

## Keyboard Express Contents

Keyboard Express is a Windows keyboard macro. It allows you to issue just about any series of keystrokes to your windows applications with the touch of a couple of keys or at timed intervals. These keystrokes can manually be entered in and assigned to up to 514 hot keys. Additionally, keystrokes can be automatically captured as you type in one of your Windows applications.

**If Keyboard Express is running in a "hidden" mode, it can be invoked by holding down the CTRL key and clicking the right mouse button.**

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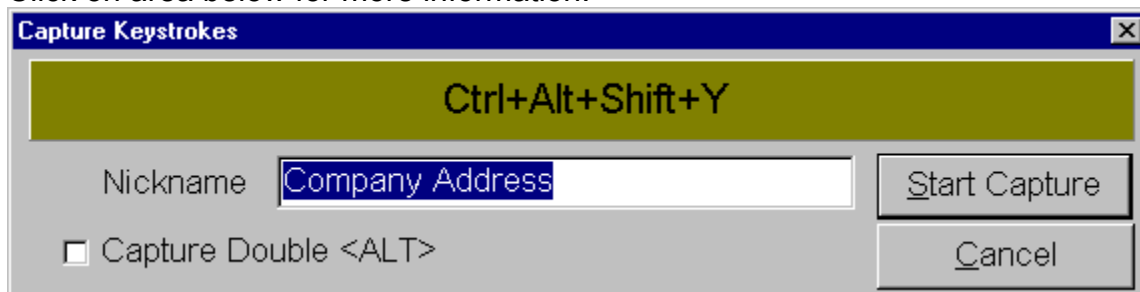
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## Capturing Keystrokes

Keyboard Express allows you to capture keystrokes as you enter them and assigns them to a hot key. The steps to capturing keystrokes are as follows:

1. Select a hot key from the available list from the Main Window or the Add Hot Key Window of Keyboard Express
2. Click on the Capture Keystrokes button on the window
3. The window below should now appear. You may enter a name that will remind you what the key does in the nickname field.
4. Optionally select the Capture Double Alt feature.
5. Click on the Start Capture button. The capture process will now start.
6. When you are ready to terminate capturing keystrokes, then type in the hot key your are creating or hold down the CTRL key and click on the right mouse button. Confirmation will then be given that the capture has been accomplished.

Click on area below for more information.



There is an upper limit of roughly 5000 characters that can be captured per hot key. Certain keys are ignored by Keyboard Express and are not captured. These include keys such as "Print Screen", "Scroll Lock", "Pause", "Num Lock", "Caps Lock" and a few others which may appear on specialized keyboards. Function keys, arrow keys, page up, home, etc are all supported.

This is the name of the hot key to which all keystrokes captured will be assigned.

The "Nickname" is a name you can give to the hot key that implies what the hot key does. This will allow you to more readily understand what is assigned to each hot key. For example, if you assign your home address to a hot key, then you might make the nickname something like "My Home Address".

The "Start Capture" button immediately starts the keystroke capturing process. Keyboard Express will disappear from the screen and the last program running prior to invoking Keyboard Express will be displayed. Simply start to type away and when you are ready to finish the capture, then either type in the hot key you are creating or hold down the CTRL key and click on the right mouse button.

The "Cancel" button allows you to abort the capture process in case you decide against it.

## Hot keys

Hot Keys are keystroke combinations made using the SHIFT, CTRL and ALT keys along with other keys on the keyboard. Keyboard Express supports up to 514 such key combinations. Playback of a series of keystrokes can be assigned to each of the hot keys. The following is a comprehensive list of available hot keys.

<CTRL> <Alpha Character>  
<CTRL> <Numeric>  
<CTRL> <FKey>  
<ALT> <Alpha Character>  
<ALT> <Numeric>  
<ALT> <FKey>  
<CTRL> <SHIFT> <Alpha Character>  
<CTRL> <SHIFT> <Numeric>  
<CTRL> <SHIFT> <FKey>  
<CTRL> <ALT> <Alpha Character>  
<CTRL> <ALT> <Numeric>  
<CTRL> <ALT> <FKey>  
<ALT> <SHIFT> <Alpha Character>  
<ALT> <SHIFT> <Numeric>  
<ALT> <SHIFT> <FKey>  
<CTRL> <ALT> <SHIFT> <Alpha Character>  
<CTRL> <ALT> <SHIFT> <Numeric>  
<CTRL> <ALT> <SHIFT> <FKey>  
<FKEY>  
<SHIFT><FKEY>

The following keys can be used by themselves as single key presses:

Insert Key  
Delete Key  
Home Key  
End Key

The following characters can be used with <CTRL>, <ALT>, <SHIFT><ALT>, <CTRL><ALT>, <CTRL><SHIFT> and <CTRL><ALT><SHIFT>:

\ , . / ; ' [ ] - = `

The following characters can be used with <SHIFT>, <CTRL>, <ALT>, <SHIFT><ALT>, <CTRL><ALT>, <CTRL><SHIFT> and <CTRL><ALT><SHIFT> along with the character by itself:

/ on the Numeric Keypad  
\* on the Numeric Keypad  
- on the Numeric Keypad  
+ on the Numeric Keypad  
Page Up Key  
Page Down Key  
Left Arrow Key



Right Arrow Key  
Up Arrow Key  
Down Arrow Key

The following special keys can be used with <SHIFT>, <CTRL>, <ALT>, <SHIFT><ALT>, <CTRL><ALT>, <CTRL><SHIFT> and <CTRL><ALT><SHIFT>:

Enter Key  
Space Key  
Tab Key\*  
Backspace Key  
Insert Key  
Delete Key\*\*  
Home Key  
End Key

\* <ALT> and <ALT><SHIFT> are not available

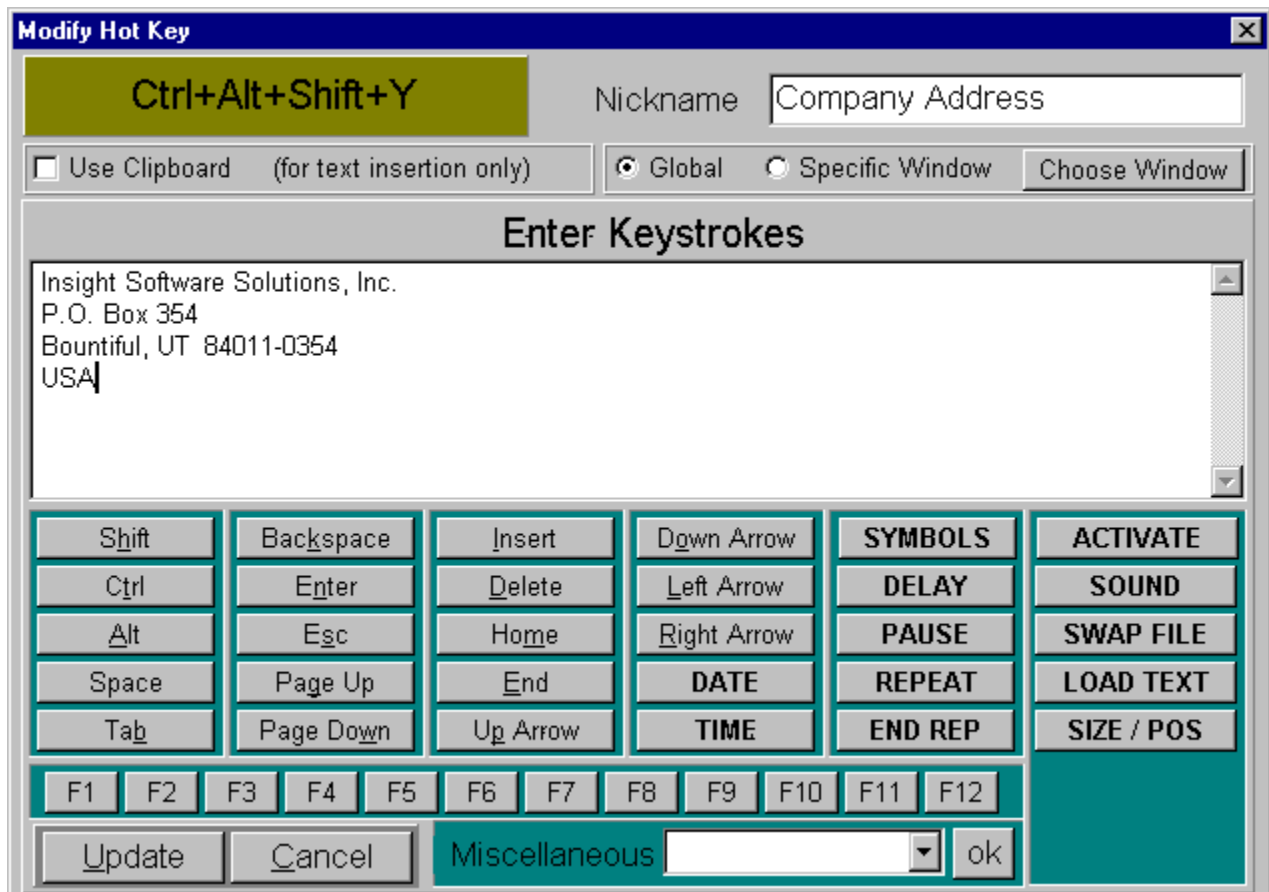
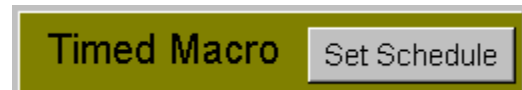
\*\* <CTRL><ALT> and <CTRL><ALT><SHIFT> are not available

## Entering Keystrokes

Keystrokes for a given hot key may be created or modified via the Modify Hot Key window. The steps to manually entering keystrokes are as follows:

1. Select a hot key from the available list from the Main Window or the Add Hot Key Window of Keyboard Express
  2. Click on the Enter Keystrokes button on the window
  3. The window below should now appear. You may enter a name that will remind you what the key does in the nickname field.
  4. Type in the text you desire and/or use the special calculator buttons to simulate the keystrokes which cannot be entered directly from the keyboard.
- Click on the Update button. The keystrokes will be saved.

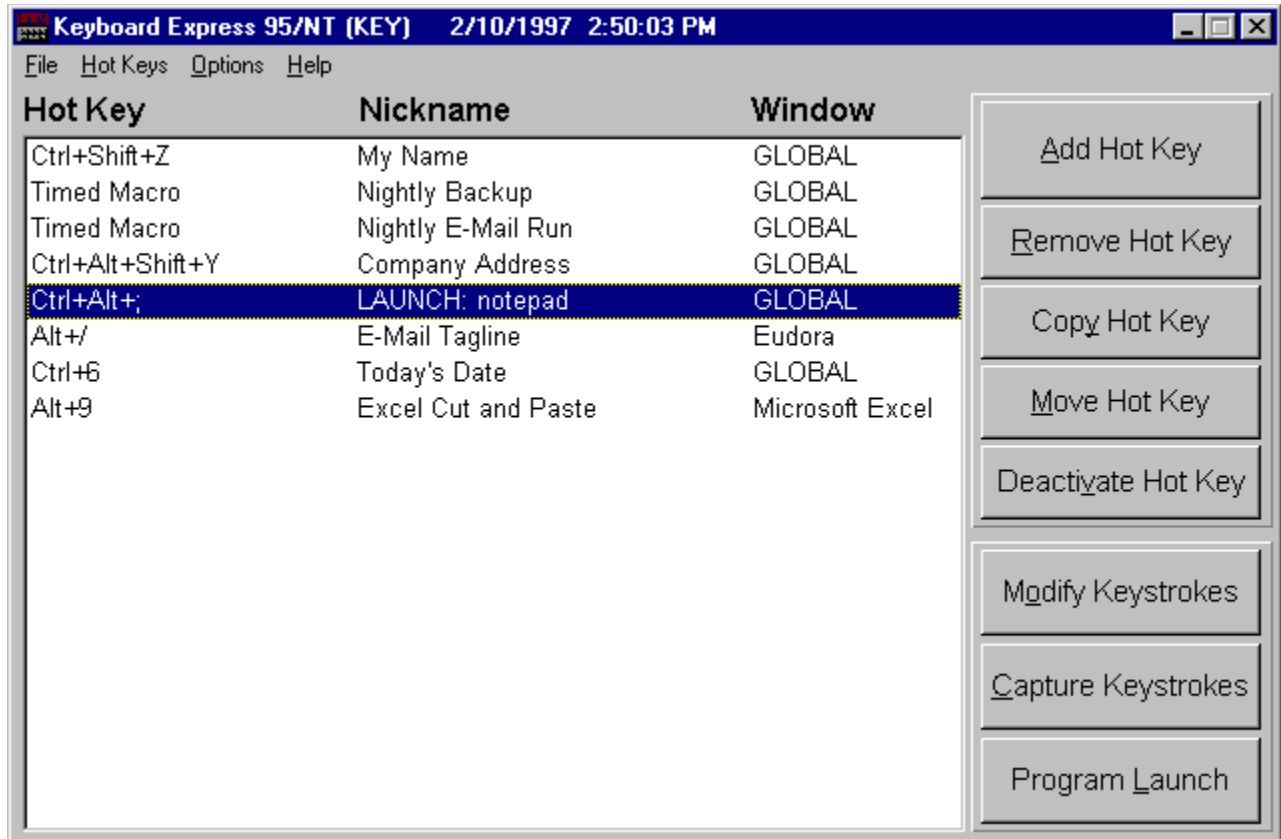
Click on an area below for more information.



## Main Window

The main window of Keyboard Express displays a list of all currently defined hot keys. Here you may choose to add a new hot key, remove an existing one, copy one, move one, disable/enable one, obtain quick info, assign new keystrokes, automatically capture keystrokes or assign a program to launch.

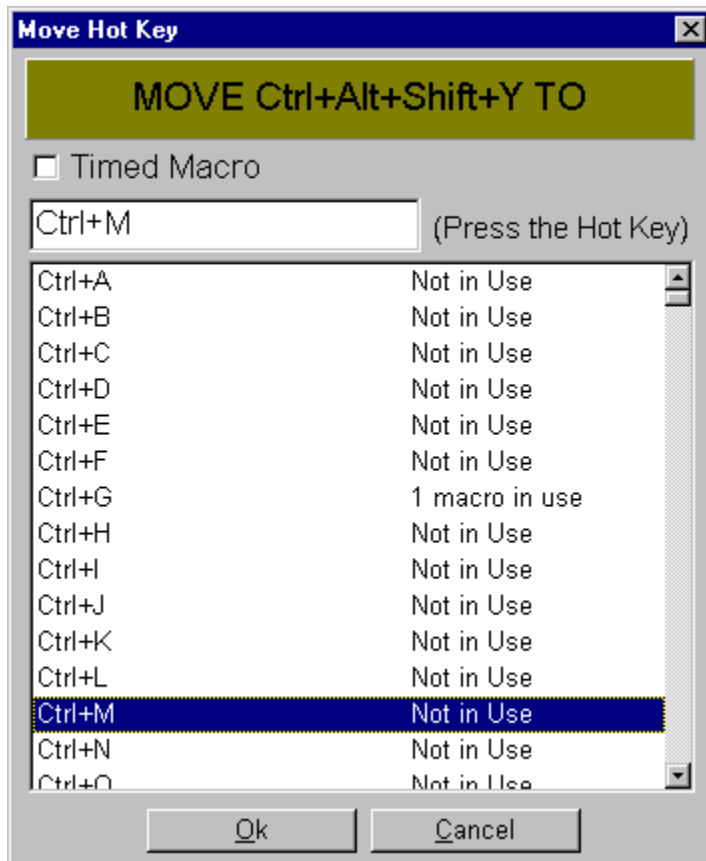
Click on an area below for more information.



## Moving Hot Keys

You may wish to move a hot key so that another hot key performs the same function. The hot key that is moved will then become inactive. To do so, you will need to select an active hot key from the hot key list on the Main Window. Once selected, simply click on the "Move Hot Key" button or choose "Hot Keys | Move Hot key" from the menu. A window similar to the one below will appear. Simply select the new hot key that the original should be moved to. Click the Ok button and the hot key will be moved. A new entry will appear in the hot key list box on the main window and the old entry will be removed.

Click on an area below for more information.



You may select a hot key from the list box of Hot Keys on the Add Hot Key window. Next to each hot key, surrounded in parenthesis, is the nickname associated with the hot key. If no keystrokes have been assigned to a given hot key, then "Not in Use" will be displayed.

New File  
Open File  
Print Hot Key List  
Hide Keyboard Express  
Terminate Keyboard Express

## Support and Upgrade Policy

### Upgrade Policy

The code (.EXE file) for the registered and unregistered versions of the program are identical. It is the presence of a file KEYEXP2X.DLL (KYX952X.DLL for 32 bit version) that is supplied with the licensed version that causes the program to behave in a licensed fashion. The presence of the DLL will also cause any further versions of Keyboard Express that still bear the 2.x release number to behave as licensed versions, wherever you obtain them from. Versions that bear the 2.x release number will generally be for minor enhancements and bug-fixes. Any release containing major new functionality will bear the release number 3.x, and an upgrade fee will likely be chargeable.

**NOTE: You may not distribute copies of the licensed version of this product. You may not distribute the KEYEXP2X.DLL or KYX952X.DLL file in any form.**

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

The prime locations for new releases are as follows:

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

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

If you do acquire a newer version of Keyboard Express simply ensure that the KEYEXP2X.DLL or KYX952X.DLL file you received when you licensed the product is either in the directory that the Keyboard Express program is in or is in your WINDOWS directory.

### Getting Support

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

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

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



## Tutorial

This tutorial is designed to give you some very quick examples of how to set up a couple of simple macros.

### Creating a Global Address Macro

1. Run Keyboard Express (if running in "hidden" mode, then hold down the CTRL key and click the right mouse button)
2. From the Main Opening Window of Keyboard Express, click on the "Add Hot Key" button.
3. The "Add Hot Key" window will appear. Hold down the CTRL key and press the F1 Key and then let go of the keys. This should place a "Ctrl+F1" in the top field and should highlight the "Ctrl+F1" in the list box. "CTRL F1" is the hot key that we will be setting up for this tutorial.
4. Now click on the "Enter Keystrokes" button.
5. The "Modify Hot Key" window should now appear.
6. Under Nickname, enter "My Address". The nickname is used as a quick and easy identifier of what the macro is supposed to do.
7. Leave the "Use Clipboard" option unchecked.
8. Click on the "Global" button. **Note:** If a CTRL+F1 Global macro already exists, you will not be permitted to create another.
9. Tab down to the "Enter Keystrokes" area and type in your address or for testing purposes, you can type in the following:  
Fred B. Smith  
123 Applewood Lane  
Anywhere, CA 82113
10. Now click on the "Update" button.
11. You should now be back to the main window of Keyboard Express and there should be an entry that shows "Ctrl+F1", "My Address" and "GLOBAL" in the list of macros. Your macro has now been created.
12. Let's now go and play back the macro. First let's run the Windows Notepad program. Windows 3.1 users will choose "File | Run" from within program manager and type in **notepad** and click ok. Windows 95/NT users will click on the "Start" button, choose "Run" and enter **notepad** and click ok.
13. Once notepad is running, hold down the CTRL key and press the F1 key. The address you keyed into Keyboard Express should now be typed out into notepad.
14. Run your favorite word processor and press CTRL+F1 inside it. Your address should play back.

### Changing the Address Macro to Window Specific

1. On the Main Window of Keyboard Express, highlight the Ctrl+F1 (My Address) macro.
2. Click on the "Modify Keystrokes" button.
3. The "Modify Hot Key" window should now appear.
4. In the area that displays "Global" and "Specific Window", click on "Specific Window".
5. Now click on the "Choose Window" button just to the right of the "Specific Window"
6. A "Set Title" window will appear. The title of a window is that which appears in the caption bar at the top of a window. Let's type in **notepad** for our title. **Note:** As long

as "notepad" appears somewhere in the title of the Window, Keyboard Express will be able to find it.

7. Click the "Ok" button. This will return you to the "Modify Hot Key" window.

8. Click on the "Update" button.

9. You should now be back to the main window of Keyboard Express and there should be an entry that shows "Ctrl+F1", "My Address" and "notepad" in the list of macros. Your macro has now been updated.

12. Let's now go and play back the macro. If the Windows Notepad program is no longer running, then run it. (Windows 3.1 users will choose "File | Run" from within program manager and type in **notepad** and click ok. Windows 95/NT users will click on the "Start" button, choose "Run" and enter **notepad** and click ok.) If notepad is already running, then switch to it (Win 3.1 can use ALT-TAB to find it, Win 95/NT can click on the task bar)

13. Once notepad is up, hold down the CTRL key and press the F1 key. The address you keyed into Keyboard Express should now be typed out into notepad.

14. Now run your favorite word processor and press CTRL+F1 inside it. The address will **not** play back. This is because the macro is designed to only play back inside of "notepad."

### Creating a Timed Macro

1. Run Keyboard Express (if running in "hidden" mode, then hold down the CTRL key and click the right mouse button)

2. From the Main Opening Window of Keyboard Express, click on the "Add Hot Key" button.

3. The "Add Hot Key" window will appear. Click on the "Timed Macro" check box.

4. Now click on the "Enter Keystrokes" button.

5. The "Modify Hot Key" window should now appear.

6. Under Nickname, enter "Hello World 5 Times". The nickname is used as a quick and easy identifier of what the macro is supposed to do.

7. Leave the "Use Clipboard" option unchecked.

8. Click on the "Global" button.

9. Let's click on the "ACTIVATE" button near the bottom right corner of the screen.

10. This brings up the "Activate/Launch Program" window.

11. Under "Action", choose "Activate Program if Running Otherwise Launch Program"

12. Under "Activate Program" enter **notepad**

13. Under "Launch Program", enter **c:\windows\notepad.exe** for "Program Path/Name". Leave "Program Parameters" blank. On the 95/NT version of Keyboard Express, set the Delay to zero.

14. Click the "Ok" button. **Note:** If an error appears indicating that notepad.exe cannot be found, then use the "browse" button to locate the notepad.exe program. It should be in your Windows directory.

15. You should now be back to the "Modify Hot Key" window. Click on the "Repeat" button located near the bottom right corner of the screen.

16. A "Set Repeat" Window should now appear. Enter **5** for the "Times To Repeat" and press the "Ok" button.

17. You should now be back to the "Modify Hot Key" window. Type in **Hello World.** and

hit the <Enter> key.

18. Now click on the "END REP" button. We now have a macro set up that will go to the notepad program and type "Hello World" five times.

19. Our next step is to set the "timer" or scheduling part of the macro. Click on the "Set Schedule" button near the top left of the screen.

20. The "Set Schedule" window should appear. Under "Run Macro", choose "Other"

21. Under "Start Macro", enter **2** for "every 2 minutes".

22. Click the "Ok" button.

23. You should now be back to the "Modify Hot Key" window. Click the "Update" button

24. You should now be back to the main window of Keyboard Express and there should be an entry that shows "Timed Macro", "Hello World 5 Times" and "GLOBAL" in the list of macros. Your macro has now been updated.

25. For a quick overview of the macro we just created, right click on the entry in the list box.


26. The macro is now in place and as long as Keyboard Express is running, then "Hello World" will be typed into the Notepad program every 2 minutes. When this occurs, Notepad will be brought to the front and you will see "Hello World" being keyed in. As this will obviously interfere with your normal computer usage, you will want to go and either remove or deactivate the macro.

27. To remove the macro, highlight it in the Main Window of Keyboard Express and click on the "Remove Hot Key" button. To deactivate the macro, highlight it in the Main Window of Keyboard Express and click on the "Deactivate Hot Key" button.

## Activate Window

It is possible to switch to an active window in the middle of a macro and have the new window receive the keyboard output of the macro. It is also possible to launch a program in the middle of a macro. To insert these capabilities into your macro, you would choose the "ACTIVATE" button on the Modify Hot Key window. The following window appears.

Click on an area for more information



The screenshot shows a Windows-style dialog box titled "Activate/Launch Program". It is divided into three main sections. The top section, titled "Action", contains three radio buttons: "Activate Program Only", "Launch Program Only", and "Activate Program if Running Otherwise Launch Program", with the third option selected. The middle section, titled "Activate Program", has a "Window Title" text box containing "notepad" and a note "(May be partial title)". The bottom section, titled "Launch Program", contains four text boxes: "Program Path/Name" with "E:\WINNT\notepad.exe", "Program Parameters" (empty), "Default Directory/Folder" with "E:\WINNT", and "Delay (in seconds)" with "0". A "Browse" button is next to the "Program Parameters" box. At the bottom of the dialog are "Ok", "Cancel", and "Help" buttons.

Action	
<input type="radio"/> Activate Program Only	<input type="radio"/> Launch Program Only
<input checked="" type="radio"/> Activate Program if Running Otherwise Launch Program	

Activate Program	
Window Title	notepad (May be partial title)

Launch Program	
Program Path/Name	E:\WINNT\notepad.exe
Program Parameters	<input type="text"/> Browse
Default Directory/Folder	E:\WINNT
Delay (in seconds)	0

Ok Cancel Help

## Playing Back Keystrokes

Playing back keystrokes is simple. Once you have defined your keystrokes for the hot key, simply press the hot key combination while inside any windows program. All keystrokes will then be sent to your windows application. The keystrokes are not actually sent until the hot key combination is released. For example, if you have assigned your business name to <CTRL> <SHIFT> <B>, then you would hold down the CTRL key and also the SHIFT key and then press the letter "B". Once you let go of all the keys, your business name would be sent directly to the program you are running which might presumably be a word processor.

**Note:** All keys must be released before the hot key plays back. This is to ensure that no adverse keyboard effects will affect the playback of the macro. Let's take an example. Suppose you assigned your company name of "My Company, Inc." to the hot key "Alt-A". You hold down the ALT key and press the "A" key. If the macro were to start playing immediately upon doing this, the ALT key would still be held down by you and the macro would play back as ALT-M, ALT-y, etc until you released the ALT key. To prevent this from occurring, we require all keys to be released before the macro will start.

File   Hot Keys   Options   Help

The "Help" command in the menu simply lists options for invoking this help file (Contents), displaying current version number of the program (About) and for listing our other products (Other Products).

You can choose to have the program run at different screen sizes by selecting "Options | Screen Size" from the main menu. If you are running your Windows at a high resolution, you may opt to choose to run the program at the same high resolution so that it fills the screen and is more legible. Alternatively, you may wish to run it at a lower resolution as to view multiple programs at once. Four standard resolutions are supported: 640 x 480, 800 x 600, 1024 x 768 and 1280 x 1024. If your computer does not support the higher resolutions, you will not be able to select them.



You may "Hide Keyboard Express" by selecting the menu option "File | Hide Keyboard Express" or by simply clicking on another window with the mouse. Hiding the program makes it not appear in the normal queue of programs. Activating it once again can only be accomplished by holding down the CTRL key and clicking on the right mouse button or using the chosen program activation hot key. By default, when Keyboard Express is running and it is not showing, then it is hidden.

**Note:** If the program activation hot key is set to "None - Do Not Hide", then you will be unable to hide Keyboard Express and the menu option will be disabled.

You may exit or terminate Keyboard Express by selecting the FILE | TERMINATE  
KEYBOARD EXPRESS option from the main menu.

A file named KEYEX2.INI is created in the Windows directory. This file contains initialization information for the program such as the screen size and date and time formats. It is in ASCII format and may be edited directly if so desired, but should be done with caution. Removal of this file will reset all values back to the program defaults the next time the program is run and the file will be recreated.

## Special Formats

Certain keys cannot be typed in directly. Therefore "Special Formats" have been assigned these keys. You may type these formats in directly or use the associated buttons which will place the special format in the edit box. These special keys and formats are as follows.

Shift Key -- <SHIFT>

Ctrl Key -- <CTRL>

Alt Key -- <ALT>

Tab Key -- <TAB>

Backspace Key -- <BACKSPACE>

Enter Key -- <ENTER>\*

Esc Key -- <ESC>

Insert Key -- <INSERT>

Delete Key -- <DELETE>

Home Key -- <HOME>

End Key -- <END>

Up Arrow Key -- <UP ARROW>

Down Arrow Key -- <DOWN ARROW>

Left Arrow Key -- <LEFT ARROW>

Right Arrow Key -- <RIGHT ARROW>

Page Up Key -- <PAGE UP>

Page Down Key -- <PAGE DOWN>

F1 Key ... F12 Key -- <F1> ... <F12>

Space Bar ... <SPACE>\*

\*These particular keys can be typed directly into the macro if desired. These are maintained for backward compatibility of previous versions of the software.

### Windows 95 Keyboard

Right Window Key -- <RIGHTWIN>

Left Window Key -- <LEFTWIN>

Applications Key -- <APP> (sometimes referred to as the right mouse click key)

### OEM Keyboards

F13 Key ... F24 Key -- <F13> ... <F24>

Attn Key -- <ATTN>

CrSel Key -- <CRSEL>

ExSel Key -- <EXSEL>

Erase EOF Key -- <EREOF>

Play Key -- <PLAY>

Zoom Key -- <ZOOM>

PA1 Key -- <PA1>

### Numeric Keypad

0 Key--<KEYPAD 0>

1 Key--<KEYPAD 1>

2 Key--<KEYPAD 2>  
3 Key--<KEYPAD 3>  
4 Key--<KEYPAD 4>  
5 Key--<KEYPAD 5>  
6 Key--<KEYPAD 6>  
7 Key--<KEYPAD 7>  
8 Key--<KEYPAD 8>  
9 Key--<KEYPAD 9>  
Divide Key--<KEYPAD />  
Multiply Key--<KEYPAD \*>  
Subtract Key--<KEYPAD ->  
Addition Key--<KEYPAD +>  
Decimal Key--<KEYPAD .>

### **Other**

Special options are also available for the DATE and TIME.

Special options are also available for using DELAYS and PAUSES.

Other special options are available for Symbols, Sound, Window Activation, and Repeats

**Note:** Use of the <ALT> key does not always work properly for activating menu commands. (Example: "<ALT>f " for activating the file menu command) If a menu command does not appear to work or to ensure that a menu command will always work, use <ALT> twice (Example: "<ALT><ALT>f"). Two <ALT>s in a row is the same as pressing and releasing the ALT key which will activate the menu.

Clicking the "Update" button will save and assign the text to the current hot key.

The "Cancel" button allows you to abort the process of entering keystrokes in case you decide against it.

## Using Dates

The current date can be placed inside your text that is played back by your hot key. A variety of date formats are available. When selecting a date format, you will be presented with a list of available choices. This list along with a representation of the format is listed below. You may also specify to have all leading zeros in numbers not be shown.

MM/DD/YY	03/30/97
MM-DD-YY	03-30-97
MM.DD.YY	03.30.97
MM/DD/YYYY	03/30/1997
MM-DD-YYYY	03-30-1997
MM.DD.YYYY	03.30.1997
DD/MM/YY	30/03/97
DD-MM-YY	30-03-97
DD.MM.YY	30.03.97
DD/MM/YYYY	30/03/1997
DD-MM-YYYY	30-03-1997
DD.MM.YYYY	30.03.1997
YY/MM/DD	97/03/30
YY-MM-DD	97-03-30
YY.MM.DD	97.03.30
YYYY/MM/DD	1997/03/30
YYYY-MM-DD	1997-03-30
YYYY.MM.DD	1997.03.30
MMM YYYY	MAR 1997
Mmm YYYY	Mar 1997
DD MMM YY	30 MAR 97
DD Mmm YY	30 Mar 97
DD MMM YYYY	30 MAR 1997
DD Mmm YYYY	30 Mar 1997
DD Mmmmm YY	30 March 97
DD Mmmmm YYYY	30 March 1997
Mmm DD YY	Mar 30 97
Mmm DD, YY	Mar 30, 97
Mmm DD YYYY	Mar 30 1997
Mmm DD, YYYY	Mar 30, 1997
Mmmmm DD YY	March 30 97
Mmmmm DD, YY	March 30, 97
Mmmmm DD YYYY	March 30 1997
Mmmmm DD, YYYY	March 30, 1997
MMDDYY	033097
MMDDYYYY	03301997
DDMMYY	300397
DDMMYYYY	30031997
YYMMDD	970330



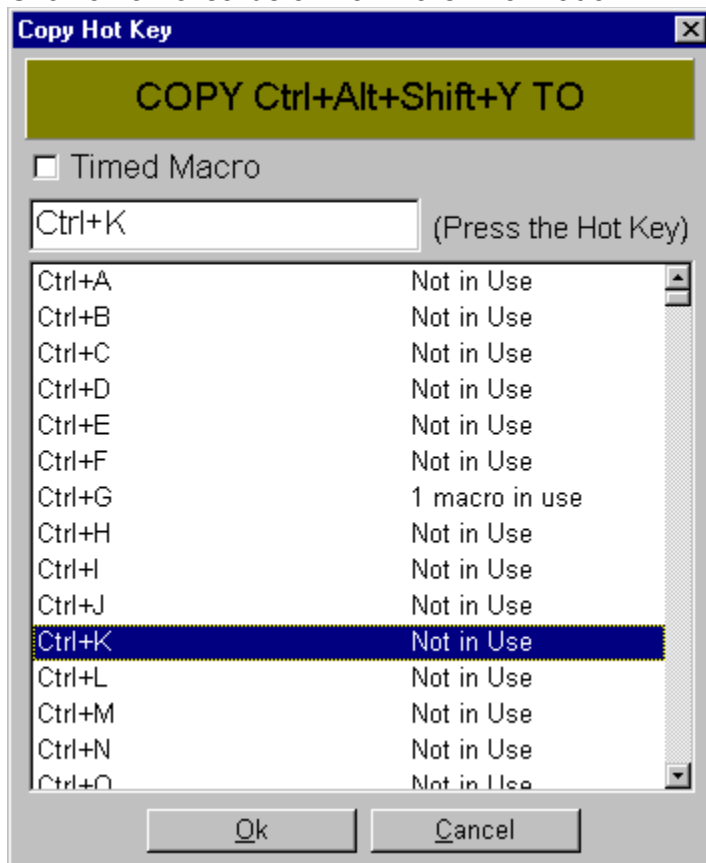
YYYYMMDD

19970330

## Copying Hot Keys

You may wish to copy a hot key so that another hot key has the same function. You may wish to do this to create similar functions as you can simply edit the freshly copied hot key. To do so, you will need to select an active hot key from the hot key list on the Main Window. Once selected, simply click on the "Copy Hot Key" button or choose "Hot Keys | Copy Hot Key" from the menu. A window similar to the one below will appear. Simply select the new hot key that the original should be copied to. Click the Ok button and the the hot key will be copied. A new entry will appear in the hot key list box on the main window. The nickname will be the same as the original. To change the nickname, simply modify the hot key.

Click on an area below for more information.



## Removing Hot Keys

You may wish to remove a hot key. To do so, you will need to select a hot key from the hot key list on the Main Window. Once selected, simply click on the "Remove Hot Key" button or choose Hot Keys | Remove Hot Key" from the menu. The hot key will be removed from the list of hot keys on the main window.

Keyboard Express allows you to repeat a portion of your macro any given number of times. To insert the repeat in your macro, you choose the location in the text where you want to start the repeat. Next click on the "Repeat" button on the Entering Keystrokes Window. After clicking on the Repeat button, you will be prompted for the number of times you wish to repeat. After entering this number, click on OK. Now move to the place in your macro text where you would like to end the repeat (the location where the repeat is to stop and start over again). Now click on "END REP" button.

The syntax for the repeat command would be:  
<REPEAT:XXXX> This is my macro text <ENDREP>  
where XXXX is the number of times to repeat.

**Notes:**

1. Repeat commands cannot be nested (placed inside of each other).
2. Repeat can cause excessively long macros. Remember, there is a way to abort a macro!

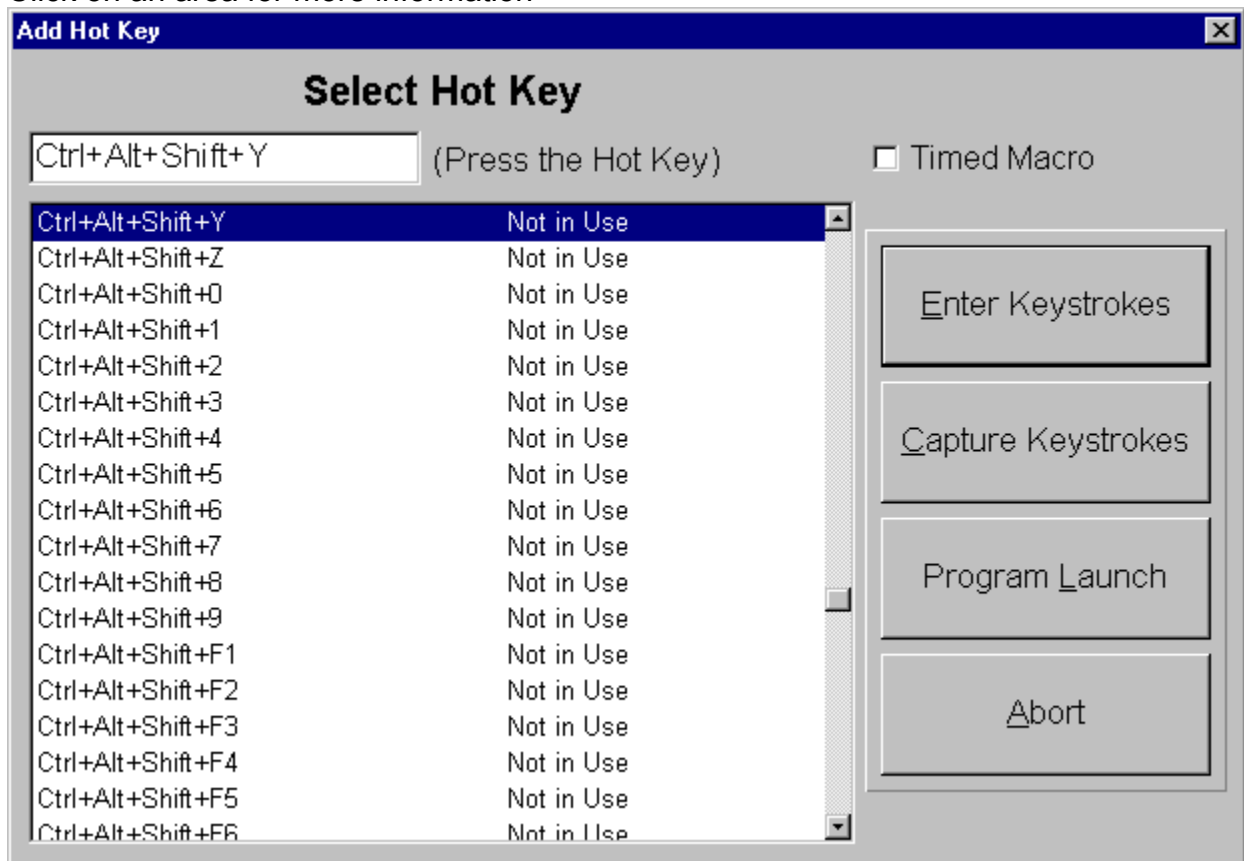
This is where the actual keystrokes are entered in which are assigned to the Hot Key. Simply type in the text desired. For keys which cannot be typed in, such as the ALT, TAB, etc keys, simply select the associated button for them and an entry will be made for them. They will appear in a special format.

This is the name of the hot key to which all keystrokes entered will be assigned.

## Adding Hot Keys

By selecting the "Add Hot Key" from the Main Window or "Hot Key | Add Hot Key" from the menu, you can choose to add and activate a new hot key. The Window below will appear and you can simply select (highlight) the hot key desired and either choose to enter keystrokes manually, start a keystroke capture process or associate a program to launch.

Click on an area for more information



All action is performed on the selected (highlighted) hot key shown in this list box. These actions include removing a hot key, copying one, moving one, disabling/enabling one, obtaining quick info, entering new keystrokes, capturing new keystrokes or setting up a program to launch. If there are no current or active hot keys, then you will need to add one first. You will not be able to assign a capture process or program launch to a Timed Macro.



Screen Size

Program Activate Key

Scheduler

Sort

Network

Place In System Tray

The "Abort" button aborts the process of adding a new hot key.

## Using Time

The current time can be placed inside your text that is played back by your hot key. A variety of time formats are available. When selecting a time format, you will be presented with a list of available choices. This list along with a representation of the format is listed below. You may also specify to have all leading zeros in numbers not be shown.

hh:mm	15:04
hh.mm	15.04
hh,mm	15,04
hh:mm:ss	15:04:23
hh.mm.ss	15.04.23
hh,mm,ss	15,04,23
hh:mm am	3:04 pm
hh.mm am	3.04 pm
hh,mm am	3,04 pm
hh:mm:ss am	3:04:23 pm
hh.mm.ss am	3.04.23 pm
hh,mm,ss am	3,04,23 pm
hh:mm AM	3:04 PM
hh.mm AM	3.04 PM
hh,mm AM	3,04 PM
hh:mm:ss AM	3:04:23 PM
hh.mm.ss AM	3.04:23 PM
hh,mm,ss AM	3,04,23 PM
hh:mm	3:04p
hh.mm	3.04p
hh,mm	3,04p

The "Cancel" button allows you to abort the process of moving a hot key.

The "Cancel" button allows you to abort the process of copying a hot key.

The "Ok" button will complete the process of copying the hot key and return you to the Main Window.

This list box displays all the available hot keys that you can copy to. Simply click on the one desired and click on the Ok button and the copy will be made. When you select an option in the list box, it will also be displayed in the field above it.

This is the name of the hot key from which the copy will be made.



The "Ok" button will complete the process of moving the hot key and return you to the Main Window.

This list box displays all the available hot keys that you can move to. Simply click on the one desired and click on the Ok button and the move will be made. When you select an option in the list box, it will also be displayed in the field above it.

This is the name of the hot key from which the move will be made.

Keyboard Express allows for the system date and time to be added to your text that is assigned to hot keys. When you invoke your hot key, the then current date and time will be used and will be typed out. Many different format options are available for both the date and time.

## Ordering Information

The evaluation copy of Keyboard Express has a built-in order form that can be accessed using "Help | Order" from the main menu.

We do offer discounts for multi-copy site licenses. The discount schedule is as follows:

2-10 copies	20% discount per copy
11-40 copies	30% discount per copy
41-100 copies	40% discount per copy
101-300 copies	50% discount per copy
301+	60% discount per copy

Contact information can be found in our [Support](#) topic in this help file.

## Commonly Asked Questions

### Can Keyboard Express capture and playback mouse movements and clicks?

No. Mouse capture and playback is not supported in this release.

### Where has Keyboard Express gone - I started it but I can't see it!

The "hide" configuration option of Keyboard Express is set and as such it runs as an "invisible" application. Once running Keyboard Express can be invoked by holding down the CTRL key and clicking the right mouse button. To change the "hide/no hide" option, select "Options | Program Activation Key" from the main menu.

### I press my assigned hot key and nothing happens.

There are several possibilities here.

1. Text assigned to a hot key is not actually sent to your application until all the keys are released. See Playing Back Keystrokes topic.
2. It is also possible that you are using the "Use Clipboard" option and your application does not support the standard "CTRL-V" command for pasting data into it. You have two options to try and overcome this problem. 1. Keyboard Express will have copied the replacement data to the Windows clipboard. You can invoke the clipboard paste command that is supported by your program. 2. You can turn off the "Use Clipboard" option in Keyboard Express and the replacement text will be sent to your application as if it were being typed in.
3. It is also possible that you have run another program after running Keyboard Express that installs itself improperly into the Windows Keyboard Hooks. This usually exhibits itself most often when you have Keyboard Express and other programs loaded in your startup group. One of the other programs is being loaded after Keyboard Express and is effectively blocking access to the keyboard. There are two solutions to this problem after finding the program causing the problem. They are: 1. Make sure Keyboard Express is loaded (run) after the program that is causing the problem. This is only a work-around. The real solution is 2. Get a fixed copy of the problem program from the manufacturer.

### I try to access a menu command using the ALT key, but Keyboard Express does not appear to play it back.

Some programs appear to interpret ALT keystroke sequences as something other than menu commands. This exhibits itself when certain menu commands work from Keyboard Express and others do not. To work around this problem, a double ALT (<ALT><ALT>) should be used. Two ALTs in a row is the equivalent of pressing the ALT Key and releasing it. Doing so activates the menu and the next letter will activate the appropriate menu option.

### Will Keyboard Express work under Windows NT?

The 16 bit version of Keyboard Express will not run under Windows NT. However, the 32 bit version will run under Windows 95 and Windows NT.

### Keyboard Express does not seem to work with my DOS programs.

Keyboard Express currently only works with Windows programs. You cannot call up

Keyboard Express (CTRL-Right Mouse Click) while in a DOS program nor can you paste keystrokes into a DOS program.

**I would like to include Keyboard Express in my startup menu, but do not wish it to appear upon starting up Windows.**

If Keyboard Express is configured to "hide" itself, then it will automatically be hidden when the program starts. If the "do not hide" option is used, then you should check the "minimize" property for Keyboard Express in your program manager/explorer properties area.

**I would like to add extended characters such as a copyright symbol to my macro for playback. Is this possible?**

Any character which can be created using the ALT key and Numeric Keypad can be inserted into a macro and will be played back. This includes many special symbols, but there are many such as the copyright symbol which cannot be generated in this fashion. If your macro only inserts text into an application, then you can use the clipboard option to have these additional symbols placed into your document.

**How do I capture my keystrokes into a Timed Macro (scheduled macro)?**

You cannot do this directly. You will first need to capture your macro to a hot key. Next, you would use the "Move Hot Key" option to move it to a Timed Macro. Next modify the macro and setup your scheduling for the macro. These are the steps you would likely want to take anyway as you really would have no way to test out the macro other than waiting for the scheduled time to occur.

**Is there a quick way to see what the schedule of a Timed Macro is? Or do I have to go edit the schedule to find it?**

You can right click on any macro to get an overview of the macro. This will include the schedule for the Timed Macro. Alternatively, you can select "Hot Keys | Quick Info" from the main menu.

**Can I stop a macro once it is running?**

Yes. Hold down the <Scroll Lock> Key and press the <Pause> key. This will cancel a macro that is playing.

**Why do I have to let go of all the keys before the macro begins to play back?**

See the Playing Back Keystrokes topic for the answer.

**I have a WAV file that I want to play 5 times in a repeat loop, but it only plays once. Why?**

You will need to make sure that you click the "Wait for wave file to finish" check box when setting up your sound.

**I'm creating a very large macro and need more space than 5000 characters? Is there any possible way to extend this?**

Yes. Use the Text Insertion option. This allows your macro to load in a text file at any

point during the macro and execute the text as part of the macro.

### **How do I click on a button on a web page?**

Once you position the cursor over a button (via the tab key), you issue a space command. You can use either the <SPACE> option or just hit the space bar when entering your macro. For example, if you had a form that requested your name, street address, city, state and zip code followed by a submit button, you could create a macro as follows: "Fred Smith<TAB>123 Apple Lane<TAB>Small Town<TAB>UT<TAB>80000<TAB><SPACE>". When invoked, this would tab through the fields filling them in and then trigger the submit button. The space will work equally well with checkbox and radio type buttons on web page forms.

### **How do I ensure the CTRL, ALT or SHIFT keys are held down in a macro?**

By default, anything that follows <CTRL>, <ALT> or <SHIFT> is acted upon as if it were being held down. For example, if your macro contains <CTRL>a, then this is the same as holding down the CTRL key and pressing the "a" key. If your macro contained <CTRL><ALT>a, then this would be the same as holding down the CTRL key and the ALT key at the same time and then pressing the "a" key. The same works with the SHIFT key. There are a couple things to keep in mind: 1. If you use an upper case letter (i.e. <CTRL>A), then you may not get the results you expect. 2. There are certain system keystroke commands that are built into the operating system at a low level such as CTRL+ALT+DELETE. Placing these commands in macros will not be recognized by Windows at this low level and will not work as intended.

### **How do I remove CTRL+PAGEUP from bringing up the program?**

Click on "Options | Program Activation Key" from the main menu and make a choice. If you choose the "None - Do not hide", then there will be no activation key associated with the program. Instead, Keyboard Express will behave just like any other program and will reside on your desktop and down in the program tray.



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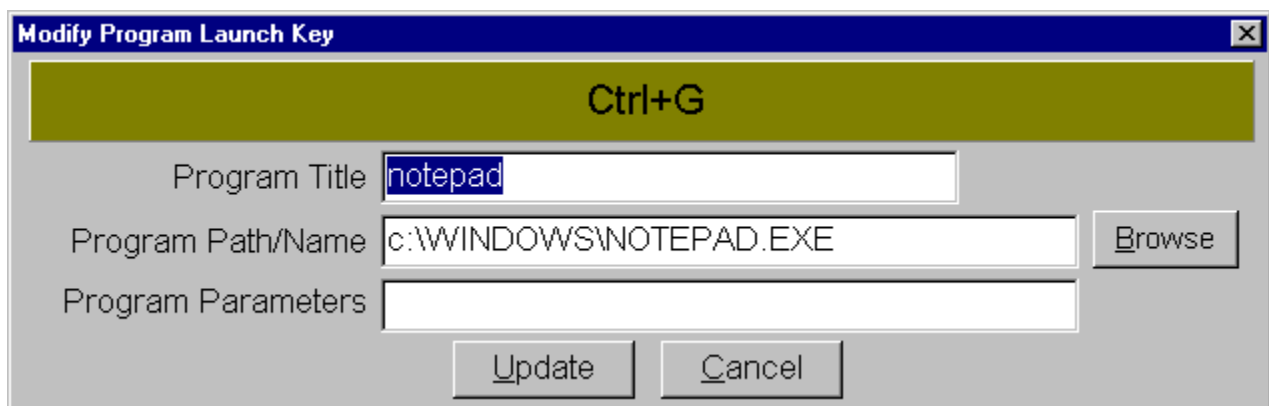
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## Program Launch

Keyboard Express allows you to launch programs in two different ways. The newest and preferred method is to use the ACTIVATE command which can be used inside a macro. This has the advantage of being able to launch programs and then issuing commands to the activated program. The other method is described below which is primarily still available for backward compatibility of previous versions of the software.

Keyboard Express allows you to launch programs or documents with a hot key. The steps to setting this up are as follows:

1. Select a hot key from the available list from the Main Window or the Add Hot Key Window of Keyboard Express
2. Click on the Program Launch Button on the window.
3. The window below should now appear. You may enter a name that will remind you what program or document you are launching in the Program Title field.
4. Enter the path and name of the program in the "Program Path/Name" field or click on the Browse Button to search for the program desired.
5. Press the Update Button.



The screenshot shows a dialog box titled "Modify Program Launch Key". At the top, a green bar displays the assigned hotkey "Ctrl+G". Below this, there are three input fields: "Program Title" containing "notepad", "Program Path/Name" containing "c:\WINDOWS\notepad.exe", and "Program Parameters" which is empty. A "Browse" button is located to the right of the "Program Path/Name" field. At the bottom of the dialog are "Update" and "Cancel" buttons.

**Note:** You may place any type of file type as the Program Path/Name. As long as there is a file type association set up in Windows for the particular file type, the corresponding program will be loaded and the document specified will be loaded into it.

You may choose one of eight ways to activate and display Keyboard Express. Selecting "Options | Program Activate Key" from the menu of Keyboard Express displays eight choices of activation keys. Choose the one desired for your personal preference.

You may temporarily disable or deactivate a macro. You may do so by selecting the "Deactivate Hot Key" from the Main Window or OPTIONS | DEACTIVATE HOT KEY from the menu. If the hot key is already disabled, then the button and menu will indicate "ACTIVATE" instead of deactivate. Choosing this option will then reactivate the hot key. This option may be used for those times when a hot key may interfere with a particular program or when you do not wish to have a scheduled time macro run. Instead of deleting the macro, you can deactivate it.

Selecting FILE | NEW from the menu of Keyboard Express allows you to create a new set of keyboard macros. Multiple sets of macros can be maintained. You may wish to maintain different sets of macros that you use with specific applications.

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

Selecting "File | Print Hot Key List" from the menu will allow you to print out the current list of active hot keys. This list can then be used for reference.



You can add timed delays to your keyboard macro. While in the modify hot key window, you select the DELAY button. This pops up a new window that allows you to enter in the number of seconds you would like to delay. Seconds can be in fractions using a decimal point. A maximum delay of 60 seconds is permissible. If you like, you can manually enter a delay into your keystrokes. The format to be used is <DELAY:xx.xx> where xx.xx represents the number of seconds used. Trailing and leading zeros must be used.

NOTE: Delay timing will delay for at least the amount of time specified. The delay works by continually checking to see if the specified time has elapsed. In the middle of the checking, any waiting or new windows commands are processed. If a window command that takes a bit of time is processed, then the delay may last longer than specified.

Keyboard Express allows for a pause to be placed in your macro. When you invoke your hot key, it will begin to play back until the pause is hit. When the pause is reached, playback will stop and a new small window will appear indicating that your macro has been paused. You may then do whatever you like. At any time you may choose to either continue the playback or to abort out of the macro by clicking the appropriate button on the pause window. **You may also continue the playback of the paused macro by hitting the hot key again.** This way you do not have to use the mouse to continue.

To insert the pause in your macro, you choose the "Pause" button on the Entering Keystrokes Window. After clicking on the Pause button, you will be prompted for screen coordinates for the pause window along with a text message. The coordinates allow you to position the pause window so that it does not pop up over the area on the screen that you want to work with. An optional message can be added which displays in the pause window to give additional instructions to the user.

## Sound

Keyboard Express allows you to add sound to your macros to help bring attention to a particular action or just to liven up the macro as it plays back.

To add sound, click on the "Sound" button from the Modify Hot Key Window. The resulting window will have the following options:

### Beep

Click on this to have a "Beep" sound placed in the macro.

### Wave File

Click on this to have a wave file played back during the execution of the macro.

### Browse

Allows you to search your hard drive for a wave file

### Test

Allows you to test out the wave file. (Plays it back then and there)

### Wait for wave file to finish

With this option checked, the execution of the macro will stop until the wave file has played in its entirety. If not checked, then the wave file plays while the macro executes.

## Clipboard Usage

The clipboard is an option that can be applied to any macro. The option is selected when in the Entering Keystrokes Window.

**The clipboard option should only be used for Text Insertion Only.** When the clipboard option is used, then the complete text of the macro is sent to the clipboard and then pasted into the current application immediately. Placing macro commands such as repeat, delay, pause, activate, etc. will not work with the clipboard and should not be used. These commands in the macro are treated as text and not as commands and will be copied directly to the clipboard as text.

There are a couple advantages to using the clipboard.

1. The text is inserted almost immediately. You will not have to wait for long text macros to type out.
2. Special symbol characters such as the copyright notice which cannot be created with the keyboard will be copied into the active program.

There are a couple of disadvantages to using the clipboard.

1. Macro commands such as repeat, delay, pause, activate, date, time, etc will not work
2. The clipboard option may not work in all programs.

### Why the clipboard option may fail

When the clipboard option is used, Keyboard Express copies the text of the macro directly to the clipboard. It then issues a "CTRL-V" as if pressed from the keyboard. The CTRL-V is the standard windows "paste" command used by most Windows programs. Unfortunately, some programs do not follow the standard and others do not allow any clipboard pasting. If you have a program that allows clipboard pasting, but does not use CTRL-V, you can use the designated paste command for your program and the text will be pasted in (after you invoke the hot key). If the program does not support clipboard pasting, then the clipboard option will not work.

If you wish to create a Timed Macro, then you should check the "Timed Macro" check box.

This includes a list of all possible key combinations that can be used in Keyboard Express. The highlighted option is the key combination that will be used. When you select an option in the list box, it will also be displayed in the field above it.

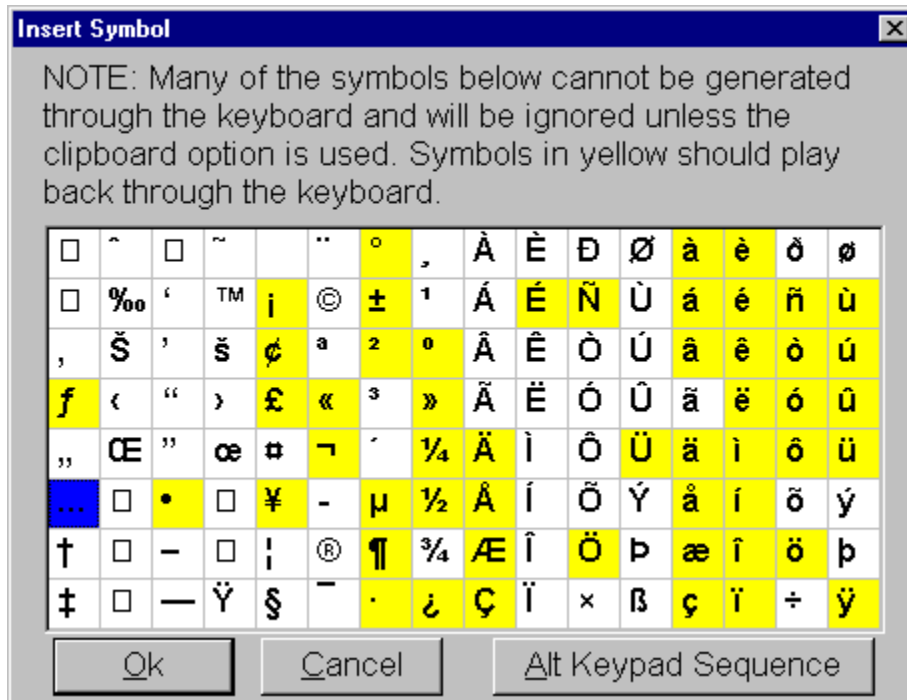
While the cursor is in this field, you may press any hot key combination. If the hot key is supported by Keyboard Express, it will appear in this field. Also, the appropriate selection will be made in the list box.

The "Capture Double Alt" feature instructs Keyboard Express to capture 2 Alts (<ALT><ALT>) whenever the alt key is pressed during the capture. You would want to invoke this option if your capture sequence will be capturing menu commands invoked using the ALT key. A double ALT will ensure that the menu command is played back correctly.



## Symbols

Keyboard Express allows you to easily insert symbols into your macros. To do so, click on "SYMBOLS" on the Entering Keystrokes Window. This presents the following window where you can click on a particular symbol, click OK and the symbol will appear in your macro.



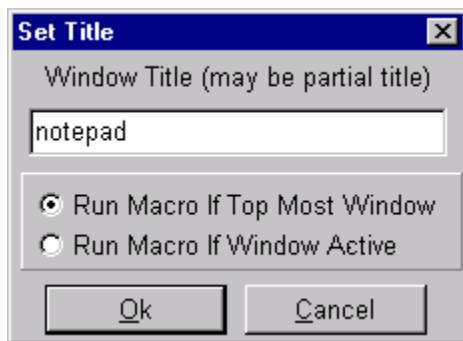
You will notice that many of the symbols have a yellow background. These are the symbols that will play back via the keyboard. All others will not playback via the keyboard. The only way to use these symbols is to use the clipboard option. You can also embed an Alt Keypad Sequence directly into the macro. The Alt Keypad Sequence is a method of inserting symbols into most windows applications and is done by holding the ALT key down and pressing 3 digits on the keypad. In fact, all the symbols highlighted in yellow on the above window are those that can be generated in this fashion. Clicking on the "Alt Keypad Sequence" button will present a window asking for the 3 or 4 numeric digits that you would normally type via the numeric keypad.

## Global versus Specific Window

Keyboard Express allows you to assign your macro to a specific window or on a global basis. When assigned to a specific window, it will only play back in that window. If that window is not active, then the macro will not play at all. A global macro will always play back and will play back in any window.

The selection to choose between a specific window macro and a global macro is located on the Entering Keystrokes Window of Keyboard Express. Click on "Global" for a global macro. For a specific window macro, click on "Specific Window" and then click on the "Choose Window" button. The "Choose Window" button will prompt you for a window title (the title in the caption bar of a window). This window title does not have to be an exact match. A partial match will do. For example, "notepad" would be sufficient to find the "notepad" window.

Since specific windows may be assigned to a hot key, it is possible to assign the same hot key to multiple windows. You will only be able to assign one Global Macro to any given hot key. Below is the window that will appear when assigning a hot key to a specific window.



### Run Macro if Top Most Window

This option will play the macro back only if the window is the current top-most window (the one that is showing on top of all other windows).

### Run Macro if Window Active

This option will run the macro if the program window is currently running on the computer. It does not have to be showing. Focus will immediately be given to the window and the macro will play back. Because multiple of the same hot key can be assigned, let's illustrate how the process will work with an example.

Let's assign "Address 1" to CTRL+A for the specific window of our word processor  
Let's assign "Address 2" to CTRL+A for the specific window of our email program  
Let's assign "Address 3" to CTRL+A as a global macro

What happens when CTRL+A is pressed in the following situations:

1. The word processor is running, but not the email program.

Control will turn to the word processor and the macro will play back "Address 1"

2. The email program is running, but not the word processor.

Control will turn to the email program and the macro will play back "Address 2"

3. Neither the word processor nor the email program are running.

The global macro will play back "Address 3" in the current active window

4. Both the word processor and email programs are running

This scenario depends on a couple of factors. First, if the top most or active window is the word processor, then "Address 1" will play back in the word processor. If the top most or active window is the email program, then "Address 2" will play back in the email program. If neither program is the top most or active window, then control will turn to the word processor and "Address 1" will play back. Why? Because "Address 1" and the word processor were entered first in Keyboard Express.

It is possible to stop a macro that is playing. To do so, hold down the "Scroll Lock" key and press the "Pause" key. You may wish to do this when testing a very large macro or a macro that has a large repeat loop in it that appears to go astray.

This will abort the activate/launch option and return you to the Keystroke Entering Window.

This will accept all your input and place the activate/launch code into your macro.

This is where you enter the title of the Window that you want to switch to. The title of the Window is that which appears in the caption bar of a Window. Keyboard Express examines all Window Titles running on the computer in an attempt to find a match. The Window Title does not need to be an exact match. A partial match will work. For example, if you wanted to switch to the Windows Notepad program, you could use "notepad" or "notep". This is particularly useful as some Window Titles change based on whether a given file is open. Case sensitivity is not required. For example, "NOTepad" will work as well as "notepad".

Note: this field is required for all 3 activate/launch options.

This section of Activate/Launch Window allows you to specify a given program that you wish to launch.

### Program Path/Name

This is where you enter the path and name of the program. You may optionally click on the Browse Button to search for the program desired. You may place any type of file type as the Program Path/Name. As long as there is a file type association set up in Windows for the particular file type, the corresponding program will be loaded and the document specified will be loaded into it.

### Program Parameters

You may optionally provide command line parameters that are passed to the program when it is loaded.

### Default Directory/Folder

You may optionally specify a directory/folder that should be switched to before executing the program.

### Delay (in seconds)

The delay is the time to wait after executing the program and attempting to switch to the window specified in the Window Title field. For many programs, this will simply be zero as no wait is required. For others, it may require a second or two delay. A little experimenting may be required.

Note: The Window Title is required for launching of programs as Keyboard Express will attempt to switch to the specified Window Title after the program has been launched.



Three options are available for activating windows or launching programs from within a macro.

#### Activate Program Only

This option instructs the macro to change to a specified window or program that is running on your computer. If the window is not running on the computer, the macro will terminate. This option requires a Windows Title.

#### Launch Program Only

This option instructs the macro to change to launch a specified program that is located on your computer. If the program cannot be found or the window title specified after the program is launched cannot be found, then the macro will terminate. This option requires a Windows Title. and a program name.

#### Activate Program if Running Otherwise Launch Program

This option instructs the macro to change to a specified window or program that is running on your computer. If the window is not running on the computer, then the specified program will be launched. If the program cannot be found or the window title specified after the program is launched cannot be found, then the macro will terminate. This option requires a Windows Title. and a program name.

## Timed Macro

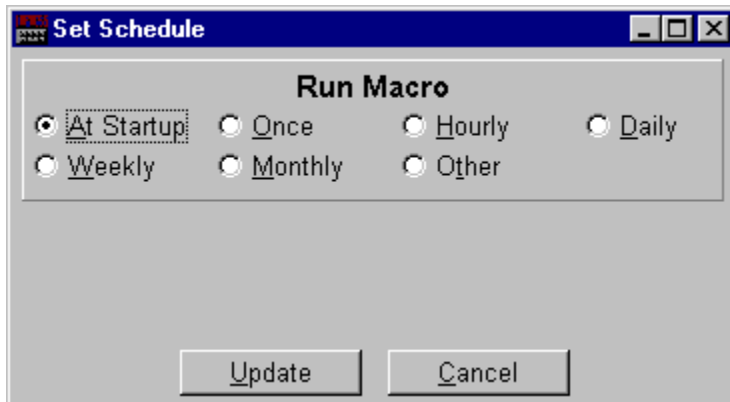
A timed macro is a macro that does not have a hot key associated with it. Instead, it is activated when a given time period has occurred or elapsed. **Keyboard Express must be running for a Timed Macro to run.**

To create a new timed macro, select the Add Hot Key from the main window and check the "Timed Macro" check box. The Enter Keystrokes Window will appear and there will be a "Schedule" button which will allow you to select the scheduling options for the macro. A variety of scheduling options are available including running the macro at startup, running it once, hourly, daily, weekly, monthly or even running it every XX minutes.

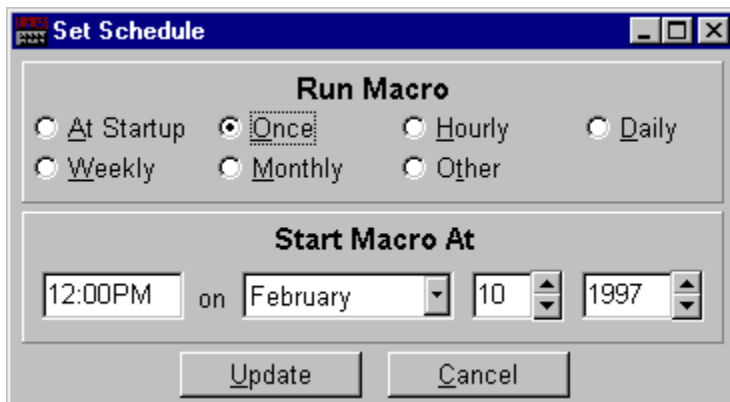
You may find it desirable to test out a macro to ensure it will work properly. This is difficult to do if the macro is a Timed Macro. Therefore, you may wish to first create the macro and assign it to a hot key. Test it out using the hot key. After you are satisfied that it will work, then you can use the Move or Copy options from the main window to change the macro to be a Timed Macro.

## Scheduling Macros

Timed Macros are macros that can be scheduled to play back at a given time. There are several options available for scheduling the playback of your macro. These options are selected by choosing the "Set Schedule" button found on the Entering Keystrokes Window.



Running a macro at startup tells Keyboard Express to immediately execute the given macro when Keyboard Express first starts up.



Running a macro once lets you pick one specific date and one specific time that you want the macro to run.

**Set Schedule**

**Run Macro**

☐ At Startup
 ☐ Once
 ☒ Hourly
 ☐ Daily  
☐ Weekly
 ☐ Monthly
 ☐ Other

**Start Macro At**

15 minutes after the hour

Update Cancel

Running a macro hourly lets you run the macro over and over on a specific time each hour.

**Set Schedule**

**Run Macro**

☐ At Startup
 ☐ Once
 ☐ Hourly
 ☒ Daily  
☐ Weekly
 ☐ Monthly
 ☐ Other

**Start Macro At**

12:00PM

☒ Sun
 ☒ Mon
 ☒ Tue
 ☒ Wed  
☒ Thu
 ☒ Fri
 ☒ Sat

Update Cancel

Running a macro daily allows you to run the macro once each day. You can also specify which days of the week you want the macro to run on.

**Set Schedule**

**Run Macro**

☐ At Startup
 ☐ Once
 ☐ Hourly
 ☐ Daily  
☒ Weekly
 ☐ Monthly
 ☐ Other

**Start Macro At**

12:00PM every Monday

Update Cancel

Running a macro weekly allows you to pick one day of the week and the time during that day to run the macro.

The 'Set Schedule' dialog box has a title bar with a red 'X' icon and standard window controls. It is divided into two main sections. The top section, titled 'Run Macro', contains six radio buttons: 'At Startup', 'Once', 'Hourly', 'Daily', 'Weekly', and 'Monthly'. The 'Monthly' option is selected. The bottom section, titled 'Start Macro At', contains a text box with '12:00PM', the text 'on the', a spinner box showing '10', the text 'day of the month', and two buttons: 'Update' and 'Cancel'.

Running a macro monthly allows you to run the macro at a specified time on the same day of the month each month.

The 'Set Schedule' dialog box is identical to the one above, but with different options selected. In the 'Run Macro' section, the 'Other' radio button is selected instead of 'Monthly'. In the 'Start Macro' section, the text 'every' is followed by a spinner box showing '15' and the text 'minutes'. The 'Update' and 'Cancel' buttons remain at the bottom.

The other option lets you run a macro every XX amount of minutes up to 720 minutes or 12 hours.

While the cursor is in this field, you may press any hot key combination. If the hot key is supported by Keyboard Express, it will appear in this field. Also, the appropriate selection will be made in the list box.

If you wish to copy to a Timed Macro, then you should check the "Timed Macro" check box.

While the cursor is in this field, you may press any hot key combination. If the hot key is supported by Keyboard Express, it will appear in this field. Also, the appropriate selection will be made in the list box.



If you wish to move to a Timed Macro, then you should check the "Timed Macro" check box.

You may obtain "Quick Information" on a given macro by either right clicking on the macro in the list box on the main window or by selecting "Hot Keys | Quick Info" from the menu. The Quick Information will include the name of the macro, the associated hot key, the specific window it is assigned to or global, whether it uses the clipboard or not, whether it is active or not, the schedule if it is a Timed Macro and the first 100 characters of the macro text.

Add Hot Key  
Remove Hot Key  
Copy Hot Key  
Move Hot Key  
Deactivate Hot Key  
Quick Info

-----  
Enter Keystrokes  
Capture Keystrokes  
Program Launch

-----  
Import Hot keys  
Export Hot Keys

Show Date & Time  
Alarm  
Timer Interval

There are 3 Scheduler Options that can be used with Timed Macros. These include displaying the date and time in Keyboard Express, choosing an optional alarm, and setting a Timer Interval.

You may specify a wave file (as an alarm) to play back whenever a timed macro is executed. To choose the wave file, select the "Options | Scheduler | Alarm" from the main menu.

You can specify the interval in seconds of how often Keyboard Express will check to see if a Timed Macro is ready to execute. This may be anywhere from 1 second to 59 seconds. If there are no active Timed Macros, then the Keyboard Express timer is shut off. The Timer Interval may be set by using the "Options | Scheduler | Timer Interval" menu option.

The date and time will show up in the caption bar of Keyboard Express if the "Options | Scheduler | Show Date & Time" menu option is selected. The Date and Time will be updated based on the Timer Interval setting.



You may choose the order in which macros appear on the Main Window. Choose "Options | Sort" from the menu to do so. The sorting options available are:

- by the order entered
- by the hot key name with Timed Macros showing first
- by the hot key name with Timed Macros showing last
- by the window title name with global macros showing first
- by the window title name with global macros showing last
- by the nickname

Keyboard Express allows you to load in (or swap) a new macro file with the use of a Hot Key. This is the same as performing a "File | Open" from the Main Menu of Keyboard Express and selecting a new macro file--with the operation automated from inside your macro. To insert the "Swap Macro File": in your macro, first choose the location in your macro where you want to swap the macro file. Next click on the "SWAP FILE" button on the Entering Keystrokes Window. After clicking this button, you will be prompted to enter the name of the macro file. A browse button will be available to allow you to search for it.

This particular function can be quite handy if you are using multiple sets of macro files where you have different sets designed for different tasks, users, etc. You can setup hot keys to automatically load in a specific users set of macros or the macros for a given task.

## Importing and Exporting Hot Keys

Keyboard Express allows you to Import and Export a single macro or multiple macros at one time.

### Importing

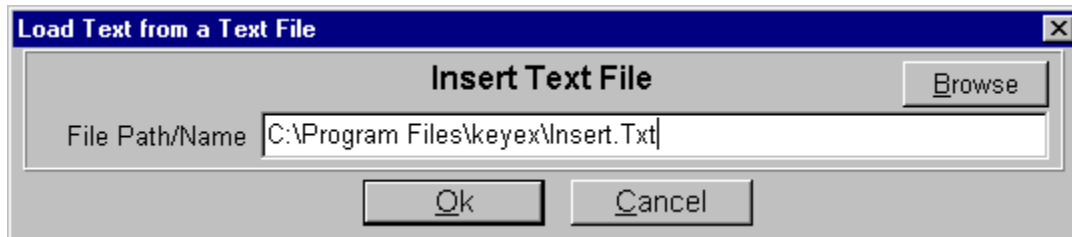
Select "Hot Keys | Import Hot Keys" from the main menu to import. A dialog box will be presented where you can click "Open File" to open an existing Keyboard Express macro file. After opening the file, a list of all available macros will be shown. Highlight the ones you want imported and click the "ok" button. To quickly highlight all the macros, you can click on the "Select All" button and to unhighlight all the macros, you can click on the "Clear" button.

### Exporting

Select "Hot Keys | Export Hot Keys" from the main menu to export. A dialog box will be presented where all available macros will be shown. Highlight the ones you want exported and click the "Save File" button. The new file created will be a Keyboard Express Macro file which can be opened directly by Keyboard Express. To quickly highlight all the macros, you can click on the "Select All" button and to unhighlight all the macros, you can click on the "Clear" button.

## Text File Insertion

Keyboard Express allows a text file to be loaded in during the playback of a macro and execute the text as part of the macro. This can be particularly helpful in 2 different scenarios. The first is for generating macros where you want part of the macro to be dynamic. You change the text file to fit the specific need before playing the macro. The second case is for extending the length of a macro. Keyboard Express currently has a limitation of 5000 characters per macro. This can now be extended placing as much of the macro as you want into a text file.



To insert the text file in your macro, you choose the "LOAD TEXT" button on the Entering Keystrokes Window. After clicking on the Insert Text button, the window above will appear. Enter a file name or click on the Browse Button to search for the text file desired. Click the Ok button when finished.

## Sizing and Positioning Windows

Keyboard Express allows a window to be resized and repositioned on the Windows desktop. This allows you to setup automated sequences for rearranging your desktop.



To resize or position a window, choose the "SIZE / POS" button on the Entering Keystrokes Window. After clicking on the SIZE / POS button, the window above will appear. Enter the Window Title of the window you would like to move or resize. This is the name that appears in the top caption bar of the window. The window title entered can be the exact window title or just part of the window title.

If you wish to resize the window, then select the "Resize" check box and enter the new width and height desired. If you wish to reposition the window, then select the "Position" check box and enter the new left and top coordinates for the window. Select both if you wish to resize and position..

The "Place In System Tray" tray option, when checked, will place a Keyboard Express icon into the Windows 95 or NT system tray. The system tray is the right end of the bar that lists the current applications that are running. The icon in the system tray will perform two purposes. One, it will alert you to the fact that Keyboard Express is running. Second, right clicking on the icon will bring Keyboard Express to the foreground--ready to use.

## Network Considerations

Keyboard Express can be set up to run over a network with no ill effects. The options for making sure Keyboard Express can be run smoothly over a network can be accessed via the "Options | Network" menu command. The following options can be found there:

### File Locking of Macro Files

Choosing this option basically enables the networking capabilities of Keyboard Express. File locking will be performed preventing overwriting of data by 2 or more users. If a user attempts to change any data in the macro file and the data they currently display has been altered by another user, the user will be notified that the macro data has been changed and the new macro data will be loaded and displayed. **Note:** If you are not running Keyboard Express over a network, you will be better off not selecting this option as you will avoid extra overhead required in checking for other users using the macro file. However, no harm will be done if it is checked and you are not on a network.

### Automatic Synchronization Updating

This option is available to allow automatic updating of the data displayed for a given user. This updating can be set to occur every minute, every two minutes on up to every 99 minutes. For example, if the interval is set to 5 minutes and another user makes a change to the same macro file that you have open, then within 5 minutes, the macro data will automatically be redisplayed in Keyboard Express on your computer to reflect the changes made without you doing anything.

When running Keyboard Express over a network, you may wish to prevent certain users from changing any of the macro data. It is possible for this to occur by using Command Line Parameters.

## Command Line Parameters

Command Line Parameters are commands that can be passed to the program when the program is first run. The following options are available:

### **/B (Browse Mode)**

This places Keyboard Express in a browse mode where the macro data cannot be modified. Changes can be made to the configurations such as program activation key, screen size etc. In addition, different macro files can be loaded in. This option can be especially helpful in administering uniformity of macros over a network.

### **/BA (Browse All Mode)**

This places Keyboard Express in a browse mode where nothing can be changed. The only option given to the user is to terminate the program. This option can be especially helpful in administering uniformity of macros over a network.

### **/F<FileName> (Load Macro File)**

This allows you to specify a specific macro file for loading on startup of Keyboard Express. <Filename> is replaced with the macro file name. A full path along with the "KE2" extension on the file name must be used. **NOTE:** File names and paths must have not have spaces in them or they will be interpreted as multiple command line parameters. You will be required to use the Short File Name equivalent if they do.

### **/N (Network)**

This option forces the program to use the Network Mode.

### **/S (Synchronize Network)**

This option is only useful if the Network Mode is active. This option forces the network synchronization option to be used.

### **/SMxx (Synchronization Minutes)**

This option is only useful if the Network Mode is active. "xx" should be substituted with the number of minutes that macro file synchronization should take place. Valid values are from 1 minute to 99 minutes.

### **/Ax (Activation Method)**

This option allows you to specify a method for activating the program. "x" should be substituted with 0 through 7 which represents the 8 program activation menu choices in order. For example, a "0" would refer to the "None - Do not hide" option, "1" to the "CTRL+Up Arrow" option, "7" to the "System Tray Icon Only" option, etc.

**Note:** All these options allow for a quick and easy setup for network considerations. For example, users can be restricted from changing macro data using one of the browse modes allowing manageable uniformity across the network. Users can all access the same macro file using the "Load Macro File" option so no configuration is required by first running the program. Network usage can be enforced using the "Network" option. And an activation method can be chosen which can hide from the



user the fact that the program is even running.



