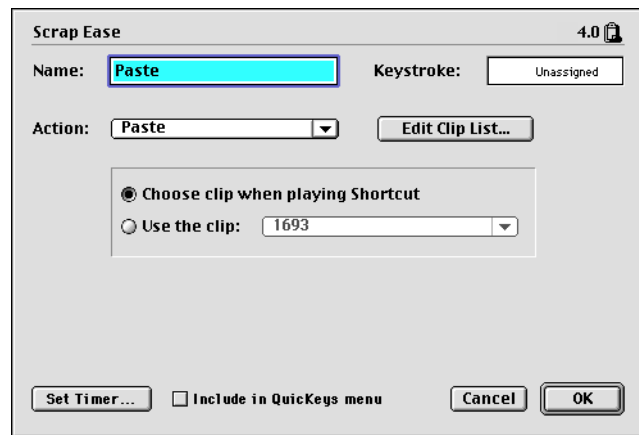
The system clipboard only holds an item until you restart your machine or copy another item to your clipboard.

## SETTING UP SCRAP EASE SHORTCUTS

Figures 151 and 152 provide a general illustration of how the QuickKeys Scrap Ease plug-in works. First, you create a QuickKeys Shortcut that copies clips to your QuickKeys clipboard. Then, after you have added a few clips to your QuickKeys clipboard, you create a QuickKeys Shortcut that lets you paste these items into open documents.

The Scrap Ease plug-in extends the functionality of the system’s Cut and Paste features, so you can maintain and use frequently-used files, text, and graphics with ease.

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Scrap Ease. The Shortcut Properties dialog appears.
3. Select an option from the Action menu.



**Figure 153:** The Scrap Ease Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.

6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuickKeys Editor.
8. Press the keystroke or other trigger you assigned to this Shortcut. The action you selected for this Shortcut should react immediately to the trigger.

## SCRAP EASE OPTIONS

This section describes the Shortcut-specific properties available with the Scrap Ease plug-in.

### Copy

Copies selected items to the QuickKeys clipboard so they can be used again.

### Paste

Pastes items from the QuickKeys clipboard list into open documents.

### Type

Types text stored in the QuickKeys clipboard list into open documents.

### Edit Clip List

Displays a window where you can delete clips stored in the QuickKeys clip list. This button is only available after you have added a clip to the QuickKeys clipboard.

### Choose clip when playing Shortcut

Displays a list of available clips for you to choose from when you trigger Paste or Type Shortcuts.

### Use the clip

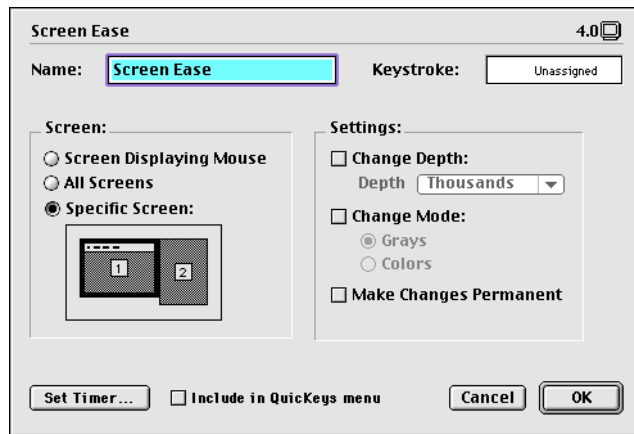
Select a clip from this pop-up list to insert it into an open document when you trigger Paste or Type Shortcuts.

## SCREEN EASE

The Screen Ease plug-in is useful if you need to change your screen settings for different applications or different monitors. For example, if you use your laptop computer with a desktop monitor when you are at work, you may want to create a Screen Ease Shortcut that automatically switches between laptop screen settings and the desktop screen settings. The settings available in the Screen Settings Shortcut depend upon the capabilities of your monitor and video card.

## SETTING UP SCREEN EASE SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Screen Ease. The Shortcut Properties dialog appears.
3. Select an option from the Screen area of the dialog.



**Figure 154:** The Screen Ease Shortcut Properties dialog.

4. Select an option from the Settings area of the dialog.
5. Type a name for the Shortcut in the Name box.

6. Position your cursor in the *Keystroke* box and press the keys you want to use to trigger this Shortcut.
7. Click OK. Your new Shortcut immediately appears in the Keysets tab.
8. Close the QuickKeys Editor.
9. Press the keystroke or other trigger you assigned to this Shortcut. The screen options you selected for this Shortcut should react immediately to the trigger.

## SCREEN EASE OPTIONS

This section describes the Shortcut-specific properties available with the Screen Ease plug-in.

### Screen options

Choose the screen to which you want to make changes. For example, if you have two monitors hooked up to your Mac, use these options to choose the screen containing the mouse, all screens, or the screen you specify.

### Settings

Set the depth and mode of the specified screen. Click the *Make Changes Permanent* check box if you want to retain your changes after restarting.

## SPECIALS

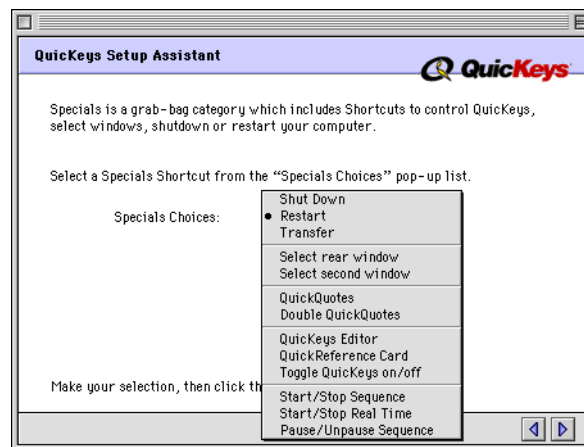
QuickKeys contains a variety of time-saving plug-ins that enable you to work more efficiently on your computer. One of these time-savers is a grab bag of useful tools called the *Specials* plug-in. There are *Specials* for controlling the operation of your computer, switching desktop windows, changing typography, and manipulating QuickKeys functionality.

## SETTING UP SPECIALS SHORTCUTS

There are two ways to create QuickKeys *Specials* Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

## Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.

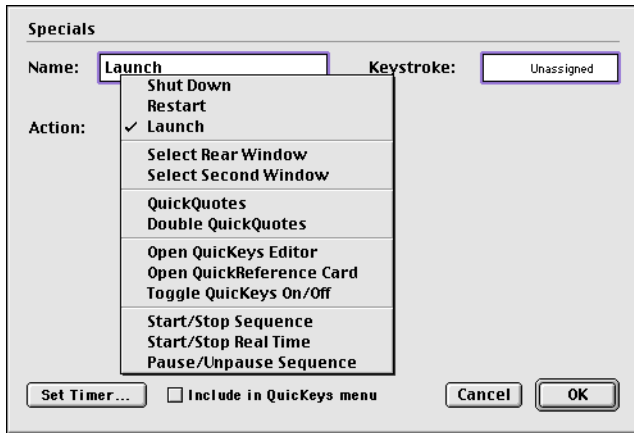


**Figure 155:** The *Specials* Setup Assistant.

## Setting Up the *Specials* Shortcut

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select *Create > System Tools > Specials*. The *Shortcut Properties* dialog appears.

3. Select an option from the Action pop-up menu.



**Figure 156:** Select an action for the Specials plug-in to complete.

4. Type a name for the Shortcut in the Name box.
5. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuicKeys Editor.
8. Press the keystroke or other trigger you assigned to this Shortcut. The action you selected for this Shortcut should react immediately to the trigger.

## SPECIALS OPTIONS

This section describes the Shortcut-specific properties available with the Specials plug-in.

### Shut Down

Shuts down your computer.

### Restart

Restarts your computer.

### Launch

Displays a standard Open dialog so you can choose to open another file or application.

### Select Rear Window

Brings the window at the bottom of the desktop window stack to the top.

### Select Second Window

Displays the previously active window.

### QuickQuotes

Creates a single curly quote rather than a single straight quote. If you create a QuickQuotes Shortcut, you must trigger it with a keystroke.

### Double QuickQuotes

Creates a double curly quote rather than a double straight quote. If you create a Double QuickQuotes Shortcut, you must trigger it with a keystroke.

### Open QuicKeys Editor

Displays the QuicKeys Editor.

### Open QuickReference Card

Opens the QuickReference Card.

### Toggle QuicKeys On/Off

Alternately puts QuicKeys to sleep and wakes it up.

### Start/Stop Sequence

Alternately stops and starts a QuicKeys Sequence recording.

### Start/Stop Real Time

Alternately stops and starts a QuicKeys Real Time recording.

### Pause/Unpause Sequence

Alternately stops and starts a Sequence during recording or playback.

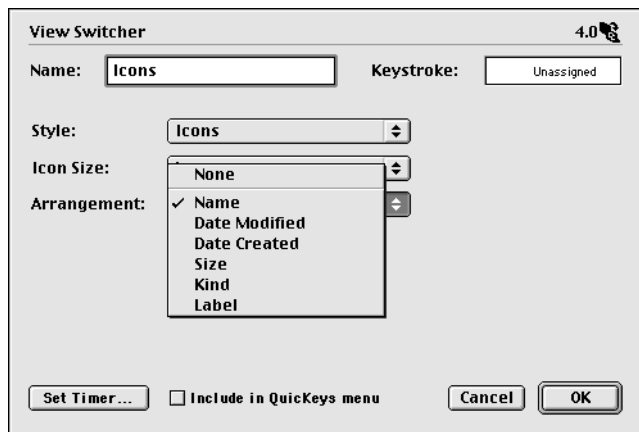
## VIEW SWITCHER

Use the View Switcher to make your Macintosh look the way you want on a per-folder basis. You no longer have to wade through Finder menus to view the contents of one window in a list and the contents of another window as icons. Instead, you can change the view of the frontmost window with a simple QuickKeys trigger. This allows you to keep your fingers on your keyboard rather than constantly switching back to your mouse.

### SETTING UP VIEW SWITCHER SHORTCUTS

In the following example instructions, files and folders in your frontmost Finder window appear as large icons arranged by name when you trigger the View Switcher Shortcut.

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > System Tools > View Switcher.
3. Choose Icons in the Style pop-up menu.



**Figure 157:** The View Switcher Shortcut Properties dialog.

4. Select Large in the Icon Size pop-up menu.
5. Select Name in the Arrangement pop-up menu.

6. Type a name for the new shortcut in the Name box.
7. Assign a keystroke for the Shortcut.
8. Click OK in the View Switcher dialog.
9. Click the close box in the QuickKeys Editor to quit QuickKeys.
10. Open a window in the Finder and trigger the Shortcut you just created. The window adjusts based on the viewing preferences you specified.

### VIEW SWITCHER OPTIONS

This section describes the Shortcut-specific properties available with the View Switcher plug-in.

#### Style

Choose the style of open Finder windows. You can view your files as icons, as buttons, or as a list.

#### Icon Size

Choose whether your icons appear large or small.

#### Arrangement

Choose how you want the files and folders in your Finder windows arranged. You can organize them by name, date modified, date created, size, kind, and label.





## CHAPTER 10 MULTIMEDIA TOOLS

.....

You can use QuickKeys to play your CDs, play sounds from your system, and play QuickTime movies. This chapter provides instructions for setting up Audio CD Player, Sound, SpeakEase, SpeakerChanger, and QT Movie Shortcuts to control all these tasks.

### AUDIO CD PLAYER

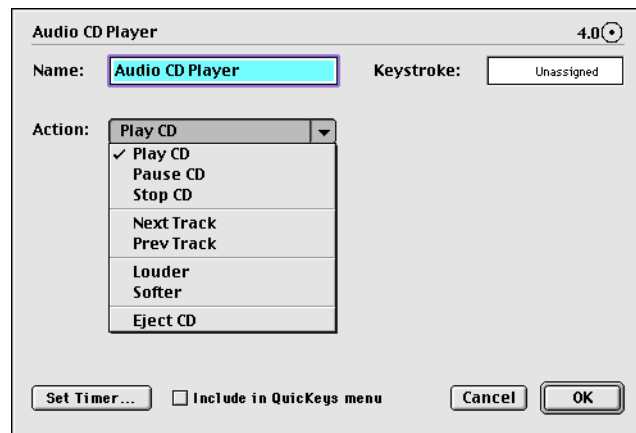
With QuickKeys you can control your internal CD-ROM player without the CD application being active using the following actions:

- Play CD
- Pause CD
- Stop CD
- Next Track
- Previous Track
- Louder
- Softer
- Eject CD

### SETTING UP AUDIO CD PLAYER SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > Multimedia Tools > Audio CD Player.

3. Choose an option in the Action pop-up menu. For example, choose Play CD.



**Figure 158:** The Audio CD Player Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke or another type of trigger to the Shortcut.
6. Click OK to close the Shortcut Properties dialog.
7. Click the close box in the QuickKeys Editor to quit QuickKeys.
8. Insert an audio CD in your CD-ROM drive and trigger the action you selected. Depending on the option you selected in Step 3, the CD should react immediately to the trigger.

## SOUND

You can use the Sound Shortcut to play certain sounds when you perform a System activity. You can install a number of sounds on your Mac, depending on your memory resources, and they are all available when you set up the QuickKeys Sound Shortcut.

### SETTING UP SOUND SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > Multimedia Tools > Sound.

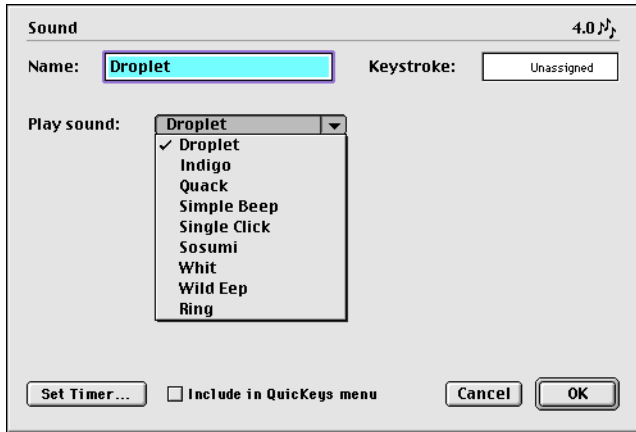


Figure 159: The Sound Shortcut Properties dialog.

3. Choose an option in the Play Sound pop-up menu. For example, choose Droplet. You can hear a sample of each sound by selecting it from the Play Sound pop-up menu.
4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke or another type of trigger to the Shortcut.
6. Click OK to close the Shortcut Properties dialog.
7. Click the close box to close the QuickKeys Editor.

8. Trigger the Sound Shortcut to hear the sound you selected.

## SPEAK EASE

The Speak Ease plug-in only works if you have speech software installed on your Macintosh. With Speak Ease, you can make your computer speak specific words or phrases by typing or pasting them into a text field. When you trigger a Speak Ease Shortcut, your Mac speaks the words you provided. The Speak Ease plug-in can also speak the contents of the clipboard.

### SETTING UP SPEAK EASE SHORTCUTS

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > Multimedia Tools > SpeakEase.
3. Choose a voice from the Voice pop-up menu. For example, choose Zarvox.

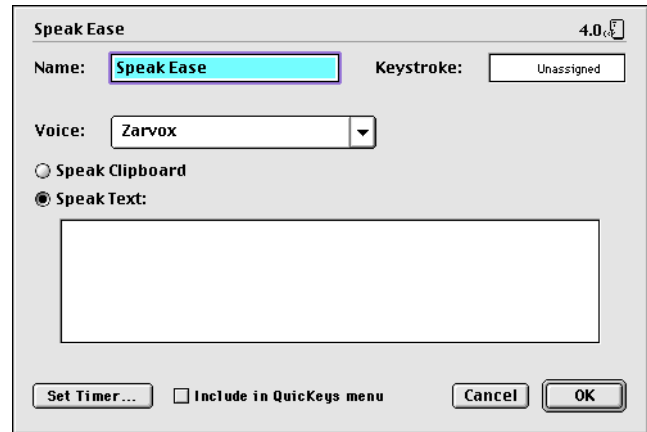


Figure 160: The Speak Ease Shortcut Properties dialog.

4. If you select Speak Clipboard, make sure the text you want the selected voice to speak is copied to the clipboard. If you

select **Speak Text**, type the text you want the selected voice to speak in the text pane of the dialog.

5. Type a name for the Shortcut in the Name box.
6. Assign a keystroke or another type of trigger to the Shortcut.
7. Click OK to close the Shortcut Properties dialog.
8. Click the close box to close the QuickKeys Editor.
9. Trigger the **Speak Ease** Shortcut to make the selected voice speak the text you provided.

## SPEAKERCHANGER

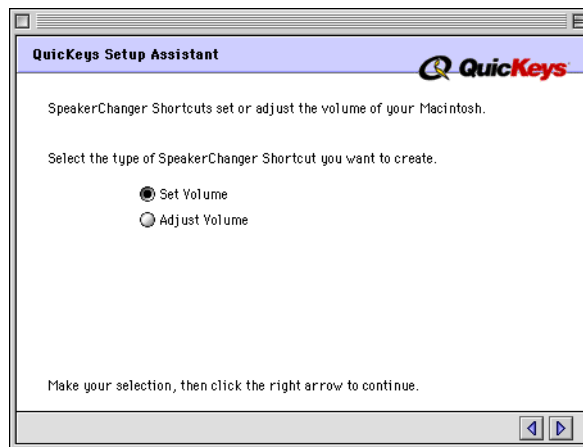
The **SpeakerChanger** plug-in is useful if you want to adjust the volume of your speakers. When you use this plug-in to change speaker volume, your changes are retained even after you restart.

### SETTING UP SPEAKER CHANGER SHORTCUTS

There are two ways to create QuickKeys Speaker Changer Shortcuts: use the Setup Assistant or use the Shortcut Properties dialog.

### Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select **Setup Assistant** from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.

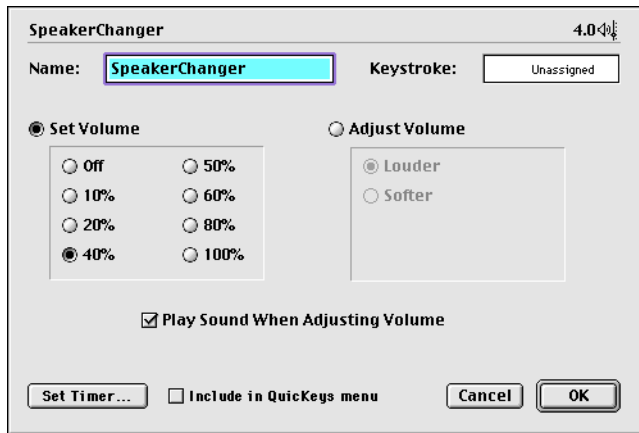


**Figure 161:** The SpeakerChanger Setup Assistant.

### Using the Shortcut Properties Dialog

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select **Create > Multimedia Tools > SpeakerChanger**.

3. Choose an option from the Set Volume options or from the Adjust Volume options. For example, choose 50% from the Set Volume options.



**Figure 162:** The SpeakerChanger Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke to the Shortcut.
6. Click OK to close the Shortcut Properties dialog.
7. Click the close box to close the QuickKeys Editor.
8. Play an audio CD and trigger the SpeakerChanger Shortcut to increase or decrease the speaker volume. A beep signals the new volume level if the Play Sound When Adjusting Volume check box is selected.

## SPEAKERCHANGER OPTIONS

This section describes the Shortcut-specific properties available with the SpeakerChanger plug-in.

### Off

Turns off the speaker volume.

### 10%-100%

You can choose to increase or decrease the speaker volume by 10%, 20%, 40%, 50%, 60%, 80%, or 100%.

### Louder/Softer

Adjusts the volume so it is either louder or softer.

### Play sound when adjusting volume

When you have this option selected and you change the speaker volume, a beep indicates the new volume level. When you hear two beeps, you have hit the maximum volume setting. If the menu bar flashes without any beeps, you have reduced the volume setting to zero.

## QT MOVIE

You can use the QuickTime movie plug-in to play multimedia files such as video, animation, sound, music, text, pictures, and 3D graphics. For example, you can download one of Apple's TV commercials from their Web site and use QuickTime to view it. QuickKeys and QuickTime are partnered in this plug-in so you can trigger multimedia files at any time with a simple keystroke.

- ▲ You must have QuickTime installed on your computer to use this plug-in.

1. Open the QuickKeys Editor and select the Keysets tab.
2. Select Create > Multimedia Tools > QT Movie.

3. Click the Select button to display a standard Open dialog. (The Select button becomes a Change button once you have selected a file.)



**Figure 163:** The QT Movie Shortcut Properties dialog.

4. Navigate to the multimedia file you want to trigger with QuickKeys and select Open.
5. Type a name for the Shortcut in the Name box.
6. Assign a keystroke or another type of trigger to the Shortcut.
7. Click OK to close the Shortcut Properties dialog.
8. Click the close box to close the QuickKeys Editor.
9. Trigger the QT Movie Shortcut to launch your QuickTime movie.

## QT MOVIE OPTIONS

This section describes the Shortcut-specific properties available with the QT Movie plug-in.

### Show QuickTime Controller

Check this option if you want the QuickTime movie to appear within a window that offers playback controls.

### Play QuickTime soundtrack if available

Check this option to play audio if it accompanies a QuickTime movie.



## CHAPTER 11 NETWORK TOOLS

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If your computer does not have access to other computers or the Internet, the information in this chapter will probably not be applicable to you. If, however, your computer is on a network, there are several network tasks that QuickKeys can help you with. These tasks include choosing printers and network drives.

### CHOOSY

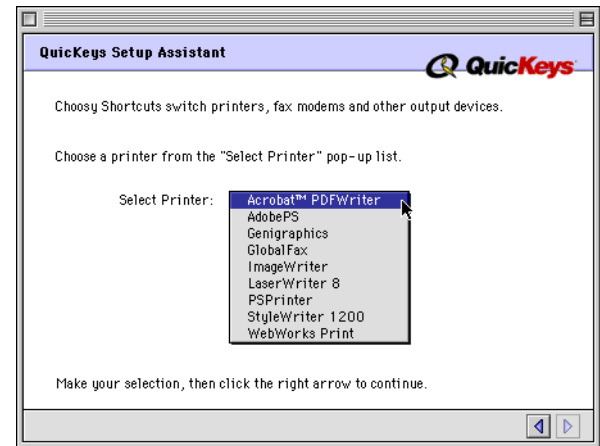
The Choosy plug-in is useful if you frequently switch between printers on your network. For example, this plug-in can be extremely useful in QuickKeys Sequences when you want to send a fax and switch back to your regular printer once the fax is sent.

### SETTING UP CHOOSY SHORTCUTS

There are two ways to create a QuickKeys Choosy Shortcut: use the Setup Assistant or use the Shortcut Properties dialog.

### Using the Setup Assistant

To use the Setup Assistant, select the Setup Assistant button in the QuickKeys Editor or select Setup Assistant from the QuickKeys menu. Read each panel of the Setup Assistant and follow the instructions.



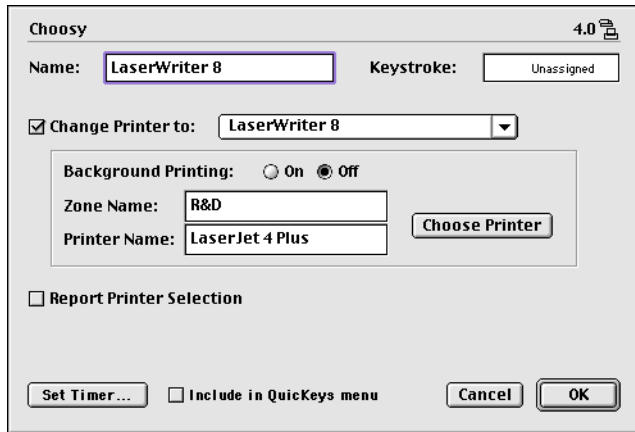
**Figure 164:** The Choosy Setup Assistant.

### Using the Shortcut Properties Dialog

**To create a Choosy Shortcut:**

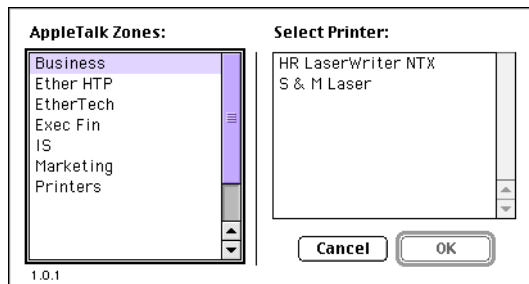
1. Open the QuickKeys Editor.
2. Select Create > Network Tools > Choosy.

3. Check the Change printer to check box and select an available printer driver from the pop-up list. Boxes for the printer zone and printer name appear.



**Figure 165:** The Choosy Shortcut Properties dialog.

4. Click the Choose Printer button to display a list of AppleTalk zones on your network.
5. Select the zone where your printer resides. A list of printers in the selected zone appears in the Select Printer section of the window.



**Figure 166:** Choose a zone and a printer.

6. Select a printer and click OK. The zone and printer you selected appear in the Shortcut Properties dialog.
7. Check the Report Printer Selection check box so you are notified when Choosy has successfully selected a different printer.
8. Type a name for this Shortcut in the Name box.
9. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
10. Click OK. Your new Shortcut immediately appears in the Keysets tab.
11. Close the QuickKeys Editor and select your Choosy trigger. Your default printer is instantly changed and a window reports the new printer selection.

## CHOOSY OPTIONS

This section describes the Shortcut-specific properties available with the Choosy plug-in.

### Background printing

With background printing, you can use your computer to do other work while documents are printing. It takes longer and requires more disk space to print a document with Background printing enabled, so if you frequently print high-color graphics you may want a Choosy Shortcut that simply turns background printing on and off.

### Choose Printer

Click the Choose Printer button to specify the printer you want to select with the Choosy Shortcut.

### Zone name

When you click the Choose Printer button and select an AppleTalk zone, the Zone name in the Shortcut Properties dialog is automatically filled. An asterisk appears in this box when you only have one network available.



### Printer name

When you click the Choose Printer button and select an AppleTalk zone and printer, the Printer name in the Shortcut Properties dialog is automatically filled.

### Report printer selection

Check this option when you want to be notified that your default printer has been successfully changed.

## MOUNTY

The Mounty plug-in is useful when you want to mount and dismount network volumes quickly and easily. Once you set up a couple of Mounty Shortcuts, you can finally say goodbye to endless Chooser dialogs and password prompts you've had to wade through for years.

The Mounty Shortcut includes the following options:

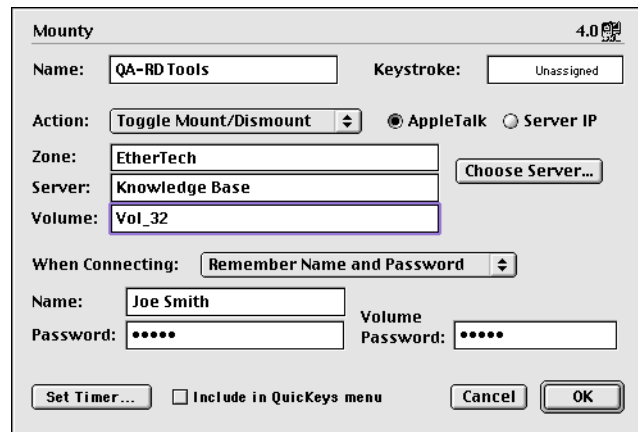
- Toggle Mount/Dismount
- Mount Only
- Dismount Only

## SETTING UP MOUNTY SHORTCUTS

When you set up a Mounty Shortcut you must specify a network volume, so make sure you know the exact spelling and capitalization of the volume you want to mount or dismount before you begin.

1. Open the QuickKeys Editor.
2. Select Create > Network Tools > Mounty.

3. In the Shortcut Properties dialog, select the networking protocol you want to use. For example, select Server IP.



**Figure 167:** The Mounty Shortcut Properties dialog.

4. Choose which volume you want to mount.
  - If you select AppleTalk, click Choose Server to select the server you want to mount or dismount.
  - If you select Server IP, type the domain name of the server you want to mount or dismount in the Server Address field. Then type the name of the server volume in the Volume field. Click Verify to make sure the server is available.
5. Type the name of the volume in the Volume box.
6. Select your connection preferences from the When connecting pop-up list.
7. If applicable, type your name and password information in the Name, Password, and Volume Password boxes.
8. Type a name for this Shortcut in the Name box.
9. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.

10. Click OK. Your new Shortcut immediately appears in the Keysets tab.
11. Close the QuickKeys Editor and press your MOUNTY trigger. The network volume you specified is either mounted or dismounted instantly.

## MOUNTY OPTIONS

This section describes the Shortcut-specific properties available with the MOUNTY plug-in.

### Toggle Mount/Dismount

Switches between mounting and dismounting the specified network volume using the same trigger.

### Mount only

Mounts the specified network volume.

### Dismount only

Dismounts the specified network volume.

### AppleTalk

If the network volume you want to mount/dismount is part of an AppleTalk network, select AppleTalk.

### Choose Server

Click the Choose Server button to navigate to the server you want to mount with the MOUNTY Shortcut.

### Zone

The Zone box is automatically filled with information retrieved from the AppleTalk zone selection you made when you pressed the Choose Server button.

### Server

The Server box is automatically filled with information retrieved from the server list selection you made when you pressed the Choose Server button.

### Volume

Type the volume name of the server you want to mount or dismount in the Volume box. Make sure you type the name exactly as it appears—including capitalization.

### Server IP

If the network volume you want to mount or dismount supports AppleShare IP, select Server IP.

### Server Address

Type the alphanumeric domain name or numeric IP address (i.e. 504.167.2.000) of the server you want to mount or dismount.

### Volume

Type the volume name of the server you want to mount or dismount in the Volume box. Make sure you type the name exactly as it appears—including capitalization.

### Connect as Guest

Connects you to the specified server with guest access.

### Remember Name and Password

Connects you to the specified server automatically using the name and password you provide when you set up the MOUNTY Shortcut.

### Ask for Name and Password

Prompts you for your user name and password before mounting the specified server.

### Ask for Password

Prompts you for your password before mounting the specified server.

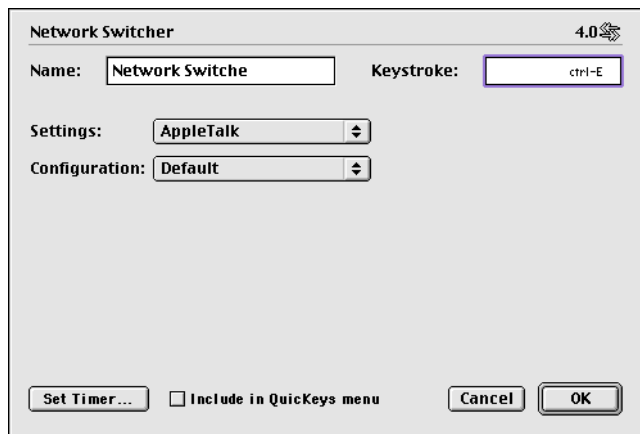
## NETWORK SWITCHER

Network Switcher enables users to switch between different network settings so it is easy to plug into different network environments. You can change settings for AppleTalk, modems, Open Transport/PPP, and TCP/IP on the fly. This capability makes Network Switcher indispensable for PowerBook users who use the same computer on the network at the office and for dial-up connections from home.

### SETTING UP NETWORK SWITCHER SHORTCUTS

▲ You must be using Open Transport 1.1.1 or greater for this plug-in to work properly.

1. Create whatever TCP/IP, OT/PPP, AppleTalk, or modem configurations you need to connect from your various work environments.
2. Open the QuickKeys Editor and select the Keysets tab.
3. Select Create > Network Tools > Network Switcher.



**Figure 168:** The Network Switcher Shortcut Properties dialog.

4. Select your networking method in the Settings pop-up menu.
5. Select the appropriate networking configuration in the Configuration pop-up menu.
6. Type a name for the Shortcut in the Name box.
7. Assign a keystroke or another type of trigger to the Shortcut.
8. Click OK in the Shortcut Properties dialog.
9. Click the close box in the QuickKeys Editor to close QuickKeys.

When you connect to a different network environment, trigger the Network Switcher Shortcut. Your networking preferences are automatically changed and you're instantly set up for the new network environment.

### NETWORK SWITCHER EXAMPLES

If you use a PowerBook and frequently travel between two offices, you can set up one Shortcut that specifies TCP/IP settings for Site A and another Shortcut that specifies AppleTalk settings for Site B. When you plug into the network at either site, you can simply select the appropriate Network Switcher Shortcut and access the network.

Another example of how you can use Network Switcher might be if the desktop computer at your office uses TCP/IP for intranet access and you want to connect to your Internet account via a modem. You could have Network Switcher change the network settings so you can quickly and easily connect to your Internet account.

### NETWORK SWITCHER OPTIONS

This section describes the Shortcut-specific properties available with the Network Switcher plug-in.

### **Settings**

Choose the networking or communication method your network supports using the Settings menu. You can choose from TCP/IP, OT/PPP, AppleTalk, or modem settings.

### **Configuration**

The options available in the Configuration pop-up list contain settings you create at the system level. For example, you can view all your AppleTalk configurations by opening the AppleTalk control panel and selecting Configurations from the File menu.

## CHAPTER 12 INTERNET TOOLS

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The Internet has become an integral part of many people's computing experience. Anticipating your Internet needs, the makers of QuickKeys have developed the Instant E-mail and Web Launcher plug-ins.

### INSTANT E-MAIL

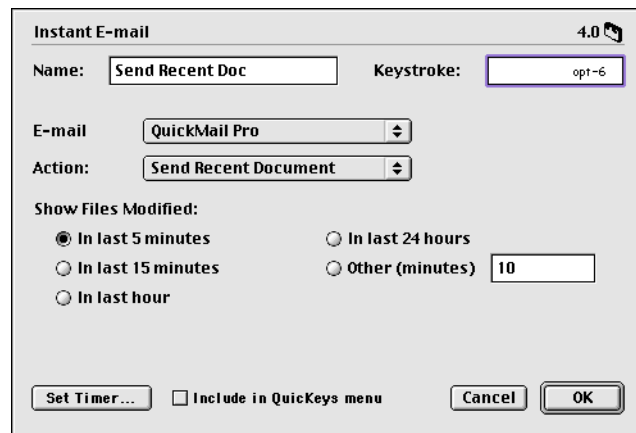
It seems like E-mail is suddenly the preferred mode of communication as more and more people are purchasing Internet services. So, why not make using E-mail as efficient as possible? QuickKeys helps you make the best use of your time by providing the ability to create and send messages and selected files with a simple QuickKeys trigger.

The options available with the Instant E-mail plug-in include:

- Sending a recently modified file
  - Opening a message window with user-specified text
  - Checking the server for waiting mail with QuickMail Pro
  - Sending selected files
  - Sending selected text
  - Acknowledging QuickMail Pro notification
  - Sending mail with QuickMail Pro
- ▲ The Instant E-mail plug-in only works with the E-mail clients listed in the E-Mail Client pop-up menu: QuickMail Pro, Claris® E-mailer, Netscape Messenger™, Eudora™ Lite/Pro, and Outlook Express.

### SETTING UP INSTANT E-MAIL SHORTCUTS

1. Open the QuickKeys Editor.
2. Select Create > Internet Tools > Instant E-mail.
3. In the Shortcut Properties dialog, select the E-mail client you want to use. For example, select QuickMail Pro.
4. Select the task you want to complete from the Action pop-up menu.



**Figure 169:** The Instant E-mail Shortcut Properties dialog.

5. Type a name for this Shortcut in the Name box.
6. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
7. Click OK. Your new Shortcut immediately appears in the Keysets tab.

8. Close the QuickKeys Editor and press your Instant E-mail trigger. The action you specified is instantly put into motion.

## INSTANT E-MAIL OPTIONS

### E-mail Client

Select the E-mail client you use from this pop-up list. QuickMail Pro is the only E-mail client option that supports the Check Mail, Send Mail, and Acknowledge Notification actions.

### Send Text

Enables you to send pre-specified text via E-mail. Type the text you want to send in the text box that appears when you select Send Text. The text box can hold up to 255 characters.

### Send Selection

Encloses and sends the selected file or text. This option does *not* support stylized text.

### Send Finder Selection

Creates a new message and attaches each of the files you have selected. All you have to do is address and send the message.

### Send Recent Document

Displays a list of documents modified within a user-specified amount of time. You can select the file you want to send from the list and it is instantly enclosed in an E-mail message. When you Shift- or Control-click, you can select multiple items for inclusion in the message.

When you select Send Recent Document from the Action list, you must select the interval you want QuickKeys to use when it scans for recently modified files. The maximum number of minutes you can enter in the Other box for these options is 1,440 (24 hours).

You can omit specific files from Send Recent Document's scan for recently modified files. For example, you probably don't want to open Netscape cache files, so you may want to exempt them from the Recent Document results. See page 167 for more information.

- ▲ Netscape Messenger and Outlook Express do *not* support the Send Recent Document shortcut.

### Check Mail

QuickMail Pro sends and receives mail at user-specified intervals. However, when you are expecting an important message, you can use the Check Mail Shortcut to force QuickMail Pro to look for new mail on the mail server.

- ▲ Check Mail only works with QuickMail Pro.

### Send Mail

QuickMail Pro sends and receives mail at user-specified intervals. However, when you need to send urgent mail immediately, you can use the Send Mail Shortcut to force instant connections to the mail server.

- ▲ Send Mail only works with QuickMail Pro.

### Acknowledge Notification

If you use QuickMail Pro, you are probably familiar with the audible and visual notification it provides when you receive mail. Sometimes when you are working to meet a deadline, or you just can't be interrupted, this notification is distracting. So, instead of permanently disabling mail notification in your mail preferences, you may want to acknowledge that you have received mail to halt notification until the next time you download mail.

- ▲ Acknowledge Notification only works with QuickMail Pro.

## WEB LAUNCHER

The Web Launcher Shortcut is useful when you want to open Uniform Resource Locators (URLs) with a single keystroke. Web Launcher is handier than bookmarks because you don't have to use your mouse and your Internet browser doesn't even have to be launched. The Web Launcher plug-in includes the following options:

- Open URL
- Open Text Selection as URL
- Open URLs from Internet Explorer
- Open URLs from Netscape Navigator

## SETTING UP WEB LAUNCHER SHORTCUTS

1. Open the QuickKeys Editor and click the Keysets tab.
2. Select Create > Internet Tools > Web Launcher.
3. Select an action from the Action pop-up menu. If you select Open URL, you must type the URL.



**Figure 170:** The Web Launcher Shortcut Properties dialog.

4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke to the Shortcut.
6. Click OK to close the Shortcut Properties dialog.
7. Click the close box in the QuickKeys Editor to quit QuickKeys.
8. Trigger the Web Launcher Shortcut. The Web Launcher action you specified is performed immediately.

## WEB LAUNCHER OPTIONS

This section describes the Shortcut-specific properties available with the Web Launcher plug-in.

### Open URL

Type a URL in the URL box if you are creating an Open URL Shortcut. For example, type `http://www.cesoft.com` to open CE Software's Web page. The URL you specify must be fully qualified. For example, it must include a prefix such as `http://` or `mailto:` in the address.

### Show dialog

Select this option if you want to be prompted for a URL. If you want the Open URL box to be prefilled with a URL prefix, type the URL prefix in the URL box.

### Open Text Selection as URL

When you create a Web Launcher Shortcut using this option, you can select a block of text and trigger the Shortcut to open the text as a URL.

### Open URL from Netscape

Use this option to open a list of Netscape bookmarks.

### Open URL from Explorer

Use this option to open a list of Internet Explorer favorites.





## CHAPTER 13 SCRIPTING TOOLS

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AppleScript enables applications to share information and data to perform complex operations. AppleScript uses AppleEvents to accomplish such communication. QuickKeys combines these powerful scripting tools to provide Shortcuts that work with Apple Events, AppleScript, and application-specific scripting languages.

The QuickKeys Backgrounder is the target for all Apple Events sent to QuickKeys, so it must be running for QuickKeys scripting to function properly.

### INTERAPPLICATION COMMUNICATION TOOLS

QuickKeys has four tools for creating Shortcuts that make use of InterApplication Communication (IAC):

- QuickKeys Backgrounder is a background application that acts as a mediator, transparently passing Apple Events between QuickKeys, the system software, and applications. QuickKeys Backgrounder must be running for QuickKeys Script to work and for your computer to be able to receive Apple Events.
- The Apple Events plug-in adds basic IAC capabilities to your Shortcuts. It handles the predefined events in suites, unique events for a particular program, and custom events of your own creation.
- The AppleScript Extension works with the AppleScript language. Use it to incorporate AppleScripts into your Sequences.
- The DoScript Extension is another tool for sending scripts between applications. In this case, the script in question is written in the scripting language of a particular

application. For example, you might create a Shortcut that sends information to FileMaker. Put the commands in a FileMaker script, then use DoScript to send that script to its host application.

### APPLE EVENTS

Apple Events are commands, queries, and responses that are sent along Apple's IAC channel. For example, Apple Events are used when you choose to print a document from another application. To use Apple Event Shortcuts, applications must be written to support Apple Events as a communication protocol.

There are categories, or suites, of Apple Events. Suites are standard predefined events. Required Suites are events the Finder sends to applications. These events include:

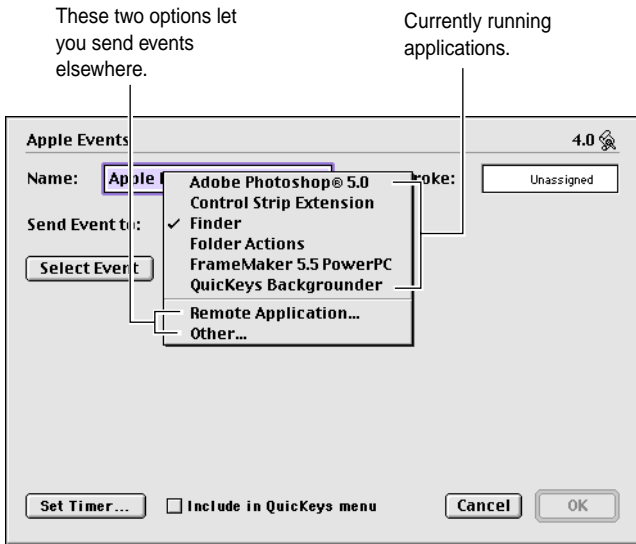
- Open Document
- Print Document
- Quit

To receive an Apple Event an application must be designated to recognize Apple Events and it must be running when the event is sent. Use the File Sharing control panel to configure the target computer for receiving Apple Events from a remote computer by selecting Program Linking. Additionally, the user sending the Apple Event must be set up on the target machine to access to File Sharing. File Sharing privileges are established in the Users & Groups control panel.

QuickKeys knows which applications can accept Apple Events and which cannot. To see a list of these applications, use the Send Event To pop-up menu in the Apple Events Shortcut Properties dialog shown in Figure 171.

## SETTING UP APPLE EVENTS SHORTCUTS

1. Select Create > Scripting Tools > Apple Events.
2. Choose an application process from the Send Event to pop-up list. For example, select Finder. When you choose an application, a Select Event button appears.

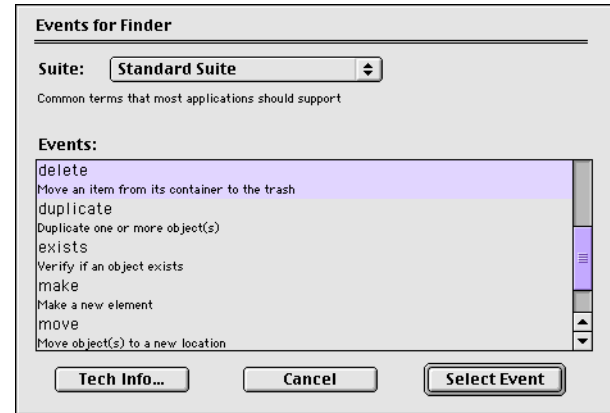


**Figure 171:** The Apple Events Shortcut Properties dialog.

3. Click the Select Event button to display the suite of events supported by the application you selected. QuickKeys gets the list of available suites and events from the target application. It queries the target's AETE resource to see which events it supports. If the target doesn't have an

AETE, you need to supply QuickKeys with all the information in the event.

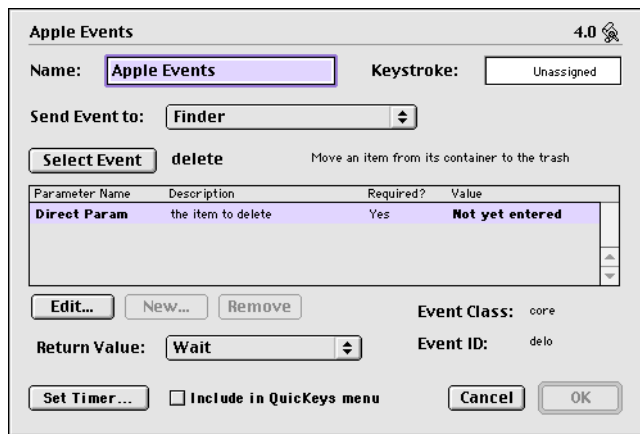
4. Select the event suite you want to use from the Suite pop-up list. The Suite pop-up menu contains all the event suites supported by the target application. The Events list shows the events in the selected suite. If the target application doesn't have an AETE resource, the only item in the Suite menu is Required Suite and the only events are Open, Print, Quit, and Custom Event.



**Figure 172:** Select an event suite in the Events window.

5. Click the event you want to send to the designated application and click the Select Event button. If the Events list doesn't show the event you want, select a different suite in the pop-up menu. Once you make your selection, the Shortcut Properties dialog displays again with the event parameters listed in the middle of the dialog.
6. In the Shortcut Properties dialog, select a parameter and click Edit if there are required parameters that must be modified. Make any necessary changes to the parameter and return to the Shortcut Properties dialog.

7. Select what type of information you want returned from the target application using the Return Value pop-up menu.



**Figure 173:** The Apple Events Shortcut Properties dialog displays the event parameters after you select them.

8. Type a name for this Shortcut in the Name box.
9. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
10. Click OK. Your new Shortcut immediately appears in the Keysets tab.
11. Close the QuickKeys Editor and press your Apple Events trigger. The Event you specified is immediately sent to the application you chose in the Apple Event Shortcut.

## APPLE EVENTS OPTIONS

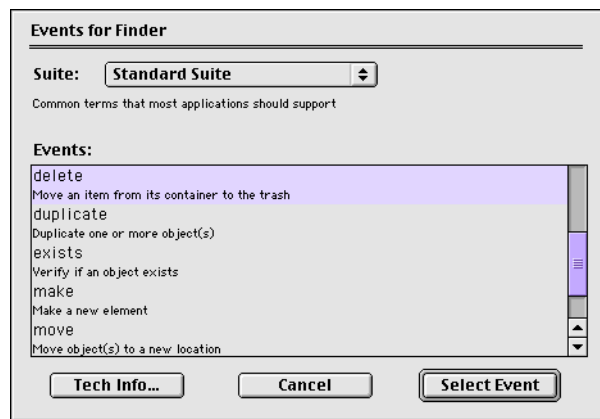
This section describes the Shortcut-specific properties available with the Apple Events plug-in.

### Send Event To

Choose to send the event to an application, a remote application, or some other file. If you choose Remote Application, you must choose the computer, the zone, and the application you want to receive the Event. If you select Other, a standard Open window appears so you can select the file you want to receive the Event. After you select an option from this pop-up menu, a Select Event button appears. Click the Select Event button to display a list of supported Apple Events.

### Select Event

Choose which Apple Event Suite you want to use in the Suite pop-up menu and then select an event. Click the Tech Info button to view more information on the event you selected or click the Select Event button to display the selected event in the Shortcut Properties dialog.



**Figure 174:** Select an event from the Events list.

### Tech Info

Click this button to display a window with information pertaining to the selected Event.

### Event Class

A four-letter code that identifies the class of event within the suite.

### Event ID

A four-letter code that specifies a particular event within a class.

### Reply Type

The data type the event produces.

### Application's state

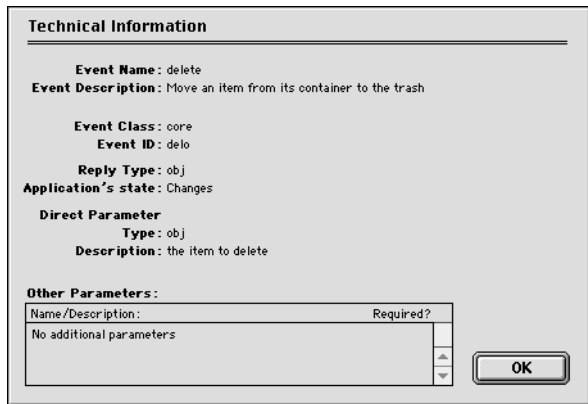
The effect that the event has on the target application.

### Direct Parameter Type

A word or code identifying one of the 19 categories of parameters. The direct parameter is the first one in the list.

### Other Parameters

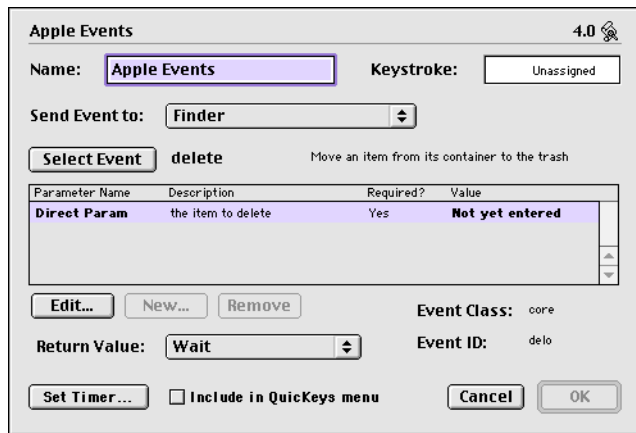
A list of additional parameters, if any.



**Figure 175:** The Technical Information window for a selected event.

### Parameters

A parameter is a piece of information that an Apple Event delivers to the target application. Parameters give additional details about the function of the event. For example, the PrintDocuments event tells the target application to print one or more documents. It has one parameter: a list of documents. Some events have several parameters, some don't have any at all. When you choose an Apple Event in the Events window, its parameters appear in a list.



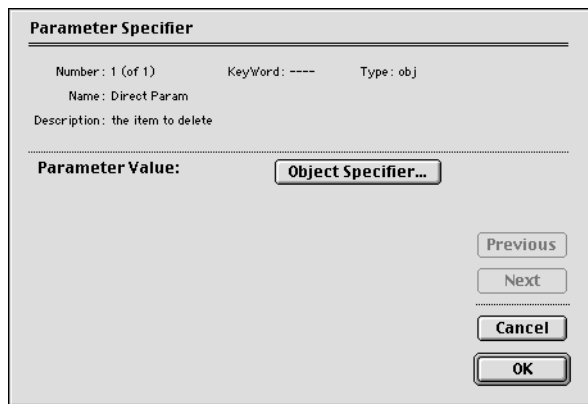
**Figure 176:** When you select an event, a parameter field appears in the Apple Events Shortcut Properties dialog.

### Editing Parameters

In some cases, you may need to edit the parameters to tailor a Shortcut to your needs. For example, you may need to modify a parameter to include the name of a QuickKeys Shortcut.

To edit a parameter, open the Shortcut Properties dialog for the Apple Events plug-in and click the Edit button shown in Figure 176. When you click the Edit button, a Parameter Specifier window appears. The details in the Parameter

Specifier window vary according to the type of parameter you select. For example, if you select a parameter that is an “Object” type, an Object Specifier dialog appears when you try to edit the selected parameter.



**Figure 177:** The Parameter Specifier window for the “Object” parameter type.

The available Parameter Specifier windows may contain a combination of the following details.

#### Number

The position of this parameter in the list of parameters. The number of parentheses is the total number of parameters.

#### Name

The parameter’s name in the AETE resource.

#### Description

The purpose of the parameter, also from the AETE resource.

#### Keyword

The four-letter code of the parameter.

#### Type

One of the 19 categories of parameters, as found in the AETE resource.

#### Required/Not Required

This check box indicates whether or not this parameter is mandatory.

#### Next

Displays the Parameter Specifier window for the next parameter in the list.

#### Previous

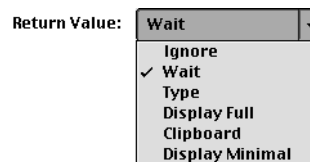
Displays the Parameter Specifier window for the previous parameter in the list.

#### Get Parameter Value From

Click the Clipboard button to get data from the Clipboard at runtime. This option is useful if the information is not always the same. Click the Data button and type the information in the field if the data is always the same.

#### Return Value

In the Shortcut Properties dialog, you must specify what information you want the selected Apple Event to return to the source application.



**Figure 178:** The Return Value options.

#### Ignore

Sends the Event to the target application, but does not wait for a response.

### Wait

Sends the Event to the target application and waits until it's complete, but throws away the response.

### Type

Types the provided text in the current window.

### Display Full

Displays a dialog describing the Event that was sent, plus the response (if possible).

### Clipboard

Places the response on the Clipboard.

### Display Minimal

Displays a dialog showing the response (if possible).

## APPLESCRIPT

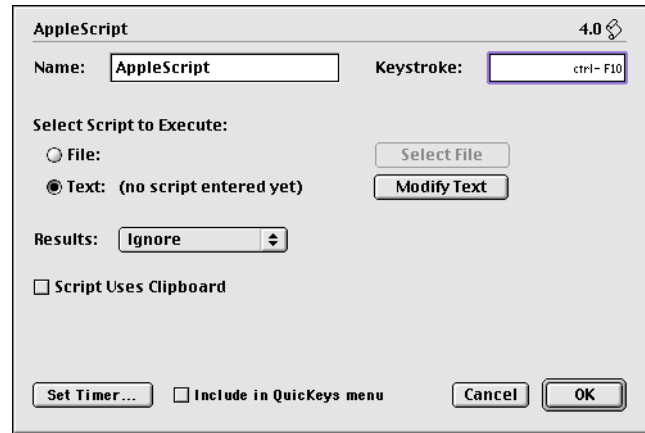
AppleScript is a programming language designed for controlling applications via Apple Events. It provides fairly simple commands you can use to customize and automate your Mac.

The AppleScript system extension must be in the Extensions folder of your System folder for QuickKeys' AppleScript Shortcuts to work.

## SETTING UP APPLESCRIPT SHORTCUTS

1. Select Create > Scripting Tools > AppleScript.
2. Choose an option from the Select Script to Execute area of the Shortcut Properties dialog. For example, select File.

3. Specify the file or type the text you want to execute.



**Figure 179:** The AppleScript Shortcut Properties dialog.

4. Choose how you want to handle the results of the script. For example, you can ignore the results or you can send the results to the system clipboard.
5. Type a name for this Shortcut in the Name box.
6. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
7. Click OK. Your new Shortcut immediately appears in the Keysets tab.
8. Close the QuickKeys Editor and press your AppleScript trigger. The script you specified executes immediately.

## APPLESCRIPT OPTIONS

This section describes the Shortcut-specific properties available with the AppleScript plug-in.

### File

Select File if you have a text file that you want to execute using QuickKeys. Files can be up to 32K.

### Select File

Click the Select File button to navigate to the file you want to execute. Click Open when you have select the file.

### Text (no script entered yet)

Select Text to display an editable text box.

### Modify Text

Type your script in the Modify Text box. The script can be no more than 2K.

### Ignore

Sends the Event to the target application, but does not wait for a response.

### Wait

Waits for the script to complete before continuing.

### Type

Types the provided text in the current window.

### Display

Displays a dialog showing the response (if possible).

### Clipboard

Places the response on the Clipboard.

### Script Uses Clipboard

You can incorporate the contents of the clipboard into your AppleScript if you have this check box selected. To access the clipboard, use the following commands.

```
on open QKClipboard
```

```
...
```

```
    QKClipboard
```

```
...
```

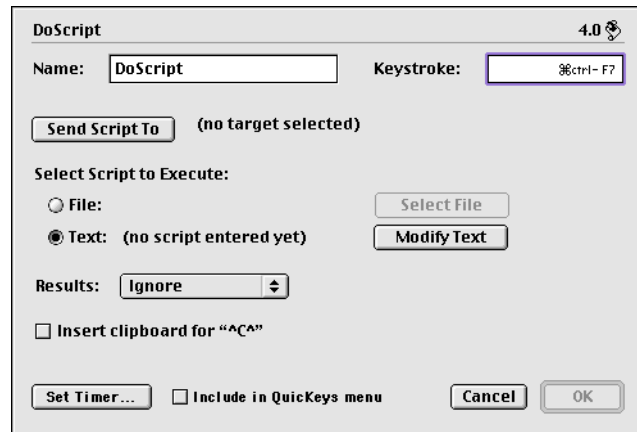
```
end open
```

## DOSCRIPT

The DoScript Shortcut sends a text script written with any application-specific scripting language to that application using the doscript Apple Event. The receiving application must support DoScript in order to recognize the commands. DoScript is executed by target applications, whereas AppleScripts are executed by the AppleScript system extension.

## SETTING UP DOSCRIPT SHORTCUTS

1. Open the QuicKeys Editor.
2. Select Create > Scripting Tools > DoScript.
3. Choose the target for your script by clicking the Send Script To button. For example, select Finder.
4. Specify the file or type the text you want to execute.



**Figure 180:** The DoScript Shortcut Properties dialog.

5. Choose how you want to handle the results of the script. For example, do you want to ignore the results or do you want to send the results to the system clipboard?

6. Type a name for this Shortcut in the Name box.
7. Position your cursor in the Keystroke box and press the key(s) you want to use to trigger this Shortcut.
8. Click OK. Your new Shortcut immediately appears in the Keysets tab.
9. Close the QuickKeys Editor and press your DoScript trigger. The script you specified executes immediately.

## DOSCRIPIT OPTIONS

This section describes the Shortcut-specific properties available with the DoScript plug-in.

### File

Select File if you have a text file that you want to execute using QuickKeys. Files can be up to 32K.

### Select File

Click the Select File button to navigate to the file you want to execute. Click Open when you have selected the file.

### Text (no script entered yet)

Select Text to display an editable text box.

### Modify Text

Type your script in the Modify Text box. The script can be no more than 2K.

### Ignore

Sends the Event to the target application, but does not wait for a response.

### Type

Types the provided text in the current window.

### Display

Displays a dialog showing the response (if possible).

### Clipboard

Places the response on the Clipboard.

## Script Uses Clipboard

You can incorporate the contents of the Clipboard into your DoScript script if you have this check box selected. To access the Clipboard, you need to enter ^C^ in your script.

- ❖ The “C” must be capitalized.

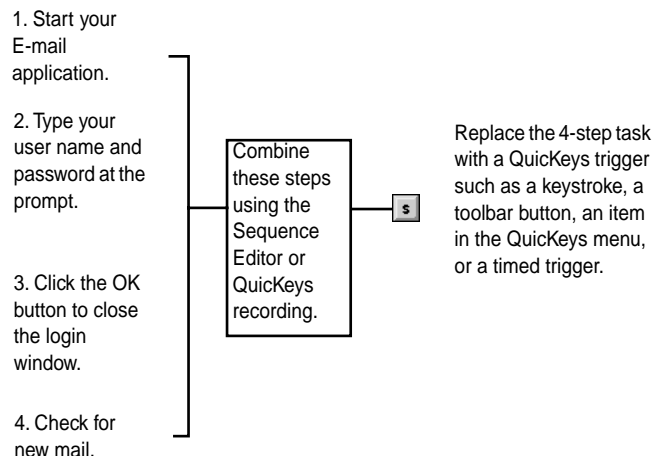


## CHAPTER 14 SEQUENCES AND SEQUENCE TOOLS

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QuickKeys Shortcuts are great for simple, one-step tasks. However, there are times when repetitive tasks require several consecutive steps. For these situations, QuickKeys offers Sequences. Sequences are collections of Shortcuts that you put together to complete a multi-step task. Sequences can be as easy or complex as you need and creating them is much easier than the alternative—learning a scripting language.

An example of a simple multi-step task you can replace with a QuickKeys Sequence is the practice of logging into your E-mail account and checking for new mail. Figure 181 illustrates how QuickKeys Sequences can help you automate this task. This particular Sequence enables you to grab a cup of coffee when you get into the office while QuickKeys prepares your list of mail. All you have to do is select the assigned QuickKeys trigger. When you return to your desk, your mail will be ready for you to read and QuickKeys will have retreated into the background until you direct it to complete other tasks.



**Figure 181:** This example illustrates how QuickKeys Sequences can simplify routine multi-step tasks.

## OVERVIEW OF SEQUENCES

Building Sequences can be challenging unless you have a multi-step task clearly mapped out in your mind. Even then, it's important to know how QuickKeys Sequences work so you can make the most of their power and flexibility.

There are two basic tasks you must complete when you build a Sequence:

- You must record or manually create each individual Shortcut you want to include in the Sequence.
- You must test and adjust your Sequence.

As you begin building Sequences with QuickKeys, remember that Sequences can be created a number of different ways and still be successful.

## RECORDING SEQUENCES

Recording is an easy way of creating multi-step Shortcuts. There are two ways you can begin the recording process:

- From the QuickKeys menu.
- With a Start Recording Shortcut created using the Specials plug-in.

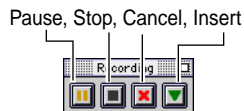


Figure 182: The Recording toolbar.

When you start recording, a flashing microphone appears over the Apple menu icon. If you are using your default QuickKeys preferences, a recording palette also displays. When one or both of these items appear, QuickKeys starts watching everything you do on your computer. When you finish the tasks you want QuickKeys to record, click the Stop button on the recording palette or select Stop Recording from the QuickKeys menu. The Sequence Editor automatically displays. Every task you just completed is listed in the Sequence Steps tab of the Sequence Editor.

## THE SEQUENCE EDITOR

The Sequence Editor enables you to modify, or fine-tune, your Sequences. When the Sequence Editor appears, you can name the Sequence like you name your standard Shortcuts and assign the Sequence a trigger. The QuickKeys Editor consists of two tabs: the Sequence Steps tab and the Import Steps tab. This section discusses the Sequence Editor in detail.

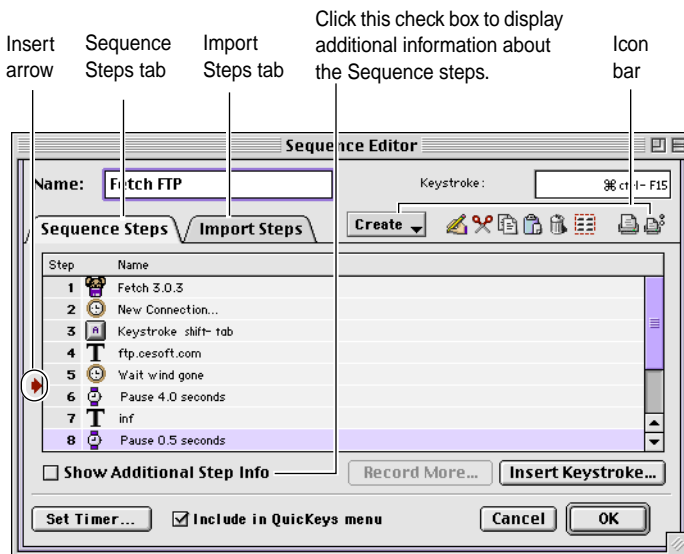
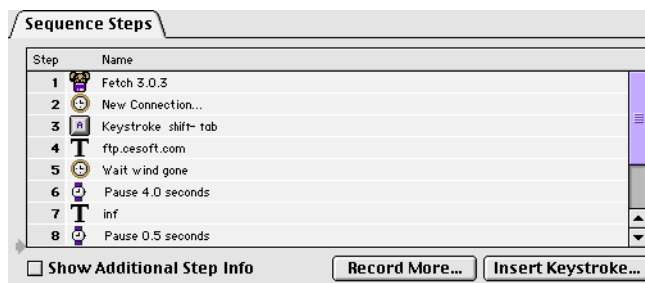


Figure 183: The Sequence Editor.

## THE SEQUENCE STEPS TAB

The Sequence Steps tab displays all the steps in your Sequence. At the top of the tab is an icon bar that contains all of the controls for manipulating your Sequence. The red arrow in the Sequence Steps tab is called the *insert arrow*. Drag the insert arrow to a different step in the Sequence when you need to insert another Shortcut or a pause in the Sequence. The new item is inserted wherever the arrow is located.



**Figure 184:** The Sequence Editor Sequence Steps tab.

If you want to add to your Sequence, position your insert arrow at the end of your Sequence and click the Record More button. The Recording Palette appears and QuickKeys immediately starts watching your actions. Your new recording is added to the end of the Sequence.

You can also insert a keystroke in your Sequence. Just click the Insert Keystroke button and press a key at the prompt. The key you select is inserted as a step where the insert arrow is located.

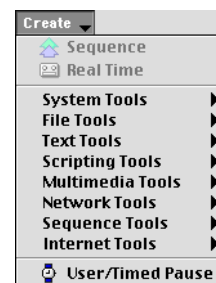
## Icon Bar

The icon bar is located at the top of the Sequence Steps tab. It contains a series of icons that enable you to manipulate your Sequences with a click of your mouse. When your mouse pointer pauses over a button on the icon bar, a hot help caption appears.











**Figure 185:** The Sequence Editor icon bar.

Click the Create button to display the Create pop-up menu. When you select a plug-in from the Create menu, a Shortcut Properties dialog appears. When you complete the dialog, the Shortcut you created appears in the step of the Sequence where the insert arrow is located.



**Figure 186:** Click the Create button to display the Create pop-up menu.

## Sequence Editor Icons

 Click the Modify button to edit the selected Shortcut in the Sequence.	 Click the Delete button to delete the selected Shortcut from the Sequence.
 Click the Cut button to remove the selected Shortcut from the Sequence and store it in the system clipboard.	 Click the Select All button to select all the steps in the Sequence.
 Click the Copy button to copy the selected Shortcut to the System clipboard.	 Click the Print button to print the steps of the Sequence.
 Click the Paste button to paste items from the system clipboard to the part of the Sequence where the insert arrow is located.	 Click the Page Setup button to open the Page Setup dialog.

### Show Additional Step Info

If the QuickKeys Backgrounder is running, you can click the Show Additional Step Info check box in the Sequence Editor to view detailed information on each step of your Sequence.

## THE IMPORT STEPS TAB

Use the Import Steps tab to add existing Shortcuts to your Sequence. Just select the QuickKeys Set you want to use from the Set pop-up list and drag the Shortcut to the step in the Sequence where you want it.

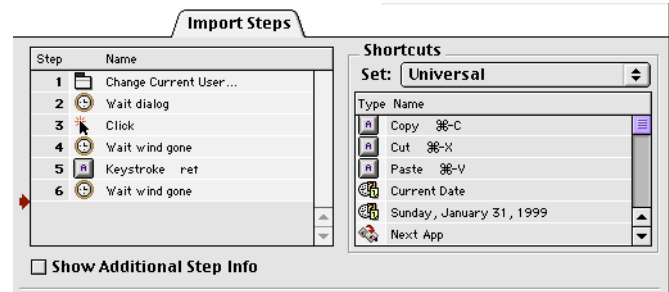


Figure 187: The Import Steps tab of the Sequence Editor.

## CREATING SEQUENCES WITHOUT RECORDING

After you become more familiar with QuickKeys, you may find that it is not necessary to use the recording feature because you have already created all of the Shortcuts you want in your Sequence. If you choose to create the Sequence from scratch, you can use the following methods to assemble your Sequence.

- Select plug-ins from the Create menu.
- Cut and paste Shortcuts into the Sequence using the cut and paste buttons.
- Use the Import Steps tab.

When you are finished collecting the main pieces of your Sequence, use the Sequence tools discussed on page 144 to add the finishing touches to your Sequence.

## FINE-TUNING SEQUENCES

If your Sequence does not behave as you anticipated, you may need to fine-tune your Sequence *without* the recorder. The Sequence Editor gives you the tools to do this. Fine-tuning a Sequence requires rearranging and inserting steps, as well as using Sequence tools.

### INSERTING STEPS

You can insert Steps, or Shortcuts, by selecting them from the Create menu and creating them in the Shortcut Properties dialog that appears. You can insert steps that pause your Sequence, select a specific window, display a custom dialog, and much more. See page 144 for more information on these types of Sequence tools.

You can also drag and drop Shortcuts from the Shortcut list to the insert arrow in the Sequence Editor. To do this, the Import Steps tab must be selected.

### REARRANGING STEPS IN THE SEQUENCE

Rearrange Sequence steps in the Sequence Editor using cut and paste functionality. Select the step in the Sequence you want to move and click the Cut icon. Move the insert arrow to the step in the Sequence where you want to insert the step and click the Paste icon. The selected Shortcut appears in the new location in your Sequence.

### DELETING SEQUENCE STEPS

To delete steps in a Sequence, open the QuickKeys Editor and select the step you want to remove. Then select Delete from the Edit menu.

- ▲ When you delete a Sequence step, there is no undo option, but if you press Cancel in the Sequence Editor, QuickKeys ignores your changes.

## TIPS FOR BUILDING SEQUENCES

There are some methods you can use when you build Sequences to help ensure they function properly. This section provides some basic tips for building QuickKeys Sequences.

- Use the keyboard to select options whenever possible. Keyboard selections are more reliable than mouse clicks.
- Make your movements slow and deliberate while recording.
- Insert Pauses as steps in your Sequences if you are having problems getting your Sequences to play back correctly.
- Do not grab a scroll bar to scroll through a list in a Sequence. Instead, use the Page Up and Page Down keys.
- If you have a choice, use cut and paste rather than drag-and-drop.
- You can record several small Sequences and combine them in the Sequence Editor to make a large, complex Sequence. This method makes it easy to pinpoint problems that may occur in your Sequence.
- When you record a Sequence, that Sequence is automatically scoped to the last application used by the Sequence. To change the scope of the Sequence, cut the Sequence from the Set in which it resides and paste it into another Set.

## SAVING SEQUENCES

When you click OK in the Sequence Editor, your Sequence is automatically saved.

## TRIGGERING SEQUENCES

Press the keystroke you assigned to your new Sequence. When the Sequence is triggered, the Playback palette appears if you are using QuickKeys' default palette settings. You can use this palette to pause or stop the Sequence at any time. Figure 64 on page 48 shows the dialog you can use to set the QuickKeys palette settings.

## DELETING SEQUENCES

To delete Sequences, open the QuickKeys Editor and select the Sequence you want to remove. Select **Delete** from the **Edit** menu. Click the **Delete** button in the alert window that appears.

- ▲ There is no “undo” function if you choose to delete a Shortcut or Sequence from the Quickkeys Editor.

## SEQUENCE TOOLS

Sequence tools consist of Shortcuts that are used primarily in Sequences. They enable you to fine-tune each step of your QuickKeys Sequence. These Shortcuts can be categorized in two distinct groups: conditional Sequence tools and unconditional Sequence tools.

Decision, Jump, and Wait are conditional Sequence tools. You can use these three plug-ins when you want QuickKeys to test for certain conditions before proceeding with the Sequence. The other four Sequence tools (Pop-up Menu, GoSub, Message, and Repeat) are unconditional plug-ins that enhance the power and flexibility of your Sequences. This section discusses each of the seven Sequence tools and how you use them.

## CONDITIONAL SEQUENCE TOOLS

Conditional Sequence tools enable you to set up conditions that must be met before the Sequence can proceed. These Sequence tools include:

- Decision
- Jump
- Wait

### Decision

Use the Decision Shortcut to set up conditional branching in your Sequences. Conditional branching enables you to indicate how your Sequence should proceed when certain conditions are met. For example, when certain conditions are met, the Sequence does X, but when these same conditions are *not* met, the Sequence branches to Y.

When a Decision Shortcut in a Sequence is finished, the sequence continues from the step after Decision. If you don't have any steps after Decision, the Sequence terminates.

### Using Decision

1. Open the Sequence Editor to display the Sequence in which you want to insert a Decision Shortcut.
2. Position the insert arrow in the location you want to insert the Decision Shortcut.
3. In the Sequence Editor, select **Create > Sequence Tools > Decision**.
4. Complete the Shortcut Properties dialog and click **OK**.

### Jump

Use the Jump Shortcut to jump to another step in your Sequence. When the conditions you set in the Jump Shortcut are true, your Sequence jumps to the step you specified. When the conditions you set in the Jump Shortcut are false, your Sequence simply moves to the step that follows the Jump step.

## Using Jump

1. Open the Sequence Editor to display the Sequence in which you want to insert a Jump Shortcut.
2. Position the insert arrow in the location you want to insert the Jump Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > Jump.
4. Complete the Shortcut Properties dialog and click OK.

## Wait

Use the Wait Shortcut to pause a Sequence until a particular condition has been met.

## Using Wait

1. Open the Sequence Editor to display the Sequence in which you want to insert a Wait Shortcut.
2. Position the insert arrow in the location you want to insert the Wait Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > Wait.
4. Complete the Shortcut Properties dialog.
5. Click OK when you are finished.

## Decision, Jump, and Wait Options

This section describes the Shortcut-specific properties available with the Decision, Jump, and Wait plug-ins.

## (When/Until) Button

When you select the Button option in the When pop-up menu, a series of Button-specific options appear.

**Figure 188:** The Button options in the Decision Shortcut Properties dialog.

### Button Name

Type the name of the button you want the Shortcut to look for.

### Match exactly

Select this check box if the button name must match the characters supplied in the Button Name box. The search is not case sensitive.

### Exists

Use the options in the Exists pop-up list to specify whether or not the button should exist.

### Enabled

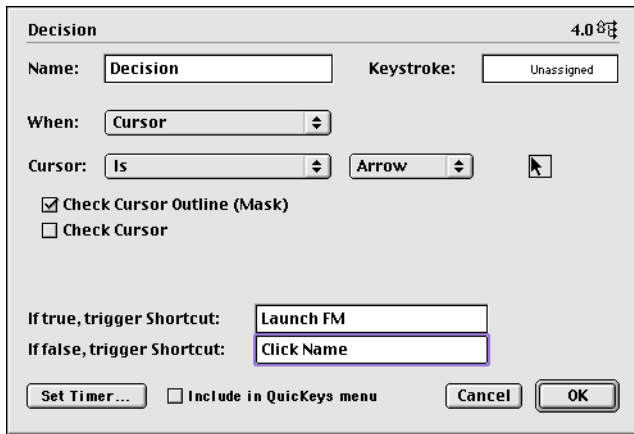
Use the options in the Enabled pop-up list to specify whether QuickKeys determines that the button name you provided should be enabled, should be dimmed, or whether its status matters at all.

### Selected

Use the options in the **Selected** pop-up list to specify whether QuicKeys determines that the button name you provided should be selected by default, should *not* be selected by default, or whether its status matters at all.

### (When/Until) Cursor

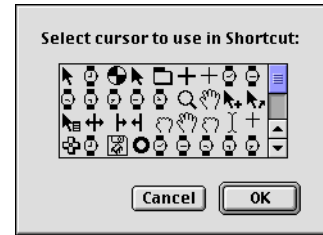
When you select the **Cursor** option from the **When** pop-up menu, a series of cursor-specific options appears.



**Figure 189:** The Cursor options in the Decision Shortcut Properties dialog.

### Cursor

Select what kind of cursor QuicKeys should be looking for. If you select **Other**, you can pick from a variety of cursors.



**Figure 190:** The cursor window.

### Check Cursor Outline

Select this option if you want QuicKeys to look only at the outline of the cursor. For example, if you want QuicKeys to search for a spinning beach ball, you probably want to select this option since the interior of the beach ball cursor changes.

### Check Cursor

Select this option if you want QuicKeys to look for the cursor you specify.



## (When/Until) Menu

When you select the Menu option from the When pop-up menu, a series of Menu-specific options appear.

The screenshot shows the 'Decision' dialog box with the 'Menu' option selected in the 'When' dropdown. The 'Name' field is 'Decision' and the 'Keystroke' is 'Unassigned'. The 'Menu Name' is 'File' and the 'Item Name' is 'Login', both with 'Match exactly' checked. The 'Exists' dropdown is 'Yes' and the 'Enabled' dropdown is 'Yes'. The 'Checked' dropdown is 'Don't Care'. The 'If true, trigger Shortcut' is 'Login' and the 'If false, trigger Shortcut' is 'Launch QuickMail'. There are buttons for 'Set Timer...', 'Include in QuickKeys menu', 'Cancel', and 'OK'.

**Figure 191:** The Menu options in the Decision Shortcut Properties dialog.

## Browse for Menu Item

Click this button to record your menu selection. A window appears telling you to select a menu item and QuickKeys watches as you pick the menu item you want to use.

## Menu Name

Type the name of the menu that you want the Shortcut to look for.

## Match exactly

Select these check boxes if the menu name and item name QuickKeys searches for must exactly match the characters supplied in the Menu Name and Item Name boxes. The search is not case sensitive.

## Item Name

Type the name of the menu item that you want the Shortcut to look for.

## Exists

Use the options in the Exists pop-up list to specify whether or not the button should exist.

## Enabled

Use the options in the Enabled pop-up menu to specify whether QuickKeys determines that the menu and/or item name you provided should be enabled, should be dimmed, or whether its status matters at all.

## Checked

Use the options in the Checked pop-up menu to specify whether QuickKeys determines that the menu/item name you provided should have a check mark next to it by default, should *not* be selected by default, or whether the presence of a check mark matters at all.

## (When/Until) Other

When you select the Other option from the When pop-up menu, a series of miscellaneous options appear.

The screenshot shows the 'Wait...' dialog box with the 'Other' option selected in the 'Until' dropdown. The 'Name' field is 'Wait...' and the 'Keystroke' is 'Unassigned'. The 'Beep Sound' is unchecked. The 'User Action' is 'Any Keystroke'. The 'Time/Date' is '9:09:24 AM' and '3/25/99', with 'Check Time Only' checked. The 'Application' is 'FileMaker Pro' and 'Is Running' is checked. The 'Clipboard' is 'Is Not Empty'. There are buttons for 'Set Timer...', 'Include in QuickKeys menu', 'Cancel', and 'OK'.

**Figure 192:** The Other options in the Wait Shortcut Properties dialog.

### Beep Sound

This option is only available for the Wait Shortcut. Use this condition to make the Wait Shortcut pause for a beep sound before the Sequence proceeds.

### User Action

This option is only available for the Wait Shortcut. Specify a user action that must occur before the Sequence proceeds.

### Time/Date

Select the date and time you want the Shortcut to check before proceeding to the true or false branch.

### Application

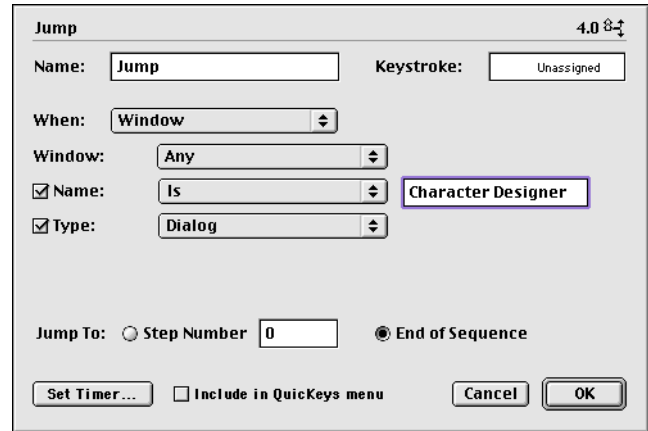
Type the name of the application you want to make sure is/is not running before proceeding to the true or false branch of the Sequence.

### Clipboard

Specify what type of data should or should not be in the system clipboard before the Shortcut can proceed. By default, QuickKeys performs an ASCII comparison. Check the Numeric Comparison check box if you want QuickKeys to instead do a numeric comparison. For example, in an ASCII comparison, 0200 is smaller than 2. In a numeric comparison, 0200 is larger than 2.

### (When/Until) Window

When you select the Window option from the When pop-up menu, a series of Window options appear.

The image shows a screenshot of the 'Jump' dialog box in QuickKeys. The title bar says 'Jump' and '4.0'. The 'Name' field contains 'Jump'. The 'Keystroke' field is 'Unassigned'. The 'When' dropdown is set to 'Window'. Below it, the 'Window:' dropdown is set to 'Any'. There are two checked options: 'Name:' set to 'Is' and 'Type:' set to 'Dialog'. To the right of these, a text box contains 'Character Designer'. At the bottom, 'Jump To:' has two radio buttons: 'Step Number' (with a value of 0) and 'End of Sequence' (which is selected). There are buttons for 'Set Timer...', 'Include in QuickKeys menu' (unchecked), 'Cancel', and 'OK'.

**Figure 193:** The Window options in the Jump Shortcut Properties dialog.

### Window

Choose the position of the window the Shortcut must look for.

### Name

Specify the name of the window the Shortcut must look for.

### Type

Specify the type of window the Shortcut must look for.

### Wait Until Window

Specify the status of the window the Shortcut must look for.

### If true...

This option is only available in the Decision Shortcut Properties dialog. Type the name of the Shortcut you want QuickKeys to branch to if all the conditions you set forth are true.

### If false...

This option is only available in the Decision Shortcut Properties dialog. Type the name of the Shortcut you want QuickKeys to branch to if all the conditions you set forth are false.

### Jump To

This option is only available in the Jump Shortcut Properties dialog. Type the step number you want to jump to or choose to jump to the end of the Sequence when the conditions in the Jump Shortcut are true.

## UNCONDITIONAL SEQUENCE TOOLS

The unconditional Sequence tools available in QuickKeys enable you to fine-tune your Sequence without having to set up specific conditions. These Sequence tools include:

- Pop-up Menu
- Repeat
- Message
- Password Vault
- GoSub
- User/Timed Pause

### Pop-up Menu

Use the Pop-up menu to select an item in a pop-up menu. This Shortcut is extremely useful because it enables you to select items within dialogs that may appear during your Sequence. The Pop-up Menu plug-in is also useful outside of Sequences.

#### Using Pop-up Menu

1. Open the Sequence Editor to display the Sequence in which you want to insert a Pop-up Menu Shortcut.
2. Position the insert arrow in the location you want to insert the Pop-up Menu Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > Pop-up Menu.
4. Complete the Shortcut Properties dialog and click OK.

### Pop-up Menu Options

#### Select Pop-up Menu

Click this button to record your pop-up menu selections. Your selection populates the Name and Position boxes in the Shortcut Properties dialog.

**Figure 194:** The Pop-up Menu Shortcut Properties dialog.

#### Match exactly

When this check box is selected, the name and position of the menu you want to locate must be typed *exactly* as it appears in the software. The search is not case sensitive.

#### Find Menu By Name

Locates the menu item in the pop-up menu by name.

#### Find Menu By Position

Locates the menu item by screen coordinates.

#### Click Location X/Y

The screen coordinates based on the origin you select. For example, if you select From Top Left of Window, the origin of the coordinates is the top left of the window in the foreground.

### Use modifiers

Select which modifier keys must be selected when you choose a particular pop-up menu item.

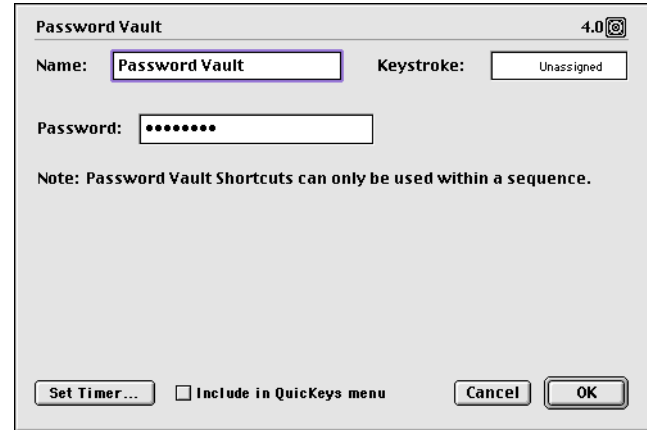
### Password Vault

The Password Vault plug-in can be used in Sequences for storing secure information, such as E-mail passwords. If your passwords are entered as asterisks rather than identifiable characters, no one standing behind you can see the passwords you enter to access network volumes, E-mail, etc. This plug-in is *not* a substitute for encryption software—it simply allows you to safely incorporate passwords into the Sequences you build.

### Using Password Vault

1. Open the Sequence Editor to display the Sequence in which you want to insert a Password Vault Shortcut.
2. Position the insert arrow in the location you want to insert the Password Vault Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > Password Vault.

4. Complete the Shortcut Properties dialog. Your password will initially appear in plain text.



**Figure 195:** The Password Vault Shortcut Properties dialog.

5. Click OK when you are finished.

### Substituting Password Vault for Type Text

If you record a Sequence that logs into a secured network area, QuickKeys inserts a Type Text Shortcut in your Sequence in the step where you typed your password. Because the Type Text plug-in displays your password in plain text within QuickKeys, you may want to substitute your Type Text Shortcut with a Password Vault Shortcut.

When you open a Password Vault Shortcut within QuickKeys, your password is displayed in bullets, making it more secure if you share your computer and must leave the QuickKeys Editor unlocked.

### To substitute the Password Vault Shortcut for the Type Text Shortcut in your Sequence:

1. Open a Sequence that types a password in one of the steps. Passwords are typically recorded by QuickKeys as Type Text Shortcuts.
2. Position the insert arrow above the Type Text step of the Sequence and select Create > Sequence Tools > Password Vault.
3. Type your password in the Password Vault Shortcut Properties dialog that appears and click OK. A Password Vault Shortcut appears in your Sequence.
4. Highlight the Type Text Shortcut that enters your password and select Delete from the Edit menu. The Password Vault Shortcut has now replaced the Type Text Shortcut.
5. Click OK in the Sequence Editor.

### Password Vault Options

This section describes the Shortcut-specific properties available with the Password Vault plug-in.

#### Password

The password you want the Sequence to enter for you.

### Repeat

A Repeat Shortcut can be used in Shortcuts and Sequences. In Shortcuts, Repeat can be used to replay a particular Shortcut as many times as you specify. In Sequences, Repeat can be used to cycle through a particular section of the Sequence as many times as you specify—you just have to specify where the loop begins and where it ends.

### Using Repeat

1. Open the Sequence Editor to display the Sequence in which you want to insert a Repeat Shortcut.
2. Position the insert arrow in the location you want to insert the Repeat Shortcut.

3. In the Sequence Editor, select Create > Sequence Tools > Repeat.
4. Complete the Shortcut Properties dialog.
5. Click OK when you are finished.

### Repeat Options

This section describes the Shortcut-specific properties available with the Repeat plug-in.

#### Repeat Shortcut

Repeats the Shortcut you specify.

#### Play the Shortcut X

Type the name of the Shortcut you want repeated.

#### X Times

Choose how many times you want the specified Shortcut repeated.

**Figure 196:** The Repeat Shortcut Properties dialog.

### Begin Repeat in Sequence

Indicates where Repeat will begin when it repeats a series of steps in a Sequence.

- ❖ You must create an End Repeat Shortcut in your Sequence to terminate a Begin Repeat Shortcut.

### Repeat Items between Begin and End X times

Choose how many times you want the series of steps in a Sequence repeated.

### End Repeat in Sequence

Indicates where Repeat will end when it repeats a series of steps in a Sequence.

### Prompt for Repeat Count

Displays a prompt where you can choose how many times you want the Shortcut or steps in the Sequence to repeat.

## GoSub

Use the GoSub Shortcut to perform a Shortcut you specify before proceeding with the Sequence.

### Using GoSub

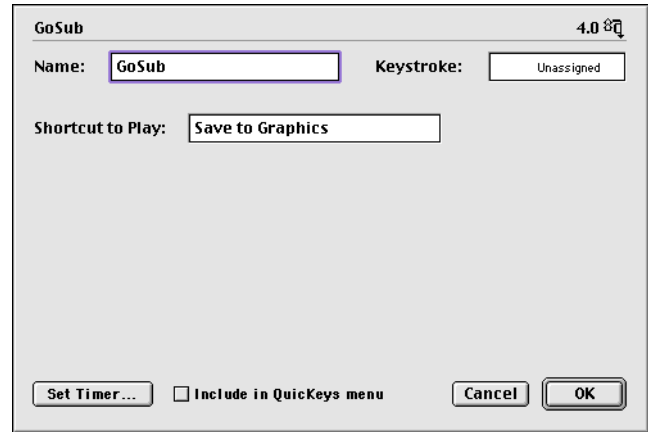
1. Open the Sequence Editor to display the Sequence in which you want to insert a GoSub Shortcut.
2. Position the insert arrow in the location you want to insert the GoSub Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > GoSub.
4. Complete the Shortcut Properties dialog.
5. Click OK when you are finished.

### GoSub Options

This section describes the Shortcut-specific properties available with the GoSub plug-in.

### Shortcut to Play

Type the name of the Shortcut you want GoSub to perform before proceeding with the Sequence. You must type the name *exactly* as it appears in your QuickKeys Editor Shortcuts list because the name is sensitive to spaces.



**Figure 197:** The GoSub Shortcut Properties dialog.

## Message

Use the Message Shortcut to display a modal window during a Sequence.

### Using Message

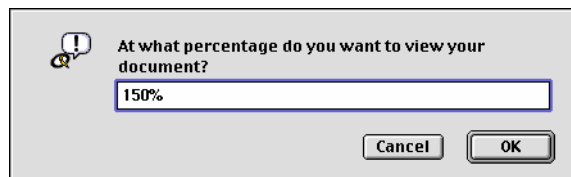
1. Open the Sequence Editor to display the Sequence in which you want to insert a Message Shortcut.
2. Position the insert arrow in the location you want to insert the Message Shortcut.
3. In the Sequence Editor, select Create > Sequence Tools > Message.
4. Complete the Shortcut Properties dialog.
5. Click OK when you are finished.

## Message Options

This section describes the Shortcut-specific properties available with the Message plug-in.

### Message to Display

The text you type in this box displays in a modal window similar to the one in Figure 198.



**Figure 198:** The Message Shortcut displays a modal window that requires user input during the playback of a Sequence.

### Text Entry Field

Choose where you want to store the information provided by the user in the Message Shortcut's modal window. You can store the information in the clipboard, you can type it as text with or without a carriage return, or you can play a particular Shortcut by name.



**Figure 199:** The Message Shortcut Properties dialog.

### Display OK Button

Choose this option to display an OK button in the modal window that appears.

### Display Cancel Button

Choose this option to display a Cancel button in the modal window that appears.

### Continue automatically after X seconds

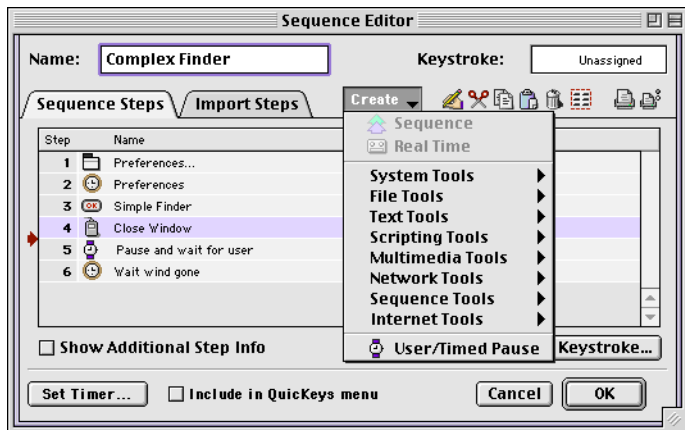
Check this option if you want the Sequence to proceed if there's no user input in the modal window after a specified number of seconds.

## User/Timed Pause

Use a User/Timed Pause Shortcut to halt a Sequence at a particular step and wait.

### Using User/Timed Pause

1. Open the Sequence Editor to display the Sequence in which you want to insert a User/Timed Pause Shortcut.
2. Position the insert arrow in the location you want to insert the User/Timed Pause Shortcut.
3. In the Sequence Editor, select **Create > Sequence Tools > User/Timed Pause**.



**Figure 200:** Select a plug-in from the Sequence Tools submenu.

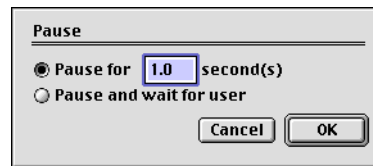
4. Select User/Timed Pause from the Create menu.
5. Complete the Shortcut Properties dialog.
6. Click OK when you are finished.

### User/Timed Pause Options

This section describes the Shortcut-specific properties available with the User/Timed Pause plug-in.

### Pause for X second(s)

Specify how many seconds you want to wait before allowing the Sequence to proceed. This option is a valuable troubleshooting tool when you sense that QuicKeys is not working at the same pace as the applications it is attempting to manipulate.



**Figure 201:** Set the length of a pause in the Pause dialog.

### Pause and wait for user

Choose this option if you want QuicKeys to require user input before proceeding with the Sequence. For example, you might want to pause your Sequence to enter a document name. When you have provided the necessary information, just press the Pause button on the Playback palette to resume the Sequence.



**Figure 202:** The Playback Palette.

- ❖ See page 48 for instructions on displaying the Playback Palette.



## APPENDIX A QUICKEYS EXAMPLES

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Learning software is usually much easier when you can reference existing examples of how to use it. This appendix provides some examples of how you can use QuickKeys. While these particular examples may not directly apply to how you intend to use QuickKeys, they *do* provide striking illustrations of how QuickKeys can save time for just about anyone who uses a computer.

- ❖ Since QuickKeys functionality is based on the applications and file locations on a specific computer, please note that these examples are only meant to be a springboard for your own ideas. They are not meant to be recreated without modifications.

## USING QUICKEYS FOR DESKTOP PUBLISHING

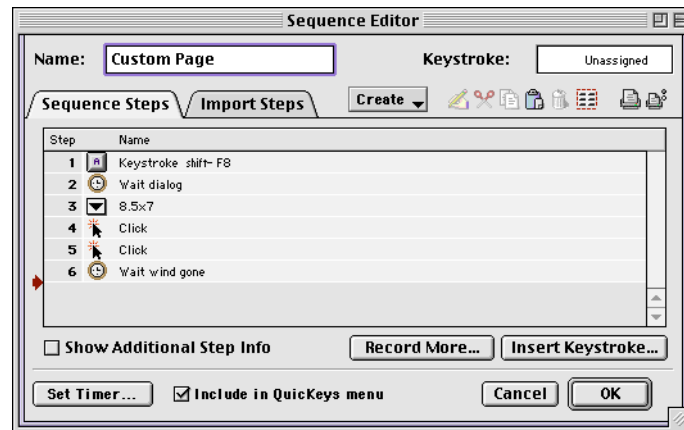
If you are a graphic designer or prepress expert, this example is for you. Imagine for a moment all the projects you receive from clients. Each project probably uses different paper sizes that must be specified in the Page Setup dialog and making those changes can really be time-consuming. QuickKeys can help free up some of your time by automating the process of changing page attributes for different print jobs.

### HOW TO CREATE THE SEQUENCE

This Sequence was created using QuickKeys recording. The Sequence is scoped to FrameMaker, so it only works when FrameMaker is the active application. Additionally, the Sequence uses the LaserWriter 8 printer driver.

1. Select Start Recording from the QuickKeys menu.
2. Press Shift+F8 to open FrameMaker's Page Setup dialog.

3. In the Page Setup dialog, select a paper size from the Paper pop-up menu.
4. Press the Return key on your keyboard to close the Page Setup dialog. (A button click is more reliable than a mouse click when recording Sequences.)
5. Select Stop Recording from the QuickKeys menu. The Sequence Editor appears with the Sequence shown in Figure 203.



**Figure 203:** This Sequence changes your page size in the LaserWriter 8 Page Setup dialog.

6. Type a name for the Sequence in the Name box.
7. Select the Include in QuickKeys menu check box and click OK. Since the Shortcut is scoped to FrameMaker, it will only appear in the QuickKeys menu when FrameMaker is the active application.

## USING QUICKKEYS WITH E-MAIL SOFTWARE

Checking electronic mailboxes has become as commonplace as checking the mailbox at your home. Since reading and responding to mail now dominates a lot of computer users' time, it is a perfect candidate for automation using QuickKeys.

This section provides two examples for using QuickKeys and E-mail together. The first example automates the process of switching between E-mail accounts. The second example uses AppleScript to share information between FileMaker Pro, QuickKeys, and your E-mail software.

### CHANGING E-MAIL IDENTITIES

One task that system administrators must frequently perform is switching between E-mail accounts. Administrators may have to assume several different electronic identities. For example, an administrator may have to send mail as both the systems administrator and as an individual who works for Company X, depending on who is receiving the administrator's messages. This process of changing your E-mail identity can be quite time-consuming, so it is an ideal candidate for automating with a QuickKeys Sequence.

In this example, an administrator changes the account properties in Microsoft Outlook Express to change his identity from Joe.Smith@cesoft.com to administrator@cesoft.com.

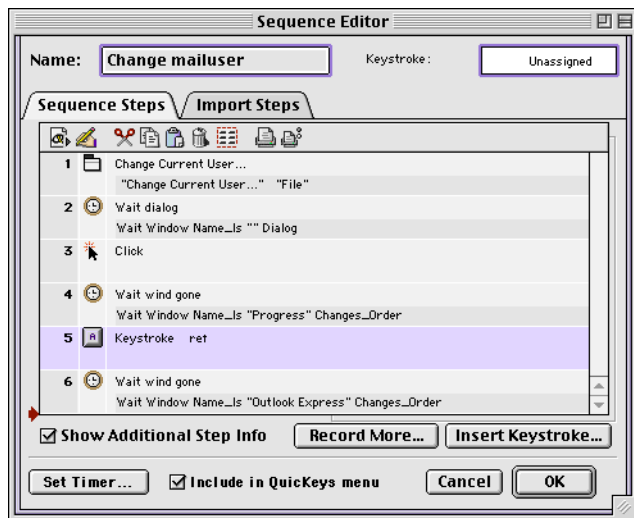
First, look at the illustration of the Sequence in the Sequence Editor shown in Figure 204. Then, look at the instructions that explain how this Sequence was created to get a feel for how you can automate a task like this on *your* computer.

### How To Create the Sequence

This particular Sequence was created with the recording feature. Here's a play-by-play of how this Sequence was built:

1. Open Outlook Express.
2. Select Start Recording from the QuickKeys menu.
3. Select Change Current User from the File menu. A prompt appears asking you to verify that you want to close the current account.
4. Press the return key to select Yes at the prompt.
5. Use your mouse to select a user from the window that appears.
6. Press the Return key to choose the OK button in the Select a user window.

7. Select Stop Recording from the QuickKeys menu. The Sequence Editor appears.



**Figure 204:** This Sequence changes logs into a different mail account for you.

8. Name the Sequence Change mailuser.
9. Select the Include in QuickKeys menu check box to trigger this Sequence from the QuickKeys menu.
10. Click the OK button.

## AUTOMATING E-MAIL CONTENT

If you are in sales or technical support, there are probably times when you have to E-mail customers information from your database. For example, if a customer reports a problem and the problem is fixed in the next software release, you may want to paste the customer's report into an E-mail message and alert the customer that the problem has been fixed and he can download the new software from your Web site. QuickKeys can do all this for you using AppleScript.

## AUTOMATING MESSAGE CONTENT

This Shortcut was created using an AppleScript script. QuickKeys is set up to launch the script when the Ext. bug Msg. Shortcut is selected from the QuickKeys menu.

1. Open the QuickKeys Editor.
2. Select Create > Scripting Tools > AppleScript.
3. Select the Text radio button and click the Modify Text button that becomes enabled.

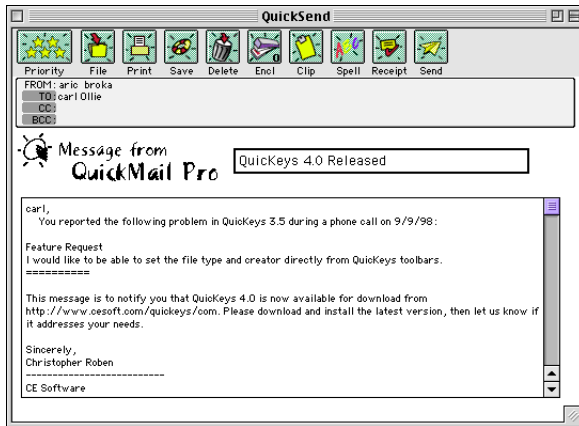
5. Click OK in the Script dialog when you are finished writing the script. The AppleScript Shortcut Properties dialog displays the first line of the script in the Text field of the dialog.



7. Click OK when you are finished.



When you trigger this Shortcut, an E-mail message similar to the one in Figure 207 appears.



**Figure 207:** You can automate the contents of an E-mail message using AppleScript and FileMaker Pro.

## USING QUICKKEYS WITH APPLESCRIPT AND FILEMAKER

This section provides two different examples that each automate the same task: logging into a FileMaker network database. The first example shows how to use QuickKeys recording to automate your database logins. The second example shows how to use AppleScript to automate your database logins.

## RECORDING FILEMAKER DATABASE LOGIN

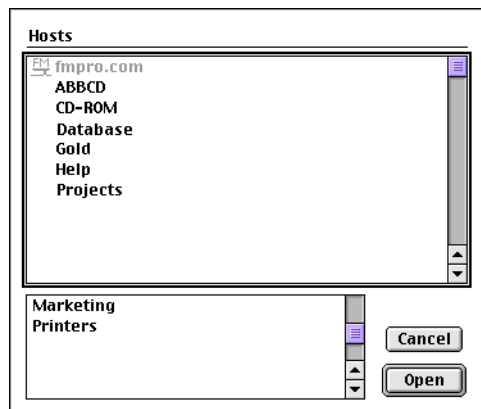
This Sequence was recorded with QuickKeys and then modified by removing unnecessary Waits and replacing Click Shortcuts with Button Shortcuts where appropriate.

1. Launch FileMaker Pro.
2. Select Record Sequence from the QuickKeys menu. If you are using the default QuickKeys settings, a recording palette appears on your desktop.
3. In FileMaker Pro, select Open from the File menu.
4. Click Hosts in the Open dialog that appears. A Hosts window appears.



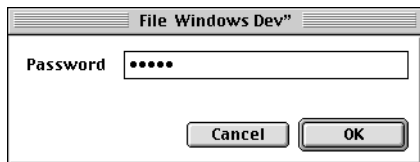
**Figure 208:** Click Hosts to see a list of network database hosts.

5. Select a volume and a host and click Open.



**Figure 209:** Select a host in this window.

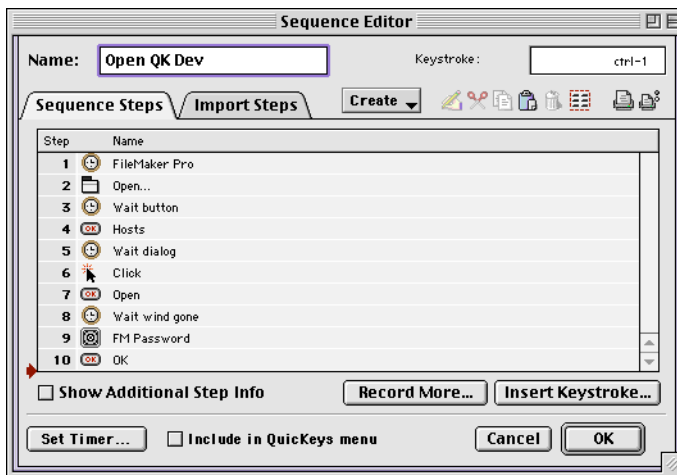
6. Type your password at the prompt and click OK.



**Figure 210:** Type your database password at this prompt.

7. Select Stop Recording from the QuickKeys menu. The Sequence Editor appears.
8. Remove any unnecessary Wait Shortcuts.
9. Replace Click Shortcuts with Button Shortcuts if applicable. For example, a Button Shortcut would be more reliable than a Click Shortcut to select the Hosts button in step 4.

10. Replace your Type Text Shortcut with a Password Vault Shortcut so your password is not in plain text. See page 150 for more information on this process.



**Figure 211:** This Sequence logs into a network database.

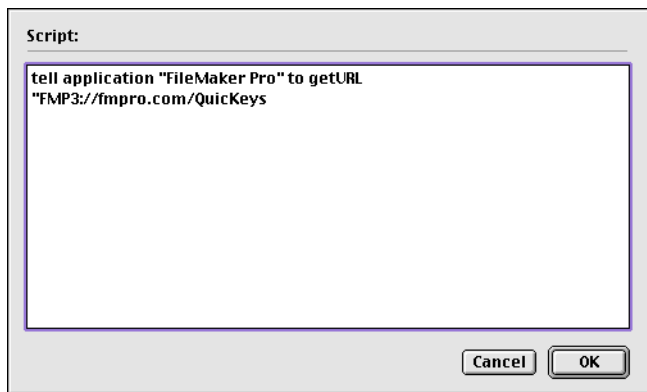
When you are finished, your Sequence looks similar to the one shown in Figure 211.

## SCRIPTING FILEMAKER DATABASE LOGIN

This Sequence opens a password protected database over the network using FileMaker's "getURL" AppleScript command and QuickKeys' AppleScript plug-in. FileMaker doesn't support AppleScripting of the password for "getURL," so you must manually insert a QuickKeys Password Vault Shortcut in the Sequence.

1. Open the QuickKeys Editor.
2. Select Create > Sequence. The Sequence Editor appears.
3. Select Create > Scripting Tools > AppleScript in the Sequence Editor.

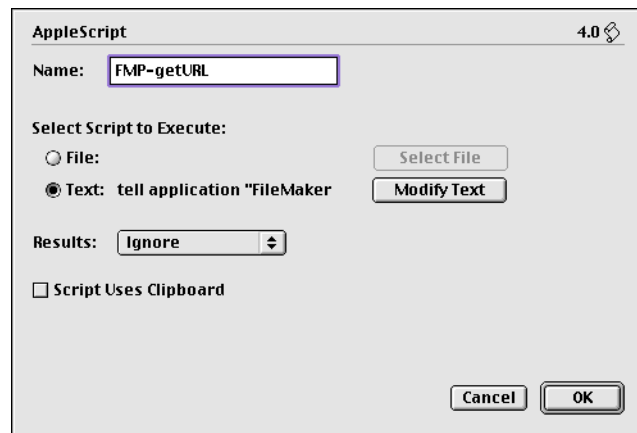
4. In the AppleScript Shortcut Properties dialog, select the Text radio button and click the Modify Text button that becomes enabled. The Script dialog appears.
5. Write your script in the Script dialog or copy it from the Script Editor. Figure 212 shows the script in the Script dialog.
6. Click OK when you are finished with your script. The AppleScript Shortcut Properties dialog appears with the first line of the script listed in the Text field.



**Figure 212:** This script logs into a network database.

7. Type a name for the Shortcut in the Name box. For example, type FMP-get URL.

8. Select Ignore from the Results pop-up menu and click OK to close the Shortcut Properties dialog and display the Sequence Editor.



**Figure 213:** The AppleScript Shortcut Properties dialog as it appears after you select a script.

## Inserting Password Information

1. With the Sequence Editor still open, position your insert arrow below the FMP-get URL Shortcut.
2. Select Create > Sequence Tools > Password Vault to open the Password Vault Shortcut Properties dialog.
3. Complete the Password Vault dialog and click OK. The Password Vault Shortcut appears immediately after the Startup Script Shortcut.
4. In the Sequence Editor, position your insert arrow in the step before the Password Vault Shortcut and select Create > Sequence Tools > Wait.
5. In the Wait dialog, choose to have QuicKeys wait until a dialog with specific attributes appears.

6. Insert a Button Shortcut at the end of the Sequence that uses the Always Clicks Button option.
7. Type a name and a keystroke for the Sequence in the appropriate boxes. The finished script will look similar to the one shown in Figure 214.

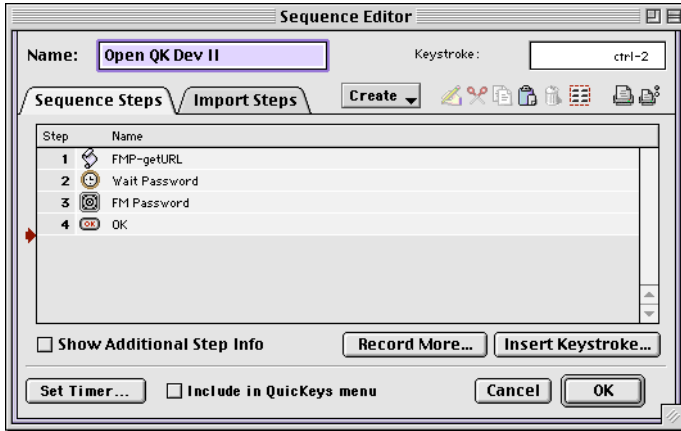


Figure 214: The finished scripted database login.

8. Click OK in the Sequence Editor when you are finished.

## USING DOSCRIPT WITH FILEMAKER

1. Write a FileMaker Pro script and name the script "Startup." When you are finished, the script should be available from FileMaker Pro's Script menu.

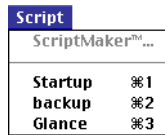


Figure 215: The FileMaker Pro Script menu.

2. Open the QuickKeys Editor.
3. Select Create > Scripting Tools > DoScript in the Sequence Editor.
4. Select the Text radio button and click the Modify Text button.
5. Type Startup in the Script dialog that appears and click OK. This will cause the DoScript plug-in to start the FileMaker script named "Startup." Any FileMaker script may be started by placing its name in a DoScript shortcut that is pointed at FileMaker. This feature only works in the frontmost window of FileMaker.
6. In the DoScript Shortcut Properties dialog, select Ignore from the Results pop-up window.

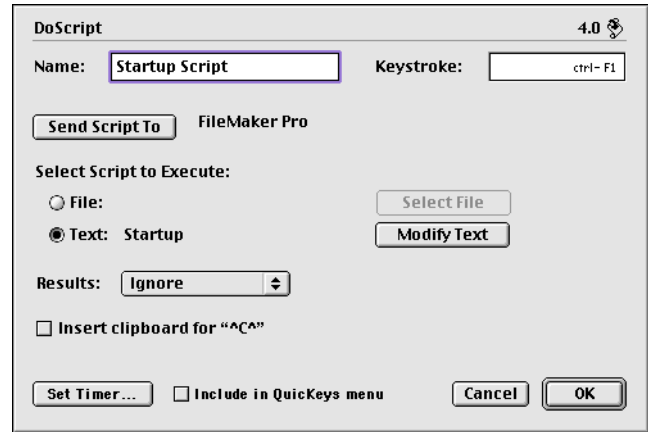


Figure 216: The name of the script appears in the DoScript Shortcut Properties dialog after it is selected.

7. Position your cursor in the Keystroke box and press Control+F1.
8. Position your cursor in the Name box and type Startup Script.
9. Click OK when you are finished.



## USING QUICKKEYS FOR WEB DEVELOPMENT

The Web site manager job is one of today's least well-defined jobs. It crosses the boundaries of marketing, advertising, and technology. The nature of the job places Web site managers at the heart of many of the company's critical activities and the end results are seen by thousands, perhaps even millions, of people.

While the tools for creating Web sites and Web pages have evolved significantly in the past few years, the fact remains that there is still substantial room for increased productivity. Most Web site managers have to use a variety of tools to handle the myriad tasks of creating and maintaining a web site. A typical toolkit may look something like this:

- Text editor
- Page editor
- Browser(s)
- E-mail client
- Java Editor
- FTP client
- Graphics editor

While some tools combine a few of these functions, there is still no single solution that embraces all of the features and functions listed above. As a consequence, using these tools collectively is a challenge. However, QuickKeys for Mac can help you meet the challenges facing most Web site managers by providing measurable improvements in productivity, fewer errors, and general workload reduction.

## SOLUTIONS FOR WEB SITE MANAGERS

The key to effective Web site management is to be organized and to work quickly and accurately. The challenge is to effectively use the wide array of tools to manage the contents so that the site is up-to-date and works correctly. QuickKeys can act as a major productivity enhancer in this environment.

QuickKeys doesn't represent one specific solution, but rather a collection of solutions that, applied to the Web site manager's tasks, can yield substantial savings in time and greater efficiency.

The most powerful aspect of QuickKeys for the Web site manager is the ability to record a sequence of actions and then play them back. For example, launching an FTP client, typing in user and password information, changing directories, and even moving files around can all be part of a QuickKeys Sequence. You can customize your favorite page editor so that changing typeface, font size and style is no longer a series of mouse clicks, but rather a faster and more reliable QuickKeys Sequence, all driven from a single key press. Image editors can replay Sequences that change image sizes, bit-depth and other elements and then saves and names the files.

The recording feature of QuickKeys can create very long and involved Sequences. One of the biggest strengths of this function is that it provides an automation solution that works with virtually all of the applications a Web site manager must use. And best of all, no scripting or programming is necessary to get a Sequence recorded.

To illustrate a small sample of what QuickKeys recording can do for you as a Web site manager, the following section details the creation of a Sequence that starts the Fetch application and logs into a frequently used FTP site.

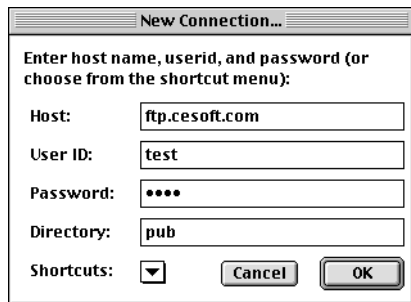
To get a feel for how this Sequence was built, look at the illustration of the Sequence in the Sequence Editor shown in Figure 219. Then look at the instructions that explain how this Sequence was created to get a feel for how you can automate a task similar to this on *your* computer.

## HOW TO CREATE THE SEQUENCE

The following is a play-by-play of how this Sequence was built.

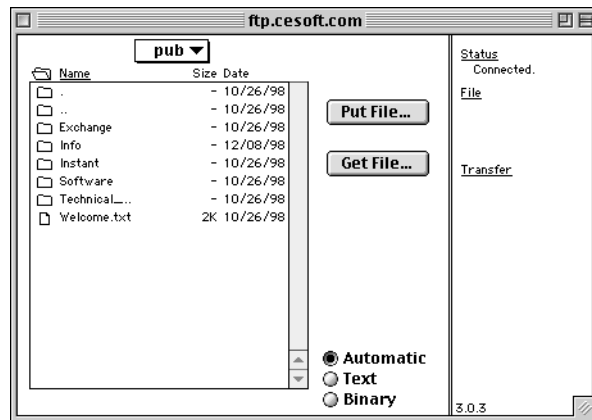
### Open a frequently-used FTP site

1. Launch the Fetch application.
2. Select Start Recording from the QuickKeys menu.
3. In the New Connection dialog that appears when you open Fetch, type your login information. Press the tab key to move between dialog entries.



**Figure 217:** The Fetch login dialog.

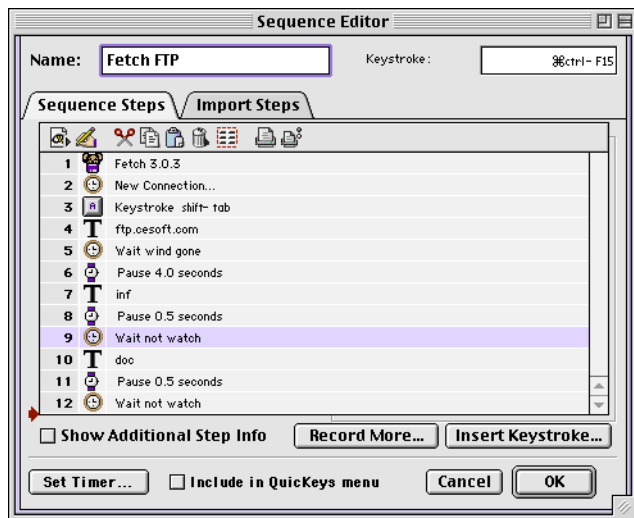
4. Press the return key when you complete the New Connection dialog. A list of directories appears.



**Figure 218:** The list of directories shown in a Fetch dialog.

5. Select the directories you want to open with the “Type to” feature. In other words, press “I” and “N” on your keyboard to select the “Info” directory shown in Figure 218.
6. Press the Return key when the directory you want to open is selected.

7. Select Stop Recording from the QuicKeys menu. The Sequence Editor appears.



**Figure 219:** The steps required to automate the process of logging into an FTP site.

8. Name the FTP Sequence Fetch FTP and assign it a trigger.
9. Click the OK button to save your new Sequence and close the Sequence Editor.
10. Click the close box to close the Editor window.





## **FORMAT**

The format of the Omitted File List is:

```
<four character file type><four character file  
creator><\\/><Comment of any length><carriage  
return>
```

## APPENDIX C QUICKEYS SCRIPT

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QuickKeys Script is a scripting language based on QuickKeys commands. When you create macros in the Script Editor or any other OSA-compliant editor (Open Scripting Architecture), QuickKeys Script is one of the scripting languages you can choose. QuickKeys Script is easy to understand because English-like QuickKeys commands are used to create a QuickKeys Script. QuickKeys Script is displayed in QuickKeys Sequences when you select the option to “Show Additional Information” in the Sequence Editor.

- ▲ The QuickKeys Backgrounder must be running for QuickKeys Script to function properly.

### WHO CAN USE QUICKEYS SCRIPT?

You can use QuickKeys Script with any OSA-compliant scripting editor. The most common scripting editor is Apple’s Script Editor. Once you are familiar with the Script Editor’s interface you can record scripts in QuickKeys Script. If you are unfamiliar with these, consult Apple documentation before reading about QuickKeys Script. You do not have to be a computer programmer to use QuickKeys Script. However, if you are an advanced user, you may wish to write and edit scripts using the Language Syntax Reference section of this document.

### WHEN TO USE QUICKEYS SCRIPT AND APPLESCRIPT

The Script Editor allows you to record and edit scripts in either QuickKeys Script or AppleScript. As a QuickKeys user, you will find the commands used in QuickKeys Scripts familiar. The commands use QuickKeys terminology, such as the names of shortcuts and plug-ins. Follow the guidelines below when determining whether you should use QuickKeys Script or AppleScript when creating a script.

#### QUICKEYS SCRIPT

Use QuickKeys Script to create scripts for any program, regardless of whether it supports AppleScript.

#### APPLESCRIPT

Use AppleScript to create scripts only for applications that support the AppleScript language. The program’s packaging usually indicates if it supports AppleScript.

### QUICKEYS SCRIPT RECORDING

QuickKeys is a powerful program, even without its added scripting capabilities. However, you can handle some tasks better using a script editor.

#### USING THE SCRIPT EDITOR

In the following example, you will create a QuickKeys Script script in the Script Editor that takes information on the Clipboard and pastes it in the Scrapbook.

## Creating a Script

1. Open the Script Editor.
2. Type a meaningful description of the script in the Definition field. For this example, type Copy to Scrapbook.
3. Select QuickKeys from the pop-up menu at the bottom of the Editor window.
4. Put meaningful information onto the Clipboard. You need to have information on the Clipboard for this example. To do this:
  - Open any word processor.
  - Type some text to activate the Copy command in the Edit menu.
  - Highlight the text, and then select Copy in the Edit menu. You now have information on the Clipboard.
5. Return to the Script Editor.

## Recording a Script

1. Click the Record button to begin recording the script.
  - Open the Scrapbook in the Apple menu.
  - Select Paste in the Edit menu. The information you copied in Step 4 should appear in the Scrapbook.
  - Select Close in the File menu.
2. Click in the Script Editor window so it is the frontmost window, and then click the Stop button. The script has been written for you in the Script Editor window.

## Playing a Script

Click the Run button to play your script. Playing the script verifies the accuracy of the script. To cancel playback, press Command-Period.

You will notice that the Check Syntax button is unavailable since you have not made any changes to the script. If you do make changes, the Check Syntax button becomes available so you can check the script for errors.

The Result window is empty because the script does not produce a result.

If you would like to use this script later, select Save or Save As in the File menu.

Refer to the Language Syntax Reference section to better understand the script you just recorded.

- ❖ If the script does not play correctly, you will need to edit the script. Read each command line of the script, and refer to the Language Syntax Reference section for descriptions of the commands.

## QUICKKEYS SCRIPT WRITING AND EDITING

Knowing how to edit a script can be a time-saver. You can add commands to and remove commands from a script, or create a script without recording. Otherwise, start over and record your script from the beginning.

This example describes how to use the Script Editor to write a script that turns your desktop grid on. Turning the grid on snaps icons on the desktop to an organized position. If you do not have a script to do this for you, you must open the View Options dialog and select the Always snap to grid radio button.

## SETTING THE OPTIONS

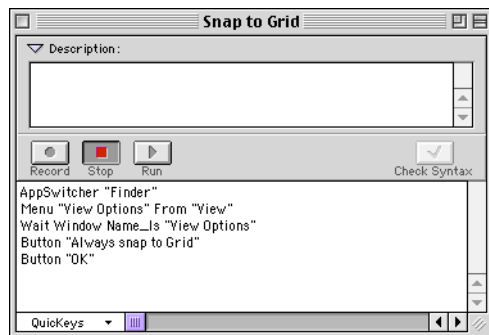
1. Open the Script Editor to create a new script.
2. In the Definition field, type Turn on grid.
3. Select QuickKeys from the pop-up menu at the bottom of the window.



## WRITING THE SCRIPT

The following script assumes you are displaying Finder windows using the as Icons view.

1. Click in the script window to type the script.
  - ❖ You must use smart quotes (" "), as opposed to typographer's or curly quotes, when writing a script.
2. In line 1 of the script, use the QuickKeys App Switcher Shortcut to make the Finder active.
3. In line 2, type Menu "View Options" from "View". This command selects the View Options option from the View menu.
4. In line 3, type: Wait Window Name\_is "View Options". This command uses a Wait shortcut to wait for the View Options window to appear.
5. In line 4, type: Button "Always snap to grid". This command enables the Always snap to grid option using a Button Shortcut.
6. In line 5, type Button "OK" to click the OK button in the View Options window.



**Figure 221:** The Snap To Grid script in the Script Editor.

## TESTING THE SCRIPT

Click the Run button to try the script. Notice how the icons on your desktop snap into position when the grid is turned on. If your script is not working properly, make sure you typed each line correctly. Now that you have learned how to write a basic script, practice writing and editing others. Refer to the instructions and examples in the following section as needed.

## LANGUAGE SYNTAX REFERENCE

### BUILT-IN COMMANDS

#### AliasKeystroke

Types a keystroke.

Keyword	Usage	Description
AliasKeystroke	Required	Command
ModKey	Optional	Which Modifiers to depress
%keycode	Required	Which key to type using Macintosh key code values. To get the correct keycode, put the Script Editor into Record mode and record the keystroke.
(asciicharacter)	Ignored	A user readable value.

#### Usage

AliasKeystroke CMD-OPT %0 (A)

Button		
Clicks the mouse on a button on the front window.		
Keyword	Usage	Description
Button	Required	Command
"Button Title"	Required	Name of button to access
ButtonTest	Optional	Only click based on current value
<b>Usage</b> Button "OK"  Button "Font Substitution?" If_Off		

Click		
Depresses and releases the mouse at defined locations. If a ButtonSpec is included, the starting coordinate is ignored.		
Keyword	Usage	Description
Click	Required	Command
<i>MouseLoc</i>	Required	Location of start of click
<i>-MouseLoc</i>	Optional	Location of click release (used for dragging)
<i>#clicks</i>	Optional	Number of times the mouse is clicked
<i>ModKey</i>	Optional	Which Modifiers to depress
<i>WindowSpec</i>	Optional	Which Window to click in
<i>ButtonSpec</i>	Optional	Which button to click in
<b>Usage</b>  Click (10,10 Top_Left) - (0,0 Mouse) #2 Window #1 ("Untitled-1") Button#1 ("OK")  Click (100,100 Screen) - (20,20 Screen) SHIFT-OPT  Click (-10,-10 Bottom_Right) - (-100, -100 Mouse) Window "MyDocument"		

DateTime		
Type the current date or time.		
Keyword	Usage	Description
DateTime	Required	Command
ShortDate	OnlyOne	Displays the date in the format set in the Date/Time control panel.
Long_Date	OnlyOne	Displays the date in the format set in the Date/Time control panel.
Long_Date_Abbr	OnlyOne	Displays the date in the format set in the Date/Time control panel.
Long_No_Date	OnlyOne	Date as April 6, 1999
Short_No_Date	OnlyOne	Date as Apr 6, 1999
Long_Alt	OnlyOne	Date as 6 April 1999
Short_Alt	OnlyOne	Date as 6 Apr 1999
YYMMDD	OnlyOne	Date as 99/04/06
Short_Time	OnlyOne	Displays the time in the format set in the Date/Time control panel.
Long_Time	OnlyOne	Displays the time in the format set in the Date/Time control panel.
TwentyFourHr	OnlyOne	Time as 15:50
<b>Usage</b> DateTime Long_Day DateTime HHMM		

FileLaunch		
Open a file or folder.		
Keyword	Usage	Description
FileLaunch	Required	Command
"Path"	OnlyOne	Full path of the application, document, or folder
System_Folder	OnlyOne	The system folder
Trash_Folder	OnlyOne	The trash folder
Apple_Menu_Folder	OnlyOne	The Apple menu items folder
Control_Panels_Folder	OnlyOne	The Control Panels folder
Extensions_Folder	OnlyOne	The extensions folder
Preferences_Folder	OnlyOne	The preferences folder
<b>Usage</b> FileLaunch "Harddisk:System Folder:Control Panels:QuicKeys" FileLaunch "Harddisk:CalendarMaker" FileLaunch Control_Panels_Folder FileLaunch System_Folder		

FKey		
Causes an FKEY installed in the system to execute.		
Keyword	Usage	Description
FKEY	Required	Command
#identifier	Required	Which FKEY to execute
<b>Usage</b> FKEY #3 ; Trigger the screen shot		

Menu		
Selects a menu item. If #MenuItemPosition is specified, the "Menu Item Title" is ignored.		
Keyword	Usage	Description
Menu	Required	Command
"Menu Item Title"	Required	The title of the menu item
#MenuItem Position	Optional	Select menu item by position
Exactly	Optional	The title must match exactly
From "Menu Title"	Optional	Which menu to find menu item
Apple_Menu	Optional	Find in Apple Menu
ModKey	Optional	Which Modifiers to depress
Ignore_Errors	Optional	Do not report error messages
<b>Usage</b> Menu "DiskTop" Apple_Menu Menu "Save" Exactly From "File" Ignore_Errors		

Mousies		
Perform mouse actions on the front window.		
Keyword	Usage	Description
Mousies	Required	Command
Close_Window	OnlyOne	Click in the close box of the front window
Zoom_Window	OnlyOne	Click in the zoom box of the front window
Collapse_Window	OnlyOne	Click in the collapse box of the front window
Line_up	OnlyOne	Click in the up arrow of a scroll bar
Line_Down	OnlyOne	Click in the down arrow of a scroll bar
Page_up	OnlyOne	Click in the page up area of a scroll bar
Page_Down	OnlyOne	Click in the page down area of a scroll bar
Home	OnlyOne	Drag the thumb to top of scroll bar
End	OnlyOne	Drag the thumb to the bottom of a scroll bar
Column_Left	OnlyOne	Click in the left arrow of a scroll bar
Column_Right	OnlyOne	Click in the right arrow of a scroll bar
Page_Left	OnlyOne	Click in the page left area of a scroll bar
Page_Right	OnlyOne	Click in the page right area of a scroll bar

Mousies
<b>Usage</b> Mousies Close_Window  Mousies Zoom_Window  Mousies Home

## Pause

Pauses the system. Useful if QuickKeys is operating too quickly during a script.

Keyword	Usage	Description
Pause	Required	Command
Secs.tenths	OnlyOne	Pause in seconds dot tenths of a second
And_Wait	OnlyOne	Pause the sequence indefinitely

### Usage

Pause 3.0

## Specials

A collection of actions to control QuickKeys.

Keyword	Usage	Description
Specials	Required	Command
Editor	OnlyOne	Open the QuickKeys Editor
Transfer	OnlyOne	Display a file selection dialog and launch selection
Shut_Down	OnlyOne	Shutdown the system
Restart	OnlyOne	Restart the system
Select_Rear_Window	OnlyOne	Select the rear window of current application
Select_Second_Window	OnlyOne	Select second window of current application
QuickQuotes	OnlyOne	Performs the QuickQuotes action
Double_QuickQuotes	OnlyOne	Performs the Double QuickQuotes action
Quick_Reference	OnlyOne	Display the QuickReference card
Toggle_QuickKeys	OnlyOne	Enable / Disable QuickKeys

### Usage

Specials Restart

Specials Select\_Rear\_Window

TypeText		
Type a series of characters into the front most window.		
Keyword	Usage	Description
TypeText	Required	Command
"Characters to type"	Required	The text to type
<b>Usage</b> TypeText "Clive Brown\RCE Software, Inc\R515-221-1801\R"  TypeText "Sincerely,\RClive Brown\R"		

## PLUG-IN COMMANDS

AppSwitcher		
Control the front application.		
Keyword	Usage	Description
AppSwitcher	Required	Command
"Process Name"	OnlyOne	Name of application to bring to front
Back	OnlyOne	Switch to application in back
Ask	OnlyOne	Display a window asking the user for application
Previous	OnlyOne	Switch to application that previously was in front
Next	OnlyOne	Switch to next application
Hide	Optional	Hide current application
<b>Usage</b> AppSwitcher "Finder" Hide  AppSwitcher Ask		

AppleScript		
Execute an AppleScript. If Open_Clipboard is specified, the script routine On Open QkClipboard is called, and provides a variable titled "QKClipboard" which contains the clipboard.		
Keyword	Usage	Description
AppleScript	Required	Command
PathToScript	Optional	File name of the AppleScript
Open_Clipboard	Optional	Call the script routine "On Open QkClipboard"
Wait_Result	OnlyOne	Waits for the result before allowing QuickKeys to continue.
Ignore_Result	OnlyOne	Ignores the result.
Type_Result	OnlyOne	Types the results of the script. Waits for the result before allowing other Quickkeys actions to continue.
Display_Result	OnlyOne	Displays the results of the script. Waits for the result before allowing other Quickkeys actions to continue.
Clipboard_Result	OnlyOne	Places the results of the script onto the clipboard. Waits for the result before allowing other Quickkeys actions to continue.
Embedded AppleScript	Optional	The AppleScript, terminated with « „ » and a return.

AppleScript
<b>Usage</b> AppleScript "Harddrive:MyScripts:BackUp"  AppleScript Display_Result Open_Clipboard On open QKClipboard  Beep 3 set x to QKClipboard & "'s length is " & Length of QKClipboard x end open « „ »  **Note: You must have a Return after the » » characters.



Choosy		
Change the current printer. Network printers will require specifying the printer name and zone.		
Keyword	Usage	Description
Choosy	Required	Command
"PrinterDriver Name"	Required	The name of the printer driver
Printer "Printer Name"	Optional	The network name of the printer
Zone "Zone Name"	Optional	The network zone for the printer
Report_Success	Optional	If specified, report that the selection was made
<b>Usage</b> Choosy "StyleWriter"  Choosy "LaserWriter" Printer "Main LaserWriter" Zone "Second Floor"		

Decision		
Perform a branch operation		
Keyword	Usage	Description
Decision	Required	Command
System Condition	Required	What type of condition to examine
True_Shortcut "name"	Optional	If condition is true, branch to this shortcut
False_Shortcut "name"	Optional	If condition is false, branch to this shortcut
<b>Usage</b> Decision Button "Replace" exact enabled True_Shortcut "Replace" False_Shortcut "Remove"		

## Folders

Change the folder shown in the Open and Save As dialogs.

Keyword	Usage	Description
Folders	Required	Command
"Path to Folder"	OnlyOne	Change to this folder
Restore	OnlyOne	Change back to previous folder

### Usage:

Folders "Harddisk:Applications:"

Folders Restore

## GoSub

Call another sequence.

Keyword	Usage	Description
Gosub	Required	Command
"Sequence Name"	Required	Name of sequence to run

### Usage:

Gosub "SetUpPrinter"

Gosub "LogOnSequence"

Jump		
Jump over a few steps based on condition.		
Keyword	Usage	Description
Jump	Required	Command
SystemCondition	Required	What type of condition to examine
Step ##	Required	Step number to go to if the condition is true
<b>Usage:</b> Menu "Save As"  Button "Save"  Pause 0.5  Jump button "Replace" not_exists Step 1  Button "Replace"		

Message		
Display a dialog box.		
Keyword	Usage	Description
Message	Required	Command
"Message Text"	Required	Text to display in a dialog box
Cancel	Optional	Show a Cancel button
Continue ##	Optional	Hide dialog and continue after ## seconds
<b>Usage:</b> Message "Preparing to run sequence" Continue 10  Message "Shall I erase your floppy disk?" Cancel		

Mounty		
Mount a file server. To mount the volume using AppleTalk, the Zone and Server parameters must be specified. To mount the volume using TCP/IP, the Server_Addr parameter must be supplied.		
Keyword	Usage	Description
Mounty	Required	Command
As_Guest	Optional	Mount using the guest account
Ask_Password	Optional	Ask for the password
Ask_User	Optional	Ask for the user name
Zone "Zone Name"	Required (AT)	The AppleTalk zone the server is in
Server "Server Name"	Required (AT)	The network name of the server
Volume "Volume Name"	Required	The volume of the server to mount
User "User Name"	Optional	The account name to connect to the server
Password "password"	Optional	What password to use
Volume_Password	Optional	Password for volume access
Server_TCP_Address	Required (IP)	TCP/IP Address for server
<b>Usage:</b> Mounty Ask_User Zone "R&D" Server "PlantsServer" Volume "MPW Tools"		

PowerBook		
A collection of actions for PowerBook users.		
Keyword	Usage	Description
PowerBook	Required	Command
Sleep	OnlyOne	Put PowerBook to sleep
Shutdown	OnlyOne	Shutdown PowerBook
Show_Cursor	OnlyOne	Show location of the cursor
Spindown	OnlyOne	Spin harddisk off
Toggle_Backlighting	OnlyOne	Toggle Backlighting setting
Battery	OnlyOne	Show Battery
Backlighting_On	OnlyOne	Turn backlighting on
Backlighting_Off	OnlyOne	Turn backlighting off
Toggle_dimming	OnlyOne	Toggle dimming
Dim	OnlyOne	Dim the screen
Undim	OnlyOne	Stop dimming the screen
Disable_rest	OnlyOne	Disable resting
Enable_rest	OnlyOne	Enable Resting
<b>Usage:</b> PowerBook Sleep  PowerBook Toggle_Backlighting  PowerBook Show_Cursor		

PopUp		
Make a selection from a popup menu.		
Keyword	Usage	Description
Popup	Required	Command
"Menu Item Title"	OnlyOne	Text of menu item
#MenuItem Position	OnlyOne	Index of menu item
Exactly	Optional	Text must match exactly
MouseLoc	Required	Where to click to make menu appear
<b>Usage:</b> Popup "Internal" (338,42 Top_Left)  Popup "QuicKeys" (100,100 Screen)		

Repeat Begin		
Start repeating a series of steps (a Repeat End statement is required).		
Keyword	Usage	Description
Repeat Begin	Required	Command
#Count	Required	The number of times to repeat
Ask_User	Optional	Prompt the user for number of times to repeat
<b>Usage:</b> Repeat Begin ask user		

Repeat End		
Stop repeating a series of steps.		
Keyword	Usage	Description
Repeat End	Required	Command

ScrapEase		
Move clippings to and from QuickKeys clipboards.		
Keyword	Usage	Description
ScrapEase	Required	Command
Copy	OnlyOne	Store selection into QuickKeys clipboard
Paste	OnlyOne	Paste from QuickKeys clipboard
Type	OnlyOne	Type from the QuickKeys clipboard
"Name of Clipping"	Optional	Name of clipping to paste / type
Ask_User	Optional	Ask the user for which clipping to paste / type
<b>Usage:</b> ScrapEase Copy  ScrapEase Type "Sample Paragraph One"  ScrapEase Paste Ask_User		



**SpeakEase**

Speak text.

Keyword	Usage	Description
SpeakEase	Required	Command
Speak_Clipboard	OnlyOne	Speak the contents of the clipboard
"Text to speak"	OnlyOne	What text to speak
Voice "Voice Name"	Optional	What voice to use to speak

**Usage**

SpeakEase "The download has finished"

SpeakEase Speak\_Clipboard Voice "Zarvox"

**SpeakerChanger**

Change computer volume.

Keyword	Usage	Description
SpeakerChanger	Required	Command
Up	OnlyOne	Increase volume
Down	OnlyOne	Decrease volume
Volume #n	OnlyOne	Set volume to range (0 thru 7)
Beep	Optional	Play a sound after volume is changed

**Usage**

SpeakerChanger Up Beep

SpeakerChanger Down

SpeakerChanger Volume 0

SpeakerChanger Volume 7



MacOS		
Collection of controls for the system.		
Keyword	Usage	Description
MacOS	Required	Command
Show_Balloons	OnlyOne	Show balloon help
Hide_Balloons	OnlyOne	Hide balloon help
Toggle_Balloons	OnlyOne	Toggle balloon help
Next_Application	OnlyOne	Go to next application
Last_Application	OnlyOne	Go to previous application
Start_FileSharing	OnlyOne	Turn on file sharing
Stop_FileSharing	OnlyOne	Turn off file sharing
<b>Usage</b> MacOS Start_FileSharing MacOS Next_Application		

Wait		
Wait for a condition to be true.		
Keyword	Usage	Description
Wait	Required	Command
SystemConditionSpec	OnlyOne	What system condition to wait for
<b>Usage</b> Wait Application "Finder" Wait Application "Word" running Wait Window name_is "Untitled_1" Wait Cursor is_not watch		

**ApplicationConditionSpec**

Check to see if an application is running.

Keyword	Usage	Description
Application	Required	Command
"Application Title"	Required	Title of Application
running	OnlyOne	true is application is running
not_running	OnlyOne	true if application is not running

**ButtonSpec**

Define a specific button to click.

Keyword	Usage	Description
Button	Required	Start of structure
"Button Title"	Optional	Title of Button
#control number	Required	Which control (in control list) to check
ButtonTest	Optional	Control when to click

ButtonTest		
Only click or select a button based on its current state.		
Keyword	Usage	Description
If_Off	OnlyOne	Only if control is currently off (unchecked)
If_On	OnlyOne	Only if control is currently on (checked)

ButtonConditionSpec		
Check to see if a button exists, is enabled, etc.		
Keyword	Usage	Description
Button	Required	Command
"Button Title"	Required	Title of Button
exact	Optional	Match title exactly
not_exists	OnlyOne	true if button does not exist
enabled	OnlyOne	true if button is enabled
not_enabled	OnlyOne	true if button is not enabled
selected	OnlyOne	true if button is selected
not_selected	OnlyOne	true if button is not selected

ClipboardConditionSpec		
Check to see if the clipboard exists, contains text, etc.		
Keyword	Usage	Description
Clipboard	Required	Command
empty	OnlyOne	true if clipboard is empty
not_empty	OnlyOne	true if clipboard is not empty
text	OnlyOne	true if clipboard contains text
not_text	OnlyOne	true if clipboard does not contain text
type	OnlyOne	true if clipboards type matches Compare String
not_type	OnlyOne	true if clipboard type does not match Compare String
equals	OnlyOne	true if clipboard value equals Compare String
not_equals	OnlyOne	true if clipboard value does not equal Compare String
contains	OnlyOne	true if clipboard value contains Compare String
not_contains	OnlyOne	true if clipboard value does not contain Compare String
greater_than	OnlyOne	true if clipboard value is greater than Compare String
less_than	OnlyOne	true if clipboard value is less than Compare String
greater_than_equal	OnlyOne	true if clipboard value greater than or equal to Compare String

ClipboardConditionSpec		
less_than_equal	OnlyOne	true if clipboard value less than or equal to Compare String
"CompareString"	Optional	Text for comparison
Numeric	Optional	Number for comparison

CursorSpec		
Definition of a cursor.		
Keyword	Usage	Description
Ball	OnlyOne	A beachball cursor is being shown
Watch	OnlyOne	A watch cursor is being shown
Other "Hex Cursor"	OnlyOne	An alternate cursor is being shown; defined in hex values

CursorconditionSpec		
Check to see if a button is enabled, etc.		
Keyword	Usage	Description
Cursor	Required	Command
is_not	OnlyOne	true if cursor specified is not visible
changes	OnlyOne	true if cursor specified changes
CursorSpec	Optional	Definition of the cursor to check
Ignore_outline	Optional	Look at content of the cursor, not just its shape
Check_Cursor	Optional	Look at the shape and content

DateTimeConditionSpec		
Check to see if a button exists, is enabled, etc. The "Until" keyword is used for Wait Shortcuts and the "If_After" keyword is used for Jump and Decision Shortcuts.		
Keyword	Usage	Description
Until HH:MM	OnlyOne	true if after hour and minute specified
Until HH:MM:SS	OnlyOne	true if after hour, minute and seconds specified
Until MM/DD/YY	Optional	true if after date specified
If_After HH:MM	OnlyOne	true if after hour and minute specified
If_After HH:MM:SS	OnlyOne	true if after hour, minute and seconds specified
If_After MM/DD/YY	Optional	true if after date specified
AM	Optional	Time specified is morning
PM	Optional	Time specified is afternoon

EdgeDefinition		
Define the point of origin for coordinates.		
Keyword	Usage	Description
Mouse	OnlyOne	Relative to the current mouse position
Screen	OnlyOne	Relative to the complete screen
Top_Left	OnlyOne	Relative to the top left corner of the front window
Top_Right	OnlyOne	Relative to the top right corner of the front window
Bottom_Left	OnlyOne	Relative to the bottom left corner of the front window
Bottom_Right	OnlyOne	Relative to the bottom right corner of the front window

EventConditionSpec		
Return true if this event has occurred.		
Keyword	Usage	Description
Click	OnlyOne	true if a click has occurred
return	OnlyOne	true if return has been pressed
enter	OnlyOne	true if enter has been pressed
space	OnlyOne	true if space has been pressed
escape	OnlyOne	true if escape has been pressed
tab	OnlyOne	true if tab has been pressed
any_key	OnlyOne	true if any key has been pressed

MenuConditionSpec		
Check a menu item.		
Keyword	Usage	Description
Menu	Required	Command
"Menu Title"	Required	Title of the menu
Item	Required	Command
"Menu Item"	Required	Title of menu item
exact_menu	Optional	The menu title must match exactly
exact_item	Optional	The menu item must match exactly
checked	OnlyOne	true if menu item is checked
not_checked	OnlyOne	true if menu item is not checked
enabled	OnlyOne	true if menu item is enabled
not_enabled	OnlyOne	true if menu item is not enabled
item_exists	OnlyOne	true if menu item exists
item_not_exists	OnlyOne	true if menu item does not exist

ModKey		
Defines a series of modifiers to depress for various actions.		
NOTE: If multiple keywords are used they must be delimited with a dash.		
Keyword	Usage	Description
CMD	Optional	Depress Command Key
OPT	Optional	Depress Option Key
SHIFT	Optional	Depress Shift Key
CTRL	Optional	Depress Control Key
<b>Examples:</b> CMD-SHIFT ; Depress Both the Command and Shift Keys		

MonitorSpec		
Specify a specific monitor.		
Keyword	Usage	Description
Monitor #n	OnlyOne	Which monitor to change
Monitor_Mouse	OnlyOne	Monitor defined by mouse location

MonitorDepthSpec		
Settings for a monitor.		
Keyword	Usage	Description
1	OnlyOne	Change to B&W
4	OnlyOne	Change to 4 colors
16	OnlyOne	Change to 16 colors
256	OnlyOne	Change to 256 colors
Thousands	OnlyOne	Change to Thousands
Millions	OnlyOne	Change to Millions
Decrease	OnlyOne	Decrease Setting
Increase	OnlyOne	Increase Setting
Minimum	OnlyOne	Set to minimum supported setting
Maximum	OnlyOne	Set to maximum supported setting



MouseLoc		
Define a location on the screen for mouse clicking.		
Keyword	Usage	Description
(	Required	Start of structure
X Offset	Required	Pixels from left edge
Y Offset	Required	Pixels from top edge
EdgeDefinition	Required	Define where coordinates are relative to
)	Required	End of structure

SystemCondition		
Only click or select a button based on its current state.		
Keyword	Usage	Description
ApplicationConditionSpec	OnlyOne	Check to see if an application is running
ButtonConditionSpec	OnlyOne	Check a button
ClipboardConditionSpec	OnlyOne	Check the clipboard
MenuConditionSpec	OnlyOne	Check a menu item
DateTimeConditionSpec	OnlyOne	Check the time
WindowConditionSpec	OnlyOne	Check a window
Beep	OnlyOne	Check for a beep (Wait only)
EventConditionSpec	OnlyOne	Check for an event (Wait only)
CursorConditionSpec	OnlyOne	Check the cursor

WindowConditionSpec		
Check the settings of a window.		
Keyword	Usage	Description
Window	Required	Command
any_window	Optional	Check for any open window, rather than just first
name_is	OnlyOne	name of window matches CmpTitle
name_is_not	OnlyOne	name of window does not match CmpTitle
name_contains	OnlyOne	name of window contains CmpTitle
name_not_contains	OnlyOne	name of window does not contain CmpTitle
"CmpTitle"	Optional	Title used for previous settings
dialog	OnlyOne	front window is a dialog box
not_dialog	OnlyOne	front window is not a dialog box
system	OnlyOne	front window is a system window (driver, desk acc.)
not_system	OnlyOne	front window is not a system window
document	OnlyOne	front window is a document
not_document	OnlyOne	front window is not a document
not_exists	OnlyOne	true if window does not exist (Wait only)
changes_order	OnlyOne	true if windows change order (Wait only)

WindowSpec		
Define a specific window to click in. NOTE: The Window Title, if specified, overrides the window position setting.		
Keyword	Usage	Description
Window	Required	Start of structure
"Window Title"	OnlyOne	Title of window
#window number	OnlyOne	Which window (from front window) to click





## GLOSSARY

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**application toolbar**—The bar of graphical buttons available in the interface of some applications that enables you to complete basic functions, such as printing, with a mouse click.

**clip**—Items stored in the QuickKeys clipboard for the Scrap Ease plug-in.

**clipboard**—The system’s holding area for an item selected using the cut or copy feature.

**contextual menu**—The menu that appears when you Control-click your mouse.

**dialog**—Part of the software interface that contains command buttons and various kinds of options through which you can carry out a particular command or task.

**filters**—QuickKeys filters enable you to choose which Shortcuts you view within the QuickKeys Editor and the QuickReference Card.

**plug-in**—QuickKeys components, such as File Launch, that add functionality to QuickKeys.

**properties**—Attributes or characteristics of a Shortcut.

**QuickKeys toolbar**—The toolbar that is part of the QuickKeys Editor that enables you to cut, copy, and print with a mouse click.

**QuickKeys Editor**—The main component of the QuickKeys interface where you create and edit Shortcuts and toolbars.

**QuickReference Card**—The dialog that displays all of your Shortcuts and keystrokes.

**QuickKeys menu**—The menu that appears when you click the QuickKeys icon in the menu bar. The QuickKeys menu can also be available in the Apple menu if you choose to place it there.

**recording**—When you start recording, QuickKeys watches your actions so it can play them back when you trigger the Shortcut.

**scope**—The range of operation for a Shortcut. For example, you can create Shortcuts that only work when Microsoft Word is active or Shortcuts that work in *any* active window on your computer.

**Sets**—The grouping of Shortcuts that only work in a specific context. For example, you can create Shortcuts that only work when Microsoft Word is active.

**Setup Assistant**—The Mac supports assistant windows that help you with certain application-specific tasks. For example, the QuickKeys Setup Assistant helps set up certain Shortcuts.

**Sequence**—A series of Shortcuts that execute sequentially.

**Shortcut**—The QuickKeys equivalent of a single-step task.

**toggle**—Turns a particular mode on or off. For example, you can toggle keystrokes on or off.

**toolbar**—The graphical palettes you can use to trigger Shortcuts.

**timed triggers**—Triggers that start Shortcuts at a specific date and/or time.

**trigger**—Keystrokes and menu selections that signal QuickKeys to start a Shortcut.

**URL**—Uniform Resource Locator. A reference to a resource on the Internet. For example, CE Software's URL is <http://www.cesoft.com/>

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