User Guide

Table of Contents

Visual Table of Contents

Use the following table as a guide to locate information about each QuicKeys Action.

Use this QuicKeys Action...	If you want to automate this task...
Advanced Text Tools See page 86 for more information.	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.
CD/DVD See page 147 for more information.	Play, pause, stop, eject, or skip to the next track on your audio CD or DVD.
Change Folder See page 96 for more information.	Switch to another directory when you are opening or saving a file or when you are exploring a folder.
Choose Printer See page 157 for more information.	Switch your default printer.
Dial-Up Networking See page 164 for more information.	Connect to or disconnect from a dial-up networking service.
File Handler See page 100 for more information.	Set the file extension for a group of files.
	Move a group of files to another directory or drive.
Instant E-mail Action See page 173 for more information.	Send an E-mail that contains attachments to a friend.

Use this QuicKeys Action...	If you want to automate this task...
Network Drives See page 160 for more information.	Connect to or disconnect from a network volume.
Open See page 91 for more information.	Open programs, control panels, documents, or other types of files.
QuicKeys Clipbook See page 118 for more information.	Control QuicKeys' version of the system Clipboard.
QuicKeys Controller See page 68 for more information.	Open/Close the QuicKeys Editor.
	Show the QuicKeys QuickReference Card.
	Enable/Disable QuicKeys hot keys and timers.
	Control QuicKeys recording.
Recent Files See page 109 for more information.	Search for files modified within a specified amount of time.
Screen Settings See page 128 for more information.	Change your screen settings when attaching your laptop computer to a full-size monitor.
Select Menu See page 131 for more information.	Select an item from a menu without using your mouse.
Set Audio Volume See page 150 for more information.	Adjust the various audio devices on your computer.
Special Characters See page 82 for more information.	Type symbols or international characters.

Use this QuicKeys Action...	If you want to automate this task...
Toolbar See page 47 for more information.	Create QuicKeys toolbars that provide quick access to your QuicKeys Actions.
Type Date/Time See page 77 for more information.	Type the date and time in a specific format.
Type Keystroke See page 137 for more information.	Reassign hot keys built into the programs you use so they make sense to you.
Type Text See page 73 for more information.	Type text you specify.
Web Launcher See page 169 for more information.	Open a specified URL in your default Web browser.
	Open selected text as a URL.
	Display a list of Netscape Bookmarks or Internet Explorer Favorites.
Windows Specials See page 140 for more information.	Control the frontmost window on your desktop.
	Organize all the open windows on your desktop.
	Log out of the current user account.
	Restart/shutdown your computer.
	Switch your computer to standby mode.
Sequence (only available from the **Create** menu) See page 189 for more information.	Displays the Sequence Editor, which you can use to combine Actions and recorded tasks.

Chapter 1:
Welcome to QuicKeys

• • • • • •

QuicKeys® for Windows® is software that lets you create custom keyboard actions, menu commands, and toolbars so you can perform routine tasks with a single mouse click, a keystroke, or a key combination. These tasks are referred to as *Actions*. QuicKeys Actions are similar to macros, except that they are much easier to create.

To create a QuicKeys Action, all you have to do is define the task you want to perform in the QuicKeys Setup Wizard. You must then choose to replace the task, or series of tasks, with a single *trigger*, such as a hot key, a QuicKeys toolbar, or a desktop shortcut. QuicKeys automates common computer tasks that include anything from opening folders you frequently use to logging into your favorite database program.

QuicKeys provides you with a powerful and versatile recording function that is ideal for automating lengthy or complex tasks. Tell QuicKeys to watch your Actions on the PC and it can then play those actions back whenever you want. These recorded actions are called *sequences*, and they can mimic virtually anything you do on your computer.

QuicKeys toolbars work much like the toolbars you use in your other programs, except that you call the shots with QuicKeys toolbars. You specify what each toolbar button does, which icon is used, and when the toolbars are displayed. In other words, QuicKeys 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 choose to use it, QuicKeys represents powerful solutions that make it indispensable for assigning unrewarding and repetitive tasks to the computer and not to the computer user.

What Can QuicKeys Do for Me?

Think of something you do on a daily basis. Chances are that whatever task you thought of can probably be automated by QuicKeys. For example, if you frequently switch between printers on your network, QuicKeys can do that for you with a single hot key. Changing your printer with a single hot key rather than navigating through numerous printer windows saves you time and frustration.

QuicKeys can also assist you with multi-step tasks. For example, if your job requires that you routinely change graphics from one format to another, have QuicKeys do it for you. Just direct QuicKeys to watch and record what you do and then assign QuicKeys a *trigger* that will tell it *when* to repeat your actions. You will learn all about triggers in Chapter 3, but for now just think of triggers as the click or keystroke that communicates to QuicKeys that it's time to start a specific task.

When you select the trigger, QuicKeys will not only remember the steps required to change your graphics, but it will do so quickly and accurately. Humans are prone to error. If, however, you can do a job right once, QuicKeys can replicate it thousands of times with no mistakes.

The savings in time and frustration are easy to measure. The real advantage of QuicKeys, however, is intangible. After you install QuicKeys, your computer work flows more smoothly. Instead of working in one program and then spending valuable time searching for another, programs and data appear and disappear automatically as they are needed. The disparate parts of your computer merge in a way that makes sense to you so you can finally complete a day's work in a day's time. How many other programs do you know of that can add such value to your computing experience?

About this User Manual

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

Each chapter of this manual first describes the topic of each section and its benefit to you. Then, instructions for setting up and using the software. Each section ends with information about the options available in the dialogs or wizards discussed in that portion of the *User Guide*.

- Chapter 1: Introduces you to QuicKeys and provides information about using the manual and contacting the makers of QuicKeys.

- Chapter 2: Lists the system requirements, provides installation instructions, and guides you through the QuickStart Wizard.

- Chapter 3: Introduces you to the different components of QuicKeys and provides an overview of the process of creating QuicKeys Actions. This chapter is very informative for users who are new to the QuicKeys software.

- Chapter 4: Introduces you to toolbars and provides instructions for using them.

- Chapter 5-Chapter 11: Provide information about the features and benefits of each individual QuicKeys Action, as well instructions for using those Actions.

- Chapter 12: Introduces you to sequences and provides instructions for using them.

- Appendix A: Provides tips for using QuicKeys and solutions for problems you may encounter while using QuicKeys.

- Appendix B: Provides instructions for creating custom icons that can be used in QuicKeys toolbars.

- Appendix C: Provides an illustration of the QuicKeys architecture.

- Appendix D: Provides a list of hot keys that QuicKeys cannot use.

Assumptions

This documentation assumes you are familiar with the Windows operating system and hardware. If you need assistance with standard Windows procedures, consult the online Windows Help that's available in the Start menu on your taskbar.

Conventions

- **Helvetica Bold Condensed** font indicates menu options, buttons and active dialog text that is referred to in the instructions. Example: Go to the **File** menu.

- The first time a QuicKeys-specific term is used, it is displayed in *italics*.

Contacting CE Software

If you have questions about QuicKeys, use this section to learn how to contact CE Software.

Technical Support

CE Software offers online, fax, and fee-based telephone support. Visit the Technical Support Web page at **http://help.cesoft.com/tech/quickeys/default.html** 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

- Newsgroups: http://www.help.cesoft.com/

- E-mail: ceonline@cesoft.com

Before You Call

Please verify the following:

- 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 at **http://www.help.cesoft.com/**
- Have you checked the CE Software newsgroups at **http://www.help.cesoft.com/tech/newsgroups.html/**

Information you need

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

- Product name and version (*e.g.* QuicKeys 1.0)
- Computer type and model (*e.g.* HP Vectra VE 5/75)
- Operating System and version (*e.g.* Windows 95)

Product Feedback

What do you think of QuicKeys? We want to know and we encourage you to submit your ideas to **feedback@cesoft.com** so we can consider them for the next version of QuicKeys.

User Guide Feedback

We also welcome feedback about the online help and the *User Guide*. Please E-mail us at **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.

Sales and Customer Service

CE Software's Sales and Customer Service staff can answer your questions about QuicKeys.

Contact Information

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

- Phone: Domestic orders: 800-523-7638
- International orders: 515-221-1801
- Fax: International and Domestic orders: 515-221-2258
- Online: **http://www.cesoft.com/service/cshome.html**

Change of Address

If you change your address, please E-mail us at **sales@cesoft.com** or send a letter indicating your old and new address to:

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

Chapter 2:
Installing and Starting QuicKeys

• • • • • •

The steps involved in setting up QuicKeys include installing QuicKeys on your hard disk, completing the questions in the QuickStart Wizard, and starting the QuicKeys Editor. This chapter explains how to accomplish these tasks.

Requirements

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

- Intel compatible PC running Windows 95, Windows 98, or NT 4.0 or greater.
- Personal computer with a 486DX or higher processor (Pentium 90 or greater strongly recommended).
- 16 megabytes (MB) of RAM (32 MB recommended) for computers running Windows 95 or Windows 98.
- 16 MB of RAM (32 MB recommended) for computers running Windows NT.
- One CD-ROM drive.
- At least 8 MB of available hard disk space.
- Standard 640x480 VGA monitor (SVGA 800x600 monitor recommended).
- Certain features are enhanced by an Internet connection

❖If you are using Windows NT, installation must take place while logged in as administrator or as a user with administrative rights.

Installing QuicKeys

1 Insert the QuicKeys CD into your computer's CD-ROM drive. An Autostart window appears. If the window does not appear automatically, right-click the CD icon and select **AutoStart**.

2 Click the **Install QuicKeys** button to install QuicKeys.

3 Read the wizard dialog that appears and click **Next**.

4 Read the terms of the Software License Agreement. Click **Yes** if you agree with the terms and want to install the software.

5 Read the Readme file and click **Next**.

6 Type your Name, Company, and Activation Key in the appropriate boxes and click **Next**.

> ❖ Your company name is not required.

7 Choose the directory where you would like to install QuicKeys and click **Next**. A status bar appears.

8 Read the final wizard dialog and click **Finish**. The Startup QuicKeys Engine is selected by default so the QuicKeys Engine is running when you complete the installation.

Starting QuicKeys After Installation

When you complete the installation wizard, the QuicKeys Engine and QuicKeys Editor are automatically started. The first time the QuicKeys Editor opens, the QuickStart Wizard appears. The QuickStart Wizard is designed to set up a variety of common QuicKeys Actions so you can take advantage of QuicKeys immediately. See page 12 for information on starting QuicKeys from the Windows **Start** menu.

Using the QuickStart Wizard

Before you continue, spend a few minutes thinking about what you want to automate on your computer. The QuickStart Wizard will likely provide an opportunity for you to automate the tasks you have in mind. Remember, you can always edit the tasks you set up with the QuickStart Wizard later.

1 Read the **Welcome to QuicKeys** page and click **Next**.

2 Read about all the Actions that QuickStart can help you set up and click **Next**.

3 Select the check box for each program you use on a daily basis and click **Next**.

4 Type your name or signature line in the text box and click **Next**.

5 Select a date and/or time format you would like to use in your daily correspondence and click **Next.**

6 Select your most frequently-used printers and click **Next**. Only the printers you have set up using the Windows control panel appear in the list of available printers.

7 Select the **Print QuickReference Card** check box to print a list of all the Actions you just created and click **Finish**.

❖ See page 44 for more information on the QuickReference Card.

8 If you chose to print the QuickReference Card, select **OK** at the printing prompt.

9 The **Setup Wizard** tab displays by default the first time QuicKeys launches. Click the **My Actions** tab to view all the Actions you've already created with QuicKeys using the QuickStart wizard.

The Dockable toolbar created by the QuickStart Wizard.

The **Setup Wizards** tab of the QuicKeys Editor.

Status area, or "tray," where the QuicKeys menu is located.

Taskbar

Figure 1: The QuicKeys Editor opens after you complete the QuickStart Wizard.

10 The QuickStart Wizard automatically creates a Dockable toolbar that appears by default at the top of your screen. You can click any of the buttons on the toolbar to access the Actions you created with the QuickStart Wizard as well as preset Action Menus. See page 47 for more information on toolbars.

How to Use Your New Actions

You can trigger your new Actions by clicking a button on the toolbar that QuicKeys created for you, by selecting the hot key you assigned to your new Actions, or by selecting an Action from the QuicKeys menu. Each of these methods is discussed in "Triggering Actions" on page 31, but this section provides instructions for using the QuickReference Card to trigger your Actions.

To trigger your new Actions using the QuickReference Card:

1 Click the close box to close the QuicKeys Editor.

2 If you chose to print the QuickReference Card, refer to your printout right now and select one of the hot keys listed on it. Your computer should complete the Action described in the Action column of your printed QuickReference card.

3 If you chose *not* to print the QuickReference Card, press Shift+Control+Space to display the QuickReference Card on your screen. Click one of the Actions listed in the QuickReference Card to trigger it. See page 44 for more information on the QuickReference Card.

More About QuickStart

Below are some quick facts about the QuickStart Wizard you just completed.

- The QuickStart Wizard only displays when there are no Actions created.

- If you want to edit an Action you created in the QuickStart Wizard, double-click the Action in the **My Actions** tab of the QuicKeys Editor.

- By default, all Actions created with the QuickStart Wizard are universal in *scope*. This means that you can use the Actions in any of the programs you have open. See page 28 for more information on Action Scope.

- The list of programs presented to you in the QuickStart Wizard is populated by the programs available in your Start menu. If you want to open a program that is not listed, see page 91 for information on the Open Action.

- By default, all Actions created with the QuickStart Wizard are listed in the **My Actions** tab of the QuicKeys Editor *and* in the QuicKeys menu. See Figure 2 on page 12 for an illustration of the QuicKeys menu.

- If you want to trigger your Actions with hot keys rather than selecting them from the QuicKeys menu, refer to the printed QuickReference Card for a list of the hot keys automatically assigned to the Actions. See page 44 for more information on the QuickReference Card.

- You can type up to 12 KB (more than 1,200 characters) of text when you set up the Type Text Action with the QuickStart Wizard.

- The QuickStart Wizard creates a Dockable toolbar that displays a button for each of the Actions you created in the wizard.

Starting QuicKeys

Since the QuickStart Wizard only appears when there are not any QuicKeys Actions created, it's likely that the only time you will see the QuickStart Wizard is immediately after installation. When QuicKeys is started again after completing the QuickStart Wizard, you see the QuicKeys Editor. To learn more about the QuicKeys Editor, see page 15. To learn how to start QuicKeys without the assistance of a wizard, use the following instructions:

To open the QuicKeys Editor:

1 Right-click the QuicKeys icon. It is located in the status area (commonly known as the tray) of the taskbar.

Figure 2: By default, you can open the QuicKeys menu from the Windows taskbar. The QuicKeys menu is located in the status area, or tray, of the taskbar.

2 Select **Open QuicKeys Editor** from the QuicKeys menu. The QuicKeys Editor appears. See page 15 for more information on the QuicKeys Editor.

Chapter 3:
QuicKeys Overview

This chapter explains how to use QuicKeys and provides an overview of the QuicKeys architecture. Reading this chapter will acquaint you with the capabilities of QuicKeys so you can take full advantage of the software's power and flexibility.

QuicKeys Actions and Sequences

QuicKeys Actions and Sequences are the foundation of the QuicKeys program. QuicKeys *Actions* automate simple one-step tasks, such as choosing a network printer. QuicKeys *Sequences* automate multi-step tasks, such as starting a database program, searching for a specific item and printing out the selected database records. Actions can be built using Setup Wizards or the Action Properties dialog. Sequences are built using a collection of Actions that can be assembled manually or by using the QuicKeys recording feature. The recording feature enables QuicKeys to "watch" what you are doing and repeat your actions.

Creating Actions and Sequences

Probably the single most important factor involved in using QuicKeys is understanding the concept behind its usage. QuicKeys 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 QuicKeys, you need to make a mental note of the tedious, routine tasks you perform on your computer and earmark those tasks for some attention from QuicKeys. Each time you think of something that QuicKeys could make easier for you, create an Action or Sequence that automates that task, or series of tasks.

When you create a QuicKeys Action or Sequence, you can choose the trigger that launches it. In other words, you need to specify the "signal" that tells QuicKeys *when* to perform the Action or Sequence. For example, if you want QuicKeys to open a database program and enter the current date and time, you need to let QuicKeys know when to begin. You can use a hot key (such as F5), or a number of other available QuicKeys triggers (such as toolbars, the QuicKeys menu, or timed triggers) to communicate with QuicKeys that you want to begin this 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 QuicKeys: thinking of tasks to automate, creating QuicKeys Actions or Sequences that replace those tasks, and triggering the tasks. You need to spend a few minutes telling QuicKeys what you want, but from that point on you save hours, days, maybe even weeks with the Action 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 QuicKeys 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.

QuicKeys Components

Part of understanding any piece of software is understanding its different components. Understanding the parts of QuicKeys will familiarize you with the logic behind the QuicKeys architecture, making it easier to find things and use the software more efficiently.

QuicKeys is composed of three main elements: the QuicKeys Editor, the QuicKeys Engine and QuicKeys plug-ins. This section familiarizes you with each of these components.

QuicKeys Editor

When you select QuicKeys from the Start menu, the QuicKeys Editor displays. It is your control center for creating, editing, and deleting Actions. There are four separate tabs available in the QuicKeys Editor that each serve a different purpose: the **Setup Wizards** tab, the **My Keyboard** tab, the **My Toolbars** tab, and the **My Actions** tab.

The QuicKeys Editor Tabs

Use the **Setup Wizards** tab as a starting point for setting up Actions with the Setup Wizard.

Use the **My Keyboard** tab to quickly add or change hot key triggers for existing Actions.

Create, edit, and delete toolbars from the **My Toolbars** tab.

View all your QuicKeys Actions and their properties from the **My Actions** tab. This illustration uses the Details view, but you can also select the Large Icons, Small Icons, or List views from the View menu.

The Setup Wizards Tab

When you first start QuicKeys, you see a tabbed window that displays the **Setup Wizards** tab as the frontmost tab. Click one of the buttons in the **Setup Wizards** tab to be guided through the process of setting up an Action that will automate the task described on the button. When your cursor is positioned over an Action button for more than one second, a hot help description of the Action displays.

Click the drop-down arrow to display a list of Setup Wizard viewing options.

Standard program toolbar.

Wizard window label. This text changes depending on which group of Setup Wizards is displayed.

Click a Setup Wizard button to start the Setup Wizard for that Action.

Online Help instructions.
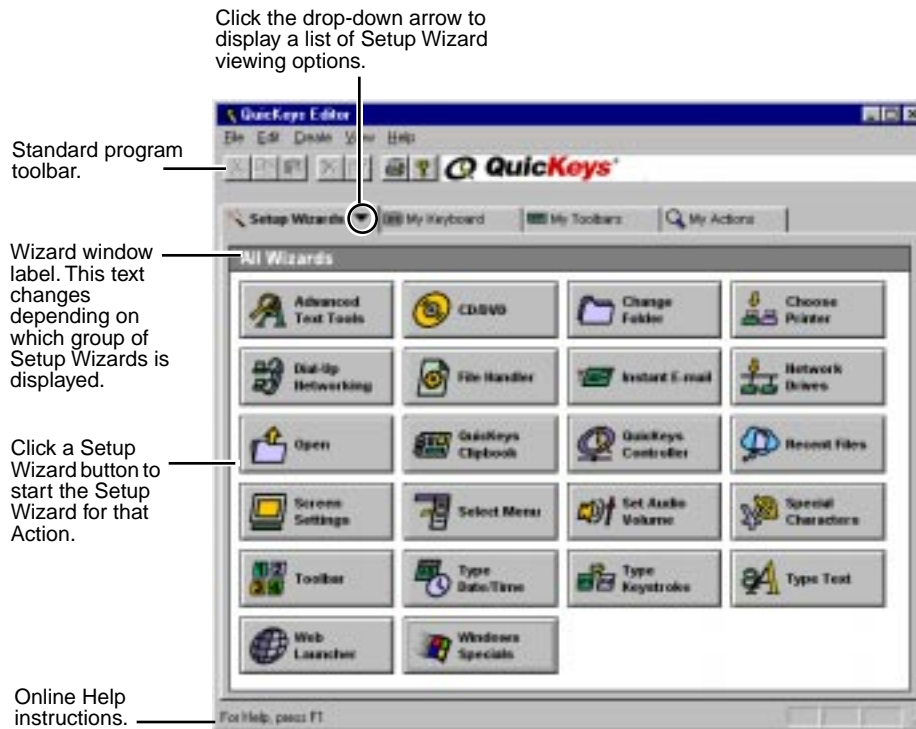
Figure 3: Click a button in the **Setup Wizards** tab to be guided through the process of creating, editing, and deleting Actions.

The My Keyboard Tab

When you click the **My Keyboard** tab, you see a diagram of your keyboard along with a tabbed Action Sets pane. Raised keys in the Keyboard Layout pane indicate the keys that QuicKeys is currently using as triggers. Click a raised key to display the Action it triggers in the right side of the window.

Keys that are raised are assigned to existing Actions. F4 is one of the raised keys in this illustration.

The Action(s) that use the selected keyboard key.

Modifier keys used in combination with the selected key.

The Action Sets pane displays all of your Actions.

The selected key displays in the right-most pane of the **My Keyboard** tab along with any Actions that use that key.

You can use the Options dialog discussed on page 39 to select a different Keyboard Layout that more closely matches your keyboard.

There is a different tab for each Action Scope. See page 28 for more information.

Select a column heading to sort Actions by that category.

Hot keys can be edited by clicking in the Hot key column and pressing the new key combination you want assigned.

Figure 4: Use the **My Keyboard** tab to assign hot key triggers to your Actions. The standard keyboard layout is shown here, but you can also specify a laptop keyboard layout. See page 39 for more information.

Drag and drop Actions from the Action Sets pane to one of the Keyboard Layout buttons to assign or reassign a hot key. When you release the mouse, the menu shown in Figure 5 appears. Use the menu to choose modifier key(s) that will be pressed simultaneously with the selected Keyboard Layout key.

For example, if you drag a Type Text Action from the Universal tab to the F8 key, the menu shown in Figure 5 displays. If you select **(None)**, F8 will trigger the Type Text Action. If you select **Ctrl+Alt+Shift**, you must press Ctrl+Alt+Shift+F8 to trigger the Type Text Action.

Figure 5: The modifier menu

❖You can also access the modifier key menu by right-clicking an Action listed in the far right pane of the **My Keyboard** tab and selecting the **Modifiers** option.

Right-click an Action in the Action Sets pane to cut, copy, paste, delete, select, change the view, or display advanced options or properties of the selected Action. See Figure 6 for an illustration of this context menu.
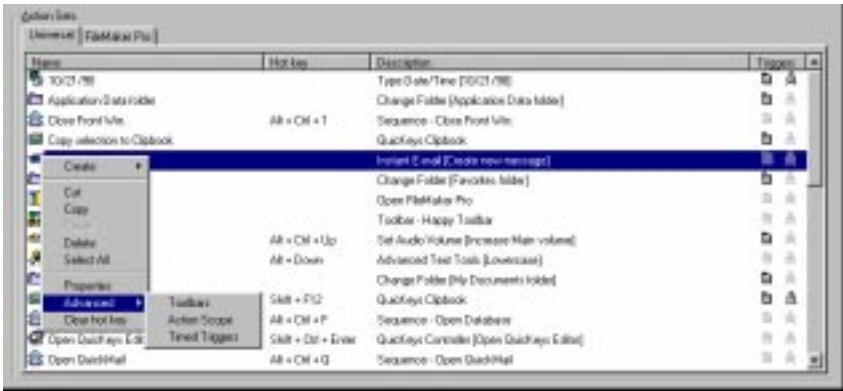
Figure 6: Right-click an Action in the Action Sets pane of the **My Keyboard** tab to display the context menu.

Right-click the Actions listed in the far right pane to **Delete**, display the **Properties**, **Advanced** options, clear the selected hot key, or select **Modifiers** for the selected Action.

The My Toolbars Tab

When you click the **My Toolbars** tab, you can see a list of all your toolbars. Toolbars are graphical representations of specific tasks on the computer. Most programs provide toolbars that perform a specific function, such as printing, when you click the Print icon. QuicKeys toolbars are different, however, because *you* specify the appearance and functionality of the toolbar.

Toolbars are a valuable asset if you have created several QuicKeys Actions. They provide a quick and easy way of triggering your Actions. You don't have to remember a hot key and you don't have to fill up your QuicKeys menu if you use toolbars to trigger at least some of your Actions. Another benefit of using QuicKeys toolbars is the easy access you have to QuicKeys Actions and QuicKeys toolbars Action menus. These types of buttons prevent you from having to open the QuicKeys Editor whenever you want to choose a QuicKeys Action.

When you click the toolbar name in the **My Toolbars** tab of the QuicKeys Editor, all the Actions that reside on that toolbar display in the right side of the window.

Click a column heading to choose how your toolbars are sorted. For example, when you click the Toolbar Name header, the listed toolbars are arranged alphabetically by name.

When you select a toolbar in the **My Toolbars** tab, the buttons placed on that toolbar display in the Toolbar Buttons pane.

A list of your toolbars.
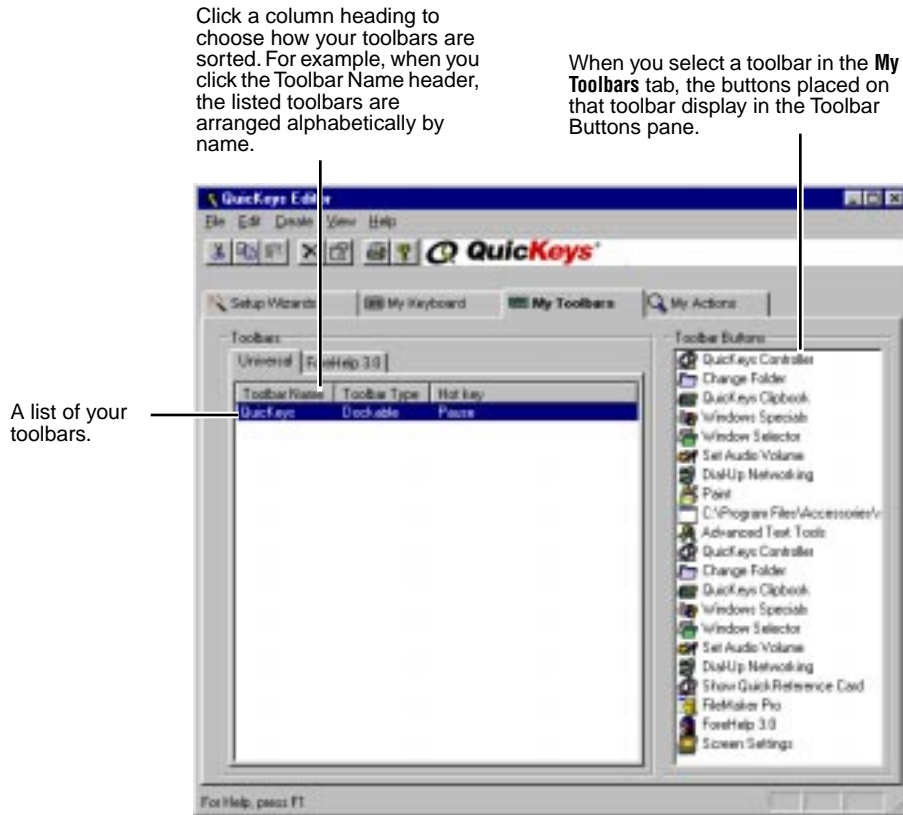
Figure 8: Use the **My Toolbars** tab to create, edit, and delete QuicKeys toolbars.

- Right-click a toolbar in the **My Toolbars** tab to create a new toolbar, create a new toolbar button, display the Toolbar Button Wizard, hide the toolbar, delete the toolbar, or display the toolbar's properties.

- Right-click in the Toolbar Buttons pane to create a new button, display the Toolbar Button Wizard, or delete the selected toolbar button.

- Double-click a toolbar to display the toolbar's Action Properties dialog.

- See Chapter 4, "QuicKeys Toolbars" on page 47 for more detailed information about toolbars.

The My Actions Tab

When you click the **My Actions** tab, all of your Actions display in the default **Details** view. This tab is useful when you want to view and edit all the Actions you created from a single window.

If an Action is available in the QuicKeys menu, the menu icon in the Triggers column is bolded. If a timed trigger is set up for an Action, the timer icon appears bolded.

Click a column heading to choose how you want your list of QuicKeys Actions sorted.

There is a different tab for each Action Scope you have specified. See page 29 for more information.

Click in the Hot key column and press the hot key you want to use to trigger the selected Action.

Double-click an Action to edit it.

Figure 9: Use the **My Actions** tab to view, create, or edit your Actions.

- Double-click an Action in the **My Actions** tab to display a Setup Wizard or an Action Properties dialog where you can edit the Action.

- Right-click an Action to **Cut**, **Copy**, **Delete**, **Select**, **Change** the view, or display the **Properties** of the selected Action.

- Drag-and-drop an Action from one tab to another to edit the Action scope.

Sequence Editor

You can open the Sequence Editor by selecting **Sequence** in the **Create** menu. The Sequence Editor enables you to consolidate Actions into a more advanced *Sequence*, so it's likely you may not choose to use the Sequence Editor until you are comfortable creating QuicKeys Actions. A *Sequence* is a collection of Actions that completes a multi-step task. For example, you can create a Sequence that launches your E-mail application, types your user name and password, and clicks **OK** in the appropriate dialog. The Sequence would contain four separate Actions that are individually only capable of completing a single task until they are combined into a Sequence.

Add steps to your Sequence using the options in the Create menu.

Specify conditional branching for each step of the Sequence. See page 190 for more information.

If the Sequence does not execute successfully, a dialog displays the Step ID number where the Sequence is having difficulty.

Double-click a Sequence step to edit it.

Move the insert arrow to specify where you want the new Action or Sequence tool inserted.

Figure 10: Use the Sequence Editor to modify your Sequences. See Chapter 12, "Building Multi-Step Actions" for more information on Sequences.

The Sequence Editor allows you to edit each step of a Sequence. There are three different methods for opening the Sequence Editor:

- Record a Sequence and it appears automatically. See page 188 for more information on recording.
- Select **Sequence** in the **Create** menu.
- Double-click a Sequence listed in the **My Actions** tab.

QuicKeys Engine

The QuicKeys Engine is a background program that is necessary for the QuicKeys Editor to function. Most of the time you don't need to pay any attention to the Engine because it's started whenever you turn on your computer. However, if you ever turn off the QuicKeys Engine, it's important to know how to turn it back on because your Actions won't work without it.

When you install QuicKeys, a shortcut to the QuicKeys Engine is placed in the Startup Items folder. The only time you may need to exit the QuicKeys Engine is when you install new programs that require you exit all programs. In such a situation, you can right-click the QuicKeys icon located on the taskbar and choose **Exit** to quit the Engine. Use one of the following methods to restart the Engine:

- Restart your computer
- Select QuicKeys from the Programs menu in the Windows **Start** menu

QuicKeys Plug-ins

A plug-in is a
software component
that adds
functionality to
QuicKeys. There are
several plug-ins
available in
QuicKeys. Each
plug-in can be turned
on or off individually
and third party
plug-ins can easily be
added to QuicKeys
due to its flexible
architecture.
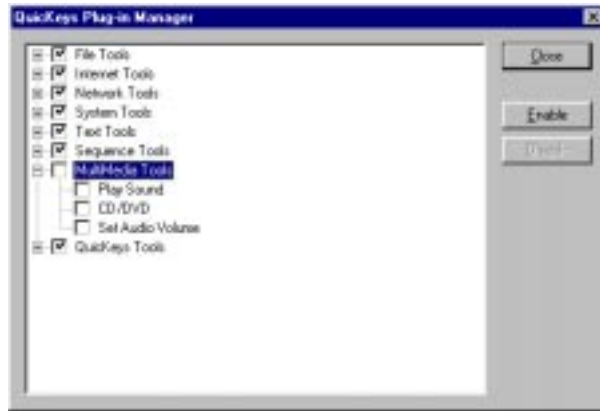
Figure 11: You can manage QuicKeys Plug-ins from the Plug-in Manager window. When you click the + icon to expand a plug-in, you can see the Actions that are included in that plug-in.

If you want more
information about turning plug-ins on or off, see page 34. If you are
interested in extending the power of QuicKeys by creating your own plug-ins, visit CE Software's Web site at **http://www.cesoft.com/**.

QuicKeys Menu

By default, a QuicKeys icon displays in your taskbar after installation.
When you right-click that icon, the QuicKeys menu appears. In the
QuicKeys menu you can:

- Trigger QuicKeys Actions

- Start/Stop recording a
  Sequence

- Open toolbars

- Exit QuicKeys

- Create toolbars

- Open the QuicKeys About
  box

- Open the QuicKeys Editor

- Abort the playback of a
  sequence

Adding Actions

You can add Actions to the QuicKeys menu by selecting the **Include in QuicKeys** menu check box in the Setup Wizard or in the General tab of the Action Properties dialog. The hot keys assigned to each Action also appear in the QuicKeys menu unless you have cleared the option to **Show hot keys in QuicKeys menu** in the Options dialog. See page 39 for more information.

Click the submenu arrow to view or create toolbars

Click to open the QuicKeys Editor

This option closes the QuicKeys Editor and the QuicKeys Engine.

Displays the QuicKeys About box, where you can browse registration and system information, CE Software credits, and relevant Web sites.

Actions created with QuicKeys

Select "Abort Sequence" to stop the playback of a Sequence, "Start Recording" to record a new Sequence, or "Stop Recording" to stop recording a new Sequence.

Right-click the QuicKeys icon to display the QuicKeys menu.

Figure 12: The QuicKeys menu in the Windows taskbar

If the QuicKeys icon or QuicKeys hot keys are not displayed in your taskbar, check to make sure the **Show icon in taskbar** and **Show hot keys in QuicKeys menu** options are selected. You can view these items by selecting **Options** from the QuicKeys Editor **View** menu.

Using QuicKeys

There are two rudimentary steps involved in using the QuicKeys program: setting up Actions or Sequences and triggering Actions. This section provides general information about this process. For information on specific Actions, see the corresponding chapter in this manual. For example, Chapter 12 discusses "Building Multi-Step Actions" in detail.

The process of setting up QuicKeys looks something like this:

Setting Up Actions

- Click a Setup Wizard button in the Setup Wizards tab

- Set the options you want to use in the Setup Wizard. Make sure you set the trigger (such as a hot key) you want to use to activate the Action.

- Click **Finish** when you reach the end of the Setup Wizard. Your Action is saved as soon as you click the **Finish** button.

Triggering Actions

- Select the trigger you specified to activate the Action. QuicKeys should react to the trigger and complete the task immediately.

Creating QuicKeys Actions

When you create a QuicKeys Action, you can use the Setup Wizard (shown in Figure 13) or the Action Properties dialog (shown in Figure 14) to specify how the Action behaves. The Setup Wizard is used by default because it prompts you for information in a step-by-step fashion. If you are a more advanced user, you can turn off the Setup Wizard in the Options dialog and instead use the Action Properties dialog. The Action Properties dialog presents all the setup options for an Action in a single dialog. See page 27 for more information.

Whichever method you use to create QuicKeys Actions is completely dependent upon your comfort level with QuicKeys.

Using the Setup Wizard

When you begin using QuicKeys, you will probably use the Setup Wizard because it provides the most basic method for creating QuicKeys. You simply click an Action button in the **Setup Wizards** tab and a series of wizard dialogs guide you through the process of setting up or editing a QuicKeys Action.

Figure 13: The Introduction page of the Setup Wizard appears when you click a button in the **Setup Wizards** tab.

Using the Action Properties Dialog

When you are more comfortable with QuicKeys and you want to use a more direct approach to create and edit Actions, you can use the Action Properties dialog. Action Properties are the options you specify for each QuicKeys Action you have created. The Action Properties are presented to you item-by-item when you use

Figure 14: The Action Properties dialog for the Web Launcher Action appears when you select **Web Launcher** from the **Internet Tools** submenu in the **Create** menu.

the Setup Wizard to create Actions; however, all the Action Properties are presented in a single dialog when you use this more advanced method of creating and editing QuicKeys Actions.

General—Supply the name of the Action and the hot key that triggers it in this tab. You can also select the **Include in QuicKeys menu** check box to list the Action in the QuicKeys menu or click the **Clear hot key** button to clear the contents of the hot key field.

Figure 15: The General tab is located at the top of the Action Properties dialog shown in Figure 14.

➢ You must use the **Clear hot key** button to clear the hot key field because the Delete and Backspace keys cannot delete a hot key.

Toolbars—Click the **Toolbars** Tab to select the toolbar in which you want this Action displayed.
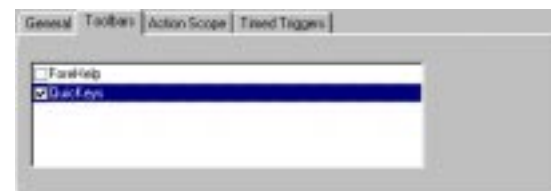
Figure 16: The Toolbars tab is located at the top of the Action Properties dialog shown in Figure 14.

Action Scope—Specify the range of operation for the Action. In other words, choose whether the Action works at any time, or whether it can only be triggered from the desktop, from a specific program, or from a particular hardware profile.
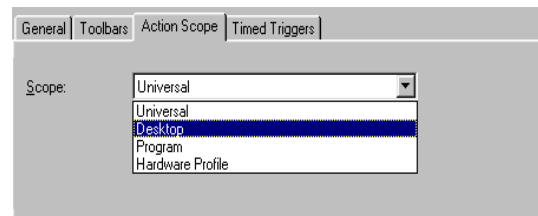
Figure 17: The Action Scope tab is located at the top of the Action Properties dialog shown in Figure 14.

When you trigger a QuicKeys Action, QuicKeys examines the Action Scope you set in order to determine whether or not it should trigger the Action. This decision process is illustrated in Figure 18.

There is no limit on the number of Action scopes you can specify, but if you have a set of Actions for each program you use, you may have too many tabs for the QuicKeys Editor to display. If this happens, small arrows appear on the right side of the QuicKeys Editor. Click the arrows to scroll through the list of Action Scope tabs.

QuicKeys trigger

Desktop Scope | Program-specific Scope

Hardware Profile Scope

Universal Scope

Figure 18: This diagram illustrates Action Scope priority from the most specific Scope selection to the least specific Action Scope option.

To delete a particular Action Scope tab, delete or reassign the scope for each of the Actions in that tab. Then, close and restart the QuicKeys Editor. When the QuicKeys Editor displays, the Action Scope tab you chose is no longer displayed.

- **Universal**: **Universal** is selected by default for each Action you create. Use **Universal** when you want to be able to trigger the Action at any time, regardless of what program you are in or whether or not the desktop is active.

  ❖ Buttons on toolbars are *always* Universal in scope.

- **Desktop**: Select **Desktop** when you only need to trigger the Action from the desktop. This option is useful for your toolbars. When toolbars are assigned **Desktop** scope, they appear whenever the desktop is active.

•**Program**: When you select **Program**, a **Program** drop-down list appears where you can choose the program in which you want to use the Action. Click the **Browse** button and navigate to the program you want to use if the program is not listed in the drop-down list. This scope option is useful if you have several Actions you only need to use within a program, such as Microsoft Access.

•**Hardware Profile**: A hardware profile is a set of instructions specified within your operating system that tell your computer which devices to start when you turn on your computer. In other words, hardware profiles enable you to categorize QuicKeys Actions under different hardware identities.

For example, you can set up the **F5** key as the QuicKeys hot key that tells your portable computer to switch to **Standby** mode when your computer is using a **Docked** Hardware Profile. Additionally, you can use the **F5** key within the **Undocked** Hardware Profile scope to shut down your computer when your computer is undocked. The same hot key works differently depending upon the "state" of your computer.

Timed Triggers—Choose a specific time you want the Action to be triggered. By default, there is no timed trigger selected.

Figure 19: The Timed Triggers tab is located at the top of the Action Properties dialog shown in Figure 14.

Action-Specific Properties—The Action Properties dialog contains an **Action-specific properties** pane that is unique for each QuicKeys Action.
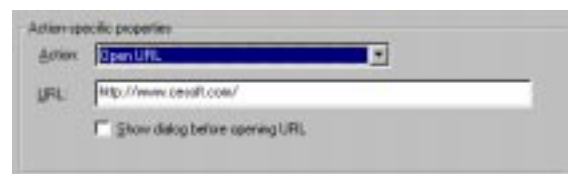
Figure 20: The Action-specific properties pane for the Web Launcher Action.

Triggering Actions

QuicKeys provides a variety of ways to trigger Actions so you can use the methods that make sense to you. QuicKeys makes customizing the way you work easy.

You can use any or all of the following triggers for each QuicKeys Action:

- **Hot key**—The key(s) on the keyboard used to trigger your QuicKeys Actions.

- **Toolbars**—The collection of QuicKeys buttons that enable you to simply point and click to open files or folders, trigger Actions, or display QuicKeys Action menus.

- **Timed triggers**— The specific date/time, time of day, or repeating interval when QuicKeys Actions are automatically triggered.

Figure 21: You can set your triggers in the various tabs of the Action Properties dialog or in the Triggers page of the Setup Wizard.

- **QuicKeys menu**—The menu that appears when you right-click the QuicKeys icon in the taskbar. Trigger Actions by selecting them from the QuicKeys menu.

- **Shortcut on desktop**—Drag-and-drop an Action to the desktop or Start menu to create a Windows shortcut to the Action. This option is useful for Actions you use frequently. See Figure 22 for an illustration of a desktop shortcut.

Figure 22: A Windows shortcut to a QuicKeys Sequence

Managing QuicKeys

This section discusses standard procedures, such as printing and saving QuicKeys Actions. It also provides information on turning individual Actions on and off, resolving hot key conflicts, and importing/exporting Actions.

Printing Actions

If you want to print a list of your Actions, select **Print** from the **File** menu. The same Action list is printed regardless of which QuicKeys Editor tab is in the foreground. The following information is printed:

File	
Start Recording	
Import...	
Export selection...	
Print...	Ctrl+P
Print Setup...	
Exit	

- Action names
- Action descriptions
- Hot keys assigned to Actions
- Whether or not Actions are displayed in the QuicKeys menu.
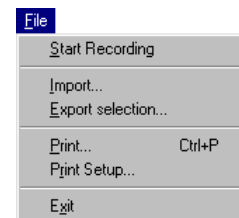
Saving Actions

Your Actions are automatically saved whenever you click **Finish** in the Setup Wizard or click **OK** in the Action Properties dialog. However, if you create a Sequence, you are prompted to save your changes to the Sequence.

Clearing Hot Keys

When you no longer
want a hot key assigned
to an Action, click the
Clear hot key button in the
Action Properties tab.
There is a separate
Action Properties dialog
for each QuicKeys
Action.

Figure 23: This graphic shows the upper half of the
Action Properties dialog where the **Clear hot
key** button is located. To open the Action
Properties dialog for editing, double-click
the Action you want to edit in the **My Actions**
tab.

Do *not* try to clear your
hot keys with the Delete
or Backspace keys because QuicKeys will begin to use those keys as
triggers.

Disabling/Enabling Actions

If you find that you do not have a need for some of the Actions installed with QuicKeys, you can turn those Actions off so they no longer display in the QuicKeys Editor. For example, if you use a PC that does not have a sound card and if you don't use your CD-ROM drive for audio CDs, you probably don't need any of the multimedia Actions, such as CD/DVD or Set Audio Volume.

To enable/disable Actions:

1 Select **Plug-ins** from the **View** menu.

2 In the QuicKeys Plug-in Manager dialog, click the + and - icons to expand and contract the various Action categories.

Figure 24: Use the QuicKeys Plug-in Manager to enable or disable plug-ins and Actions.

3 Select the Actions or Action categories you no longer wish to view and click the **Disable** button.

4 Click **Close** when you are finished.

5 Look at the **My Actions** tab of the QuicKeys Editor. The Actions you cleared in the Plug-in Manager are no longer displayed.

Resolving Hot Key Conflicts

Hot key conflicts occur when a hot key in one Action Set conflicts with a hot key in another set or a hot key that is built into another program. For example, let's say the F5 hot key is assigned to two Actions. One hot key opens Photoshop and is universal in scope. The other hot key changes the layout of a document and can only be triggered in a specific database program. What happens when you press F5?

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

> A. Program-specific hot keys
>
> B. Universal hot keys
>
> C. Hot keys defined by a particular program

Applying this information to the above example, if the database program is open, 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 hot keys to avoid these conflicts, you can either use the QuicKeys Controller to turn your hot keys on/off for a brief period of time, or you can substitute QuicKeys hot keys for the hot keys that are built into the programs you use.

Enable/Disable Hot Keys

If hot key conflicts only occur in programs you use very infrequently, the best way to avoid them is to turn your QuicKeys hot keys on and off using the QuicKeys Controller Action. This feature enables you to briefly disable a QuicKeys hot key while you work in a program that uses conflicting hot keys. When you are finished working in the program, you can turn QuicKeys hot keys back on.

For example, you may want to disable QuicKeys hot keys while working in Microsoft® Excel™ if Excel uses Ctrl+1 to insert cells, but you have directed QuicKeys to use Ctrl+l to change selected text to italics.

The easiest way to enable or disable hot keys is by using the QuicKeys Controller Action Menu button that was automatically placed on your QuicKeys toolbar when you installed QuicKeys. However, if you edited the toolbar and that button is no longer available to you, use the following instructions to set up this Action.
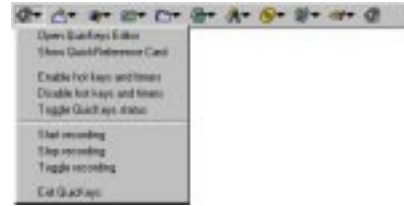
Figure 25: You can disable hot keys and timers from the QuicKeys Controller Action Menu located on your QuicKeys toolbar.

To turn QuicKeys hot keys on and off using the Setup Wizard:

1 Start QuicKeys.

2 Select the **Setup Wizards** tab.

3 Click the **QuicKeys Controller** button.

4 Read the introduction page and click **Next**.

5 Select **Create a new Action** and click **Next**.

6 Select **Set status of QuicKeys** and click **Next**.

7 Select **Toggle status** and click **Next**.

8 A name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

9 Select the **Assign hot key** check box and click **Next**.

10 Click in the **Hot key** box and press the **F11** key.

11 Click **Next**.

12 Click **Finish**.

Now simply press F11 to turn QuicKeys hot keys on and off.

Reassigning Built-in Program Hot Keys

If hot key conflicts occur in programs you use on a daily basis, you need to change either the hot keys QuicKeys assigned or the hot keys (or shortcuts) your programs use. You can change your QuicKeys hot keys simply by going through the QuicKeys Setup Wizard and pressing a different hot key when you see the wizard page with the Hot key field. To change your built-in program hot keys, you can use the Type Keystroke Action. For information on using the Type Keystroke Action, see page 137.

Importing Action Sets

You can import Action Sets when you receive QuicKeys Action Sets from other QuicKeys users or when you want to use some of the Action sets installed with QuicKeys. When you import Actions, you import all the attributes originally assigned to the particular Actions. For example, you import the triggers, icons, and scope selections for the Actions.

To import your Action Set:

1 Select **Import** from the **File** menu.
2 Navigate to the location of the Quickeys Action Set you want to import and select the file with the .qkx extension.
3 Click **Open**. The Action Set is immediately imported into your collection of QuicKeys Actions. Look in the **My Actions** tab to view them.

❖ You can also double-click a .qkx file to import it into your collection of QuicKeys Actions.

Importing Sample Files

QuicKeys installs a Sample Files directory that contains several sample toolbars, Sequences and other helpful QuicKeys files. There is a ReadMe file in the Samples directory that you should read for information about the sample files. When you choose the **Import** option from the QuicKeys Editor **File** menu, navigate to the Program Files\CE Software\QuicKeys\Sample Files directory. You can choose a file from the samples provided or navigate to a different directory to import your custom files.

Importing Duplicate Hot Keys

If you import QuicKeys Actions that use hot keys that are already assigned to existing Actions, the dialog in Figure 26 appears.

Import new Actions without hot key assignment—Unassigns hot keys for imported Actions that use existing hot key triggers. Imported Actions that do *not* use existing hot keys retain their hot key trigger after import.

Figure 26: The QuicKeys Import dialog appears when QuicKeys notices duplicate hot keys as it imports new Actions.

Import new Actions and unassign existing hot key triggers—Unassigns existing hot keys so imported hot keys can use them. All imported Actions retain their hot keys, while Actions that already exist in the **My Actions** tab are stripped of their hot key assignments.

Cancel the import of new Actions—Stops the import of new Actions.

Exporting Action Sets

You can export Action Sets when you want to share your QuicKeys Actions with other QuicKeys users or when you want to back up your Actions. When the Setup Wizard tab is displayed, you can export *all* of your QuicKeys Actions. If any of the other tabs are displayed, only *selected* Actions are exported. When you export Actions, all attributes are exported. These attributes include the triggers, icons, and scope assignments for the Actions being exported.

To export your Action Set:

1   Select the Actions you want to export.
2   Select **Export** or **Export Selection** from the **File** menu.
3   Choose where you want to save the exported file and click **Save**. Your Action Set is saved to the location you specified.

Customizing QuicKeys

There are several different ways to customize QuicKeys. For example, you can choose whether or not the introduction page appears in the Setup Wizard and what type of view you use in the **My Actions** tab. You can also resize a QuicKeys Floating toolbar by clicking a corner of the toolbar and dragging it so it appears as a single, double, or triple-column toolbar. It's completely up to you.

Setting QuicKeys Options

You can customize what you see when you run QuicKeys in the **Options** dialog. Click **Options** in the QuicKeys **View** menu to view the Options dialog. You choices include:

Keyboard Layout—Choose the keyboard layout that is similar to the keyboard you use. You can choose between a standard or laptop layout.

Show icon in taskbar—Displays the QuicKeys icon in your taskbar, so you can right-click the icon to start the QuicKeys Editor. You may want to disable this option if your taskbar is crowded and you use hot keys, toolbars, or timed triggers to rather than the QuicKeys Menu.

Show hot keys in QuicKeys Menu—Displays the hot keys assigned to your Actions in the QuicKeys menu. **Show Icon in taskbar** must be selected for this option to function. You may want to disable this option if you only want the Action names to display.

Show Setup Wizard introduction page—Displays the introduction page in the Setup Wizards whenever you create or modify an Action from the **Setup Wizards** tab. When you become familiar with what each Action does, you may want to disable this option to go through the Setup Wizard more quickly.

Figure 27: The introduction page of the Setup Wizard.

Always use Setup Wizards for editing—Displays a Setup Wizard each time you modify an Action. When this check box is cleared and you attempt to modify an Action from the **My Actions** tab, the Action Properties dialog appears rather than a Setup Wizard. Clear this option if you are an advanced QuicKeys user and you do not want to use wizards.

Show sequence recording toolbar—Displays a QuicKeys recording toolbar after you select the **Start Recording** option so you can control recording with a click of your mouse.

Show sequence playback toolbar—Displays a playback toolbar when you are running a Sequence so you can control the playback of a QuicKeys Sequence with a click of your mouse.

Resizing Toolbars

You can resize toolbars by clicking on a corner of the toolbar and dragging it until it appears as a long, single-row toolbar or a short, multi-row toolbar.

Figure 28: You can resize toolbars to whatever dimensions you prefer.

Sorting Information

You can choose how you want to sort information in the different QuicKeys dialogs by clicking a column header.

Changing Views in the My Actions Tab

You can view the **My Actions** tab in any of the views available in the **View** menu. You can choose from the following views:

- Large Icons
- List

- Small Icons
- Details

Using Online Help

You can access QuicKeys Help from the **Help** menu, by pressing **F1**, or by clicking the **Help** button. The Help system allows you to browse or search topics using the Contents, Index, or Find tabs. Use the Contents and Index tabs as you would use the table of contents or index in a standard manual. Use the Find tab as you would use the Find feature in a standard software product.

The Help system installed with QuicKeys is different than the printed manual in that it is written to answer specific questions you may have as you use the QuicKeys software. In contrast, this printed manual is written to teach you about QuicKeys using detailed explanations and examples.

Your First Action

By now you've probably completed the QuickStart Wizard, so you have already created some Actions. However, this section takes you through your first Action from beginning to end just as you would set up Actions *without* the QuickStart Wizard.

In the following instructions, you create an Action that opens Notepad with a hot key.

How to Set Up and Use a QuicKeys Action

1 Right-click the QuicKeys menu in the taskbar and select **Open QuicKeys Editor**.

2 In the **Setup Wizards** tab, select the **Open** button.

3 Read the introduction page and click **Next**.

4 In the Setup Wizard, select **Create a new Action** and click **Next**.

5 Select **Program** and click **Next**.

6 Select Notepad from the program list and click **Next**.

7 Type a name for the new Action if you do not want to use the default name, **Notepad**.

8 Select the **Assign hot key** box and click **Next**.

9 Press the **F7** key and click **Next**.

10 Click **Finish**.

11 Press **F7**. The Notepad program should start. Remember this hot key trigger so you can use it whenever you want to open Notepad. See "Triggering Actions" on page 31 for more information on hot keys and other triggers.

Figure 29: The wizard introduction page appears whenever you attempt to create or edit an Action. If you do not want the introduction page to display for any of your Actions, clear the "Show...introduction page" check box discussed on page 40.

Setting Up Multiple Actions

If you don't want to go through the Setup Wizard 5 times for 5 different Actions, you can create all 5 Actions simultaneously using the **Create/edit multiple Actions** option. The **Create/edit multiple Actions** option is available for the following Actions:

- Advanced Text Tools
- Change Folder
- Instant E-mail
- QuicKeys Clipbook
- Screen Settings
- Type Date/Time
- Dial-Up Networking

- CD/DVD
- Choose Printer
- Open
- QuicKeys Controller
- Set Audio Volume
- Windows Specials

To create multiple Actions simultaneously:

1 Select an Action in the **Setup Wizards** tab that offers the **Create/edit multiple Actions** option.

2 Read the Introduction page and click **Next**.

3 Select **Create/edit multiple Actions** and click **Next**.

4 Read the Multiple Action Introduction page and click **Next**.

5 Select the check box for each Action you wish to create.

Click in the **Hot key** column and press the hot key you want to use to trigger the selected Action.

Click in the **Menu** column to toggle the selection of whether or not to include the Action in the QuicKeys menu.

Click the **Clear hot key** button to delete your hot key selection in the **Hot key** column.
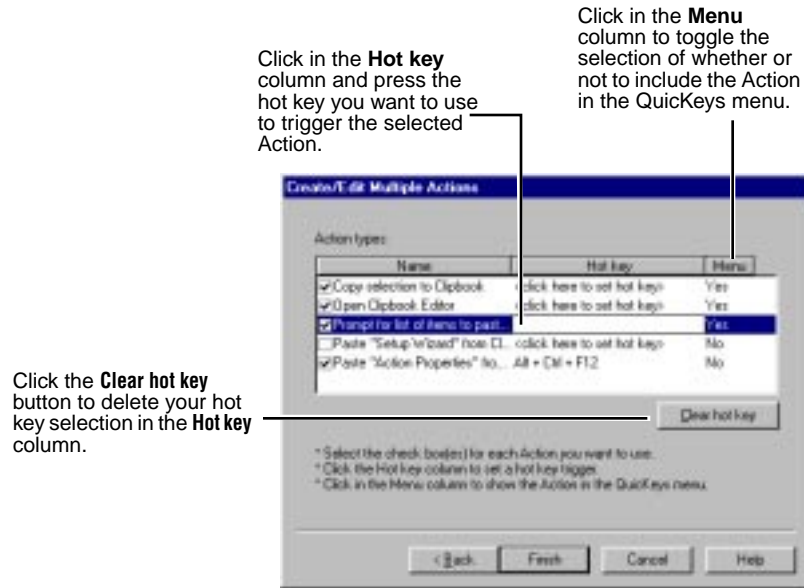
Figure 30: This dialog appears when you click "Create/edit Multiple Actions" in the Setup Wizard.

6 Choose whether you want to trigger the Actions using hot keys or the QuicKeys menu. If you want to use a hot key, position your cursor in the Hot key column and press a hot key. If you want to use the QuicKeys Menu, click the Menu column.

Deleting Multiple Actions

You can delete multiple Actions simultaneously from the QuicKeys Editor **My Actions** tab. Just Ctrl+click the Actions you want to delete and then right-click the selected Actions. Select **Delete** from the context menu that appears.

Using the QuickReference Card

The QuickReference Card is a dialog that displays all your QuicKeys Actions and corresponding hot keys. Its main purpose is to jog your memory if you forget which hot key performs which Action. You can launch Actions by clicking them in the QuickReference Card, or you can simply use the QuickReference Card to view the Actions and hot keys you have created.

An Action that opens the QuickReference Card is automatically created when you install QuicKeys. By default, the hot key that triggers this Action is Shift+Ctrl+Enter. Since the QuickReference Card is, by default, Universal in scope, it can be

Figure 31: Use the QuickReference Card to help remember your hot keys.

viewed whenever you choose to trigger it.

Exiting QuicKeys

When you want to close the QuicKeys Editor, simply click the QuicKeys Editor close box or select **Exit** from the **File** menu. However, if you select **Exit QuicKeys** from the *QuicKeys* menu, the QuicKeys Engine is turned off. To turn it back on again, you must click the Windows Start menu and select **QuicKeys** from the Programs submenu.

Figure 32: By default, you can exit the QuicKeys program from the Windows taskbar. The QuicKeys menu is located in the status area, or tray, of the taskbar.

Chapter 4:
QuicKeys Toolbars

Toolbars are graphical representations of specific tasks on the computer. For example, most programs contain toolbars that allow you to cut, copy, and paste selected items just by clicking the corresponding icons. Similarly, QuicKeys offers toolbars that allow you to start Quickeys Actions by clicking a QuicKeys toolbar button. Using toolbars is beneficial if you want quick and convenient access to specific Actions without having to remember the hot key that triggers it. In fact you can place *all* of your QuicKeys Actions on toolbars if you are visually-oriented. You can even choose to Auto hide your toolbars to preserve space on your screen. And, if you find the program toolbars you use on a daily basis a bit limited in their functionality, supplement your program toolbars with QuicKeys toolbars. The way you set up and use your QuicKeys toolbars is completely dependent upon you and the way you work.

QuicKeys toolbars have two components: the toolbar itself and the buttons on the toolbar. The Toolbar Setup Wizard guides you through creating both components, so setting up your toolbars is relatively easy.

Toolbar Styles

There are three toolbar styles available for QuicKeys toolbars:

- Click-N-Go
- Dockable
- Floating

This section discusses each toolbar style 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 screen real estate. For example, if you don't want to remember which Action starts one of the 15

Figure 33: The Click-N-Go toolbar disappears as soon as you click one of its buttons.

programs installed on your computer, you can create a Click-N-Go toolbar that enables you to start each of these programs by clicking the appropriate program button on the toolbar. All you have to remember is the hot key that opens the Click-N-Go toolbar or select the toolbar from the QuicKeys menu. You can then click the appropriate program icon on the toolbar, and watch as the toolbar disappears just as the selected program opens.

Dockable

A Dockable toolbar attaches to an entire side of your screen. This type of toolbar is useful when you want to keep your toolbar in the same position whenever you start a specific program. For example, if you have several Actions for Microsoft Word, you can place them on a program-specific, Dockable toolbar so they are accessible whenever Microsoft Word is open. See page 28 for more information on Action scope, or making Actions program-specific.
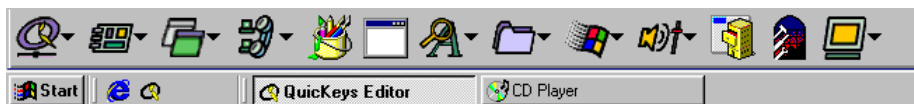
Figure 34: This Dockable toolbar is anchored to the same side of the screen that contains the taskbar. You can drag the Dockable toolbar to any side of your screen.

Auto hide

You can choose to hide Dockable toolbars by selecting the **Auto hide** check box in the Toolbars Setup Wizard or Action Properties dialog. When Auto hide is selected, the Dockable toolbar is hidden from view until your cursor is placed near the side of the screen where the toolbar is located.

Each side of your screen supports *one* Dockable toolbar that uses the Auto hide feature. By default, Dockable toolbars dock to the top of your screen. Consequently, if you try to create a second Dockable/Auto hide toolbar without moving your first Dockable/Auto hide toolbar to a different side of your screen, you get the error message shown in Figure 35

Figure 35: This error displays when you attempt to dock more than one Auto hide Dockable toolbar on the same side of your screen.

Moving Dockable Toolbars

You can drag Dockable toolbars from one side of your screen to another to move them. If you drag Dockable toolbars away from the side of the screen, they become Floating toolbars.

Floating

A Floating toolbar can be moved anywhere on your screen. This type of toolbar is useful when your project requires working in several different programs simultaneously. The benefit of using a Floating toolbar in this type of situation is that your Actions are only a click away, but your toolbar never interferes with your work.

Figure 36: This Floating toolbar displays anywhere you drag it. Floating toolbars are the only type of QuicKeys toolbar that displays a title bar and a close box.

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%, and save your work.

Moving Floating Toolbars

You can move Floating toolbars anywhere on your screen. However, if you move them near the side of your screen they become Dockable toolbars.

Sizing Floating Toolbars

You can size Floating toolbars by clicking on the corner of the toolbar and dragging. You can make Floating toolbars as big or as small as you want. You can even size them so your toolbar buttons appear in multiple rows.

Creating Toolbars

You can choose whether or not to use the Setup Wizard to assist you in creating your QuicKeys Toolbars. If you are a QuicKeys beginner, CE Software recommends using the Setup Wizard because it explains each of your options. If you are already familiar with the available toolbar options, use the Action Properties dialog. You can open the Action Properties dialog by selecting **QuicKeys Tools** from the **Create** menu and choosing **Toolbar** in the **QuicKeys Tools** submenu that appears.

Using the Setup Wizard

To create a toolbar using the Setup Wizard:

1. Select the **Toolbar** button in the **Setup Wizards** tab.
2. Read the introduction page and click **Next**.
3. Select **Create a new Action** and click **Next**.
4. Select **Click-N-Go**, **Dockable**, or **Floating** and click **Next**.
5. Select **Small** or **Large** and click **Next**.
6. Type a descriptive name for this toolbar in the **Name** box. For example, if the buttons in the toolbar start programs, name the toolbar "Programs."
7. Select the **Place in QuicKeys menu** check box and click **Next**.

8 Click **Finish**. The Toolbar Button Wizard appears to help you add buttons to your toolbar.

9 Read the introduction screen and click **Next**.

10 Select the check box for each program you want to add to the toolbar and click **Next**.

11 Select the check box for each QuicKeys Action you want to add to the toolbar and click **Next**.

12 Select the check box for each QuicKeys Action Menu you want to add to the toolbar and click **Next**.

13 Read the final wizard page and click **Finish**. The Toolbar Button Wizard appears. See page 53 for more information.

❖See "Adding Buttons to Toolbars" on page 53 for more information on toolbar buttons.

Using the Action Properties Dialog

To create a toolbar without the Setup Wizard:

1 Select the **Options** menu item from the **View** menu.

2 Clear the check box to **Always show Setup Wizards for editing** and click **OK**.

3 Select the **My Toolbars** tab.

4 Right-click anywhere in the Toolbars pane and select **New Toolbar** from the context menu that appears. The context menu is shown in Figure 37.

Toolbar Buttons pane

Toolbars pane

Toolbars context menu
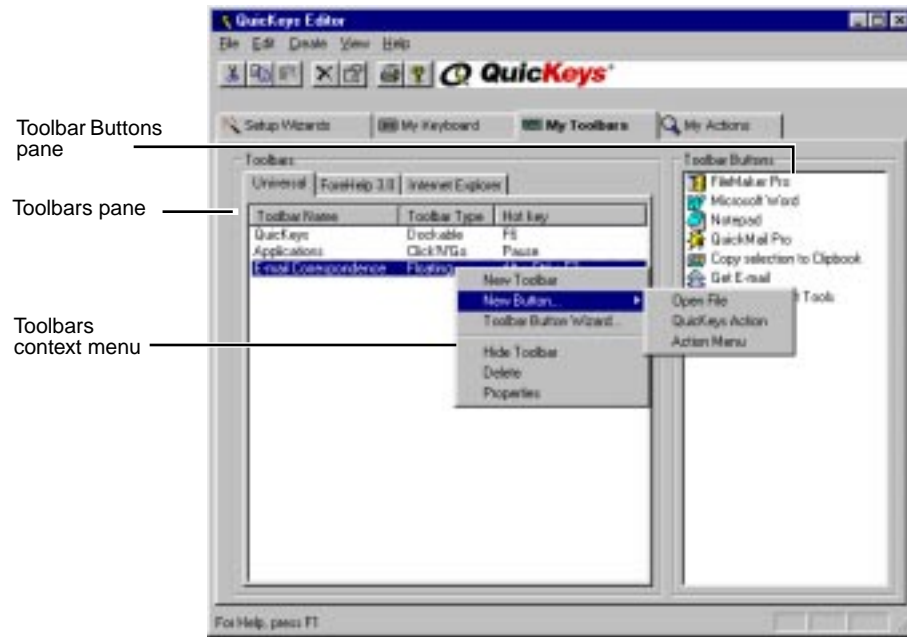
Figure 37: A context menu appears when you right-click in the Toolbars pane.

5 In the Action Properties dialog that appears, select the toolbar style you want to use. The toolbar style options are defined on page 47.

6 Click the **Auto hide** check box if you want to create a Dockable toolbar that hides when the cursor moves away from it.

7 Select the toolbar button size.

8 Type a name for the toolbar in the **Name** box.

9 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the keys you want to use. For example, press the **Shift** key, the **Control** key and the **F8** key simultaneously.

10 Click **OK** when you are finished. The Toolbar Button Wizard appears. See page 53 for more information.

Adding Buttons to Toolbars

You can add buttons to your toolbar by using the Toolbar Button Wizard or by dragging-and-dropping items to your toolbar.

Using the Toolbar Button Wizard

You can open the Toolbar Button Wizard using one of three methods:

- Right-click a toolbar or toolbar button listed in the **My Toolbars** tab and selecting **Toolbar Button Wizard**.

- Right-click anywhere in the **Toolbars** pane of the **My Toolbars** tab. When you complete the Action Properties dialog and press **OK**, the Toolbar Button Wizard automatically displays.

- Right-click an existing toolbar and selecting **Toolbar Button Wizard**.

The Toolbar Button Wizard appears immediately after you create a toolbar.

1 Read the introduction page of the Toolbar Button Wizard and click **Next**.

2 Select the check box for each program you would like to display in your toolbar.

3 Click **Next**.

4 Select the check box for each QuicKeys Action you would like to display on your toolbar. If you have not created any QuicKeys Actions, there are no items listed on this page of the wizard.

5 Click **Next**.

6 Select the check box for each QuicKeys Action Menu you would like to display in your toolbar. See page 56 for more information on Action Menu buttons.

7 Click **Next**.

8 Read the final wizard page and click **Finish**.

Your buttons now display on the toolbar.

Using Drag-and-Drop Functionality

An easy way of adding a button to a toolbar is by selecting a file or QuicKeys Action and dragging it to an existing toolbar. Drag-and-drop functionality only works for Open File and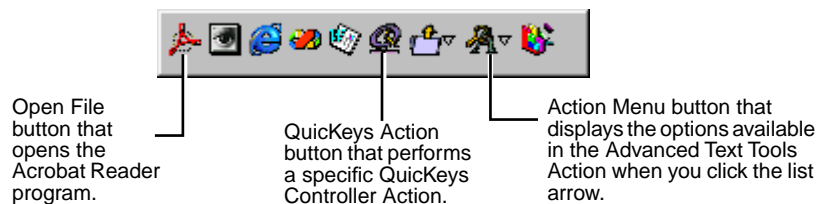 QuicKeys Action buttons. It does not work for QuicKeys Action Menu buttons. Some examples of when you would want to drag-and-drop items to toolbars include:

• Drag your weekly report from your My Documents folder to a QuicKeys toolbar, so you can simply click a toolbar button next time you need to open it rather than navigating through countless directories.

• If you have a File Handler Action on your toolbar that changes the file extension to **.doc**, you can drag a **.txt** file to the File Handler button to quickly change the file extension.

• Create an Microsoft Word "Open" button. Drag files to this button to open documents in Microsoft Word.

Types of Toolbar Buttons

When you create a QuicKeys toolbar, you can choose from three different types of toolbar buttons: Open File buttons, QuicKeys Action buttons, or Action Menu buttons.

Open File button that opens the Acrobat Reader program.

QuicKeys Action button that performs a specific QuicKeys Controller Action.

Action Menu button that displays the options available in the Advanced Text Tools Action when you click the list arrow.

Figure 38: In this example, you can see what each type of toolbar button looks like. An Open File button uses the icon of the file it opens, a Quickeys Action button uses the icon of the QuicKeys Action it opens, and an Action Menu button uses the icon of the QuicKeys Action is opens along with a drop-down arrow.

Open File Buttons

Use Open File buttons to open any file you select. For example, you can create an Open File button that starts Acrobat Reader. Open File buttons adopt the icon of the file you have chosen to open.

To add an Open File button to your toolbar:

1 Right-click an empty area in a toolbar that is already open on your desktop.

2 Select **Open File** from the **New Button** submenu that appears.

3 Select the file you want to open from your toolbar and click **Open**.

The toolbar immediately displays the new Open File button.
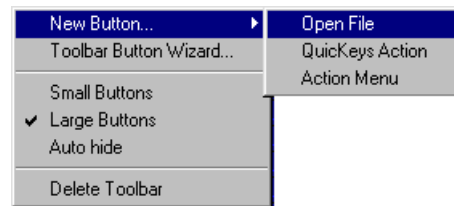
Figure 39: Right-click an area of an open toolbar that does *not* contain a toolbar button to view this menu.

QuicKeys Action Buttons

Use QuicKeys Action buttons to trigger QuicKeys Actions you have already created. For example, if you have created a QuicKeys Action that reformats selected text, you can put a button that triggers that Action on the toolbar.

To add a QuicKeys Action button to your toolbar:

1 Right-click an empty area in a toolbar that is already open on your desktop.

2 Select **QuicKeys Action** from the **New Button** submenu that appears.

3 Select an Action from the **Add Action to Toolbar** window. The Actions in this window are taken from the Action list displayed in the **My Actions** tab of the QuicKeys Editor.

4 Click **OK** when you have selected the Action.
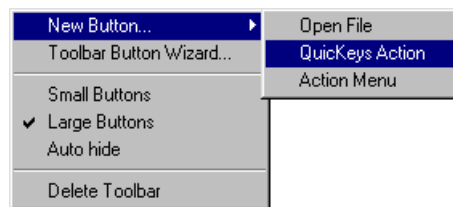
Figure 40: Right-click an area of an open toolbar that does *not* contain a toolbar button to view this menu.

The toolbar immediately displays the new QuicKeys Action button.

Action Menu Buttons

Use Action Menu buttons to place special functions in a toolbar drop-down menu. QuicKeys provides Action Menu buttons so you access to a set of related Actions from a single toolbar button. For example, if you add a Window Selector Action Menu button to your toolbar, you will see a list of windows that are open on your desktop when you click it.
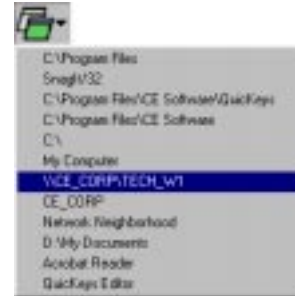
Figure 41: Toolbar Action Menus provide shortcuts to your QuicKeys Actions.

❖Some Actions are not available as Action Menu buttons.

Tip for laptop users: The Window Selector Action is especially useful as an Action Menu button in toolbars. It provides laptop users with a quick and easy method for switching between open windows when the Windows tray is full.

To add an Action Menu button to your toolbar:

1 Right-click an empty area in toolbar that is already open on your desktop.

2 Select **Action Menu** from the **New Button** submenu that appears.

3 Select an Action from the **Add Menu to Toolbar** window and click **OK**.

The toolbar immediately displays the new Action Menu button.
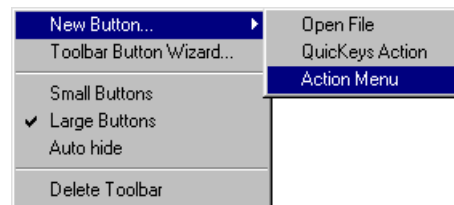
Figure 42: Right-click an area of an open toolbar that does *not* contain a toolbar button to view this menu.

Displaying Toolbars

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

- Press the hot key you assigned to it

- Open the QuicKeys menu and select it from the **Toolbars** submenu

- Right-click a QuicKeys toolbar in the **My Toolbars** tab and select **Show Toolbar** in the context menu.

- Direct the toolbar to display at a certain time using the Timed Triggers tab in the Action Properties dialog.

- Create a button on one of your toolbars that opens another toolbar.

Figure 43: Right-click a toolbar in the **My Toolbars** tab to view this menu.

Editing Toolbars

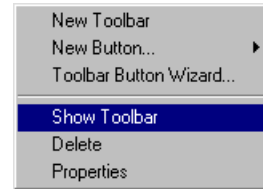You can edit a toolbar by right-clicking it and selecting one of the options that appears in the context menu. Right-click an empty area of the toolbar to edit the *toolbar* or right-click a toolbar button to edit the *toolbar button*.

You can also edit toolbars by changing toolbar style, toolbar size, toolbar button order, and toolbar scope.

Changing the Toolbar Style

- Change Dockable toolbars to Floating toolbars by dragging the Dockable toolbar from the edge of the screen.

- Change Floating toolbars to Dockable toolbars by dragging the Floating toolbar to the edge of the screen.

- Change Floating toolbars to Click-N-Go toolbars by selecting the **Toolbars** button in the **Setup Wizards** tab and selecting **Edit an Action** in the appropriate wizard page. Change the selection from **Floating** to **Click-N-Go** and continue through the wizard until you are finished making changes.

- Change Dockable toolbars to Click-N-Go toolbars by selecting the **Toolbars** button in the **Setup Wizards** tab and selecting **Edit an Action** in the appropriate wizard page. Change the selection from **Dockable** to **Click-N-Go** and continue through the wizard until you are finished making changes.

Adjusting Toolbar Size

Position your cursor on the edge of the toolbar until the pointer becomes a sizing arrow. Drag the toolbar to the size you prefer using the sizing arrow.

❖You cannot size Dockable toolbars.

Re-arranging Toolbar Buttons

You can rearrange toolbar buttons on a toolbar by dragging them to the area of the toolbar where you want them displayed. If you want to move an Action menu button, you must press the Alt key as you drag the button.

Changing Toolbar Scope

Toolbar Scope is the range of operation for a toolbar. For example, you can choose whether a specific toolbar displays in only one program, or in all of your programs. You can change the scope of a toolbar using the **Setup Wizards** tab, the Action Properties dialog or drag-and-drop functionality.

❖It is possible to add toolbar *buttons* to *toolbars* that have a different scope than the toolbar buttons. For example, a toolbar button representing a Microsoft Word Action can be added to a toolbar that only works in Internet Explorer.

Using the Setup Wizard

To use the Setup Wizard to change toolbar scope, select the **Toolbars** button in the **Setup Wizards** tab. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 44: This dialog appears when you click the **Toolbars** button in the **Setup Wizards** tab and choose to create or edit a Toolbars Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box *cleared* in the **Options** dialog. See **page 39** for more information.

To change the scope of a toolbar using the Action Properties dialog:
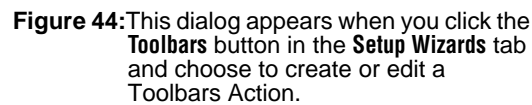
1 Click the **My Toolbars** tab in the QuicKeys Editor.
2 Right-click one of the toolbars listed in the Toolbars pane.
3 Select **Properties** from the context menu that appears.
4 In the Action Properties dialog, click the Action Scope tab.
5 In the **Scope** drop-down list, choose when you want the toolbar to display. See page 28 for more detailed information on Action Scope.

6 Click **OK** when you are finished.

Using Drag-and-Drop Functionality

You can change Action scope by dragging Actions from one Scope tab to another in the **My Keyboard**, **My Toolbars**, or **My Actions** tabs. For drag-and-drop functionality to be available, other Scope tabs must already be created. For example, if you want to change your Reformat Text Action from a Universal Action to a Microsoft Word Action, Microsoft Word must already be specified as a program-specific Scope option. In other words, the tab has to exist before you can drag an Action to it.

Closing Toolbars

There are a variety of methods for closing QuicKeys toolbars, depending on the toolbar's style.

Toolbar Style	How to Close the Toolbar
Dockable	• Use the Auto hide feature to temporarily hide the toolbar
	• Right-click the toolbar in the **My Toolbars** tab and select **Hide Toolbar** from the context menu that appears.
	• Right-click the QuicKeys menu in the status area of the taskbar and select the toolbar from the **Toolbars** submenu. The checkmark that was next to the toolbar name disappears.
Floating	• Click the close box in the title bar of the toolbar.
	• Right-click the toolbar in the **My Toolbars** tab and select **Hide Toolbar** from the context menu that appears.
	• Right-click the QuicKeys menu in the status area of the taskbar and select the toolbar from the **Toolbars** submenu. The checkmark that was next to the toolbar name disappears.

Toolbar Style	How to Close the Toolbar
Click-N-Go	• Right-click the toolbar in the **My Toolbars** tab and select **Hide Toolbar** from the context menu that appears.
	• Right-click the QuicKeys menu in the status area of the taskbar and select the toolbar from the **Toolbars** submenu. The checkmark that was next to the toolbar name disappears.

Deleting Toolbars

There are three methods for deleting toolbars:

- Right-click the title bar of a toolbar and select **Delete** from the context menu that appears.

- Select the Toolbar button in the **Setup Wizards** tab and choose to **Delete an Action** in the appropriate Setup Wizard page.

- Select a QuicKeys toolbar listed in the **My Toolbars** tab and select **Delete Toolbar** from the **Edit** menu.

Figure 45: One of the ways you can delete a Toolbar is by clicking the Toolbars button in the **Setup Wizards** tab and choosing Delete an Action at the prompt.
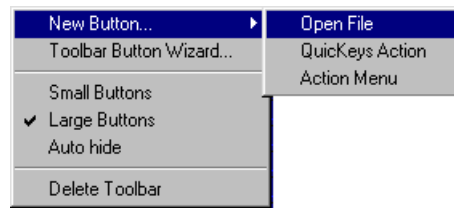
Editing Toolbar Buttons

Use the Toolbar Button Wizard if you want to be guided through the process of adding buttons to your toolbar. You can add one button at a time or add several buttons simultaneously.

To add a single button to your toolbar:

1 Right-click an area of the open toolbar that does *not* contain a toolbar button.

2 Select **Open File** from the **New Button** submenu.

3 Navigate through your directories until you find the file you want to open from your toolbar. After you select the file, click **Open**. The file automatically appears in your toolbar.

Figure 46: Display this menu by right-clicking an area of the toolbar that does not contain a toolbar button.

To add multiple buttons to your toolbar:

1 Right-click anywhere in an open toolbar.

2 Select **Toolbar Button Wizard** from the context menu that appears.

3 Read the introduction page of the wizard that appears and click **Nex**t.

4 Select the check box(es) for each program you would like to display in your toolbar.

5 Click **Next**.

6 Select the check box(es) for each QuicKeys Action you would like to display in your toolbar. If you have not created any QuicKeys Actions, no items are listed on this page.

Figure 47: The Toolbar Button Wizard introduction page.

7 Click **Next**.

8 Select the check box(es) for each QuicKeys Action menu you would like to display in your toolbar click **Next**.

9 Read the final wizard page and click **Finish**. The toolbar displays with the additional buttons you specified.

Adjusting Toolbar Button Size

To change the size of your toolbar buttons, right-click the area of an open toolbar that does *not* contain any toolbar buttons. Choose whether you want to use **Small Buttons** or **Large Button**s from the context menu that appears.

Changing Button Icons

QuicKeys uses different button icons for each button type. For example, Open File buttons use the icons of the files they open, while QuicKeys Action buttons the icons of the QuicKeys Actions they trigger. If you want to change any of the button icons on your toolbar, you can substitute the default icons with sample icons installed by QuicKeys or with your own custom icons or bitmaps.

Using Icons Supplied with QuicKeys

QuicKeys installs several different sets of icons you can use in your toolbars. These icons are located in the Program Files\CE Software\QuicKeys directory.

To select sample icons:

1 Right-click a button in an open toolbar.

2 Select **Set icon from file**.

3 Select an icon collection from the **Icon File** drop-down list. You can choose from workplace icons, multimedia icons, symbols, or Windows control icons. See the next section for information on using the **Browse** button in the **Select Icon** dialog.

4 Click the icon you want to use. The icon darkens when it is selected.

5 Click **OK** when you have selected the icon you want to use in your toolbar. The new icon appears immediately on the button you selected.

Figure 48: Choose an icon from one of the icon sets installed with QuicKeys.

Using Custom Icons

There are two types of custom icons: icons from your computer programs (such *.exe files, *.dll, and *.ico files) and icons you create. The following instructions provide general information on selecting any of these icons for your QuicKeys toolbar buttons. For information on creating custom icons to add to your toolbar icon collection, see page 211.

To select custom icons:

1 Right-click a button on an open toolbar.

2 Select **Set icon from file**.

3 Click the **Browse** button.

4 Navigate to the icon file you want to use.

5 Choose the icon file you want to use and click **Open**. The contents of the icon file you selected appears in the **Select Icon** window.

> ❖ Once you select a custom icon file, it permanently displays as an option in the **Icon File** drop-down list.

6 Select an icon from your new icon file and click **OK**. The new icon appears immediately on the toolbar you selected.

❖ If you delete, rename, or move custom icons that are used in toolbars, the toolbar button that used that icon displays the default icon.

Figure 49: The collection of icons shown in this graphic were selected by clicking the Browse button and navigating to the EXPLORE.EXE file.

Using Bitmap Images

Bitmap files use the **.bmp** file extension and, unlike icon files, they cannot be sized. They must use the same dimensions that were specified when the bitmap was originally created. The ability to add bitmaps to your toolbars enables you to choose from a wide variety of graphics for your toolbar buttons, as long as the graphic is proportional to your screen.
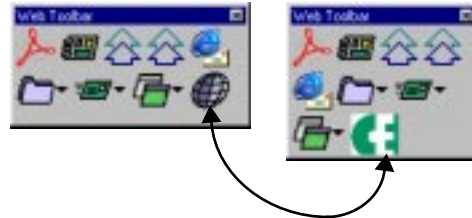
Figure 50: In this illustration, the QuicKeys Web Launcher icon is replaced by a custom bitmap graphic.

To select a bitmap file:

1 Right-click a button on an open toolbar.

2 Select **Set icon from bitmap.**

3 Navigate to the bitmap graphic you want to use. The graphic must use the **.bmp** extension in the file name.

4 Choose the graphic you want to use and click **Open**.

The new icon appears immediately on the toolbar you selected.
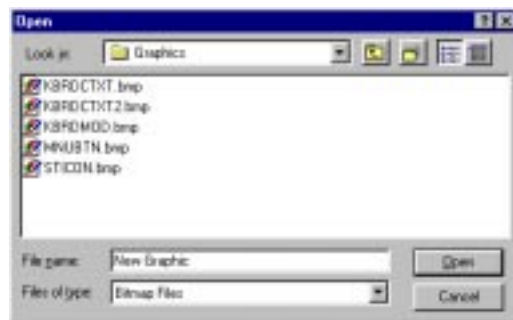
Restoring Icons

Just as many programs have the "Undo" function, QuicKeys offers the **Restore default icon** option. This feature allows you to go back to using the default toolbar button icon for the selected toolbar button. Just right-click a button on an open toolbar and select **Restore default icon** from the context menu that appears. This is extremely useful if you want to experiment with different icons because you can return to the default icons at any time.

Deleting Toolbar Buttons

To delete a toolbar button, open the toolbar and right-click the toolbar button you want to delete. Select **Delete Button** from the context menu that appears. Select **Yes** at the **Confirm Delete** Prompt. The button is immediately deleted from the toolbar.

❖ If you delete all your Actions from the **My Actions** tab, the toolbar buttons that display QuicKeys Action menus remain available on the toolbar until each button is manually deleted or until the entire toolbar is deleted.

Set icon from file...
Set icon from bitmap...
Restore default icon

Delete Button

Toolbar Button Wizard...
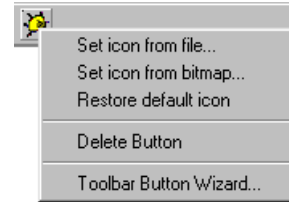
Figure 51: To delete a toolbar button, right-click the toolbar button you want to delete and select **Delete Button**.

Chapter 5:
Controlling the QuicKeys Program

The QuicKeys Controller Action gives you special controls over the QuicKeys program. These controls, or Actions, allow you to use QuicKeys without interrupting your work. The Actions at your disposal when you use the QuicKeys Controller include:

- Open QuicKeys Editor
- Enable hot keys and timers
- Toggle QuicKeys Status
- Stop Recording [Sequences]
- Exit QuicKeys

- Show QuickReference Card
- Disable hot keys and timers
- Start Recording [Sequences]
- Toggle Recording

This chapter provides information about each of these Actions as well as instructions for creating, editing, and deleting them.

QuicKeys Controller

The QuicKeys Controller Action is invaluable when you use QuicKeys on a daily basis. This Action automates the QuicKeys program so it works as smoothly as everything else that QuicKeys controls.

Setting Up QuicKeys Controller Actions

There are two ways to create or edit QuicKeys Controller Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the QuicKeys Controller button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action** or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 52: This dialog appears when you click the QuicKeys Controller button in the Setup Wizards tab and choose to create or edit a QuicKeys Controller Action.

Using the Action Properties Dialog

The Action Properties dialog enables you to edit all of the options within a QuicKeys Action from a single window. This capability provides an alternative for users prefer not to use the Setup Wizard.

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a QuicKeys Controller Action, follow these steps:

1 Select **QuicKeys Tools** from the **Create** menu.

2 Select **QuicKeys Controller** from the **QuicKeys Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. The available options are discussed in the next section of this chapter.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use.

Figure 53: The QuicKeys Controller Action Properties dialog appears when you select the QuicKeys Controller Action from the **Create** menu, or when you double-click an existing QuicKeys Controller Action in the **My Actions** tab.

For example, press the **Alt** key, the **Control** key, and the **F10** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press **Shift+Ctrl+Enter**. The Action-specific option you selected should react immediately to the trigger.

QuicKeys Controller Options

You can use the QuicKeys Controller to complete a number of tasks within the QuicKeys program.

Open QuicKeys Editor—Opens the QuicKeys Editor.

Show QuickReference Card—Displays the *QuickReference Card*. The QuickReference Card is useful when you forget the hot key for a specific Action and want to look it up quickly. You can also double-click an Action listed in the QuickReference Card to trigger it. Read more about the QuickReference Card on page 44.

Set status of QuicKeys—Turns QuicKeys hot keys on or off, or toggles between the on and off state.

> **Enable hot keys and timers**—Turns QuicKeys hot keys and timers on.
>
> **Disable hot keys and timers**—Turns QuicKeys hot keys and timers off.
>
> **Toggle status**—Switches between QuicKeys being on and off.

Set Recording Status—Starts or stops recording, or uses the same trigger to toggle between the start or stop state.

> **Start Recording**—Starts recording a Sequence.
>
> **Start Recording (disable smart recognition)**—Starts recording a Sequence. You should only select this option if you are having difficulty using Sequences with a particular program. For example, if your Sequence cannot complete a Select Menu Action successfully, you may want to choose this type of recording. When smart recognition is disabled, Sequences are composed solely of Mouse Click, Window Select, Window Waits, Type Text, and Type Keystroke Actions.
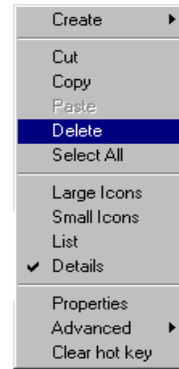>
> **Stop Recording**—Stops the recording process.
>
> **Toggle Recording**—Switches between recording being started and stopped.

Exit QuicKeys—Quits the QuicKeys Engine and the QuicKeys Editor.

Deleting QuicKeys Controller Actions

To delete a QuicKeys Controller Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create ▶
Cut
Copy
Paste
Delete
Select All
Large Icons
Small Icons
List
✔ Details
Properties
Advanced ▶
Clear hot key

Figure 54: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 6:
Typing With QuicKeys

Do you ever get tired of typing the same lines of text in E-mail messages? Or do you routinely need to type special characters, such as an umlaut, into foreign correspondence? You probably guessed it—QuicKeys can take care of these chores for you.

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

Typing Text

The Type Text Action is useful when you want to type frequently-used text with a simple trigger. For example, you can use this Action to type your signature line in E-mail messages or to enter common information into databases.

Setting Up Type Text Actions

There are four ways to create QuicKeys Type Text Actions: use the Setup Wizard, use the Action Properties dialog, use drag-and-drop functionality, or cut and paste.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Type Text** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.
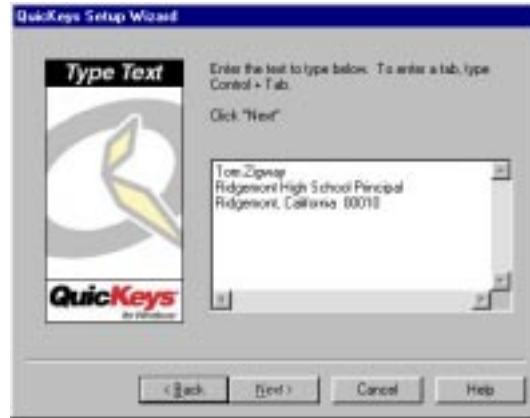
Figure 55: This dialog appears when you click the Type Text button in the **Setup Wizards** tab and choose to create or edit a Type Text Action.
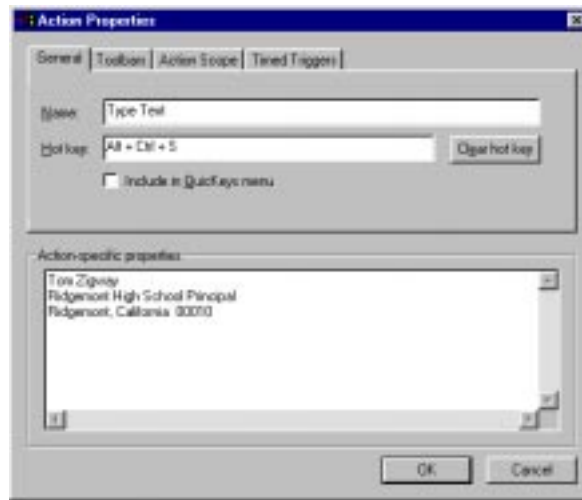
Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See page 39 for more information.

To use the My Actions tab to create or edit a Type Text Action, follow these steps:

1 Select **Text Tools** from the **Create** menu.

2 Select **Type Text** from the **Text Tools** submenu.

3 Type the text you want to use when you trigger this Action.

❖ Press Ctrl+Tab to insert a tab in the text you type.

❖ The text box can hold up to 12Kb of text, or up to 1,200 characters.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Alt** key, the **Control** key, and the **S** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and open a word processing program. Position your cursor in the document and press the hot key or other trigger you assigned to this Action. The text you specified is immediately typed into the open document.

Figure 56: The Type Text Action Properties dialog appears when you select the Type Text Action from the **Create** menu, or when you double-click an existing Type Text Action in the **My Actions** tab.

Using Drag-and-Drop Functionality

You can select text from one window and drag-and-drop it in the QuicKeys Editor to create a Type Text Action. When you drop the selected text onto one of the Editor tabs, the Action Properties dialog (shown in Figure 56) appears. The text you dropped onto the QuicKeys Editor appears in the **Action-specific properties** area of the dialog. You can edit the text in this dialog or you can assign the Type Text Action a trigger, such as a hot key or a place on an existing toolbar. Click **OK** in the Action Properties dialog when you are finished creating your Type Text Action.

Cutting and Pasting Text

You can cut selected text from one window and paste it into the **Setup Wizards**, **My Keyboard**, or **My Actions** tabs of the QuicKeys Editor.

To create a Type Text Action using cut and paste:

1 Select a block of text.

2 Copy it to the Clipboard.

3 Right-click in the **Setup Wizards** tab, the **My Keyboard** tab, or the **My Actions** tab of the QuicKeys Editor and select **Paste** from the context menu that appears.

A new Type Text Action displays in the **My Actions** tab of the QuicKeys Editor. You must assign the Type Text Action a trigger, such as a timed trigger or a place in the QuicKeys menu, before you can use it.

Editing Type Text Actions

To edit a Type Text Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Double-click the Action you want to edit.

3 Make the necessary changes in the Action Properties dialog and click **OK**.

Deleting Type Text Action

To delete a Type Text Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
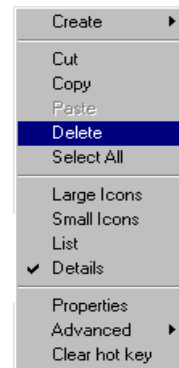
Figure 57: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

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 Action to insert the date and time in your weekly reports.

Setting Up Type Date/Time Actions

There are two ways to create and edit QuicKeys Type Date/Time Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Type Date/Time** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.
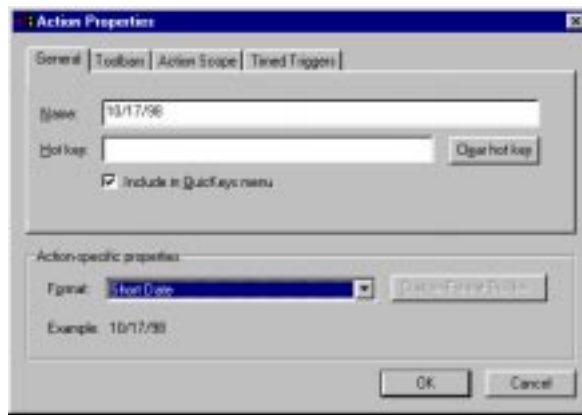

Figure 58: This dialog appears when you click the **Type Date/Time** button in the **Setup Wizards** tab and choose to create or edit a Type Date/Time Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See page 39 for more information.

To use the Action Properties dialog to create or edit a Type Date/Time Action, follow these steps:

1 Select **Text Tools** from the **Create** menu.

2 Select **Type Date/Time** from the **Text Tools** submenu.

3 Select the Date/Time format you want to use from the **Format** drop-down list.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to trigger this Action from the QuicKeys menu, click the **Include in QuicKeys menu** check box.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

Figure 59: The Type Date/Time Action Properties dialog appears when you select the Type Date/Time Action from the **Create** menu, or when you double-click an existing Type Date/Time Action in the **My Actions** tab.

7 Close the QuicKeys Editor and open a word processing program. Position your cursor in the document and press **Alt+Ctrl+D**. The date and time you specified is immediately typed into the open document.

Type Date/Time Options

This section describes the Action-specific properties available with the Type Date/Time Actions.

Format—This option is available in the Action Properties dialog. The **Format** drop-down list displayed in this dialog contains several different formats you can choose from when you create a Date/Time Action. When you select a format, a sample of how that format will look displays in the **Sample** field.

Date/Time Abbreviation	Meaning
mm	month
dd	day
yyy	year
dow	day of the week
hh	hour
mm	minute
ss	second
ap	AM/PM
24 hour	military time

Custom Format—If you select **Custom Format** from the **Format** list, the **Format Builder** button is enabled.

This is how the combined formats will look when the Type Date/Time Action is triggered.
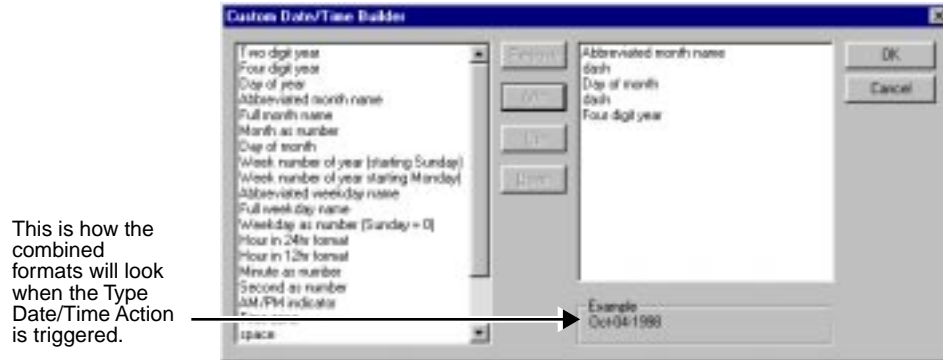
Figure 60: Use the Custom Date/Time Builder to build your own date and time formats

Custom Format Builder—Clicking the **Format Builder** button in either the Setup Wizard or the Action Properties dialog displays a **Custom Date/Time Builder** dialog. Select a format from the left column of the window and click the **Add** button to move it to the right column. Rearrange the order of the selected formats using the **Up** and **Down** buttons. A sample of the combined formats you select displays at the bottom of the window.

Notice in Figure 60 that you must specify commas, colons, dashes, slashes, and spaces in your formats if you want to use them in your custom format. Click **OK** in the **Custom Date/Time Builder** window when you are finished. Your new format displays in the **Sample** field of the **Action Properties** dialog.
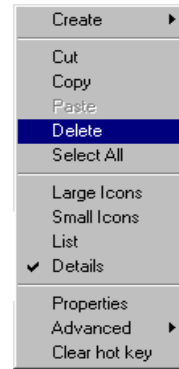
If you combine these custom formats in the Custom Date/Time Builder...	Your Date/Time Action types something similar to this...
Full month name+space+Day of month+space+Two digit year+space+slash+space+Hour in 12hr format+space+Minute as number	October 04 98 / 03 45
Full weekday name+colon+space+Abbreviated month name+space+Day of month+colon+space+Four digit year	Sunday: Oct 04: 1998
Hour in 12hr format+colon+Minute as number+colon+Second as number+space+AM/PM indicator+space+slash+space+Time zone	03:51:27 PM / Central Daylight Time

Standard Formats—This radio button is available in the Setup Wizard. The scroll list displays the formats you can choose from when you create a Date/Time Action. When you select a format, a sample of how that format will look displays at the bottom of the wizard screen.

Deleting Type Date/Time Actions

To delete a Type Date/Time Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create	▶
Cut	
Copy	
Paste	
Delete	
Select All	
Large Icons	
Small Icons	
List	
✔ Details	
Properties	
Advanced	▶
Clear hot key	

Figure 61: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Special Characters

The Special Characters Action is useful when you want to type a specific symbol or international character with a trigger you specify. International symbols and characters are the accents, diacritics, and special alphabetic characters required for punctuation and non-English words. Since not everyone uses these symbols and characters, they are not easy to use in the Windows operating system.

For example, if you wanted to type a trademark symbol (™), you would usually have to press **Alt+0153**. This is a lengthy shortcut key to remember, especially if you need to remember several of these types of "shortcuts." QuicKeys makes it much easier to use special characters by providing a method for assigning simple triggers to the characters you need to use. For instance, you can use QuicKeys to make **Ctrl+M** type the trademark symbol rather than using **Alt+0153**.

QuicKeys can type the following characters and symbols:

□	□	‚	ƒ	„	…	†	‡	ˆ	‰	Š	‹	Œ	□	□	□
□	'	'	"	"	•	–	—	˜	™	š	›	œ	□	□	Ÿ
	¡	¢	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	¯
°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

Figure 62: The symbols and international characters available with the Special Characters Action.

Setting Up Special Characters Actions

There are two ways to create or edit QuicKeys Type Text Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Type Text** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.

Figure 63: This dialog appears when you click the Special Characters button in the **Setup Wizards** tab and choose to create or edit a Special Characters Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See page page 39 for more information.

To use the Action Properties dialog to create or edit a Special Characters Action, follow these steps:

1 Select **System Tools** from the **Create** menu.

2 Select **Special Characters** from the **System Tools** submenu.

3 Select the character you want to type.

4 In the **General** tab of the Action Properties dialog, type a name for this Action in the Name box.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Alt** key, the **Control** key, and the **-** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and open a word processing program. Position your cursor in the document and press the hot key you assigned to this Action. The special character you specified is immediately typed into the open document.
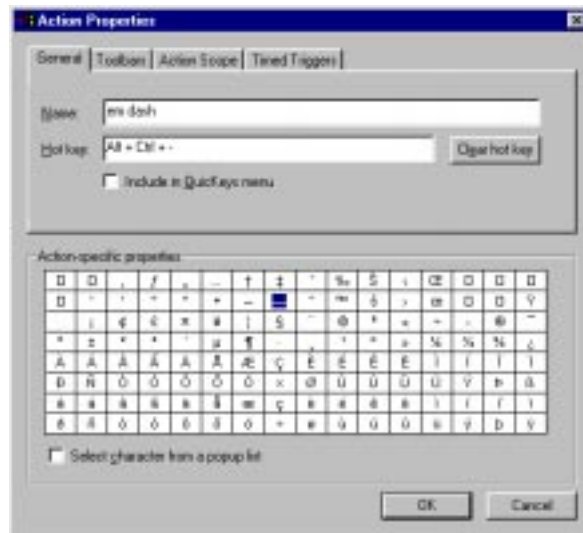
Figure 64: Select the character you want to type in the Action-specific properties pane. If you want to view this character table in a pop-up list when you select the Special Characters trigger, click the **Select character from a popup list** check box.

Special Characters Options

This section describes the Action-specific properties available with the Special Characters Action.

Select the character to type—This option is available in the Setup Wizard. Simply click which character you would like to type using this Action. Notice that uppercase and lowercase characters are listed separately.

Select character from a popup list—Choose this option when you want table of special characters to appear when you select the Special Characters trigger. For example, if you are typing a letter to your business partner in France and you trigger this option, you can select the international character used in his name from the character table. The table disappears and the international character is automatically inserted in your letter.

Deleting Special Characters Actions

To delete a Special Characters Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
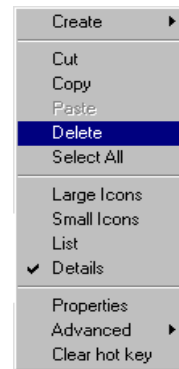
Figure 65: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Using Advanced Text Tools

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

- Reformat Text
- Quote Text
- Strip Quote Marks
- Uppercase
- Lowercase
- Title Case

Setting Up Advanced Text Tools Actions

There are two ways to create and edit QuicKeys Advanced Text Tools Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Advanced Text Tools** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 66: This dialog appears when you click the **Advanced Text Tools** button in the **Setup Wizards** tab and choose to create or edit an Advanced Text Tools Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See page 39 for more information.

To use the Action Properties dialog to create or edit a Advanced Text Tools Action, follow these steps:

1 Select **Text Tools** from the **Create** menu.

2 Select **Advanced Text Tools** from the **Text Tools** submenu.

3 Select an Action from the **Action** drop-down list.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to choose a hot key to trigger this Action, click in the Hot key box and press the key(s) you want to use. For example, press the **Alt** key, the **period** key simultaneously.

Figure 67: The Advanced Text Tools Action Properties dialog appears when you select the **Advanced Text Tools** Action from the **Create** menu, or when you double-click an existing Advanced Text Tools Action in the **My Actions** tab.

❖ This Action is also a good candidate for a Toolbar Action Menu trigger. See page 56 for more information on Action Menu toolbar buttons.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and open a word processing program. Select a block of text and press the hot key you assigned to this Action. The block of text you selected is immediately changed, depending on what type of text Action you chose.

Advanced Text Tools Options

This section describes the Action-specific properties available with the Advanced Text Tools Action.

Reformat Text—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.
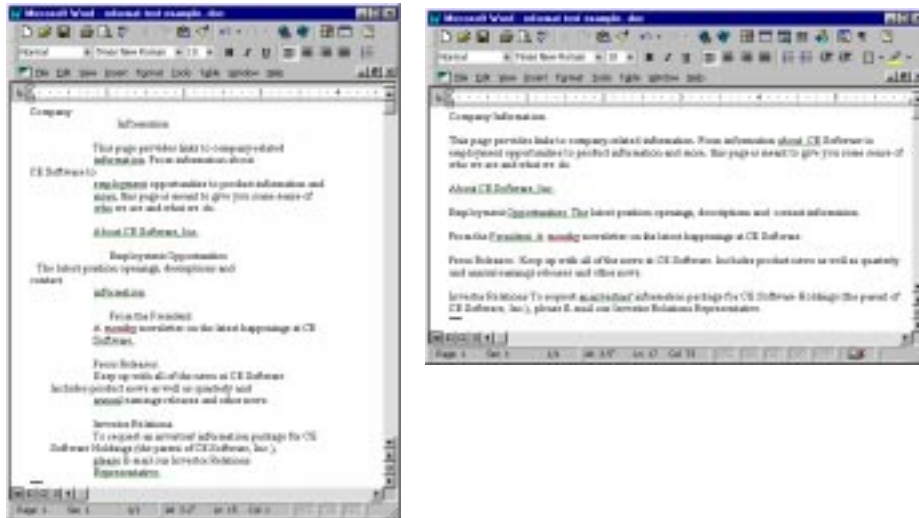
Figure 68: The graphic on the left illustrates text copied from a Web page *before* it is reformatted. Notice the irregular line breaks. The graphic on the right illustrates text copied from a Web page *after* it is reformatted. Notice the irregular line breaks are gone.

Quote Text—Inserts a specified character at the beginning of each line of selected text. This option would be useful if you wanted to forward a message from a client to your manager and you needed to distinguish *your* comments from the customer's comments.

Quote—The character you specify for the Quote Text option. You can specify up to eight characters in this field.
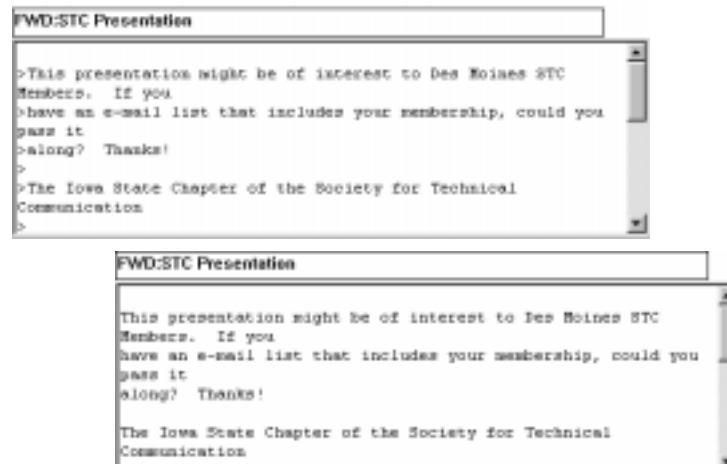
Figure 69: The top graphic shows an E-mail message that contains quote marks. The bottom graphic shows an E-mail message that has had the quote marks stripped using the Strip Quote Marks Action.

Characters per line—The number of consecutive characters the Quote Text option counts before inserting the specified quote character.

Strip Quote Marks—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 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 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 like this after selecting it and triggering the Title Case option: Converts All Selected Text To Title Case Characters.

Deleting Advanced Text Tools Actions

To delete an Advanced Text Tools Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
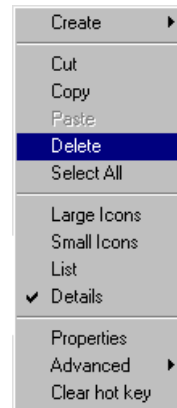
Figure 70: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 7:
Working With Files and Folders

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 for you with Actions such as Open, Change Folder,
File Handler, and Recent Files.

The Open Action

The Open Action is useful when you want to open programs, documents,
control panels, or other types of files with a trigger. For example, you can
use this Action to open a report you frequently need to edit.

Setting Up the Open Action

There are four ways to create QuicKeys Open Actions: use the Setup
Wizard, use the Action Properties dialog, use drag-and-drop functionality,
or use cut and paste.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Open** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 71: This dialog appears when you click the **Open** button in the Setup Wizards tab and choose to create or edit an Open Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit an Open Action, follow these steps:

1 Select **File Tools** from the **Create** menu.
2 Select **Open** from the **File Tools** submenu.
3 Choose option(s) from the Action-specific properties pane of the dialog. For example, choose **Program** from the **Type** drop-down list and choose a program to open from the **Path** drop-down list.
4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 Click in the **Hot key** box and press the key(s) you want to use to trigger the Open Action. For example, press the **Alt** key, the **Ctrl** key, and the **1** key simultaneously.

❖ This Action is also a good candidate for a timed trigger if you open programs, such as E-mail software, at the same time each day. See page 30 for more information on timed triggers.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key you assigned to this Action. The file or program you selected immediately open.

Figure 72: The "Open" Action Properties dialog appears when you select the Open button from the **Create** menu, or when you double-click an existing Open Action in the **My Actions** tab.

Using Drag-and-Drop Functionality

You can drag-and-drop programs, documents, control panels, or other types of files to the QuicKeys Editor's Setup Wizards tab to quickly create an Open Action. When you drop *one* file onto the Setup Wizards tab, the Action Properties dialog (shown in Figure 72) appears. The file you dropped onto the QuicKeys Editor appear in **Path** box of the **Action-specific properties** area of the dialog. You can edit the text in this dialog or you can assign it a trigger, such as a hot key.

When you drop *multiple* files onto the Setup Wizards tab, the files are automatically made into Open Actions that display in the **My Actions** tab of the QuicKeys Editor. You can double-click these new Open Actions to assign triggers to them, such as a timed trigger or a place in the QuicKeys Menu.

Click **OK** in the Action Properties dialog when you are finished creating your Open Action.

Copying and Pasting Files and Folders

You can copy selected files to your Clipboard and paste them into the **Setup Wizards**, **My Keyboard**, or **My Actions** tabs of the QuicKeys Editor.

To create an Open Action using cut and paste:

1 Select one or several files or folders.

2 RIght-click the selected file and folders and choose Copy from the context menu that appears.

3 Right-click in the **Setup Wizards** tab, the **My Keyboard** tab, or the **My Actions** tab in the QuicKeys Editor and select **Paste** from the context menu.

A new Open Action displays in the **My Actions** tab of the QuicKeys Editor. You must assign the Type Text Action a trigger, such as a hot key, before you can use it.

Open Options

Below is a description of the Action-specific properties available with the Open Action.

Program—When you choose to open a program with QuicKeys, you are presented with a list of programs from which to choose. That list is populated by the programs in your Start menu.

Document—When you choose to open a document with QuicKeys, you must click the **Browse** button and navigate to the document you want to open.

Control Panel—When you choose to open a control panel with QuicKeys, you are presented with a list of all the control panels installed on your computer.

Custom—When you choose to open a file that is not available using any of the other Open options, you must type the directory path for that file in the **Run** field or click the **Browse** button and navigate to it.

Type—The type of file you want to open. For example, you can open programs, documents, control panels, or other custom files.

Path—The information required in the Path field is dependent upon the type of file you selected in the Type drop-down list. Specify the program, document, control panel, or other type of file you wish to open.

Parameters—The program-specific command lines you can use to further control the behavior of the selected file. For example, the **/n/e,C:** parameter is already specified for the Windows Explorer program. This parameter opens the Explorer in the C:\ directory in an Explorer view. If you changed the parameter to **/n/e,C:\Windows**, the Explorer program would open in the C:*Windows* directory in the Explorer view.

❖Each program installed on your computer has its own unique set of command parameters that are reminiscent of DOS commands. Consequently, it would be wise to have experience with DOS before typing random text in the **Parameters** field.

Start in—This command can be traced back to the DOS "change directory" (**CD**) command. If you want to open a program that can only look for files in the currently selected directory, it is important to specify the directory path in the **Start in** field.

For example, if you can recall any DOS commands, you may remember that you once had to type **copy C:\Programs C:\System\Documents** to successfully copy files from one directory to another. However, if you typed **C:\System C:\Documents**, you would get an error because the computer was looking for **C:\Programs** in the **C:\System\Documents** directory.

Run—The appearance of the window when it opens. You can make the file appear in a normal, minimized, or maximized window.

Deleting Open Actions

To delete a QuicKeys Open Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create	▶
Cut	
Copy	
Paste	
Delete	
Select All	
Large Icons	
Small Icons	
List	
✔ Details	
Properties	
Advanced	▶
Clear hot key	
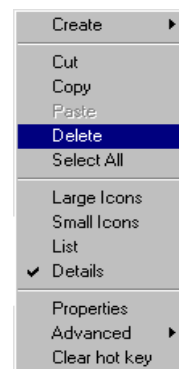
Figure 73: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Change Folder

The Change Folder Action is useful if you frequently switch between folders during the course of your computer work. For example, if you are a Webmaster, you know that Web sites contain hundreds, if not thousands, of files and dozens of directories. Maneuvering to open or save a file within the Open and Save dialogs requires either a lot of mouse movement or keyboarding. QuicKeys chops through this productivity killer by allowing you to set up shortcuts to directories. With a simple Change Folder hot key you can move deep into the directory hierarchy and save countless hours.

When you set up the Change Folder Action, you can choose to switch between the following pre-defined and user-defined folders during the course of your work:

Pre-defined Actions

- Windows folder
- Windows Desktop folder
- Favorites folder
- Up one folder level

- Windows Temporary folder
- My Documents folder
- Application Data folder

User-defined Actions

- Choose folder

Setting Up Change Folder Actions

There are two ways to create or edit QuicKeys Change Folder Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the Change Folder button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 74: This dialog appears when you click the **Change Folder** button in the Setup Wizards tab and choose to create or edit a Change Folder Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Change Folder Action, follow these steps:

1 Select **File Tools** from the **Create** menu.

2 Select **Change Folder** from the **File Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog.

4 In the **General** tab of the
Action Properties
dialog, a name is
automatically assigned
to the Action. You can
use the assigned
Action name or type a
different one.

5 If you want to choose a
hot key to trigger this
Action, click in the **Hot
key** box and press the
keys you want to use.
For example, press the
Shift key, the **Alt** key,
and the **F8**
simultaneously.

6 Click **OK**. Your new
Action immediately
appears in the **My
Actions** tab.

Figure 75: The Change Folder Action Properties dialog
appears when you select the **Change Folder**
Action from the **Create** menu, or when you
double-click an existing Change Folder
Action in the **My Actions** tab.

7 Close the QuicKeys Editor.

8 Open a word processing program and select the Save As option.

9 Press the Change Folder hot key. The folder you selected should appear
immediately within the standard **Save** dialog.

Triggering the Change Folder Option

After you have set up your Change Folder options, you can trigger them
several different ways:

- You can right-click any file on your hard drive and select a Change Folder
  Action from the context menu that appears. A Change Folder Action is
  only available from a context menu when you have created one using the
  QuicKeys Editor.

- You can press the hot key you assigned to the Change Folder Action to
  trigger it.

- You can set up a timed trigger to start the Change Folder Action.

- You can place Change Folder Actions in the QuicKeys menu and select
  the Action from the menu.

Change Folder Options

Windows folder—
Switches to your
Windows folder when
any standard Save or
Open dialog is
displayed.

**Windows Temporary
folder**—Switches to
your Windows
Temporary folder when
any standard Save or
Open dialog is
displayed.

Figure 76: The Change Folder options in the Action
Properties dialog.

**Windows Desktop
folder**—Switches to
your desktop folder when any standard Save or Open dialog is displayed.

My Documents folder—Switches to your My Documents folder (or the
Personal folder if you are using NT) when any standard Save or Open dialog
is displayed.

Favorites folder—Switches to your Favorites folder when any standard
Save or Open dialog is displayed.

Application Data folder—Switches to your Application Data folder when
any standard Save or Open dialog is displayed.

Up One folder—Switches to the folder above the level of the folder you are
viewing.

Choose folder—Switches to the folder you specified when you created the
Action.

Deleting Change Folder Actions

To delete a QuicKeys Change Folder Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

| Create ▶ |
| Cut |
| Copy |
| Paste |
| **Delete** |
| Select All |
| Large Icons |
| Small Icons |
| List |
| ✔ Details |
| Properties |
| Advanced ▶ |
| Clear hot key |
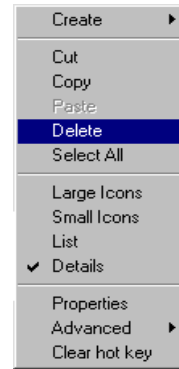
Figure 77: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

File Handler

The File Handler Action is useful when you want to rename, move, or edit the attributes of selected files. Attributes can be anything from read/write access to file names. 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 webmasters to be posted on the Web. QuicKeys makes it possible to rename these images en masse with numerical or alphabetical modifiers, so that files named 001.jpg, 002.jpg, etc, can me renamed chicago001.jpg, chicago002.jpg, etc. This helps bring order to the batch of images. Additionally, files can be locked and unlocked by QuicKeys with a single hot key or mouse click. This is valuable when you want to lock a batch of original images to ensure that modifications are made only to the copies.

All of the tasks, or Actions, available with File Handler include:

- Mark files read-only
- Set file extension
- Copy files or folders
- Delete files or folders

- Mark files not read-only
- Move files or folders
- Rename files or folders

Setting Up File Handler Actions

There are two ways to create or edit QuicKeys File Handler Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the File Handler button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.

Figure 78: This dialog appears when you click the File Handler button in the **Setup Wizards** tab and choose to create or edit a File Handler Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See **page 39** for more information

To use the Actions Properties dialog to create or edit a File Handler Action, follow these steps:

1 Select **File Tools** from the **Create** menu.

2 Select **File Handler** from the **File Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. For example, choose to **Mark Files Read-only**.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Control** key, and the **S** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor.

Figure 79: The File Handler Action Properties dialog appears when you select the **File Handler** button from the **Create** menu, or when you double-click an existing File Handler Action in the **My Actions** tab.

8 Select a group of files or folders and press the hot key or other trigger you assigned to this Action. The Action-specific option you selected should react immediately to the trigger.

Triggering the File Handler Option

After you have set up your File Handler options, you can trigger your File Handler Actions several ways:

- You can right-click any file on your hard drive and select a File Handler Action from the context menu that appears. A File Handler Action is only available from a context menu when you have created one using the QuicKeys Editor.

- If you have a File Handler Action Menu on a QuicKeys toolbar, you can drag files to the Action Menu toolbar button to move or copy the files, set the file extension, etc.

- You can press the hot key you assigned to the File Handler Action to trigger it.

- You can set up a timed trigger to start the File Handler Action.

- You can place File Handler Actions in the QuicKeys menu and select the Action from the menu.

File Handler Options

Below are the tasks the File Handler Action can automate for you.

Mark files read-only—Alters the selected files so they cannot be edited. This is useful when you want to distribute a copyrighted file.

Mark files not read-only—Alters the selected files so they can be edited.

Set file extension—
Appends a specified
extension to the file
names of selected files.
This is useful when you
want the selected file to
be recognized by a
different program.

Figure 80: Use the lower half of the Action Properties
dialog to specify Action-specific options.

File extension—The three-character extension appended to selected files. You do not have to type the period character when specifying the file extension, QuicKeys automatically inserts it.

Ask for extension...—The prompt that QuicKeys displays when you trigger the Set File Extension Action. You must supply an extension composed of up to three characters when the prompt appears. For example, you would type **ico** and click **OK** if you wanted the selected files to be recognized as icon files.
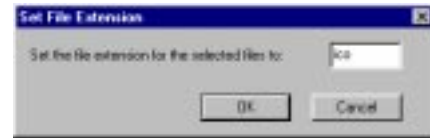
Figure 81: This dialog appears when you have the "Ask for extension" check box selected.

Move files or folders—Moves the selected files or folders.

Move To—Choose to move the selected files or folders to one of the locations specified in the **Move To** drop-down list. Select **Specified Folder**, **Recycle Bin**, **Windows Desktop**, **Up One Folder**, or **Out of All Folders**.

Browse—Only available when the **Specified Folder** option is selected in the **Move To** list. Use this button to specify where the selected files will be moved. The location you specify displays in the **Folder** field.

Copy files or folders—Choose to move the selected files or folders to one of the locations specified in the **Copy To** drop-down list. Select **Specified Folder**, **Recycle Bin**, **Windows Desktop**, **Up One Folder**, or **Out of All Folders**.
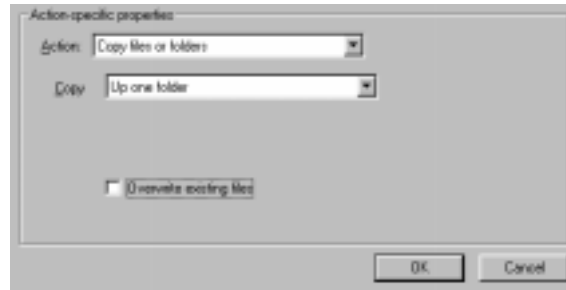
❖Be very careful when you choose to move large batches of files to the root level of your hard drive. Due to the way the Windows operating system stores filenames, you may run into a character limit if you copy files with long file names to the root level of your drive.

Rename files or folders—Renames selected files or folders using the naming conventions you specify.

Delete files or folders—Deletes selected files or folders.

Using the Rename Files or Folders Action

The following section only provides information on the various renaming options available in the Action-specific properties pane of the Action Properties dialog.

To rename files and folders using prefix text:

1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select **Prefix Text** in the Style drop-down menu.
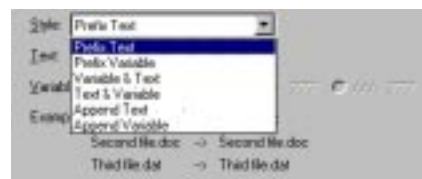
3 Type the text you want to use as a prefix in the names of the selected files or folders. An example of what the renamed files/folders will look like displays at the bottom of the dialog.

4 Click **OK** when you are finished.

To rename files and folders using a prefix variable:
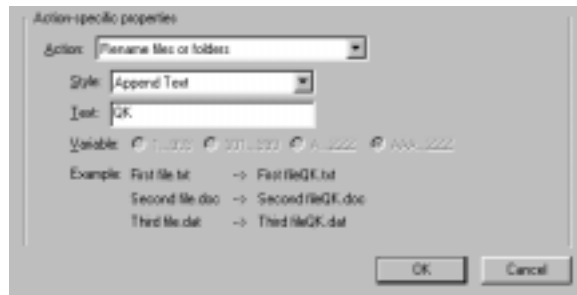
1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select Prefix Variable in the Style drop-down list.

3 Choose the variable you want to use as a prefix in the names of the selected files or folders.

An example of what the renamed files/folders will look like displays at the bottom of the dialog.
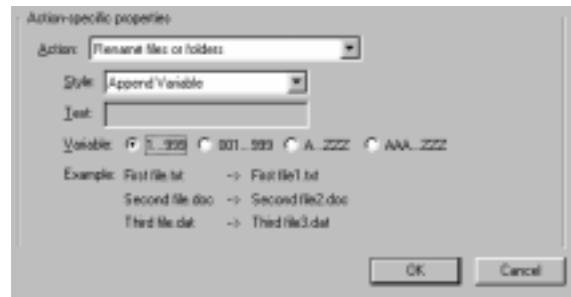
4 Click **OK** when you are finished.
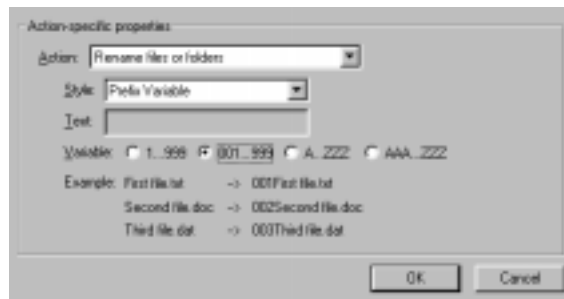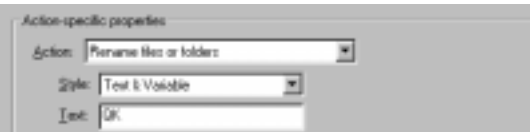
To rename files and folders using a variable *and* text:

1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select **Variable & Text** in the **Style** drop-down list.

3 Type the text you want to use in the Text box.

4 Choose the variable you want to use from one of the **Variable** radio buttons.

An example of what the renamed files/folders will look like displays at the bottom of the dialog.

**5** Click **OK** when you are finished.
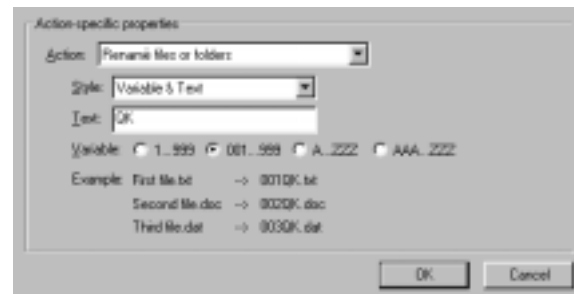
To rename files and folders using text *and* a variable:

1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select **Text & Variable** in the **Style** drop-down list.

3 Type the text you want to use in the Text box.

4 Choose the variable you want to use from one of the **Variable** radio buttons.

An example of what the renamed files/folders will look like displays at the bottom of the dialog.

5 Click **OK** when you are finished.
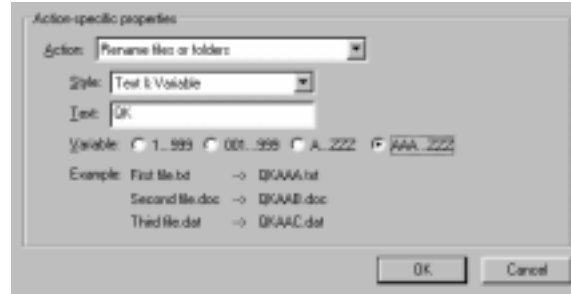
To rename files and folders by appending text:

1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select **Append Text** in the **Style** drop-down list.

3 In the Text box, type the text you want to add to the end of the file or folder name.

An example of what the renamed files/folders will look like displays at the bottom of the dialog.

4 Click **OK** when you are finished.

To rename files and folders by appending a variable:

1 Select **Rename Files or Folders** in the Action drop-down list of the File Handler's Action Properties dialog.

2 Select **Append Variable** in the **Style** drop-down list.

3 Select the variable you
want to add to the end of
the file or folder name.
from the Variable radio
buttons.

An example of what the
renamed files/folders will
look like displays at the
bottom of the dialog.

4 Click **OK** when you are
finished.

Deleting File Handler Actions

To delete a File Handler Action:

1 Select the **My Actions** tab in the
QuicKeys Editor.

2 Right-click the Action you want to
delete.

3 Select **Delete** from the context menu
that appears.

4 Choose **Yes** at the **Confirm Delete**
prompt. The Action is immediately
cleared from the Actions list.
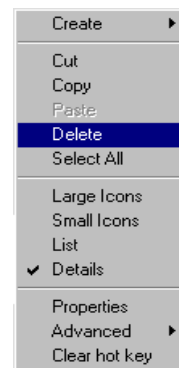
Figure 82: Right-click an Action in the
My Actions tab and select
the **Delete** option from the
menu that appears.

Recent Files

The Recent Files Action gives you more precise control of the files you want to locate than what is provided by the Windows operating system.It enables you to find recently modified files by searching modification dates based on the interval you specify. For example, if you download a new shareware program from the Internet and cannot find it at a later time, Recent Files can find it for you. You can set the following search options when you direct the Recent Files Action to locate files:

- Files modified in the last 15 minutes

- Files modified in the last 24 hours

- Exclude the Windows Temporary files from the search

- Files modified in the last hour

- Files modified in the last "X" hours and "X" minutes

Setting Up Recent Files Actions

There are two ways to create and edit QuicKeys Recent Files Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the Recent Files button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.

Figure 83: This dialog appears when you right-click the **Recent Files** button in the Setup Wizards tab and choose to create or edit a Recent Files Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Recent Files Action, follow these steps:

1 Select **File Tools** from the **Create** menu.
2 Select **Recent Files** from the **File Tools** submenu.
3 Choose an option from the Action-specific properties pane of the dialog. For example, choose **In the last 15 minutes**.

4 In the **General** tab of the
Action Properties
dialog, a name is
automatically assigned
to the Action. You can
use the assigned
Action name or type a
different one.

5 If you want to trigger
this Action from the
QuicKeys menu, click
the **Include in QuicKeys
menu** check box.

6 Click **OK**. Your new
Action immediately
appears in the **My
Actions** tab.

7 Close the QuicKeys
Editor and select the
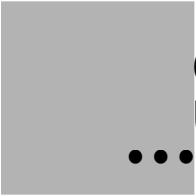Recent Files Action
from the QuicKeys
menu. All the files that
have been modified in the interval you have specified are displayed in a list.

Figure 84: The Recent Files Action Properties dialog
appears when you select **Recent Files** from
the **Create** menu, or when you double-click
an existing Recent Files Action in the **My
Actions** tab.

Deleting Recent Files Actions

**To delete a QuicKeys Recent Files
Action:**

1 Select the **My Actions** tab in the
QuicKeys Editor.

2 Right-click the Action you want to
delete.

3 Select **Delete** from the context menu
that appears.

4 Choose **Yes** at the **Confirm Delete**
prompt. The Action is immediately
cleared from the Actions list.

Figure 85: Right-click an Action in the
My Actions tab and select
the **Delete** option from the
menu that appears.

Chapter 8:
Using System Tools

System Tools encompass the Button Click, Mouse Click, QuicKeys Clipbook, Run Script, Screen Settings, Select Menu, Type Keystroke, and Windows Specials Actions. These Actions are invaluable if you like to control or change the appearance and behavior of the Windows environment, but you don't like digging around in the system preferences. You can use the System Tools Actions to change your screen settings, cut and paste text and graphics to your Clipbook, rearrange the windows on your desktop, run scripts, and much more.

Button Click

The Button Click Action clicks dialog buttons in the frontmost window. For example, you might want a Action that clicks the **Cancel** button in a dialog when you press Alt+Ctrl+C. This is a useful Action to incorporate into your QuicKeys Sequences.

Setting Up Button Click Actions

To insert a Button Click Action in a Sequence:

1 Open the Sequence Editor.

2 Position the insert arrow where you want to insert the Button Click in the Sequence.

3 From the **Create** menu, select **System Tools**.

4 Select **Button Click** from the **System Tools** submenu.

5 Complete the Sequence Action Properties dialog that is shown in Figure 86 and click **OK**.

Figure 86: The Action Properties dialog for the Button Click Sequence tool

Button Click Options

Find button by name—Locates a dialog button using the information in the **Button Text** box.

> **Button text**—Type the name of the button.
>
> **Exact match**—Select **Exact match** if the button text must match the button in the software exactly.

Find button by coordinates—The intersection of the X and Y coordinates where the mouse click should occur.

> **X**—The horizontal coordinates for the mouse click.
>
> **Y**—The vertical coordinates for the mouse click.

Find button by ID—The Button Click looks for a program-specific ID rather than looking for coordinates. Button IDs are typically only known by developers, so the IDs are not commonly used.

Set Window Properties—Displays the **Window Properties** dialog, which allows you to select a specific window with your mouse. See Figure 155 on page 202 for more information.

When button is found—Choose whether to *always* click the button or radio button, click the button only when it's *on*, or click the button only when it's *off*. The same rules apply to check boxes. If you want to look for a checked check box, select **Click always** or **Click when on**. If you want to look for an unchecked check box, select **Click always** or **Click when off**.

☑ A check box that is "on"

☐ A check box that is "off"

⦿ A radio button that is "on"

○ A radio button that is "off"
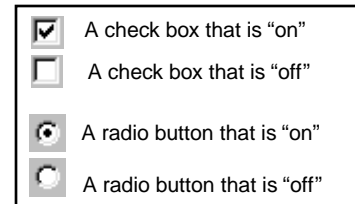
Figure 87: This is an illustration of how QuicKeys defines which buttons are "on" and which are "off."

Mouse button—The button that is clicked for this Action. The **Middle button** option is not applicable unless you have a third mouse button.

Modifiers—The keys that must be pressed in combination with the mouse click.

If step succeeds—If the Button Click functions properly, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—If the Button Click functions *improperly*, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Mouse Click

The Mouse Click Action allows you to mimic a mouse click with a keystroke. This Action is especially useful in QuicKeys Sequence Actions because there are times when there is no keyboard equivalent for the option you want to select. For example, if you are recording a Sequence that opens your weekly report in Microsoft Word and then performs a **Save As** command to save the file to a specific directory, the Sequence will use a Mouse Click Action to tell your computer to click the **Up One Folder Level** icon. This specifies the directory at the appropriate time in the Sequence of Actions.

The Mouse Click Action is based on screen coordinates, which most users are unfamiliar with. Consequently, it is likely that the only time you will open the Mouse Click Action is when you are editing the Mouse Click information after recording a Sequence.

Setting Up a Mouse Click Action

To insert a Mouse Click Action in a Sequence:

1 Open the Sequence in which you want to insert a Mouse Click.

2 Position the insert arrow where you want to insert the Mouse Click in the Sequence.

3 From the **Create** menu, select **System Tools**.

4 In the **System Tools** submenu, select **Mouse Click**.

5 Complete the Sequence Action Properties dialog that is shown in Figure 88 and click **OK**.

Figure 88: The Action Properties dialog for the Mouse Click Sequence tool

Mouse Click Options

Click mouse at—Choose the coordinates for the mouse click as well as the point from which those coordinates are measured.

Release mouse at—Choose the coordinates for the release of the mouse click.

Double click—Double click the mouse.

X—The horizontal coordinates for the mouse click.

Y—The vertical coordinates for the mouse click.

Referenced from—The point from which the coordinates are measured. Options include Top Left, Top Right, Bottom Left, Bottom Right, Current Mouse Position.

Relative to—Choose whether the mouse click coordinates occur relative to the Screen, the Frontmost program window, or the Window selected using the **Select Properties** button.

Mouse button—The mouse button that is clicked for this Action. The **Middle button** option is not applicable unless you have a third mouse button.

Modifiers—The keys that must be pressed in combination with the mouse click.

If step succeeds—If the Mouse Click functions properly, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—If the Mouse Click functions *improperly*, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

QuicKeys Clipbook

If you ever use a word processor or an E-mail program, you probably also use the Ctrl+X, Ctrl+C, and Ctrl+V key combinations to cut, copy and, paste text and graphics to and from your Clipboard. But were you ever frustrated by the limitations of the Clipboard? First of all, you can only store one item in the Clipboard. Secondly, you can't really *view* what's currently in the Clipboard unless you made a special effort to install the rather awkward Clipbook or Clipboard Viewer in Windows 95 or 98.

The QuicKeys Clipbook Action remedies both of these system limitations and adds a lot more functionality to the whole Clipboard feature. For example, the QuicKeys Clipbook preserves stylized text, font information, and color. Plus, with the QuicKeys Clipbook, you can store any item you add to the Clipbook for as long as you want. For times when the Type Text Action can't hold enough text, use the Clipbook Action. You can also *manage* your stored Clipboard items using the Clipboard Editor. You have much better control and functionality with the Clipbook Action than you have with comparable system tools.
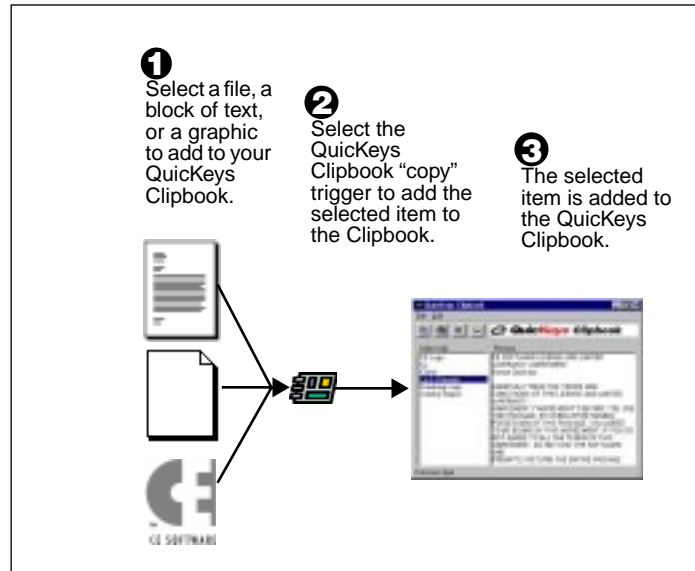
Figure 89: To use the QuicKeys Clipbook, you first add Clipboard items to your Clipbook collection.
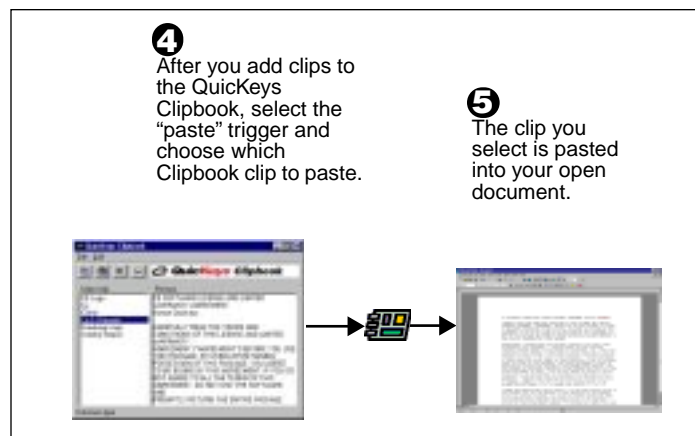
Figure 90: When you have items in your Clipbook, you can then paste them into your documents with a simple QuicKeys trigger.

QuicKeys Clipbook vs. the System Clipboard	
You can add up to 185 items to the QuicKeys Clipbook.	The system Clipboard allows one item in the Clipboard.
The QuicKeys Clipbook can store and display any type of information you specify, such as a file, selected text, graphics, etc.	The System Clipboard Viewer program does not display items other than text and graphics well.
You can save QuicKeys Clipbook clips simply by setting up an "**Copy selection to Clipbook**" Action.	There's no way to save a clip in the Windows operating system unless you have specifically chosen to install the Clipboard View in Windows 98 or the Clipbook in Windows 95.
The QuicKeys Clipbook saves multiple items quickly.	If you have the Windows clipboard utilities installed, you must go through the standard save dialogs for each individual item you select.
The QuicKeys Clipbook provides an editor where you can copy selected clips to the system Clipboard, paste items from the system Clipboard into the QuicKeys Clipbook, delete selected clips, and rename selected clips.	The Windows solution has no straight desktop interface for the Clipboard. Windows 95 clipbook has an editing capability, but it advertises its contents to the network when access privileges are set up because it is a network program.
You can keep items in the QuicKeys Clipbook for as long as you want.	The system Clipboard can only hold a single item.

Setting Up the QuicKeys Clipbook Action

There are two ways to create and edit QuicKeys Clipbook Actions: use the Setup Wizard or use the Action Properties dialog. Since the QuicKeys Clipbook requires the creation of multiple Actions to function, the Setup Wizard provides the most efficient way to set it up the first time you use it.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **QuicKeys Clipbook** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action, or Create/edit multiple Actions.** The setup for each of these options is explained within the Setup Wizard.

If you are setting up the QuicKeys Clipbook for the first time, follow these steps:

1   Click the **QuicKeys Clipbook** button in the **Setup Wizards** tab.

2   Read the introduction page and click **Next**.

3   Select **Create/edit multiple Actions** and click **Next**.

4   Click the check box for **Copy selection to clipbook**, **Open Clipbook Editor**, and **Prompt for list of items to paste**.

Click in the Hot key column and press the hot key you want to use to trigger the Action.

Click in the Menu column to toggle between showing or not showing the Action in the QuicKeys menu.

Select the check box for each Action you want to use.

Click the Clear hot key button to delete a hot key assignment.
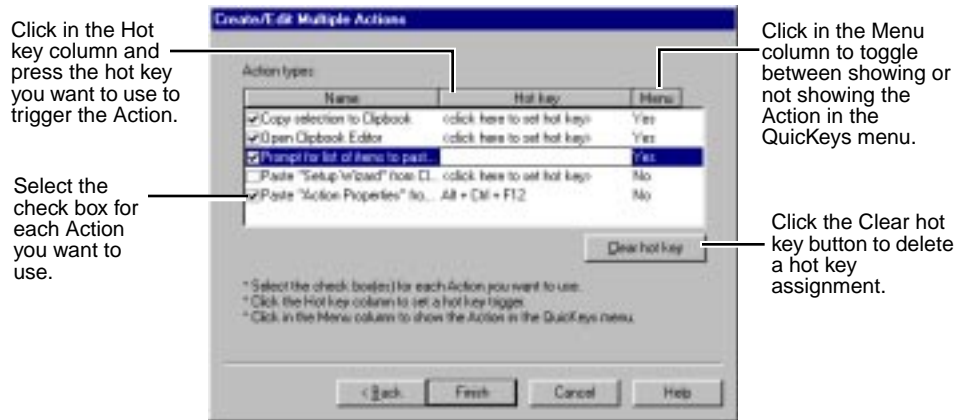
Figure 91: Use the "Create/Edit Multiple Actions" option in the Setup Wizard to set up up several Actions simultaneously.

5 Click in the **Menu** column for each of these options so they can be triggered from the QuicKeys menu. The menu column should display a **Yes** for each of the options you selected.

6 Click **Finish**.

Now, you need to add some clips to your clipboard by choosing items and selecting **Copy selection to clipbook** from the QuicKeys menu. When you have collected some clips, you can start inserting them in your documents by selecting **Prompt for item to paste** in the QuicKeys menu. There is no need to interact with the system Clipboard at all.

❖You must exit the Clipboard Editor before you can see your newly added clips in the **Prompt for item to paste** window.

Using the Action Properties Dialog

Since the QuicKeys Clipbook requires the creation of multiple Actions to function, the Setup Wizard provides the most efficient way to set it up the first time you use it. The *Action Properties* dialog is best used for creating a single QuicKeys Clipbook Action or editing your existing Actions.

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a QuicKeys Clipbook Action, follow these steps:

1 Select **System Tools** from the **Create** menu.

2 Select **QuicKeys Clipbook** from the **System Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to trigger the QuicKeys Clipbook Actions from the QuicKeys menu, select the **Include in QuicKeys menu** check box.

❖ This Action is also a good candidate for an Action menu button on a toolbar. See page 56 for more information.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and trigger one of the QuicKeys Clipbook Actions. The Action-specific option you selected should react immediately to the trigger.
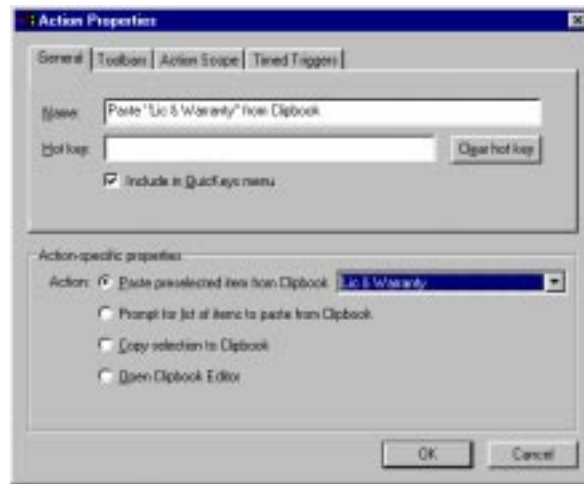
Figure 92: You must add items to your Clipbook using the "Copy selection.." Action before anything displays in the "Paste preselected item..." list.

Using the QuicKeys Clipbook Action

Figure 89 and Figure 90 provide a general illustration of how the QuicKeys Clipbook works. First, you create a QuicKeys Action that adds clips to your QuicKeys Clipbook. Then you create a QuicKeys Action that lets you choose which clips you want to paste. If you want to view the QuicKeys Clipbook Editor to see all the clips you are storing, you can create a trigger that displays that as well. This feature 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.

The Clipbook Editor

You can use the Clipboard Editor to view, copy, paste, delete, or rename your clips. The Clipboard Editor appears when you trigger the **Open Clipbook Editor** Action. You can close the Clipbook Editor by selecting **Exit** from the **File** menu or by clicking the close box.

Pastes the System Clipboard contents into the QuicKeys Clipboard.

Deletes the selected clip.

Renames the selected clip.

Copies the selected clip to the System Clipboard.

The clips you have added to the Clipbook using the "Add selection to clipboard" option or the Copy button shown above.

A preview of the selected clip. Previews are only available for selected text and graphics. They are not available for all clips.

Information on the selected clip.

Figure 93: The Clipbook Editor

QuicKeys Clipbook Options

Below is a description of the Action-specific properties available with the QuicKeys Clipbook Action.

Paste preselected item from Clipbook—Pastes a specific block of text or a graphic that you have chosen into a document.

❖The Preview area of the Clipbook Editor does not display any information if a file is selected. It can only display selected text and graphics.

Prompt for list of items to paste from Clipbook—Displays the window shown in Figure 94 so you can choose which clip you would like to paste.
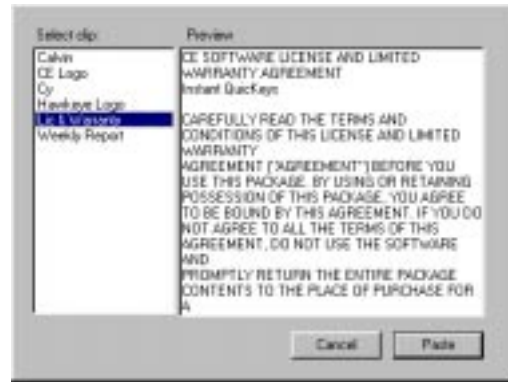
Figure 94: When you trigger the Paste function of the Clipbook Action this window appears. Select a clip to use and click the Paste button.

Copy selection to Clipbook—Adds the selected text or graphic image to the clipbook, where it is stored until you delete it. You can store up to 185 items in the QuicKeys clipbook.

Open Clipbook Editor—Displays the items being stored in the QuicKeys clipbook. You can then select an item and proceed to paste it into a document.

Figure 95: When you trigger the "Copy selection" function of the Clipbook Action this window appears. Type a name for the clip and click **OK**.

Deleting Clipbook Actions

To delete a QuicKeys Clipbook Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

```
Create        ►
Cut
Copy
Paste
Delete
Select All
Large Icons
Small Icons
List
✓ Details
Properties
Advanced      ►
Clear hot key
```
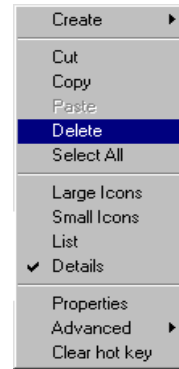
Figure 96: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Run Script

The Run Script Action executes scripts. Scripts are instructional commands written in a computer language that is recognized by specific programs or script engines. The Run Script Action is only available from the **Create** menu. The Run Script Action is useful for running scripts with a simple QuicKeys trigger.

If you know how to write Windows scripts, QuicKeys can run them as long as the appropriate script engine is installed on your computer. You can create and run java scripts, visual basic scripts, or any other type of scripts Windows Scripting Host supports. Windows Scripting Host (WSH) is a language-independent scripting host for 32-bit Windows platforms.

Setting Up the Run Script Action

You can create and edit QuicKeys Run Script Actions using the Action Properties dialog.
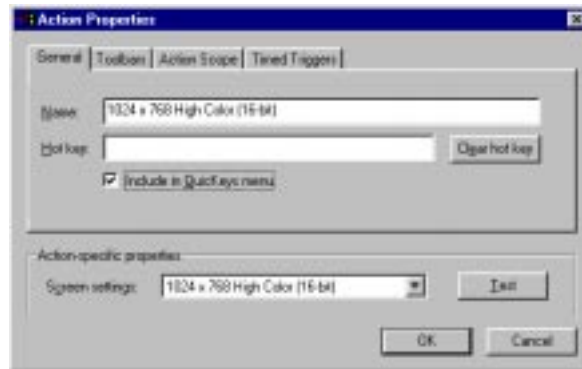
Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Run Script Action, follow these steps:

1 Select **System Tools** from the **Create** menu.

2 Select **Run Script** from the **System Tools** submenu.

3 Choose a script for QuicKeys to launch. Use the **Browse** button to navigate through your directories if you cannot type the path of the script.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Control** key, and the **F8** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The script you selected should immediately launch.
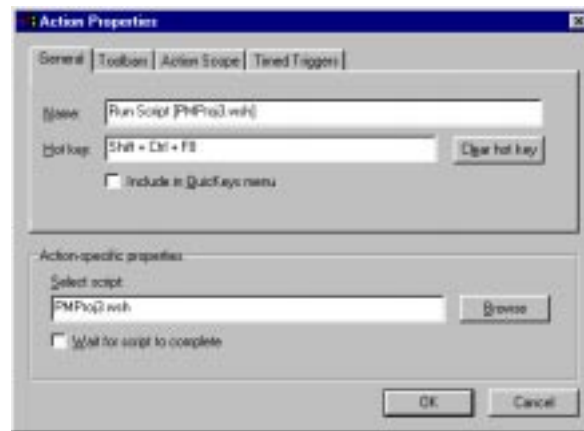
Run Script Options

Below is a description of the Action-specific properties available with the Run Script Action.

Select Script—Type the directory path for the script in this field.

   Browse—Click the Browse button to navigate to the location of the script.

Deleting Run Script Actions

To delete a QuicKeys Run Script Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create ▸
Cut
Copy
Paste
Delete
Select All
Large Icons
Small Icons
List
✔ Details
Properties
Advanced ▸
Clear hot key
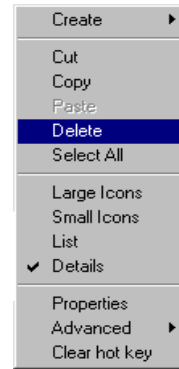
Figure 97: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Screen Settings

The Screen Settings Action is useful if you need to change your screen settings for different programs 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 Settings Action that automatically switches between the laptop screen settings and the desktop screen settings. The settings available in the Screen Settings Action depend upon the capabilities of your monitor and video card.

Setting Up the Screen Settings Action

There are two ways to create and edit QuicKeys Screen Settings Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Screen Settings** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action,** or **Create/edit multiple Actions.** The setup for each of these options is explained within the Setup Wizard.

Figure 98: This dialog appears when you click the Screen Settings button in the **Setup Wizards** tab and choose to create or edit a Screen Settings Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Screen Settings Action, follow these steps:

1   Select **System Tools** from the **Create** menu.

2   Select **Screen Settings** from the **System Tools** submenu.

3   Choose a screen setting from the Action-specific properties pane of the dialog.

4   In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to trigger this Action from the QuicKeys menu, click the **Include in QuicKeys menu** check box.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and select the Screen Settings Action from the QuicKeys menu. The screen settings should change immediately after you trigger the Action.

Figure 99: The Screen Settings Action Properties dialog appears when you select the **Screen Settings** Action from the **Create** menu, or when you double-click an existing Screen Settings Action in the **My Actions** tab.

Screen Settings Options

Below is a description of the Action-specific properties available with the Screen Settings Action.

Screen Settings—Choose the settings you want to use for your screen display. 4-bit uses fewer colors than 16-bit, so it does not display images as sharply.

❖The settings that display in the **Screen Settings** list depend upon the capabilities of your video card and monitor.

    Test—Changes the display so you can see what your screen setting selection looks like.

Deleting Screen Setting Actions

To delete a QuicKeys Screen Settings Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create ▶
Cut
Copy
~~Paste~~
Delete
Select All
Large Icons
Small Icons
List
✔ Details
Properties
Advanced ▶
Clear hot key
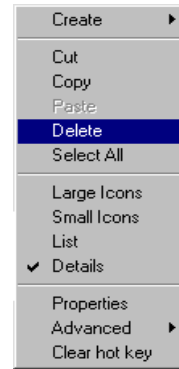
Figure 100: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Select Menu

You can select any item from a menu without using a mouse now that you have the Select Menu Action at your disposal. Select Menu is useful when you want to avoid using your mouse, or when you want to select a menu item that does not have a hot key assigned to it. For example, you can use this Action to assign a single hot key that selects the **Exit** command in all of your programs.

❖The Select Menu Action is most often used within QuicKeys Sequences, but it can also be used to create single-task Actions.

Setting Up Select Menu Actions

There are two ways to create or edit QuicKeys Select Menu Actions: use the **Setup Wizards** tab or use the **My Actions** tab.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Select Menu** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.

Figure 101: This dialog appears when you click the **Select Menu** button in the **Setup Wizards** tab and choose to create or edit a Select Menu Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Select Menu Action, follow these steps:

1   Choose **System Tools** from the **Create** menu.

2   Choose **Select Menu** from the **System Tools** submenu.

3   Specify the menu item you want QuicKeys to locate when this Action is triggered.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key and the **F3** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The menu item is immediately selected.

Figure 102: The Select Menu Action Properties dialog appears when you choose the **Select Menu** Action from the **Create** menu, or when you double-click an existing Select Menu Action in the **My Actions** tab.

Select Menu Options

Below is a description of the Action-specific properties available with the Select Menu Action.

Menu Item—This option is available in the Setup Wizard. Type the name of the menu item you want to select in this box.

Browse—This option is available in both the Setup Wizard and the Action Properties dialog. As soon as you click the **Browse** button, the QuicKeys Editor disappears and a recording palette displays. Select the menu item you want to use for this Action. The QuicKeys Editor immediately reappears with the name of the menu item you selected displayed in the **Menu Item** field. To cancel the Browse option, press the **X** button on the recording palette.
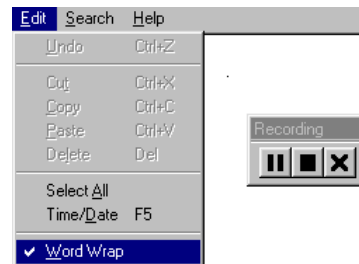
Figure 103: In this illustration, the Select Menu Action is being used to select the Word Wrap option in the Notepad program.

❖The recording palette remembers its previous position on your screen when it opens.

Starts with—Requires that the menu item QuicKeys searches for must start with the characters supplied in the Menu Item box.

Exact match—Requires that the menu item QuicKeys searches for must exactly match the characters supplied in the Menu Item box. This means that the search is case sensitive.

Contains—Requires that the menu item QuicKeys searches for must contain the characters supplied in the Menu Item box.

[Menu Choice To Select] Menu text—This option is available in the Action Properties dialog. Type the name of the menu item you want to select in this box.

[Menu Choice To Select] Menu ID—This option is available in the Action Properties dialog. Menu IDs vary from program to program. Therefore, the Menu ID field should only be populated when you click the **Browse** button and QuicKeys records the Menu ID number for the menu item selected. The Menu ID number is useful when a menu contains information, such as colors, that cannot be specified in the **Menu text** field. It is also useful if the menu item toggles between two options, such as **Redo** and **Undo**.

[Choose menu item from] Active program menu—This option is available in the Action Properties dialog. Use this option to select an item from the menus displayed in the currently active program. For example, if Microsoft Word was the foreground program on your desktop, this Action would select an item from one of Word's menus.

[Choose menu item from] Active program system menu—This option is available in the Action Properties dialog. Use this Action to select an item from the menu that displays when you click the program icon in an open program. The program icon is the icon in the upper left corner of a window.
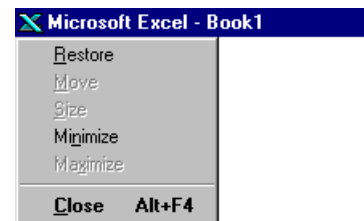
Figure 104: This is an example of the program system menu for Microsoft Excel.

[Choose menu item from] Active document system menu—This option is available in the Action Properties dialog. Use this Action to select an item from the menu that displays when you click the program icon in an open document. The program icon is the icon in the upper left corner of your document window.
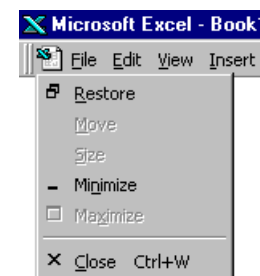
Figure 105: This is an example the document system menu for Microsoft Excel.

[Choose menu item from] Start menu—
This option is available in the Action
Properties dialog. Use this option to select an
item from the Windows Start menu.

[Choose Menu] Context menu—This option
is available in the Action Properties dialog.
Use this option when you want to select a
context menu item within a Sequence. Context
menus appear when you right-click your
mouse.

Deleting Select Menu Actions

To delete a Select Menu Action:

1 Select the **My Actions** tab in the
QuicKeys Editor.

2 Right-click the Action you want to
delete.

3 Select **Delete** from the context menu
that appears.

4 Choose **Yes** at the **Confirm Delete**
prompt. The Action is immediately
cleared from the Actions list.
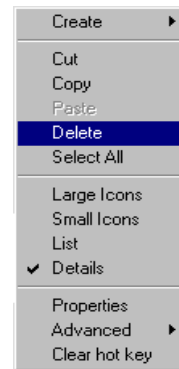
Figure 106: Right-click an Action in
the **My Actions** tab and
select the **Delete** option
from the menu that
appears.

Type Keystroke

To truly personalize your computer, you need to have the ability to choose how you interact with it. QuicKeys gives you this ability with the Type Keystroke Action. This Action provides a way to change hot key assignments built into your programs with QuicKeys hot keys that make sense to you.

The Type Keystroke Action is useful when you want to substitute one key for another. For example, if you upgrade one of your programs only to find that all your favorite built-in shortcut keys have been changed, you can just change them right back to what you're accustomed to using with the Type Keystroke Action.

Setting Up Type Keystroke Actions

There are two ways to create and edit QuicKeys Type Keystroke Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Type Keystroke** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action.** The setup for each of these options is explained within the Setup Wizard.

Figure 107: This dialog appears when you click the **Type Keystroke** button in the **Setup Wizards** tab and choose to create or edit a Type Keystroke Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Actions Properties dialog to create or edit a Type Keystroke Action, follow these steps:

1 Select **System Tools** from the **Create** menu.

2 Choose **Type Keystroke** from the **System Tools** submenu.

3 Type the keystroke you want to replace in the Action-specific properties pane of the dialog.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

Figure 108: The Type Keystroke Action Properties dialog appears when you select the **Type Keystroke** Action from the **Create** menu, or when you double-click an existing Type Keystroke Action in the **My Actions** tab.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Control** key and the **P** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The trigger you selected should immediately have the same effect as the key it replaced.

Type Keystroke Options

Below is a description of the Action-specific properties available with the Type Keystroke Action.

Key or **Key(s) to reassign**—The key you will no longer use. The Type Keystroke Action enables you to substitute a QuicKeys hot key for this key.

Deleting a Type Keystroke Action

To delete a QuicKeys Type Keystroke Action:

1 Select the **My Actions** tab in the QuicKeys Editor.
2 Right-click the Action you want to delete.
3 Select **Delete** from the context menu that appears.
4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
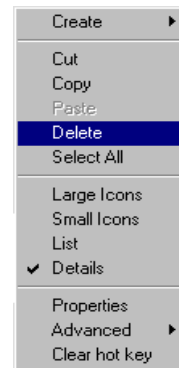
Figure 109: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Windows Specials

The Windows Specials Action is useful for controlling the appearance and behavior of the Windows operating system without mousing around or wading through the Start menu. The controls, or Actions, available using Windows Specials include:

- Close Front Window
- Minimize Front Window
- Cascade Windows
- Minimize All Windows
- Tile Windows Vertically
- Power Off Computer
- Shutdown Computer

- Maximize Front Window
- Restore Front Window
- Close All Windows
- Tile Windows Horizontally
- Log Off Computer
- Restart Computer

Setting Up the Windows Specials Action

There are two ways to create and edit QuicKeys Windows Specials Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Windows Specials** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action, or Create/edit multiple Actions.** The setup for each of these options is explained within the Setup Wizard.

Figure 110: This dialog appears when you click the **Windows Specials** button in the **Setup Wizards** tab and choose to create or edit a Windows Specials Action.

Using the Actions Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Windows Specials Action, follow these steps:

1 Select **System Tools** from the **Create** menu.

2 Select **Windows Specials** from the **System Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. For example, choose **Log off** to have QuicKeys log off your computer for you.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use.
For example, press the **Alt** key, the **Control** key, and the **L** key simultaneously.

Figure 111: The Windows Specials Action Properties dialog appears when you select the **Windows Specials** Action from the **Create** menu, or when you double-click an existing Windows Specials Action in the **My Actions** tab.

❖ If you intend to use several of the Windows Specials Actions, it may be most efficient to place a Windows Specials Action Menu toolbar button on a toolbar to trigger the Actions. See page 56 for more information on creating Action Menu buttons.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or trigger you assigned to this Action. The task you chose from the Action-specific properties pane of the dialog is immediately triggered.

Windows Specials Options

Below is a description of the Action-specific properties available with the Windows Specials Action.

Cascade Windows—Staggers your windows across your screen.

Figure 112: You can automate your computer so all your open windows cascade like this with a simple hot key.

Close All Windows—Closes all your open windows.

Close Front Window—Closes your frontmost window.

Log Off Computer—Logs you off your computer.

Minimize All Windows—Decreases the size of all your open windows.

Minimize Front Window—Decreases the size of your front window.

Restart Computer—Restarts your computer.

Shutdown Computer—Shuts down your computer.

Tile Windows Horizontally—Arranges the windows horizontally on your screen.
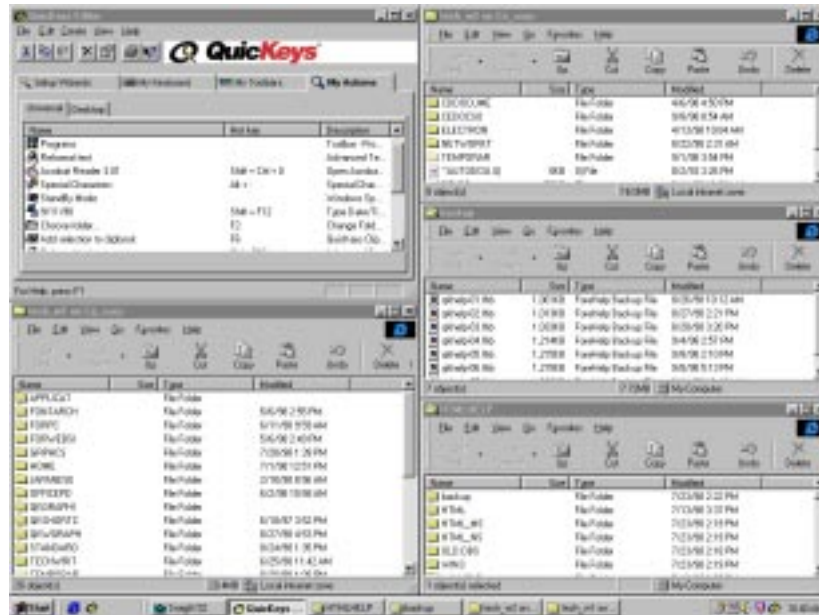
Figure 113: You can automate your computer so all your open windows tile horizontally like this with a simple hot key.

Tile Windows Vertically—Arranges windows vertically on your screen.
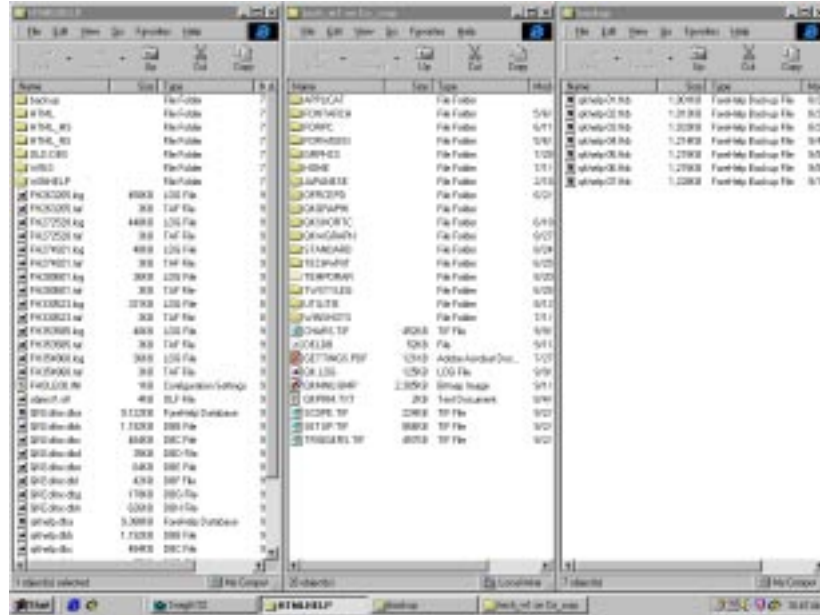
Figure 114: You can automate your computer so all your open windows tile vertically like this with a simple hot key.

Toggle front window size—Switches between a minimized and maximized front window.

Power off computer—Shuts down your computer.

Deleting Windows Specials Actions

To delete a QuicKeys Windows Specials Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create	▶
Cut	
Copy	
Paste	
Delete	
Select All	
Large Icons	
Small Icons	
List	
✓ Details	
Properties	
Advanced	▶
Clear hot key	
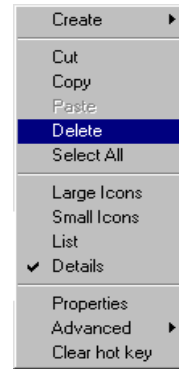
Figure 115: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 9:
Using Multimedia Tools

If you have the appropriate sound hardware you can use QuicKeys to play your CDs or DVDs, set the volume for your individual audio devices, and play specified sounds. This chapter provides instructions for setting up CD/DVD, Set Audio Volume, and Play Sound Actions to control all these tasks for you.

❖You must have a sound card installed for the multimedia tools to function properly.

CD/DVD

With QuicKeys you can control your internal CD-ROM and DVD players. With a trigger you can:

- Play a CD or DVD
- Stop a CD or DVD
- Go back to the Previous Track

- Pause a CD or DVD
- Skip to the Next Track
- Eject the CD or DVD

Setting Up the CD/DVD Actions

There are two ways to create and edit QuicKeys CD/DVD Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **CD/DVD** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action, or Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 116: This dialog appears when you click the **CD/DVD** button in the Setup Wizards tab and choose to create or edit a CD/DVD Action.
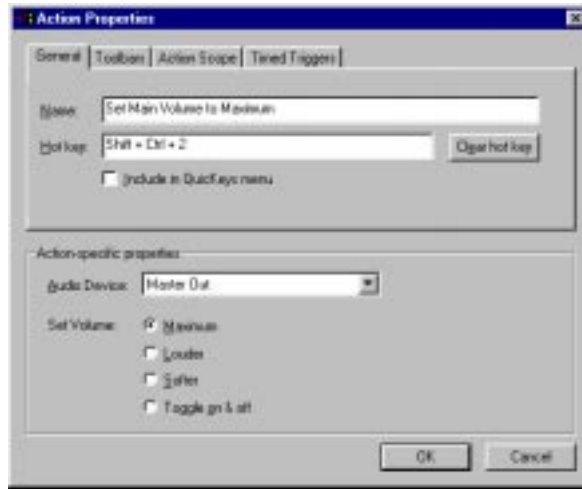
Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a CD/DVD Action, follow these steps:

1 Select **Multimedia Tools** from the **Create** menu.
2 Select **CD/DVD** from the **Multimedia Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. For example, select **Pause**.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use.

Figure 117: The CD/DVD Action Properties dialog appears when you select the **CD/DVD** Action from the **Create** menu, or when you double-click an existing CD/DVD Action in the **My Actions** tab.

For example, press the **Control** key and the **F2** key simultaneously.

❖ This Action is also a good candidate for an Action Menu toolbar button. See page 56 for more information on Action Menu toolbar buttons.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. Your CD-ROM drive should react immediately to the trigger as long as there is a CD in the drive.

CD/DVD Options

Below is a description of the Action-specific properties available with the CD/DVD Action.

Play—Plays the CD or DVD.

Pause—Pauses the CD or DVD.

Stop—Stops the CD or DVD.

Next Track—Skips to the next track on the CD or DVD.

Previous Track—Skips to the previous track on the CD or DVD.

Eject—Ejects the CD or DVD.

Deleting CD/DVD Actions

To delete a QuicKeys CD/DVD Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

Create	▶
Cut	
Copy	
Paste	
Delete	
Select All	
Large Icons	
Small Icons	
List	
✔ Details	
Properties	
Advanced	▶
Clear hot key	
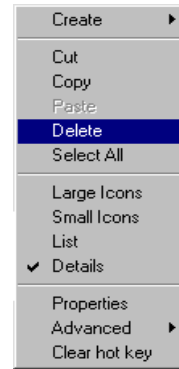
Figure 118: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Set Audio Volume

The Set Audio Volume Action is useful when you want to be able to set every option in your sound arsenal with a QuicKeys trigger. For example, with a single QuicKeys trigger you can set the volume for all of your audio devices or just one of the available devices. The available audio devices include:

- Master Out
- Wave
- Synth
- CD

See page 152 for an explanation of these terms.

Setting Up the Set Audio Volume Actions

There are two ways to create and edit QuicKeys Set Audio Volume Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Set Audio Volume** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action, or Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 119: This dialog appears when you click the **Set Audio Volume** button in the **Setup Wizards** tab and choose to create or edit a Set Audio Volume Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Set Audio Volume Action, follow these steps:

1 Select **Multimedia Tools** from the **Create** menu.
2 Select **Set Audio Volume** from the **Multimedia Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. For example, choose **Master Out**.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different one.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Control** key, and the **2** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

Figure 120: The Set Audio Volume Action Properties dialog appears when you select the Set Audio Volume Action from the Create menu, or when you double-click an existing Set Audio Volume Action in the My Actions tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The audio volume should react immediately to the trigger.

Set Audio Volume Options

Below is a description of the Action-specific properties available with the Set Audio Volume Action.

Master Out—Adjusts the volume in identical increments for every audio device available on your computer. It's comparable to the universal remote you have at home for your TV, VCR, and CD player.

Wave—Adjusts the volume for digitally sampled files on your computer. Wave files contain a .wav or .mpg extension and are usually quite large in size. An example of a wave file would be the harp-like sound your computer makes when you turn it on (called "The Microsoft Sound.wav").

Synth—Adjusts the volume for your Musical Instrument Device Interface (MIDI) files. MIDI sound files are typically low fidelity sounds synthesized by your computer that are much smaller in size than digitally sampled files. An example of a Synth file would be the music you hear when you visit some Web sites.

CD—Controls the volume for the computer's CD player.

Maximum—Turns the volume of the selected audio device to the loudest setting.

Louder—Turns the volume of the selected audio device to the next highest incremental setting.

Softer—Turns the volume of the selected audio device to the next lowest incremental setting.

Toggle on and off—Turns the selected audio device alternately on and off.

Deleting Audio Volume Actions

To delete a QuicKeys Set Audio Volume Action:

1 Select the **My Actions** tab in the QuicKeys Editor.
2 Right-click the Action you want to delete.
3 Select **Delete** from the context menu that appears.
4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
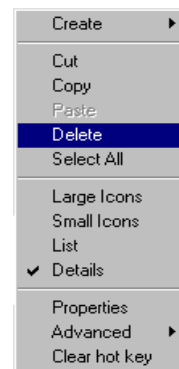
Figure 121: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Play Sound

The Play Sound Action is only available from the **Create** menu. This is because the Play Sound Action is typically used within QuicKeys Sequences. You can use the Play Sound Action to play selected .wav sound files when you select a QuicKeys trigger.

Setting Up the Play Sound Action

There are two ways to create and edit QuicKeys Play Sound Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

You cannot select the Play Sound Action from the **Setup Wizards** tab. You can, however, use the Setup Wizard for this Action from the **Create** menu.

To use the Setup Wizard with the Play Sound Action:

1   Select **Options** from the **View** menu.

2   Verify the **Always use Setup Wizards for editing** check box is selected in the Options dialog and click **OK**.

3   Back in the QuicKeys Editor, select **Multimedia** from the **Create** menu.

4   Select **Play Sound** in the **Multimedia** submenu.

5   The Setup Wizard appears to lead you through the process of setting up the Play Sound Action.

Figure 122: This dialog appears when you have "**Always use Setup Wizards for editing**" checked in the Options dialog and you select **Play Sound** from the **Create** menu.

Using the Advance Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Play Sound Action, follow these steps:

1 Select **Multimedia Tools** from the **Create** menu.

2 Select **Play Sound** from the **Multimedia Tools** submenu.

3 Choose a sound file using the **Browse** button in the Action-specific properties pane of the dialog.

4 Click the **Test** button if you want to try out the select sound file.

5 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

Figure 123: The Play Sound Action Properties dialog appears when you select the **Play Sound** Action from the **Create** menu, or when you double-click an existing Play Sound Action in the **My Actions** tab.

6 If you want to trigger the Play Sound Action from the QuicKeys menu, click the **Include in QuicKeys menu** check box.

7 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

8 Close the QuicKeys Editor and select the new Play Sound Action using the trigger you specified. The selected sound file should immediately start playing.

Play Sound Options

Below is a description of the Action-specific properties available with the Play Sound Action.

Sound file—Type the directory path for the sound file you would like to start with a QuicKeys trigger. The file must have a **.wav** extension in the file name.

Test—Click the **Test** button to verify you selected the correct sound and that the sound plays properly.

Browse—Click the **Browse** button to navigate to the sound file you would like to use.

Deleting Play Sound Actions

To delete a QuicKeys Play Sound Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
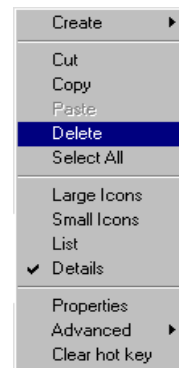
Figure 124: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 10:
Using Network Tools

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 QuicKeys can help you with. These tasks include choosing printers and network drives, as well as selecting Microsoft's Dial-Up Networking settings.

Choose Printer

The Choose Printer Action is useful if you frequently switch printers on your network. For example, this Action can be extremely useful in QuicKeys Sequences when you want to send a fax and switch back to your regular printer once the fax is sent.

Setting Up the Choose Printer Actions

There are two ways to create and edit QuicKeys Choose Printer Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Choose Printer** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action, Edit an Action, Delete an Action, or Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.
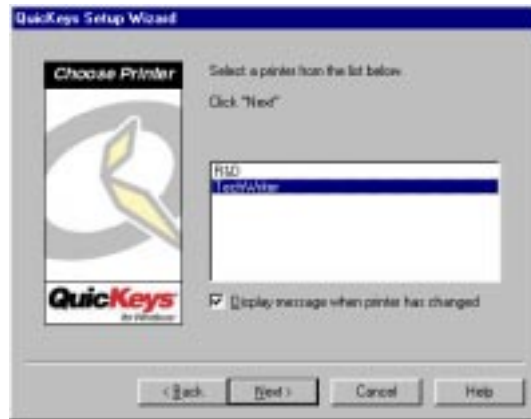
Figure 125: This dialog appears when you click the **Choose Printer** button in the Setup Wizards tab and choose to create or edit a Choose Printer Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information

To use the Action Properties dialog to create or edit a Choose Printer Action, follow these steps:

1   Select **Network Tools** from the **Create** menu.
2   Select **Choose Printer** from the **Network Tools** submenu.
3   Choose a printer from the Action-specific properties pane of the dialog.
4   In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or you can type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Alt** key, the **Control** key, and the **O** key simultaneously.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The printer you selected should immediately become the default printer.
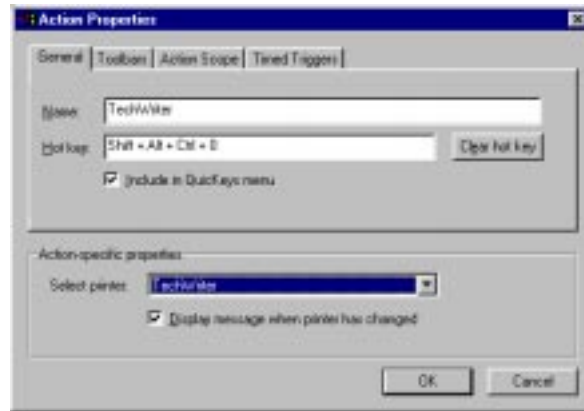
Choose Printer Options

Below is a description of the Action-specific properties available with the Choose Printer Action.

Select printer—Displays a list of all the printers to which you have access. You can add more printers to this list by selecting the Printer Control Panel and choosing the Add Printer option.

Display message when printer has changed—Displays a message when your default printer has been changed.

Deleting Choose Printer Actions

To delete a QuicKeys Choose Printer Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.

```
Create            ▶
Cut
Copy
Paste
Delete
Select All
Large Icons
Small Icons
List
✔  Details
Properties
Advanced          ▶
Clear hot key
```
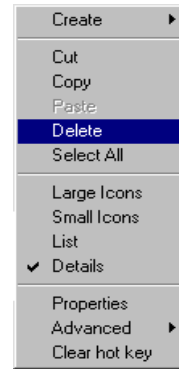
Figure 126: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Network Drives

The Network Drives Action is useful if you need to access several different network drives on a daily basis. The options available in the Network Drives Action include:

- Connect to a network volume
- Disconnect from a network volume
- Toggle connection

Setting Up the Network Drives Action

There are two ways to create and edit QuicKeys Network Drives Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Network Drives** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action.** The setup for each of these options is explained within the Setup Wizard.

Figure 127: This dialog appears when you click the **Network Drives** button in the Setup Wizards tab and choose to create or edit a Network Drives Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Network Drives Action, follow these steps:

1   Select **Network Tools** from the **Create** menu.
2   Select **Network Drives** from the **Network Tools** submenu.

3 Choose a network drive from the Action-specific properties pane of the dialog.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to trigger this Action from the QuicKeys menu, select the **Include in QuicKeys menu** check box.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor and trigger the Network Drives Action from the QuicKeys menu or with whatever other type of trigger you assigned to this Action. The network drive you specified is immediately selected.

Figure 128: The Network Drives Action Properties dialog appears when you select the **Network Drives** Action from the **Create** menu, or when you double-click an existing Network Drives Action in the **My Actions** tab.

Network Drives Options

Below is a description of the Action-specific properties available with the Network Drives Action.

Connect to a network volume—Connects you to a network volume.

Disconnect from a network volume—Terminates your connection to a network drive.

Toggle connection—Alternately connects and disconnects you from a network volume or drive.

Server path—The directory path of the network volume.

Browse—Click the **Browse** button to navigate to the location of the network volume.

Local drive—The drive letter your computer will use to identify the selected network volume. Do not select any drive letters that are already in use.

Reconnect at logon—Choose this option when you want to retain drive mapping information, even after you restart your machine. If this option is *not* checked and you restart your machine, you must trigger the Network Drive Action to remap the drive.

Name—The user name you use to login to the selected network volume.

Password—The password you use to login to the selected network volume.

> **Remember name and password**—Select this option if you do not want to be prompted for your name and password each time you trigger this Network Drives Action.

Display notification if Action succeeds—Displays a message alerting you that your map/unmap action was successful.

Display notification if Action fails—Displays a message alerting you that your map/unmap action was *not* successful.

More About Network Drive Actions

Since QuicKeys Actions are stored under your login preferences, your user name and password information for network drives are secure as long as other users to not know your network login name and password.

Deleting Network Drive Actions

To delete a QuicKeys Network Drives Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
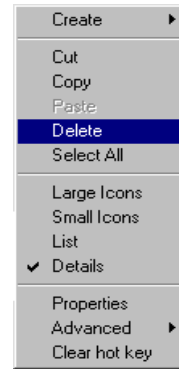
Figure 129: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Dial-Up Networking

The Dial-Up Networking Action enables you to connect or disconnect from a Dial-Up Networking service with a simple QuicKeys trigger. This feature is especially useful in QuicKeys Sequences or for users of Windows 95A who are required to enter passwords for network services. Using the Dial-Up Networking Action is not as error-prone as manually switching between Dial-Up Networking services and it can be invaluable if you use AOL and want to quickly switch between different access numbers. Yet another way you could use this Action is to create a timed trigger that dials your ISP immediately after you start your computer.

You must have Dial-Up Networking installed and configured on your computer for this Action to function properly. The tasks available using the Dial-Up Networking Action include:

- Connect to Dial-Up Networking service
- Disconnect from Dial-Up Networking service
- Toggle connection state

Setting Up Dial-Up Networking Actions

There are two ways to create and edit QuicKeys Dial-Up Networking Actions: use the Setup Wizard or use the Action Properties dialog.

❖You must have Dial-Up Networking installed and configured on your computer for this Action to function properly.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Dial-Up Networking** button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action** or **Create/edit Multiple Actions.** The setup for each of these options is explained within the Setup Wizard.

Figure 130: This dialog appears when you click the **Dial-Up Networking** button in the **Setup Wizards** tab and choose to create or edit a Dial-Up Networking Action.
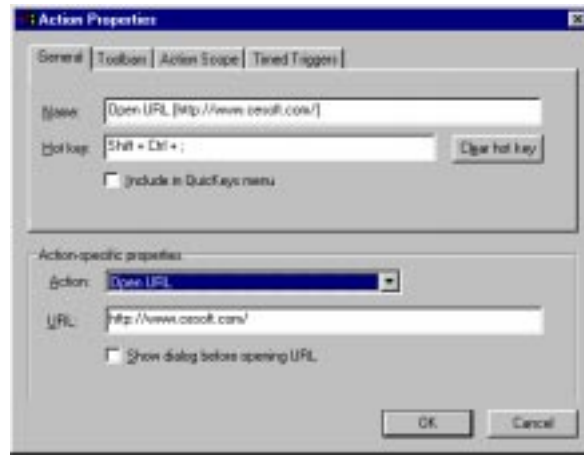
Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the Options dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Dial-Up Networking Action, follow these steps:

1 Select **Network Tools** from the **Create** menu.

2 Select **Dial-Up Networking** from the **Network Tools** submenu.

3 Choose an option from the Action-specific properties pane of the dialog. For example, select **Connect to a Dial-Up Networking** service.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to trigger this Action from the QuicKeys menu, select the **Include in QuicKeys menu** check box.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

Figure 131: The Dial-Up Networking Action Properties dialog appears when you select the **Dial-Up Networking** Action from the **Create** menu, or when you double-click an existing Dial-Up Networking Action in the **My Actions** tab.

7 Close the QuicKeys Editor and trigger the Action from the QuicKeys menu or with whatever trigger you specified. The Dial-Up Networking service should immediately react to the trigger.

Dial-Up Networking Options

Below is a description of the Action-specific properties available with the Dial-Up Networking Action.

Connect to a Dial-Up Networking service—Connects to the service specified in the Dial-Up Networking control panel.

Disconnect a Dial-Up Networking service—Disconnects from the specified Dial-Up Networking service.

Toggle connection status—Connects and disconnects from a Dial-Up Networking service.

   Add new connection —Adds another service to the list.

Notify upon success—Displays a dialog if the new connection is successful.

Notify upon failure—Displays a dialog if the new connection is *not* successful.

Deleting Dial-Up Networking Actions

To delete a QuicKeys Dial-Up Networking Action:

1 Select the **My Actions** tab in the QuicKeys Editor.
2 Right-click the Action you want to delete.
3 Select **Delete** from the context menu that appears.
4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
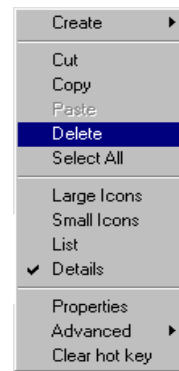
Figure 132: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 11:
Using Internet Tools

The Internet has become an integral part of many people's computer experience. Anticipating your Internet needs, the makers of QuicKeys have developed the Web Launcher Action and Instant E-mail Actions. These Actions automate tasks such as launching Web sites and managing your E-mail.

Web Launcher

The Web Launcher Action is useful when you want to open Uniform Resource Locators (URLs) with a single hot key. For example, you can use this Action to open CE Software's home page with your Internet Browser. The Web Launcher Action also includes the following options:

- Open URL
- Display Netscape Bookmarks Browser

- Open Text Selection As URL
- Display Internet Explorer Favorites Browser

The Web Launcher Action supports File Transfer Protocol (FTP), HyperText Transfer Protocol (HTTP), and E-mail URLs. This means you can use the Web Launcher to visit FTP sites and Web sites, as well as to E-mail a friend or business colleague.

❖If you use Web Launcher with the America Online (AOL) browser, Internet Explorer is launched rather than the AOL browser.

Setting Up Web Launcher Actions

There are two ways to create and edit QuicKeys Web Launcher Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the **Web Launcher** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, or **Delete an Action**. The setup for each of these options is explained within the Setup Wizard.
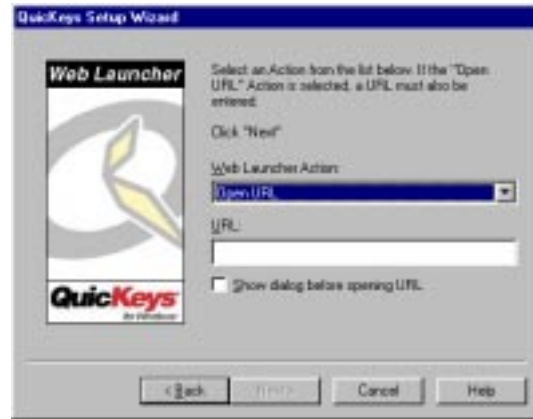
Figure 133: This dialog appears when you click the **Web Launcher** button in the **Setup Wizards** tab and choose to create or edit a Web Launcher Action.

Using the Action Properties Dialog
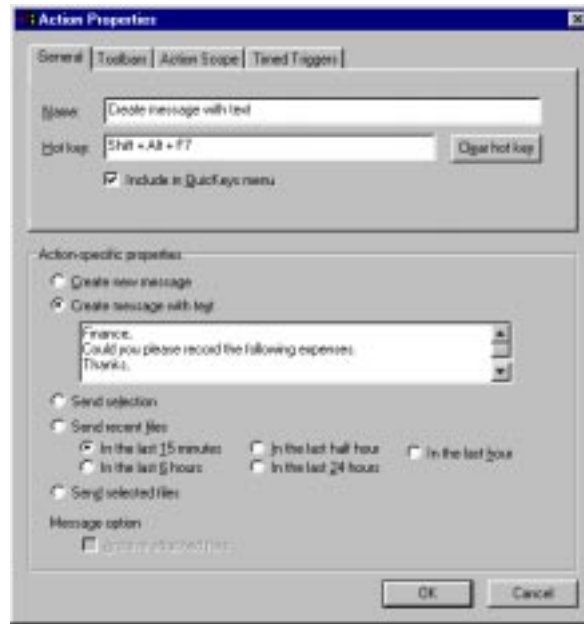
The following instructions assume you have the **Always use Setup Wizards for editing** check box *cleared* in the **Options** dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit a Web Launcher Action, follow these steps:

1. Select **Internet Tools** from the **Create** menu.
2. Select **Web Launcher** from the **Internet Tools** submenu.

3 Select the option you want to use in the Action-specific properties pane of the dialog. For example, select **Open URL**.

4 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

5 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Control** key, and the **- [dash]** key simultaneously.

Figure 134: The Web Launcher Action Properties dialog appears when you select the **Web Launcher** Action from the **Create** menu, or when you double-click an existing Web Launcher Action in the **My Actions** tab.

6 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

7 Close the QuicKeys Editor press the hot key or other trigger you assigned to this Action. The Web site you specified should launch immediately.

Web Launcher Options

Below is a description of the Action-specific properties available with the Web Launcher Action.

Open URL—Opens the location specified in the URL field.

   URL—The Uniform Resource Locator that specifies where the specified page is located. Most URLs look like this: http://www.cesoft.com/.

   Show dialog before opening URL—Prompts you to specify which URL you want to visit.

Open Text Selection as URL—Opens selected text as a URL.

**Display Netscape
Bookmarks
browser**—Displays the
list of Netscape
bookmarks you have
accumulated in a
Bookmark Browser
dialog. See Figure 135.

**Display Internet
Explorer Favorites
browser**—Displays the
list of Internet Explorer
favorites you have
accumulated in a
Favorites Browser
dialog. See Figure 135.
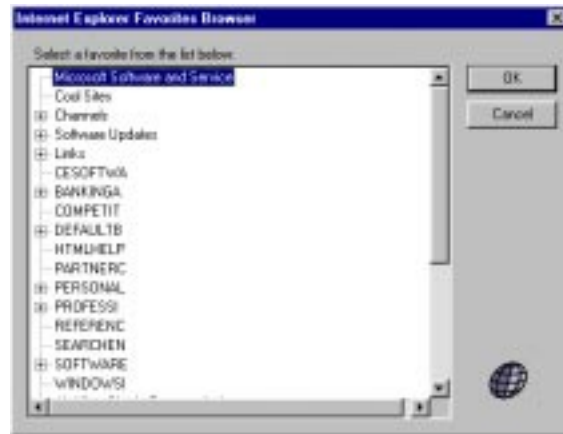
Figure 135: Open an Internet Explorer Favorite or a
Netscape Bookmark from the Web
Launcher browser that appears.

❖ If you use AOL, use **Open URL From Internet Explorer Favorites** to display your list
of favorite Web sites. Using this option does *not* display custom AOL items
like favorite chat rooms, etc.

Deleting Web Launcher Actions

To delete a Web Launcher Action:

1 Select the **My Actions** tab in the
QuicKeys Editor.

2 Right-click the Action you want to
delete.

3 Select **Delete** from the context menu
that appears.

4 Choose **Yes** at the **Confirm Delete**
prompt. The Action is immediately
cleared from the Actions list.
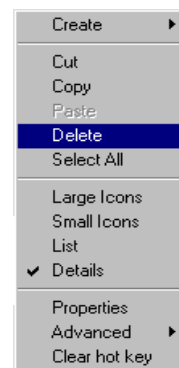
Figure 136: Right-click an Action in
the **My Actions** tab and
select the **Delete** option
from the menu that
appears.

Instant E-mail

It seems like E-mail is suddenly the preferred mode of communication in our fast-paced world. So, why not make using it as efficient as possible? QuicKeys helps you make the best use of your time by providing the ability to create and send messages and selected files with a simple QuicKeys trigger.

The options available with the Instant E-mail Action include:

- Create new message
- Send selection
- Send selected files

- Create message with text
- Send recent files
- Archive attachments

❖Mail programs must support the Mail Application Program Interface (MAPI) to work with QuicKeys. Some of the more common programs that support MAPI include Microsoft® Outlook, Outlook Express, Exchange client/Windows Messaging, Eudora™ Pro, Eudora™ Lite, Lotus® CC Mail, Lotus Notes, and Novell® GroupWise. This list is *not* inclusive, so you should also ask your E-mail vendor whether or not their software supports MAPI.

Setting Up Instant E-mail Actions

There are two ways to create or edit QuicKeys Instant E-mail Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the **Setup Wizards** tab in the QuicKeys Editor and click the **Instant E-mail** button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to **Create an Action**, **Edit an Action**, **Delete an Action**, or **Create/edit multiple Actions**. The setup for each of these options is explained within the Setup Wizard.

Figure 137: This dialog appears when you click the **Instant E-mail** button in the **Setup Wizards** tab and choose to create or edit an Instant E-mail Action.

Using the Action Properties Dialog

The following instructions assume you have the **Always use Setup Wizards for editing** check box cleared in the **Options** dialog. See **page 39** for more information.

To use the Action Properties dialog to create or edit an Instant E-mail Action, follow these steps:

1 Select **Internet Tools** from the **Create** menu.
2 Select **Instant E-mail** from the **Internet Tools** submenu.

3 Select an option from the Action-specific properties pane of the dialog. For example, choose **Create message with text** and type the text you want to include in your messages.

4 If you would like to restrict the functionality of this Action to your E-mail program, select the Action Scope tab and select **Program** from the **Scope** drop-down list. Choose your E-mail program from the Program drop-down list that appears.

5 In the **General** tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or type a different name.

Figure 138: The Instant E-mail Action Properties dialog appears when you select the **Instant QuicKeys** Action from the **Create** menu, or when you double-click an existing Instant E-mail Action in the **My Actions** tab.

6 If you want to choose a hot key to trigger this Action, click in the **Hot key** box and press the key(s) you want to use. For example, press the **Shift** key, the **Alt** key, and the **F7** keys simultaneously.

7 Click **OK**. Your new Action immediately appears in the **My Actions** tab.

8 Close the QuicKeys Editor press the hot key or other trigger you assigned to this Action. Your E-mail software should respond immediately to the QuicKeys Action as long as it is MAPI compliant.

More About Instant E-mail

QuicKeys uses your default E-mail program for Instant E-mail Actions. Your default mail program must support the Mail Application Program Interface (MAPI) to work with QuicKeys. Some programs that support MAPI include Outlook, Outlook Express, and Eudora.

Instant E-mail Options

Below is a description of the Action-specific properties available with the Instant E-mail Action.

Create new message—Opens a window where you can type your E-mail message.

Create message with text—Opens a message window that contains text you have already specified.

Send selection—Attaches and sends a selected file.

Send recent files—Displays a list of recently modified files you can choose to attach and send in a message. You can specify the time interval QuicKeys uses to populate the list of recently modified files. Your choices include **In the last 15 minutes**, **in the last 6 hours**, **In the last half hour**, **In the last 24 hours**, or **In the last hour**.

Send selected files—Attaches and sends a selected file.

Archive attached files—Check this option when you want to compress your E-mail attachments. Your E-mail client must support the Mail Application Program Interface (MAPI) to properly enclose the selected file(s) because attachments are *not* self-extracting. This means the recipient of your compressed files must be capable of unzipping files.

When QuicKeys is used to attach files, the E-mail message carrying the attachment contains a line that says "File attached by QuicKeys."

Deleting Instant E-mail Actions

To delete an Instant E-mail Action:

1 Select the **My Actions** tab in the QuicKeys Editor.

2 Right-click the Action you want to delete.

3 Select **Delete** from the context menu that appears.

4 Choose **Yes** at the **Confirm Delete** prompt. The Action is immediately cleared from the Actions list.
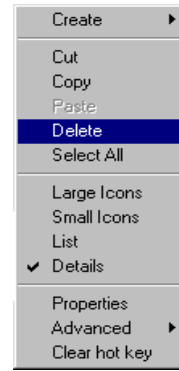
Figure 139: Right-click an Action in the **My Actions** tab and select the **Delete** option from the menu that appears.

Chapter 12:
Building Multi-Step Actions

QuicKeys Actions are great for simple, one-step tasks. However, there are times when repetitive tasks require several consecutive steps. For these situations, QuicKeys offers *Sequences*. Sequences are collections of Actions 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 is logging into your E-mail account and checking for new mail. Figure 140 illustrates how QuicKeys Sequences can help you automate this task. This particular Sequence will enable you to grab a cup of coffee when you get into the office while QuicKeys prepares your list of mail. All you have to do is press the assigned QuicKeys trigger. When you return to your desk, your mail will be ready for you to read and QuicKeys will have retreated into the background until it's directed to complete other tasks.

1. Start your E-mail program

2. Type your user name and password at the prompt

3. Click the OK button to close the login window

4. Check for new mail

Combine these steps using the Sequence Editor or QuicKeys recording.

Replace the 4-step task with a QuicKeys trigger such as a hot key, a toolbar button, an item in the QuicKeys menu, or a timed trigger.
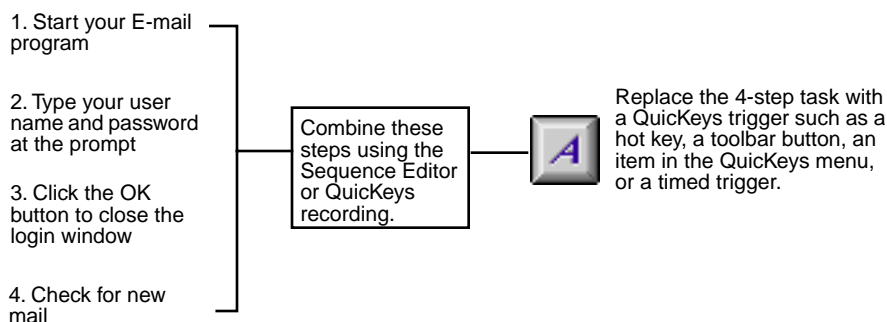
Figure 140: This example illustrates how QuicKeys Sequences can simplify routine, multi-step tasks.

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 QuicKeys 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 every individual Action you want to include in the Sequence.
- You must test and adjust your Sequence.

❖As you begin building Sequences with QuicKeys, remember that Sequences can be created a number of different ways and still be successful.

This section provides some examples of what you can do with QuicKeys Sequences. While these particular examples may not directly apply to how you intend to use QuicKeys, they *do* provide a striking illustration of how QuicKeys can save time for just about anyone who uses a computer.

Using Sequences in Information Systems

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 QuicKeys Sequence.

In this example, an administrator changes the account properties in Microsoft Outlook Express to change his identity from Joe.Smith@cesoft.com to admin@cesoft.com.

First, look at the illustration of the Sequence in the Sequence Editor shown in Figure 141. 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.
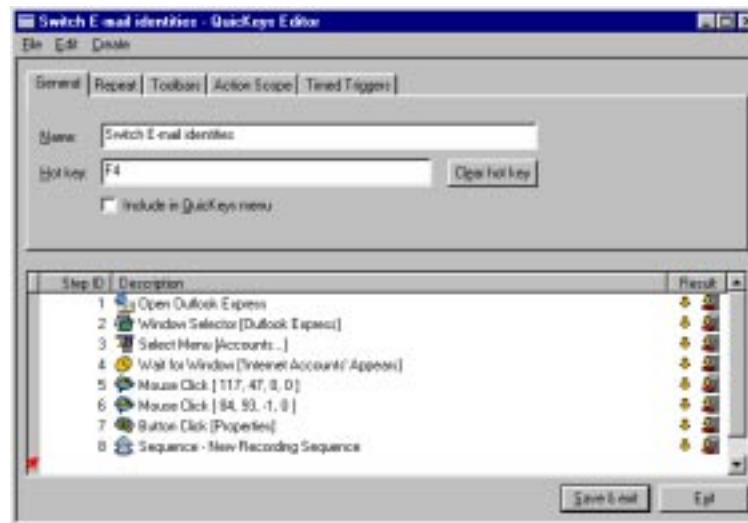
Figure 141: A Sequence for system administrators.

How the Sequence Was Created

This particular Sequence was created in three distinct parts. First, an Open Action was created that started Outlook Express. Then, the QuicKeys recording feature was put to use in steps 2-9. Finally, there was some difficulty transitioning to the area of the Outlook Express Properties dialog where text was typed so a separate Sequence was created just for that particular dialog. It's a good example of how Sequences can be shared between other Sequences using drag-and-drop functionality.

Here's a play-by-play of how this Sequence was built:

Create an Open Action

1 Create an Open Action and choose to open Outlook Express with a hot key trigger.

Open the Account Properties dialog in Outlook Express

1 Open Outlook Express with the hot key you just assigned to it. Select **Start Recording** from the QuicKeys menu.
2 Press Alt+T to display the **Tools** menu.
3 Use your mouse to select **Accounts** from the **Tools** menu.
4 Click on the **Mail** tab in the Internet Accounts dialog.
5 Select the account you want to change and click the **Properties** button.
6 Click the Stop button on the Recording palette. The Sequence Editor appears.
7 Name the Sequence **Change E-mail Identity** and click the **Save & exit** button. At this point, the Outlook Express **Properties** dialog should still be in the foreground.

Type information in the Account Properties dialog

1 Select **Start Recording** from the QuicKeys menu.
2 When you see the Recording palette, type a different server name in the **Mail account** box of the **Properties** dialog.
3 Press the Tab key to move down to the **Name** box. Type the name you want to use as your "new" identity.
4 Press the Tab key twice to move down to the E-mail address box. Type the E-mail address you want to use under your "new" identity.
5 Press the Enter key to select the **OK** button.
6 Click the **Close** button in the Internet Accounts dialog.
7 Press the Stop recording button on the Recording palette. The Sequence Editor appears.
8 Click the **Save & exit** button. By default, the second recording you created is called New Recording Sequence.

Combine the three components of the Sequence

1 Now, it's time to put the final Sequence together. Open the QuicKeys Editor so the Actions tab displays.
2 Open the **Change E-mail Identity** Sequence by double-clicking it in the Actions tab.
3 In the Sequence Editor, position the insert arrow at the first step of the Sequence.

4   Position the **My Actions** tab so it's tiled vertically alongside the Sequence Editor.

5   Drag-and-drop the **Open Outlook Express** Action from the QuicKeys Editor Actions tab to the Sequence Editor. As you drag the Action, your cursor becomes a plus sign (+). When you drop the Open Action, it is inserted where the insert arrow is located (in the first step of the Sequence). This makes the Open Action a Sub-Sequence within the **Change E-mail Identity** Sequence.

6   Move the insert arrow to the last step of the Sequence.

7   Drag-and-drop the New Recording Sequence you recorded last to the last step of the Sequence Editor.

8   Assign F3 as the hot key that triggers the **Change E-mail Identity** Sequence.

9   Close out of Outlook Express and press F3. QuicKeys should launch the program and change the Account Properties as you watch its thoroughness and efficiency at work.

Now create other Sequences like this one so you can switch between multiple E-mail accounts with a simple keystroke.

Using Sequences as a Webmaster

The webmaster job is one of today's hottest and least well-defined jobs. It crosses the boundaries of marketing, advertising and technology. The nature of the job itself places webmasters 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 webmasters 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:

The Typical Webmaster Toolkit	
• Text editor	• Java Editor
• Page editor	• FTP client
• Browser(s)	• Graphics editor
• E-mail client	

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, QuicKeys for Windows can help you meet the challenges facing most webmasters by providing measurable improvements in productivity, fewer errors and general workload reduction.

Solutions for Webmasters

The key to not going crazy as a webmaster 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. QuicKeys can act as a major productivity enhancer in this environment. QuicKeys doesn't represent one specific solution, but rather a collection of solutions that, applied to the webmaster's tasks, can yield substantial savings in time and greater efficiency.

The most powerful aspect of QuicKeys for the webmaster 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 (QuicKeys encrypts the passwords it stores), changing directories and even moving files around can all be part of a QuicKeys 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 QuicKeys 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 QuicKeys 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 programs a webmaster must use. And best of all, no scripting or programming is necessary to get a Sequence recorded.

To illustrate a small sample of what QuicKeys recording can do for you as a webmaster, the following section details the creation of a Sequence that starts the CuteFTP program 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 142. 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.

Figure 142: This Sequence launches CuteFTP and logs into a commonly-used FTP directory.

How the Sequence Was Created

This particular Sequence was created in two distinct parts. First, an Open Action was created that started the CuteFTP program. Then, the QuicKeys recording feature was put to use in steps 2-10.

❖ Before this Sequences was created, the FTP site used in the Sequence was added to the Personal FTP Sites directory within the CuteFTP Site Manager.

Here's a play-by-play of how this Sequence was built:

Create an Open Action

1 Create an Open Action and choose to open CuteFTP. Use the instructions on page 91 if you need assistance.

2 Name the Action and assign it a trigger.

Open a frequently-used FTP site

1 Open CuteFTP with the trigger you just assigned to it.

2 Select **Start Recording** from the QuicKeys menu.

3 In the Site Manager window, open the Personal FTP Sites directory in the left pane.

4 In the right pane of the Site Manager, select the FTP site you want open.

5 Press **Enter** to connect to the site.

6 Click the **OK** button in the Login Messages window to close the window. The main CuteFTP dialog is open and the selected FTP site is displayed.

7 Press the **Stop** button on the Recording palette.

8 The Sequence Editor displays. Name the FTP Sequence **FTP Login** and assign it a trigger.

9 Click the **Save & Exit** button to save your new Sequence and close the Sequence Editor.

Combine the two components of the Sequence

1 Now, it's time to put the final Sequence together. Open the QuicKeys Editor so the **My Actions** tab displays.

2 Display the Sequence Editor by double-clicking the **FTP Login** Sequence in the **My Actions** tab.

3 In the Sequence Editor, position the insert arrow at the first step of the Sequence.

4 Position the **My Actions** tab so it's tiled vertically alongside the Sequence Editor.

5 Drag-and-drop the **Open CuteFTP** Action from the QuicKeys Editor **My Actions** tab to the first step in the Sequence Editor. As you drag the Action, your cursor becomes a plus sign (+). When you drop the Open Action, it is inserted where the insert arrow is located (in the first step of the Sequence).

6 Click the **Save & Exit** button in the Sequence Editor to save your changes.

Close out of CuteFTP and press the trigger you assigned to this Sequence. QuicKeys should launch the CuteFTP program and login to your favorite FTP site.

Using Sequences with Database Programs

If you use a database program that stores data on a network server, you may be familiar with the often tedious process of logging into the database each time you want to enter or retrieve information. For example, if you work in a technical support department, you might have to open a knowledge database several times a day to stay up-to-day with the issues other support representatives are hearing from customers. QuicKeys can automate many of the repetitive, and often error-prone, processes that are required when working in database programs.

In this example, a technical support representative logs into the company database. Keep in mind that most databases are customized for different companies and departments within companies, so you will probably not be able to use this *exact* Sequence, but examine it as an example of what you *could* create with QuicKeys.

First, look at the illustration of the Sequence shown in Figure 143. Then, look at the instructions for how this Sequence was created to get a feel for how you can automate a task like this on *your* computer.
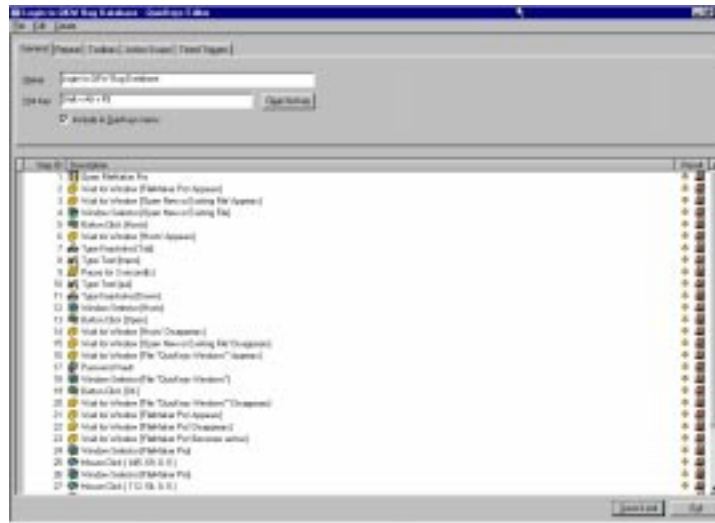
Figure 143: A Sequence that automates logging into a database program.

How the Sequence Was Created

This particular Sequence was created solely with the recording function. Once the **Start Recording** option was selected from the QuicKeys menu, the following tasks were recorded:

- Start FileMaker Pro
- Choose to show FileMaker Pro Network host
- Select which host server to open
- Choose which database in the selected host to display
- Enter a password to the database
- Choose access privileges
- Choose how to view the database
- Maximize the database window

With QuicKeys, all these tasks can be completed with a single trigger.

Recording Sequences

Recording is an easy way of creating multi-step Actions. There are three ways you can select the **Start Recording** option:

- From the QuicKeys menu
- From the **File** menu in the QuicKeys Editor
- With a Start Recording hot key created using the QuicKeys Controller Action.

When you start recording, a Recording palette displays and you are "live." This means that QuicKeys is now watching everything you do on your computer. When you finish the tasks you want QuicKeys to record, click the Stop button on the Recording palette. The Sequence Editor automatically displays when you click Stop. Every task you just completed is listed in the lower half of the Sequence Editor dialog.
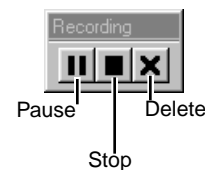
The Sequence Editor

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 Actions and assign the Sequence a trigger.

Add steps to your Sequence using the options in the Create menu.

Choose how many times the Sequence is repeated in the Repeat tab.

Result handling options are represented by icons. See page 191.

If the Sequence does not execute successfully, the dialog shown in Figure 147 displays the Step ID number where the Sequence is having difficulty.

Double-click a Sequence step to edit it.

Move the insert arrow to specify where you want the new Action or Sequence tool inserted.

Figure 144: The Sequence Editor

The shaded column in the list of Sequence Actions contains an arrow that is called the *insert arrow*. The insert arrow is useful when you need to insert another Action or a pause into your Sequence. The new item is inserted wherever the arrow is located.

The **Result** column displays the **Result Handling** options selected for a particular step in the Sequence. See page 190 for more information on result handling.

The **Repeat** tab enables you to choose whether you want the Sequence to repeat automatically or only after presenting you with a prompt. It also lets you choose how many times you want the Sequence repeated.

Figure 145: The Repeat tab appears in the upper half of the Sequence Editor.

When you are ready to close the Sequence Editor, you can choose **Save & Exit** or **Exit**. Clicking the **Exit** button does *not* preserve any changes you made in the Sequence.

Creating Sequences Without Recording

After you become more familiar with QuicKeys, you may find that it is not necessary to use the recording feature because you have already created all of the Actions you want in your Sequence. If you choose to create the Sequence from scratch, use the Create menu, drag/drop, cut/paste, and import/export. When you are finished collecting the main pieces of your Sequence, use the Sequence tools discussed on page 200 to add the finishing touches to your Sequence.

Using the Result Handling Feature

When you build Sequences, you may discover that your Sequence encounters unexpected conditions that can keep it from completing its assigned task successfully. To resolve this issue, the QuicKeys Sequence Editor uses built-in result handling. This essentially means that you can tell each step of the Sequence what to do if it comes across unexpected dialogs or other items. That way, you don't waste your time watching your Sequence to ensure it doesn't run into any obstacles while it's running.

In the **If step succeeds** and **If step fails** lists of the Action Properties dialog, you can direct a particular step in the Sequence to **Stop the Sequence**, **Stop the Sequence and notify user**, **Continue to the next step**, or **Skip to the next step**. Each result handling option is represented by a different icon that displays in the

Sequence Editor's **Result** column. You can right-click the icons and select **Properties** from the context menu that appears to quickly change the result handling option for a specific step.

Sequence Icon	Definition
⬇	Continue to next step
⬇	Stop Sequence
▣	Stop Sequence and notify user
↪	Skip next step
✖▣	Fail Sequence and notify user (used only in subordinate Sequences)
✖	Fail Sequence (used only in subordinate Sequences)

Result Handling Example

Result Handling can be as simple or as powerful as you want. This example is relatively simple so that if you don't quite understand how to implement result handling in your Sequences, you can see how other people have used it.

In this example, a financial analyst automates the process of adding a comment his finance database. Keep in mind that most databases are customized for different companies and departments within companies, so you will probably not be able to use this *exact* Sequence, but examine it as an example of what you *could* create with QuicKeys.

First, look at the illustration of the Sequence shown in Figure 146. Then, look at the instructions for how this Sequence was created to get a feel for how you can automate a task like this on *your* computer.
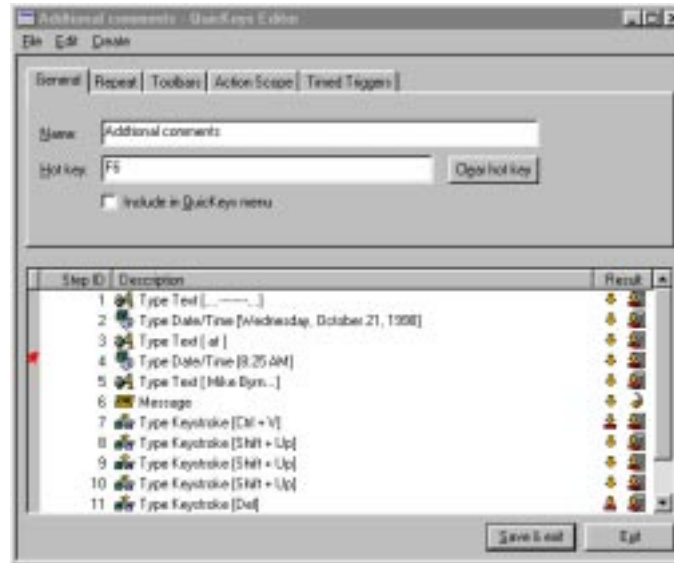
Figure 146: A Sequence that uses Result Handling to add or delete information in a database.

How this Sequence Was Created

This Sequence is scoped to work only in the analyst's database program. In other words, his database program must be open to a record in the database for this Sequence to function. The Sequence performs the following tasks:

- Types the current time and date into the record
- Displays a **Message** dialog that prompts the analyst for additional comments. If a message is typed at the prompt, the Sequence continues to the next step. If a message is not typed at the prompt, the Sequence skips the next step.

  - If a message was typed in the Message dialog, it is pasted into the database record and the Sequence is stopped.

  - If a message was *not* typed in the Message dialog, the date and time entry is deleted and the database record returns to the state it was in at the beginning of the Sequence.

Again, this Sequence is quite simple, but it is useful if you change your mind about entering information in a database in the middle of a Sequence.

Fine-Tuning Sequences

If your Sequence does not behave as you anticipated or if the dialog shown in Figure 147 appears, you may need to fine-tune your Sequence *without* the recorder. The Sequence Editor gives you the tools to do this. Fine-tuning a Sequences requires rearranging and inserting steps, as well as using Sequence tools.
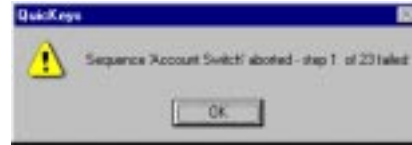
Figure 147: This error dialog reveals which step in the Sequence failed.

Inserting Steps

You can insert Steps, or Actions, by selecting them from the **Create** menu and creating them in the Setup Wizard or Action 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 200 for more information on these types of Sequence tools.

You can also drag and drop Actions from the QuicKeys Editor's Action list to the insertion point in the Sequence Editor. To do this, both windows must be open on your desktop.

All Actions you select are inserted at the insertion point.

You must use Copy/Paste or Drag-and-Drop to add a Sequence to another Sequence.

The Create Menu

Use the **Create** menu to insert Actions into your Sequences.

Rearranging Steps in the Sequence

Rearrange Sequence steps by dragging-and-dropping them in the desired location within the Sequence Editor.

Deleting Sequence Steps

To delete steps in a Sequence, open the Sequence Editor and right-click the step you want to remove. Select **Delete** from the context menu that appears.

Sequence Tips

There are some methods you can use when you build Sequences that help ensure that they function properly. This section provides some basic tips for building QuicKeys Sequences.

- During recording, don't *click* taskbar buttons; instead, use *Alt+Tab* to select a different program. The taskbar buttons frequently rearrange themselves on your taskbar so clicking on them is not a reliable method of choosing them in a Sequence.

- Use the keyboard to select options whenever possible. Keyboard selections are more reliable than mouse clicks.

- Make your movements slow and deliberate while recording.

- If you have a scrolling mouse button between your right and left mouse buttons, commonly referred to as an IntelliMouse, do not use the scrolling mouse button to record your Actions.

- Insert Pauses in your Sequences if you are having problems getting your Sequences to play back correctly.

- Use the "Type to" function to select items in lists. For example, it's preferable to type the first two letters of an item in a drop-down list to select it rather than using your mouse to select it.

- Do not grab a scroll bar to scroll through a list in a Sequence. Instead, use the Page Up and Page Down keys.

- When you look at a particular Sequence in the Sequence Editor, it is normal for tabs and returns to be displayed as Type Keystroke Actions.

- As a matter of practice, you should not select items in the status area, or "tray," during a recording because they may not always be located in the same place when you trigger your Sequence.

- If you have a choice, use "Cut" and "Paste" rather than drag-and-drop.

- If you are consistently having problems with the same program when you are recording Sequences, choose to **Disable smart recognition** within the QuicKeys Controller Action. See page 70 for more information.

Subordinate Sequences

Subordinate Sequences, or "Sub-Sequences," are Sequences that are embedded within other Sequences. This feature allows you to break a larger task into smaller tasks, which simplifies creating and troubleshooting complex Sequences.

Creating Subordinate Sequences

You can create subordinate Sequences by opening an existing Sequence and selecting the **Sequence** option from the **Create** menu that appears. You can tell the difference between the Sequence Editor and the Sub-Sequence Editor by looking at the tabs. The Sequence Editor has five tabs: General, Repeat, Toolbars, Action Scope, and Timed Triggers. The Sub-Sequence Editor only has three tabs: General, Repeat, and Step Results.

❖ You can also drag-and-drop Sequences from one Sequence to another to create Sub-Sequences as shown in the example "Using Sequences in Information Systems" on page 180.

How a Sub-Sequence Works

To better understand Sub-Sequences, take a look at the following example. The example is very simple, yet it illustrates the success and failure paths within Sub-Sequences. The Sequence discussed in this section is shown in Figure 148.
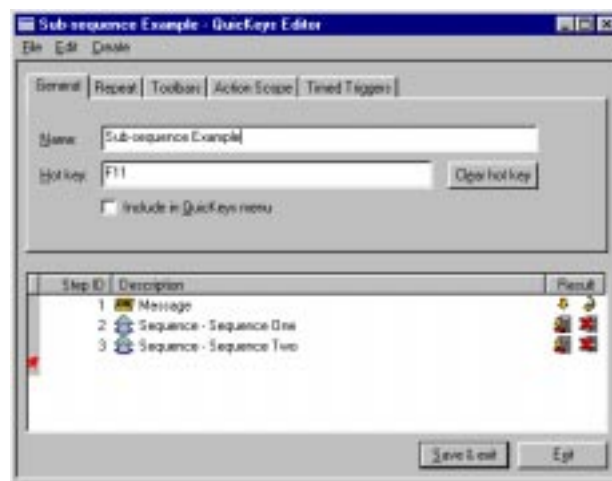
Figure 148: This Sequence contains two Sub-Sequences.

When you press F11, this Sequence is triggered. Depending on which button you press in the Message Action, you either follow a success path or a failure path.

Using Sub-Sequences in a Sequence

1 Press F11. A window appears with instructions to click **OK** to go to Sequence One or **Cancel** to go to Sequence Two.

2 Click **OK** to start the Sequence One Sequence shown in Figure 148. Click Cancel to start the Sequence Two Sequence shown in Figure 148.

Figure 149: This dialog appears when you trigger the Sequence shown in Figure 148. Depending on which button you select, the main Sequence branches to different Sub-Sequences.
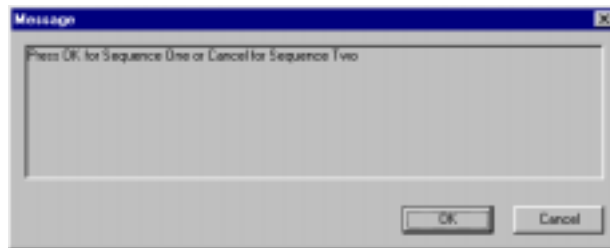
The Sequence reacts to each choice you make by using the Result Handling options you have specified in each step of the Sequence.

Sub-Sequence Editor

The Sub-Sequence Editor is composed of three tabs: the General tab, the Repeat tab, and the Step Results tab.
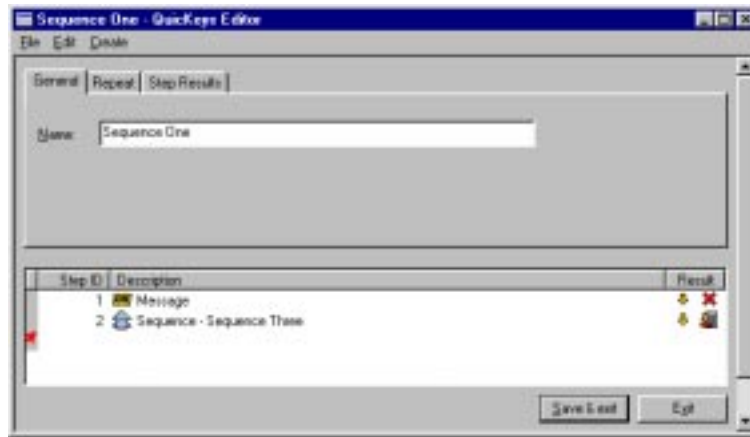
Figure 150: Open the Sub-Sequence Editor by selecting **Sequence** from the **Create** menu in the Sequence Editor.

General Tab

Type the name of your Sub-Sequence in the General tab.

Repeat Tab

The **Repeat** tab enables you to choose whether you want the Sequence to repeat automatically or only after presenting you with a prompt. It also lets you choose how many times you want the Sequence repeated. You can repeat your Sequence up to 999 times.

Step Results Tab

Choose how you want your Sub-Sequence to react to successes and failures. In the **If step succeeds** and **If step fails** lists of the Action Properties dialog, you can direct a particular step in the Sequence to **Stop the Sequence**, **Stop the Sequence and notify user**, **Continue to the next step**, **Skip to the next step**, **Fail Sequence**, **Fail Sequence and notify user**. Each result handling option is represented by a different icon that displays in the Sequence Editor's **Result** column. You can right-click the icons and select **Properties** from the context menu that appears to quickly change the result handling option for a specific step.

Stop Sequence—Stops the current Sequence and returns success to the main Sequence.

Stop Sequence and notify user—Stops the current Sequence, notifies user, and returns success to the main Sequence.

Continue to next step—Continues to the next step.

Skip next step—Skips to the next step of the current Sequence.

Fail Sequence—Exits the current Sequence and returns failure to the main Sequence.

Fail Sequence and notify user—Exits the current Sequence, notifies user, and returns failure to the main Sequence.

Saving Sequences

When you close the Sequence Editor, you are prompted to save your Sequence. If you do not choose to save your Sequence at that time, the Sequence will be deleted.

Triggering Sequences

Press the hot key you assigned to your new Sequence. When the Sequence is triggered, the Playback palette appears. The palette tracks the step the Sequence is completing. You can use this palette to pause or stop the Sequence at any time.

Figure 151: The Playback palette

When the Sequence is finished, the dialog in Figure 152 displays.

Playback Options

When you create a QuicKeys Sequence, you can choose the playback behavior using the following options in the Sequence Editor.

Figure 152: This dialog displays when your Sequence has completed successfully.

Execute and repeat X times—Specifies how many consecutive cycles you want this Sequence to run.

Ask for repeat count—Prompts you for the number of cycles QuicKeys should run through for this Sequence.

Deleting Sequences

To delete Sequences, select the Actions tab in the QuicKeys Editor and right-click the Sequence you want to remove. Select **Delete** in the context menu that appears.

Sequence Tools

The Sequence Editor uses Actions that are often not useful in other contexts.
These Actions are called Sequence tools and they include:

- Pause
- Password vault
- Window Selector
- Wait for window
- Message

Pause

The Pause Action is useful if you need to direct a QuicKeys Sequence to
wait for a few seconds for a program to open before proceeding with the
Sequence.

Using Pause

To insert a Pause Action into a Sequence:

1 Open the Sequence Editor
to display the Sequence in
which you want to insert a
Pause Action.

2 Position the insert arrow in
the location you want to
insert the Pause.

3 From the **Create** menu,
select **Sequence Tools**.

4 From the **Sequence Tools**
submenu, select **Pause**.

Figure 153: The Action Properties dialog for the
Pause Sequence tool.

5 Complete the Sequence
Action Properties dialog
that is shown in Figure 153 and click **OK**.

Pause Options

Duration—The length of the pause in measurements of Seconds or
Milliseconds. These options give you precise control over the duration of
your pause so the Sequence takes no longer than necessary to complete.

If step succeeds—After this Action is completed, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.
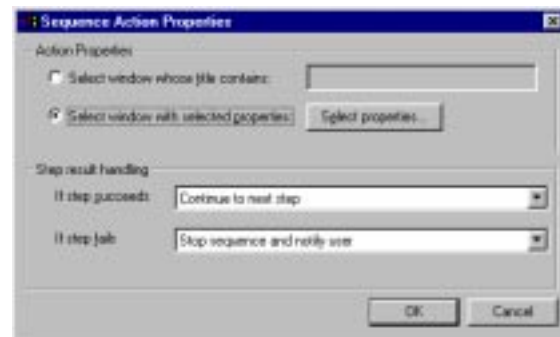
If step fails—After this Action is completed, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Wait for Window

The Wait for Window Sequence tool gives you the ability to specify *which* window or what *type* of window you want QuicKeys to look for when it is cycling through a Sequence. For example, if your Sequence opens several windows and you want to choose an option in the window that is named **Browse**, you just need to specify **Wait for window whose title contains Browse** in the Sequence Action Properties dialog.

Using Wait for Window

To insert a Wait for Window Action into a Sequence:

1 Open the Sequence Editor to display the Sequence in which you want to insert a Wait for Window Action.

2 Position the insert arrow in the location you want to insert the Wait for Window Action.

3 From the **Create** menu, select **Sequence Tools**.

4 From the **Sequence Tools** submenu, select **Wait for Window**.

5 Complete the Sequence Action Properties dialog that appears and click **OK**.
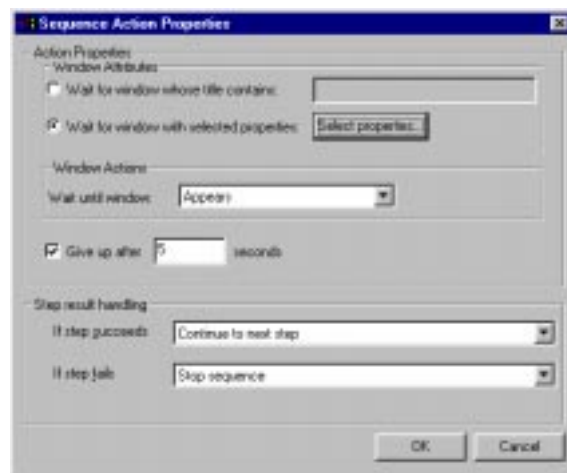
Figure 154: The Action Properties dialog for the Wait for window Sequence tool.

Wait for Window Options

Wait for window whose title contains—Type the name that displays in the window's title bar in this box.

Wait for Window with selected properties—Click the **Select properties** box to display the window selection dialog.

> **Window Properties**—Choose the conditions under which a window is selected. If you select the Window finder icon, wait until your cursor becomes a magnifying glass and drag it to the window you want to select. When you drag the Window finder icon, all the other Window Selector fields are filled with information. Click OK when you are finished with Window Selector.

Select the Hide QuicKeys Editor check box when you want the Editor dialog to disappear while you use the window finder tool.

A Top Level Window is a program or system window. A Popup Window is a secondary dialog within a program.

Click the Window finder icon and drag it to the window you want to select in your Sequence. As you drag, your cursor becomes a magnifying glass and the Window name, class, and type fields change dynamically, depending on where the cursor is positioned.

Window name is the name in the title bar of a dialog.

Window class can be populated using the Window finder tool.

Figure 155: The Window Properties dialog

Wait until window—Choose to wait until the window appears, disappears, becomes active, or becomes inactive.

Give up after X seconds—Stops looking for the Action X seconds after this steps of the Sequence is triggered.

If step succeeds—After this Action is completed, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—After this Action is completed, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Password Vault

The Password Vault Action can be useful in Sequences for storing information, such as E-mail passwords. If your passwords are stored, no one behind you can see what text you are typing to access other computers, etc.

Using Password Vault

To insert a Password Vault Action into a Sequence:

1 Open the Sequence Editor to display the Sequence in which you want to insert a Password Vault Action.

2 Position the insert arrow in the location you want to insert the Password Vault Action.

3 From the **Create** menu, select **Sequence Tools**.

4 From the **Sequence Tools** submenu, select **Password Vault**.

5 Complete the Sequence Action Properties dialog that is shown in Figure 156 and click **OK**.

Figure 156: The Action Properties dialog for the Password Vault Sequence tool.

Password Vault Options

Password—The password you want the Sequence to enter.

If step succeeds—After this Action is completed, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—After this Action is completed, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Message

Use the Message Sequence tool to create a custom dialog that displays at a designated point in your Sequence. The dialog input can be used as an if/then decision within the Sequence.

To insert a Message Action into a Sequence:

1 Open the Sequence Editor to display the Sequence in which you want to insert a Message Action.

2 Position the insert arrow in the location you want to insert the Message Action.

3 From the **Create** menu, select **Sequence Tools**.

4 From the **Sequence Tools** submenu, select **Message**.

5 Complete the Sequence Action Properties dialog that appears and click **OK**.
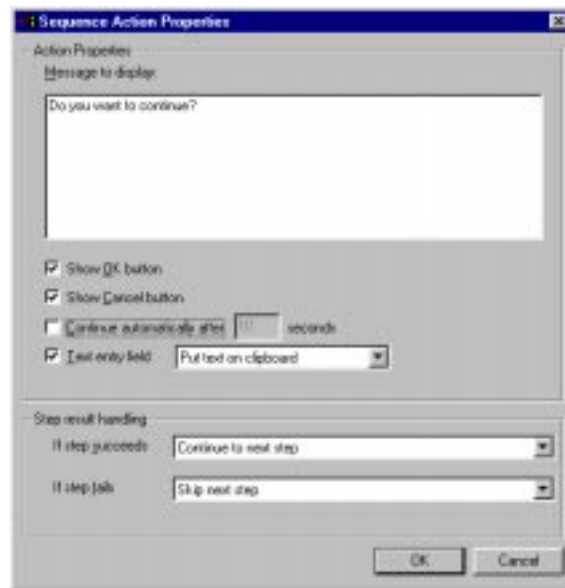
Figure 157: The Action Properties dialog for the Message Sequence tool.

Message Options

Message to display— The text you want to appear in your custom dialog.

Show OK button—Displays an OK button in your custom dialog that you can select to proceed with the Sequence.

Show Cancel button—Displays a Cancel button in your custom dialog that you can select to cancel the Sequence.

Continue automatically after X seconds—Stops looking for user input "X" seconds after the custom dialog appears.

Text entry field—Choose to place user-specified text on the clipboard, to type the text, or to type the text with returns.

If step succeeds—After this Action is completed, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—After this Action is completed, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Window Selector

Use the Window Selector to choose a program window in a Sequence.

To insert a Window Selector Action into a Sequence:

1 Open the Sequence Editor to display the Sequence in which you want to insert a Window Selector Action.

2 Position the insert arrow in the location you want to insert the Window Selector Action.

3 From the **Create** menu, select **Sequence Tools**.

4 From the **Sequence Tools** submenu, select **Window Selector**.

5 Complete the Sequence Action Properties dialog that appears and click **OK**.

Figure 158: The Action Properties dialog for the Window Selector Sequence tool.

Window Selector Options

Select window whose title contains—The name of the window for which you want the Sequence to search.

Select window with selected properties—Enables the Select Properties button.

Select Properties—Displays the dialog shown in Figure 155 and discussed on page 202.

If step succeeds—After this Action is completed, this list specifies what the Sequence should do next. For example, it can stop the Sequence, and notify the user, continue to the next step of the Sequence, or skip to the next step.

If step fails—After this Action is completed, the list that appears specifies what the Sequence should do next. For example, it can stop the Sequence, stop the Sequence and notify the user, continue to the next step of the Sequence, or skip to the next step.

Clearing Selected Hot Keys

When you no longer want a hot key assigned to the selected Sequence, click the **Clear hot key** button in the Sequence Editor. You may want to take advantage of this option if you want to make this Sequence part of a larger Sequence and you need the assigned hotkey for a different Action.

Appendix A:
Tips and Troubleshooting

This section provides tips for using QuicKeys and describes solutions for some common problems you may encounter when using QuicKeys.

Tips

- You can drag files to the QuicKeys Editor to create Open Actions.

- You can drag text to the QuicKeys Editor to create Type Text Actions.

- Speed up the process of creating and editing Actions by unchecking the **Show Setup Wizard introduction page** and **Always use Setup Wizards for editing** check boxes in the **Options** dialog. See **page 39** for more information.

- You can right-click an Action in the QuicKeys Editor and choose Cut or Copy from the context menu that appears. Then you can set the insert arrow in the Sequence Editor, right-click and choose Paste from the context menu to paste your Action into the Sequence.

- You can create a Windows Selector Action if you use a laptop computer so that you can see all your open programs without running out of room on the taskbar. The Windows Selector Action is available in the **Sequence Tools** submenu of the **Create** menu.

- Press Control+Tab to insert a tab in the Type Text Action Properties dialog.

- If you have a scrolling mouse button between your right and left mouse buttons, commonly referred to as an IntelliMouse, do not use it to record your Actions.

- If you use Web Launcher with the America Online (AOL) browser, Internet Explorer is launched rather than the AOL browser.

- If you want the hot help that appears over toolbar buttons to be more descriptive, change the name of the Action represented by the toolbar button. The hot help pop-ups are filled by the information you provide in the Name field of your Actions.

Troubleshooting

- Make sure you are very careful about assigning single keys as your hot key triggers. For example, assigning the Backspace key for the Open Microsoft Explorer Action could get irritating after a few minutes. If you do attempt to assign a single key as your hot key, QuicKeys displays a warning dialog. The warning dialog is permanently turned off if you check the **Do not ask me this again** check box within the dialog.

- If you are using Windows NT, installation must take place while logged in as administrator or as a user with administrative rights.

- If you are consistently having problems with the same program when you are recording sequences, choose to **Disable smart recognition** within the QuicKeys Controller Action.

- You must have a sound card for the Multimedia Actions to work properly.

- Desktop Scope is limited to the actual desktop being active. It does not include drive windows.

- If you deselect **Show Wizards For Editing,** you see a different dialog when you edit an Action in the **My Actions** tab.

- The Windows Specials **Up one folder** Action does *not* navigate up one folder level if you are using it within a standard Windows Explorer window. It only works within Open or Save dialogs.

- If you choose to open Microsoft Explorer in **Full Screen** view over an auto hide toolbar, the auto hide toolbar will remain behind the Explorer window until you close the toolbar and reopen it.

- If one of your QuicKeys triggers suddenly doesn't work, make sure you don't have a QuicKeys dialog open on your desktop. When a QuicKeys dialog is open, the QuicKeys menu in the status area has a red **X** over it.

- If you only see a few buttons in your **Setup Wizards** tab, click the drop-down list arrow at the top of the tab and select **All Wizards** from the list that appears. All your Setup Wizard buttons should immediately return.

- You must exit the Clipboard Editor before you can see your newly added clips in the **Prompt for item to paste** window.

- You must have an insertion point available before the QuicKeys Clipboard "paste" function works properly.

- If you delete, rename, or move custom icons that are used in toolbars, the toolbar button that used that icon will no longer display that graphic.

- It is possible to add toolbar *buttons* to *toolbars* that have a different scope than the Actions represented by the toolbar buttons. This capability may keep the Action that is triggered with the toolbar button from functioning properly. For example, a toolbar button representing a Microsoft Word Action can be added to a toolbar that only works in Internet Explorer.

- If you have an Action that doesn't function properly with a toolbar trigger, try using a hot key trigger instead.

- Make sure when you create toolbar triggers that you do not create an infinite loop. For example, you can repeatedly choose the current toolbar as a QuicKeys button in the Toolbar Button Wizard.

Multi-User Workstations

If your Windows machine is on a network, you probably have to provide your user name and password when you restart your computer. If you start QuicKeys and create Actions after completing the login process, those Actions are stored in a preference file that is linked to your user name and password. The benefit of this architecture is that multiple users can log into the network from the same workstation, yet retain their own personal QuicKeys Actions. The process is invisible to you, but it's important to know if you are concerned about your Actions being used by someone else.

Appendix B: Creating Custom Toolbar Icons

This chapter discusses how to create icons that can be used in QuicKeys toolbars. The ability to create your own toolbar icons enables you to completely customize how QuicKeys toolbars look and function.

Creating an Icon

The first step in using one of your icons in a QuicKeys toolbar is creating the icon. Your icon must use the **.ico** extension in the file name and it must have dimensions that equal 16x16 or 32x32 pixels.

The following example uses Microsoft's Paint program, since most Windows users install it with the system software. However, you can also use other graphics programs to create icons, such as Adobe® Photoshop®.

To create an icon:

1 Open the Paint program that is installed with standard installations of Windows.

2 Select **Attributes** from the **Image** menu.

3 In the Attributes dialog, type **32** in the Width and Height fields.

> ❖ You can also type 16 in both fields if you want to create a smaller icon.

4 Select **Pels** in the Units area to use Pixels as your unit of measurement.

5 Select whether you want to use **black and white** or **colors** in your icon.

6 Click **OK** when you are done. A blank square appears in the Paint dialog.

7 Use the tools in the Paint program's tool palette to create an image.

8 Select **Save as** from the **File** menu.

9 Navigate to the location on your hard drive where you want to save this icon.

10 Type a name for the icon in the File name field. For example, type **greenface.ico** to mark the file as an icon file.

11 Select **24-bit Bitmap** from the **Save as type** drop-down list.

12 Click **Save**. The new icon is saved to the location you specified.

Figure 159: The icon in this example was created with the circle tool, the line tool, and the pen tool

Setting the Icon in Quickeys

The next step in customizing your toolbar buttons is adding your new icon to your toolbar buttons.

To set a custom toolbar icon:

1 Right-click a button on an open toolbar.

2 Select **Set icon from file**.

3 Click the **Browse** button in the **Select Icon** dialog.

4 Navigate to the custom icon you just created.

5 Choose the icon and click **Open**. The Select Icon dialog appears.

6 Select the icon in the **Select Icon** dialog and click **OK**. The new icon appears immediately on the toolbar you selected.
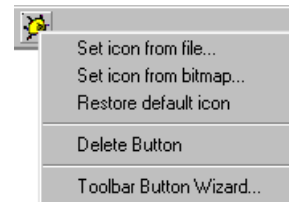
Appendix C:
The QuicKeys Architecture

QuicKeys is composed of three primary components: the QuicKeys Editor, the QuicKeys Engine, and QuicKeys plug-ins. Within those three primary components are several *secondary* components. To help you visualize this architecture, see the diagram below.

QuicKeys Editor

| Keyset Manager |
| Setup Wizard Manager |
| Sequence Editor | Action Editor Manager |

QuicKeys Engine

| Playback Manager |
| Recording Manager |
| Toolbar Manager |
| Scope Manager | Trigger Manager |

OLE Automation Interface

VB Script   Office Programs   Other Tools

Plug-In API

Plug-in
Plug-in
Plug-in
Plug-in
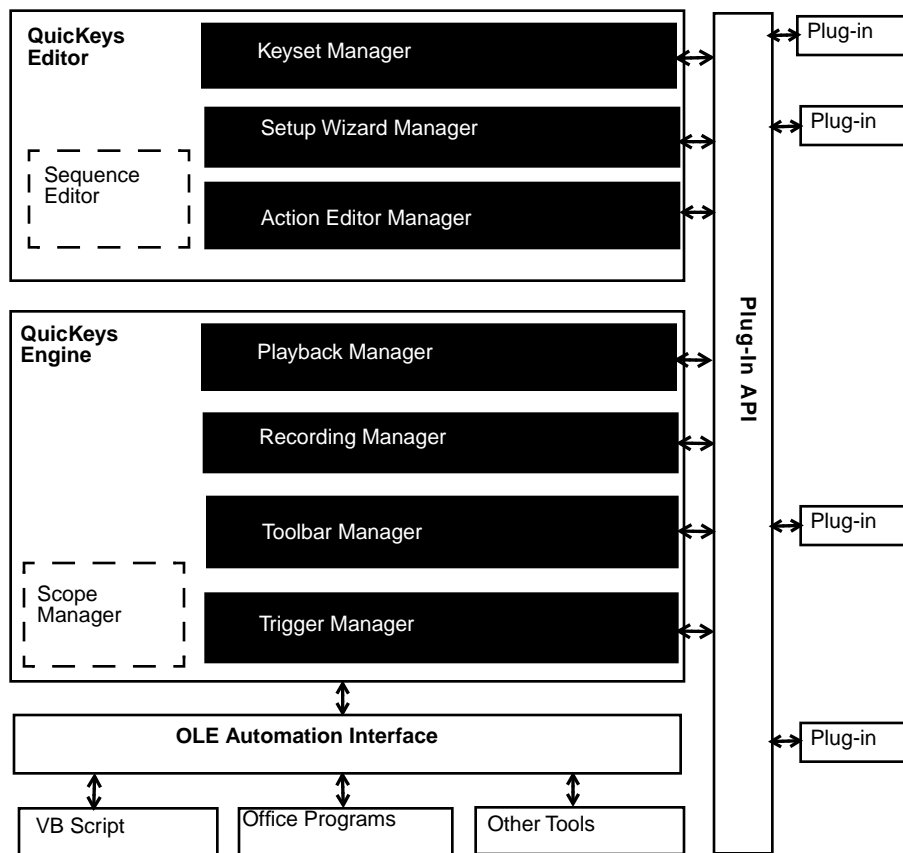
Appendix D:
Hot Keys That Cannot Be Used

There are some hot keys that QuicKeys cannot use because the hot key is reserved for another function. This appendix lists the "blacklisted" hot keys along with a brief explanation of why they cannot be used.

Hot Key	Why it can't be used
F1	Opens QuicKeys Windows online Help
Windows+E	Reserved for starting Windows Explorer
Control+Escape	Opens the Start menu
Alt+Tab	Opens the next program listed on the taskbar
Windows+Tab	Selects the next taskbar button
Windows+F	Locates files or folders
Windows+Control+F	Finds a computer on the network
Windows+F1	Opens Windows online Help
Windows+R	Opens the "Run" dialog
Windows+Pause	Opens the System Properties control panel
Windows+E	Opens Windows Explorer
Windows+D	Shows the desktop
Windows+M	Minimizes all windows
Windows+Shift+M	Maximizes all windows
F12	Used by the Windows operating system

Glossary

Action—Tasks QuicKeys completes. For example, you can trigger an Action by selecting the hot key you assigned to the Action.

Action Scope—The range of operation for an Action. For example, you can create Actions that only work when Microsoft Word is active or Actions that work in *any* active window on your computer.

Action Set— A collection of Actions or Sequences used primarily in the context of importing or exporting Actions. For example, users can export an Action Set and share it with another QuicKeys user.

clip—Individual item in a QuicKeys clipbook.

Clipboard—The system's holding area for an item selected using the Cut or Copy feature.

clipbook—The QuicKeys-specific holding area for selected text and graphics.

context menu—The menu that appears when you right-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.

drive—Storage device that holds computer data. A drive typically appears to reside locally on your computer, whereas a volume appears to reside on an external computer elsewhere on the network.

Extension—The part of a Windows file name that identifies file type, such as ".dll".

hot key—The key(s) you must press on your keyboard to trigger a QuicKeys Action.

parameters—Program-specific command lines you can use to further control the behavior of the selected file.

plug-in—Use to refer to existing QuicKeys components, such as the Change Folder Action, as well as to refer to future QuicKeys add-ons.

properties—Attributes or characteristics of an object used to define its state, appearance or behavior.

QuicKeys Editor—The main component of the QuicKeys interface where you access the Setup Wizards, My Keyboard, My Actions, and My Toolbar tabs as well as the various menu items.

QuickReference Card—The dialog that displays all of your Actions and hot keys.

QuicKeys menu—The context menu that appears when you right-click the QuicKeys icon located by default in the status area of the taskbar.

QuickStart Wizard—The wizard that appears when you have not yet created any Actions in QuicKeys.

run—The appearance of a file when it is opened with the Open Action.

scope—The range of operation for an Action. For example, you can create Actions that only work when the Microsoft Word is active or Actions that work in *any* active window on your computer.

Sequence—A series of Actions that execute consecutively.

Setup Wizards—The QuicKeys Editor tab that displays the various Setup Wizard buttons.

Setup Wizard buttons—The buttons that display in the Setup Wizards tab of the QuicKeys Editor.

shortcut—The icon that appears when you drag a QuicKeys Action to the desktop and it becomes an "official" Microsoft shortcut.

taskbar—The bar that appears by default at the bottom of the Windows 95 desktop. A QuicKeys icon displays in the status area of the taskbar. When you right-click the QuicKeys menu, a context menu appears that makes Toolbars, recording options, and open and exit options available.

toggle—Turns a particular mode on or off. For example, you can toggle hot keys on or off.

toolbar—The graphical palettes you can use to trigger hot keys and display Action menus.

trigger—Directs QuicKeys to start an Action.

URL—Uniform Resource Locator. The Worldwide Web (WWW) consists of URLs that take you to specific Web sites. For example, CE Software's URL is http://www.cesoft.com/

volume—(1)The level of sound on your computer. (2) Network hard disk space.

Index