

## Contents

### **EZ Macros - A product of American Systems**

EZ Macros 5.0a has some exciting new features that continue to make it the ultimate keyboard macro utility. The intuitive interface makes EZ Macros the perfect tool for both new and experienced users. And EZ Macros can help you to automate all of the repetitive tasks you face each day!

With EZ Macros you can "record" keystrokes and/or mouse movements or you can create macros manually. Hundreds of possible macro hot keys are available. When you create or edit a macro, EZ Macros lets you insert pauses, delays, sounds, date, time, and more! The "Type-A-Macro" feature lets you assign macros to characters you enter rather than 'hot keys.' This makes them perfect for inserting text because you can use them without moving your fingers from the keyboard.

With the FREE companion program, EZ Scheduler, macros can be scheduled to run at Windows startup, once, hourly, daily, weekly, and monthly. If you're concerned about security, EZ Macros lets you create "secure" macros. A secure macro is protected by a password created by you. Secure macros can only be edited, deleted, or scheduled by entering the password and no one can see the keystrokes that activate them!

With EZ Macros 5.0a you can also create menus to make your macros even easier to use. Pick existing macros, place them in a list, give each a title -- it's just that easy! You can even test your menu before you finish it. A great way to group macros together so you can pop them all up at once and pick the one you want. Another exciting feature is the ability to create self-contained EXE macros! That's right... now you can make your macros into miniature programs. Share your EXE macros with family and friends. The possibilities are endless.

So, save time and effort and reduce the number of repetitive tasks in your day. Do it with EZ Macros 5.0a -- the ultimate keyboard macro utility!

[How to use EZ Macros](#)

[Ordering EZ Macros](#)

[Product Support](#)

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## EZ Macros 5.0a Order Form and Registration

To **print this form**, click on the 'File' menu, then click on the 'Print Topic' option.

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## Product Support

American Systems provides user support to registered versions via mail, and/or telephone.

American Systems will answer questions and resolve serious bugs for the first three months after registration. For problems involving a specific hardware or software environment or feature, we may choose not to modify the program. In that case, if a problem is reported within three months after purchase, then we shall offer to refund the user's purchase price.

If a bug prevents you from evaluating EZ Macros during the first 30 days (prior to purchase), American Systems will attempt to assist but is not under obligation to resolve issues beyond our control.

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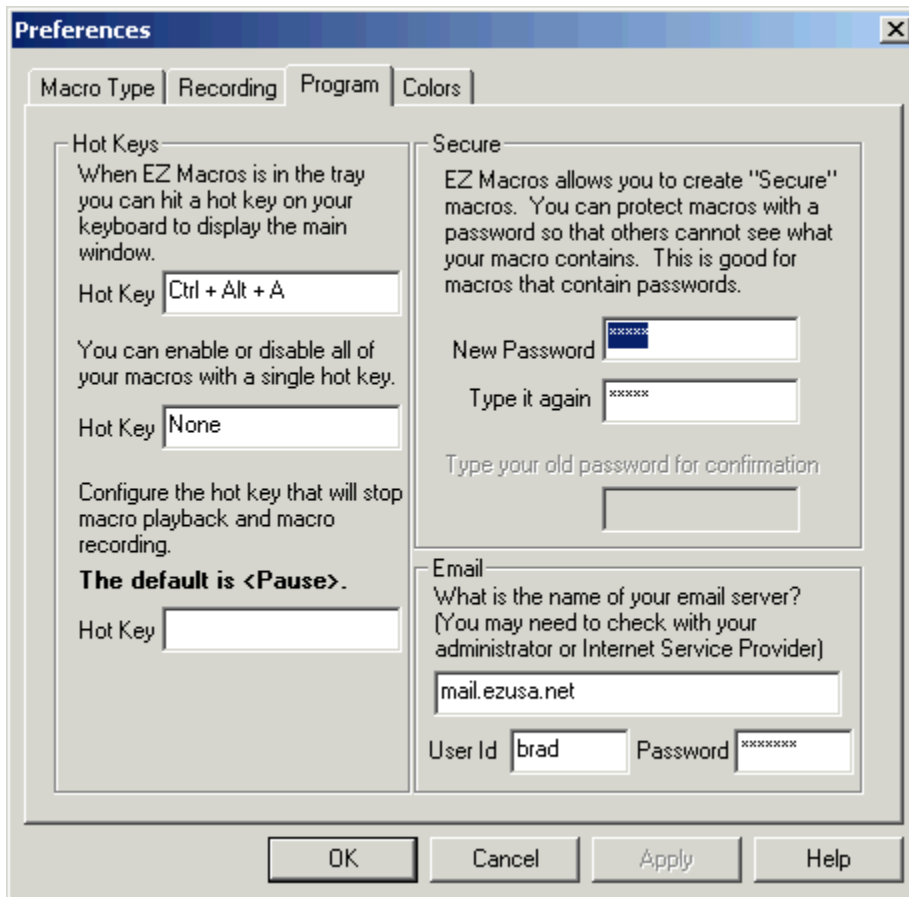
Address:

American Systems  
5424 Rufe Snow #320  
Fort Worth, TX, 76180  
Care of Windows Utilities Division

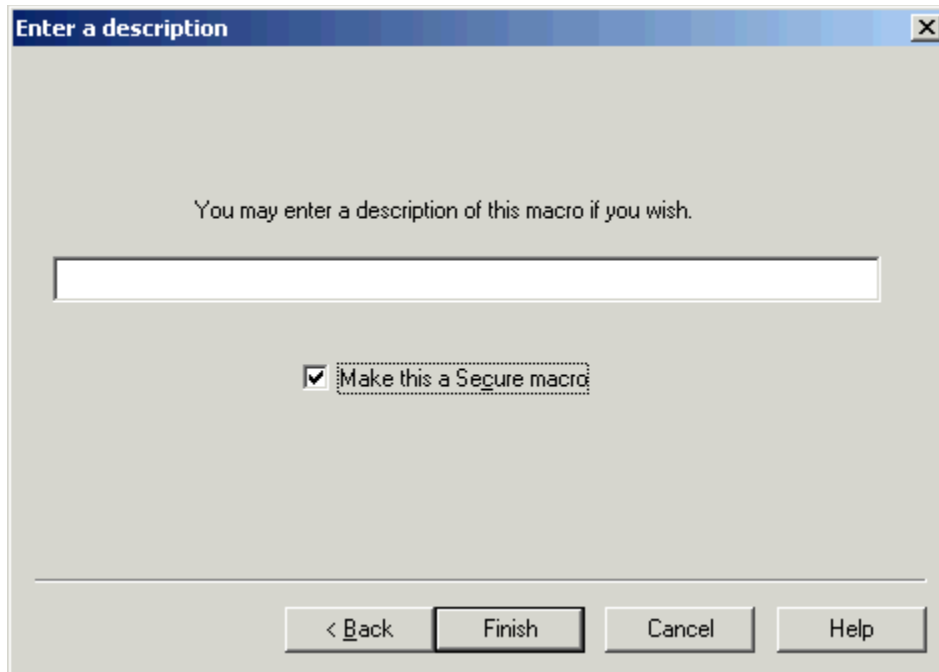
Please share the evaluation version of EZ Macros with others for the purpose of evaluation as long as it is unaltered and distributed in its entirety.

# Secure Macros

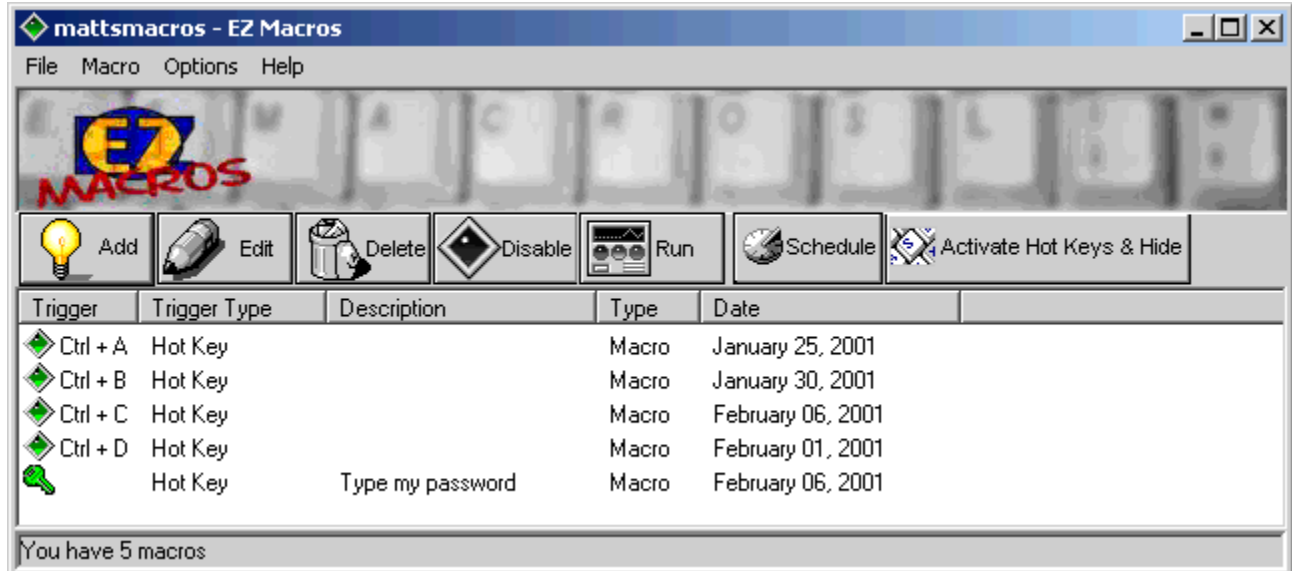
**Secure macros provide you with a way of restricting others from editing, viewing, deleting or scheduling your macros.** Only you have access to work with your macros. Secure macros are password protected. You set the password by clicking File..Preferences and selecting the Program tab. See below.



If you want a macro to be secure check the "Secure" box in the "Enter a Description" window. See below:

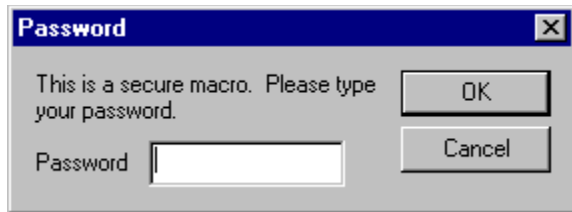


When you are looking at your list of macros, the macros with the key at the left are the ones that are secure. Notice that the trigger is hidden. This keeps others from knowing what your trigger is.



Let's say you have your password set up in a macro. You would not want someone to know what hot key types your macro would you?

**When you edit, delete, or schedule a secure macro** you are prompted for your password.



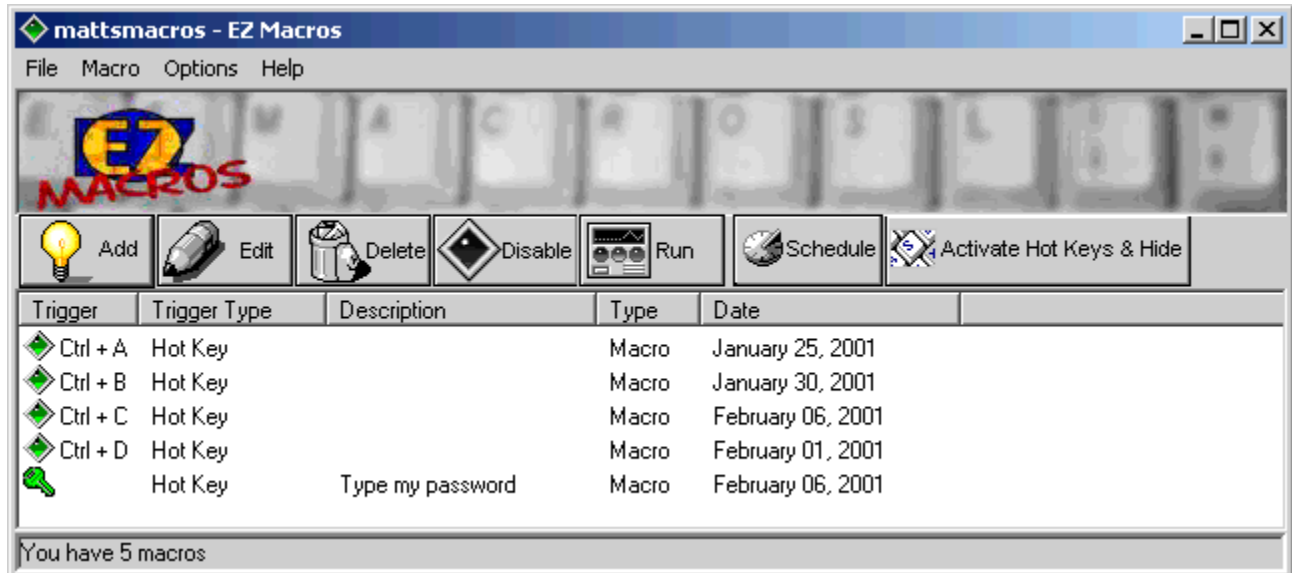
If you correctly type your password and press <Ok> you then proceed to edit, delete, or schedule your macro. If you do not type your password correctly, you will not be allowed to edit, delete or schedule your macro.

**Note:** The menu command Options..View Secure Macros allows you to unlock all of your secure macros. When you click Options..View Secure Macros you are prompted for your password. When you correctly type your password all of your secure hot keys are displayed. You may then edit, delete, or schedule your macro without having to type your password in again.

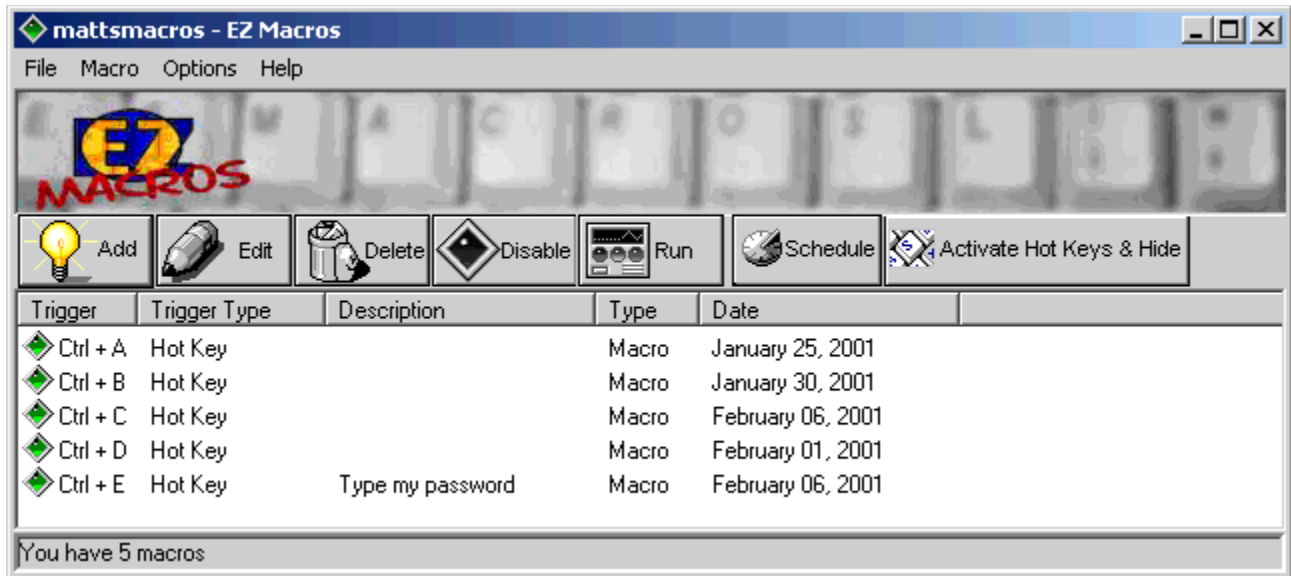
The **Options..View Secure Macros** menu command allows you to display the hot keys for all your secure macros and disables the password protection as long as EZ Macros is running.

When you click Options..View Secure Macros you are prompted for your password. When you successfully type it in all the hot keys are displayed. You can then edit, delete or schedule any macro without having to type your password.

When you start EZ Macros it looks like this.



When you click Options..View Secure Macros and type your password, EZ Macros looks like this.

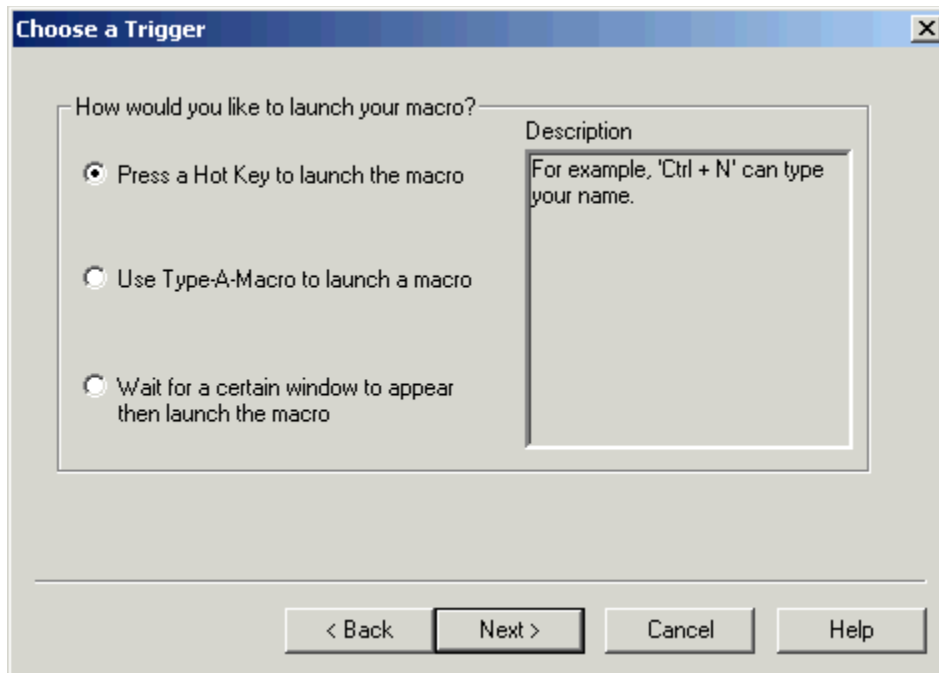


Notice that the macro with the key next to it is the secure macro and that it's hot key is now revealed.

If you want to hide your secure macros again, just click Options..View Secure Macros again.

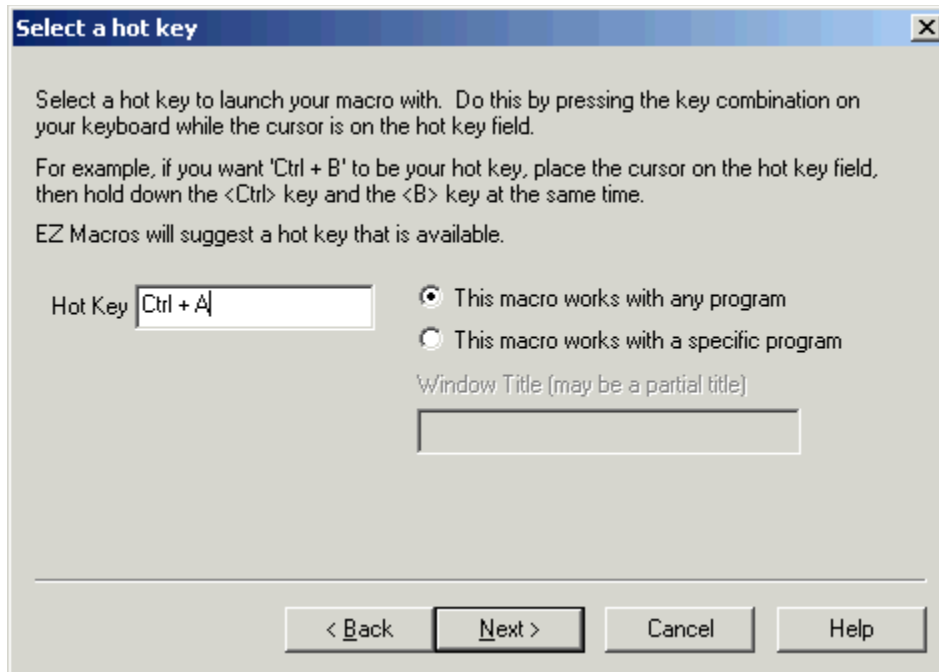
# How do I launch a list of programs with a single hot key?

1. Click the <Add> button and a wizard will guide you through the steps.
2. You will be asked by the wizard for the type of macro you want to create. Choose "Launch a list of programs."
3. First choose how you will launch the macro. See the window below.



- 4a. If you choose "**Press a hot key**" you will see the window below.



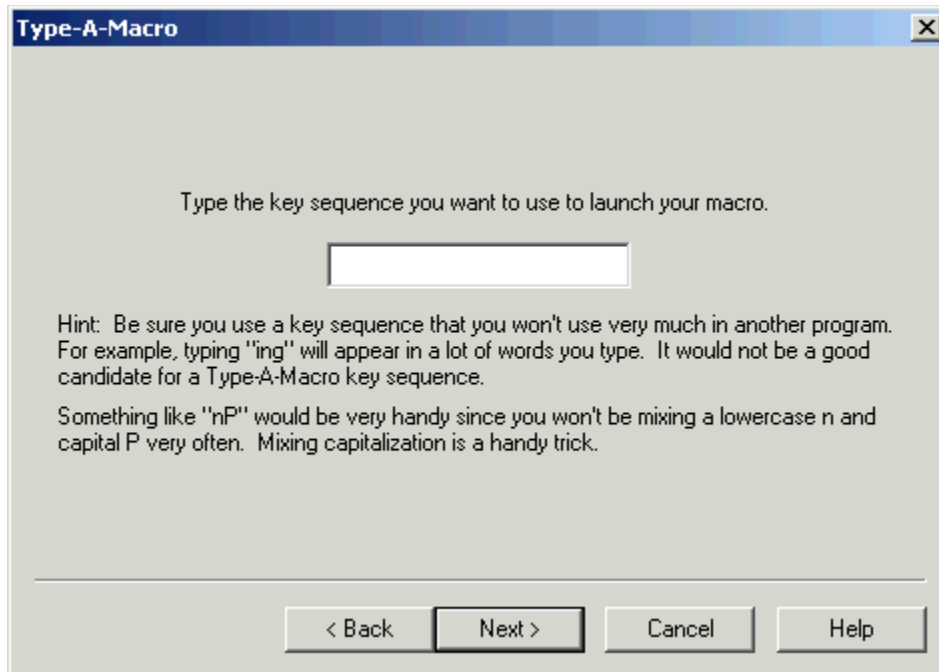


Make sure that the cursor is blinking in the field. Then strike the key(s) that you will use to run your new macro. We recommend that you choose key combinations like <Ctrl+B>, or <Shift+F8>, etc. If you choose keys like <E> or <O>, this could interfere with the way you use your other software. For example, if you are using a word processor and you type

"Every good boy does fine"

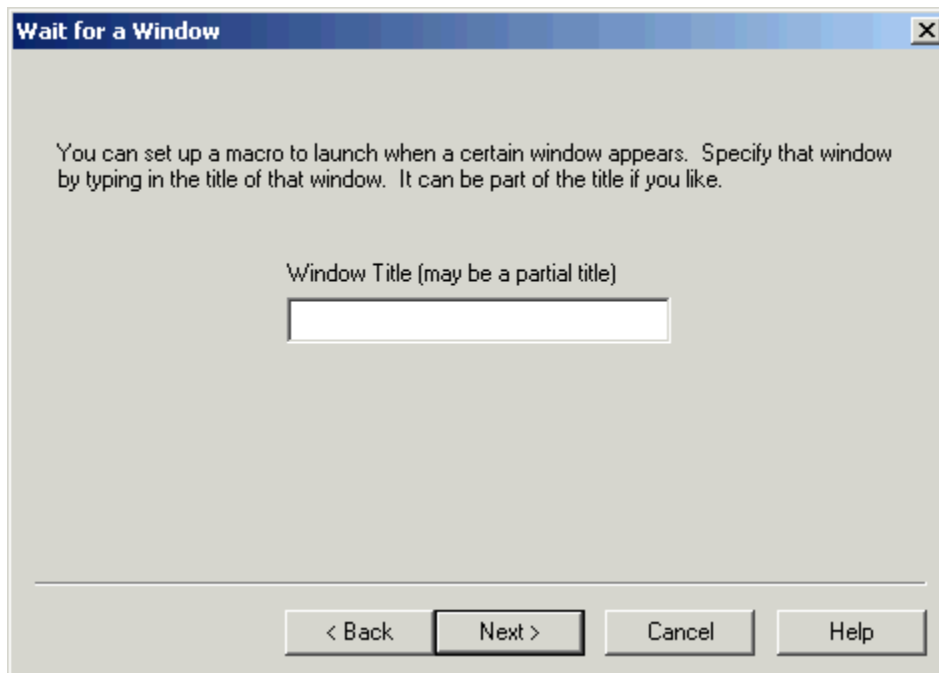
and you have a macro set up for the <E> key, then your 'E' macro would run instead of the 'E' appearing in your word processor's window.

4b. If you choose "**Use Type-A-Macro**" to launch a macro you will see the window below.



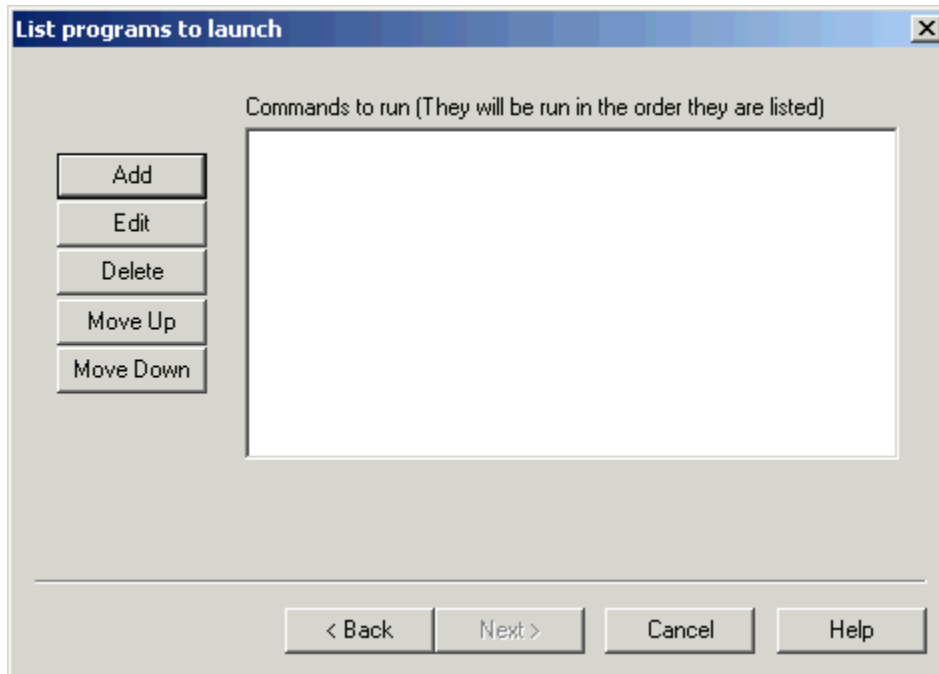
This is where you type the keysequence you want to use to launch your macro. Be sure you use a key sequence that you won't use very much in another program. For example, typing "ing" will appear in a lot of words you type. It would not be a good candidate for a Type-A-Macro key sequence. Something like "nP" would be very handy since you won't be mixing a lowercase n and capital P very often. Mixing capitalization is a handy trick.

4c. If you choose "**Wait for a certain window to appear...**" you will see the window below.

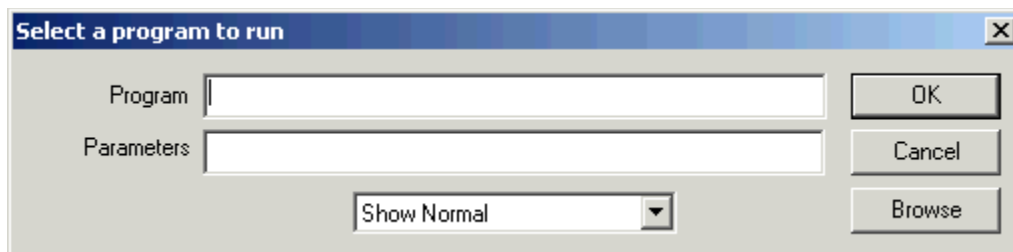


You can type all or part of the title of a window you will be setting up this macro to watch for. For example if you enter 'Notepad', this macro will launch when the Notepad program starts.

5. You now see a blank list of programs to launch. See the window below.



6. Click the <Add> button to add a program to launch. The window below will appear.



In the 'Program field' type the path to the program you wish to run. You can click the <Browse> button to help you find your program. In the 'Parameters' field, type the command line parameters to the program. If you want the program to run minimized, click the 'Run Minimized' box.

For example, if you want to run Paintbrush minimized and have it automatically load a BMP file from the C:\WINDOWS directory you would enter

pbrush.exe

in the "Program" field and enter

c:\windows\argyle.bmp

in the "Parameters" field and check the "Run Minimized" box.

After you click <Ok> you will return to the program list window mentioned in item 4. You will see your program listed in the list. Now you can add more programs to the list if you wish. If you have more than one program in the list you can rearrange them by pressing the <Move Up> and <Move Down> keys.

7. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.

## Include a Macro

**The <Include> button on the Edit Macro window allows you to include macro data stored in a text file at the time your macro executes.** For example lets say you have a macro that types "Billy Button bought a biscuit"

And you create a file called C:\MYFOLDER\MYMACRO.TXT that contains the phrase "a broken buttered ".

Now if you insert the cursor between before the word "biscuit" in the macro and clicked the <Include> button and chose the file C:\MYFOLDER\MYMACRO.TXT, the phrase "Billy Button bought a broken buttered biscuit" would be typed.

This is handy when your macro data may change from time to time but you don't want to rewrite your macro.

## Activate Window

The **<Activate Window>** button on the **Edit Macro** window allows you to switch to another window or launch a program in the middle of your macro. This is handy when you want to switch programs in the middle of a macro. See below.

The screenshot shows the "Activate Window" dialog box. It features a title bar with a close button. The main area contains an explanatory text block, two buttons ("OK" and "Cancel"), and three radio button options. The first option, "Activate a window", is selected. Below these options is a text input field for the "Window Title". A section titled "Launch Program" is also visible, containing fields for "Program Filename" (with a "Browse" button), "Parameters", "Default Folder", and a "Delay (In seconds)" spinner set to 0.

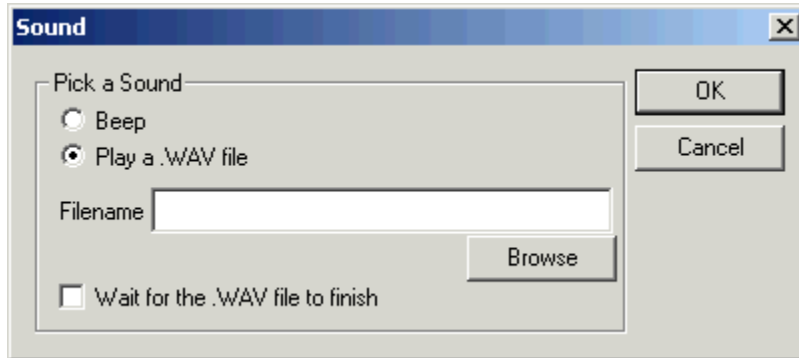
If you select "**Activate a window**" the Window Title field is enabled. You can type the title or part of the title of a window that you will assume is currently running in the system when the macro is executed. At the point in the macro when you insert this command EZ Macros will search for a window with this title and bring it to the foreground.

If you select "**Launch a program**" the Launch Program group of fields are activated and the Window Title field is disabled. Type the program location in the Program Filename field that you want to run. Use the <Browse> button if you need help locating the program. If the program you want to run requires parameters, enter those in the "Parameters" field. Normally these are documented in the vendors documentation. After the program is launched you can specify a time delay. This is the number of seconds to wait until the macro continues.

If you select "**Launch a program and activate it**", both sets of fields are activated and you can do both. First the program is run, then the time delay, then the window you specify is activated.

## Insert Sound

**The <Insert Sound> button on the Edit Macro window allows you to play a sound (WAV file) or a beep in the middle of your macro.** See below.

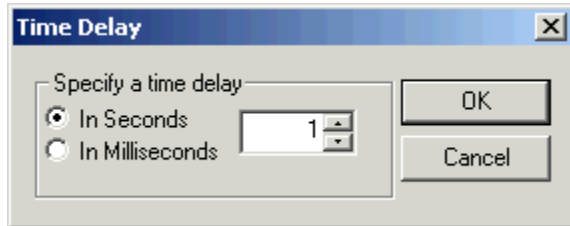


Click Beep if you simply want a beep in your macro. Click "Play a .WAV file" if you want to play a sound file. You then will need to type the folder and filename of where the sound file is. Use the <Browse> button if you need help locating the sound file.

You have the option of having the macro pausing until the macro finishes playing or continuing as soon as the macro starts to play. If you want it to pause click "Wait for .WAV file to finish."

## Insert Delay

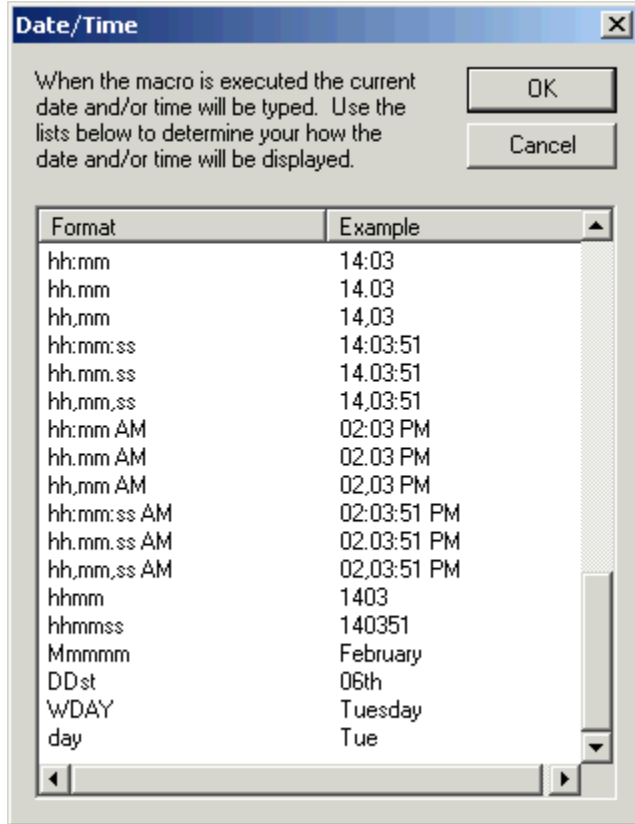
The <Insert Delay> button on the Edit Macro window allows you to stop the macro for a given number of seconds or milliseconds then continue.





## Insert Date/Time

The <Insert Date/Time> button on the Edit Macro window allows you to have the macro type the current date or time into the program the macro is typing to.



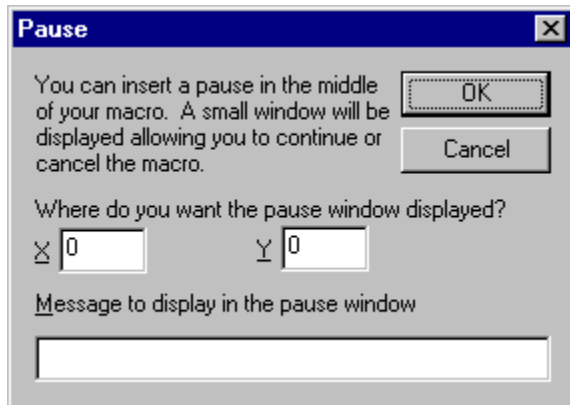
For example, assume today's date is January 29, 1998 and it's 5:52 PM. Also assume that you created a macro 3 weeks ago so that when you press Ctrl + D the current date and time is typed in like the following

01/29/98 5:52PM

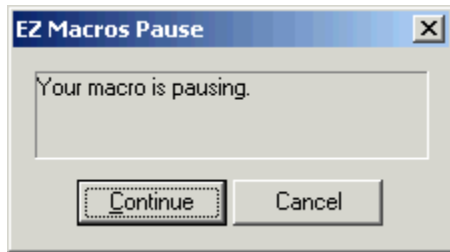
You do this by picking the format you want from the list. See the graphic above.

## Insert Pause

The <Insert Pause> button on the Edit Macro window allows you to pause the macro when the macro is playing back. Then have the option of continuing the macro or stopping the macro.

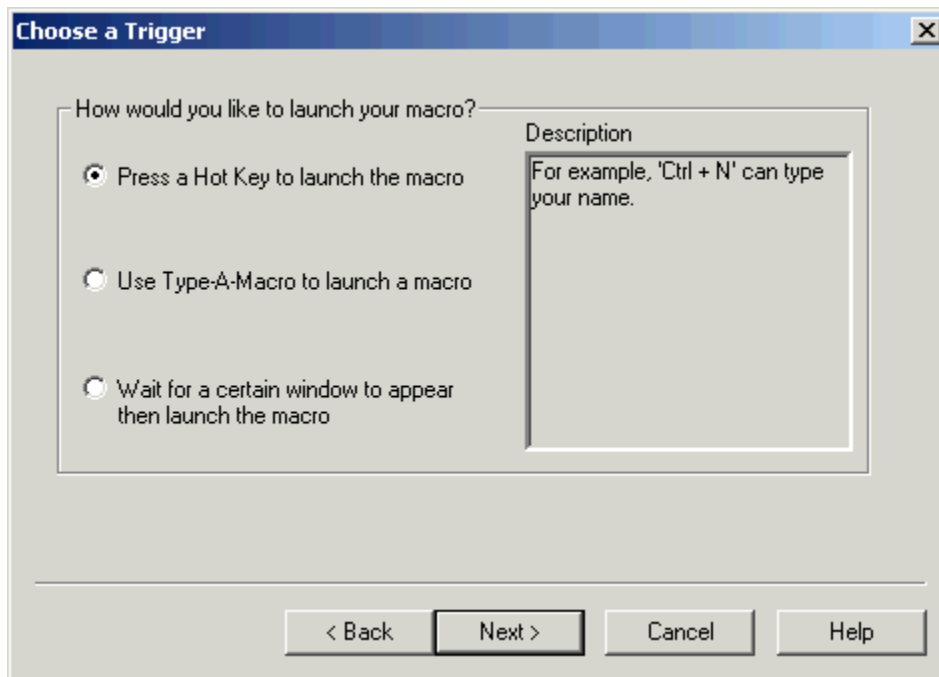


You are required to enter the x and y location on the screen where you want the EZ Macros Pause window to appear when the macro pauses. Also if you like you can enter a custom message that will be displayed when the pause window appears. Here is what the pause window looks like when the macro is paused.

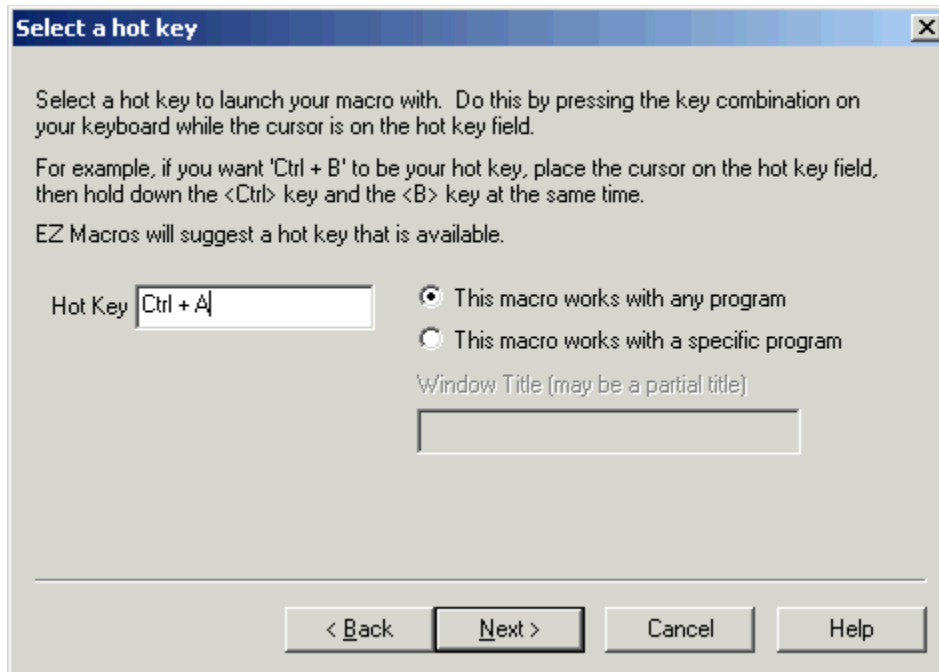


# How do I create a mouse and keyboard macro and launch it with a single hot key?

1. Click the <Add> button and a wizard will guide you through the steps.
2. Choose "Remember mouse and keyboard events" and click <Next>
3. First choose how you will launch the macro. See the window below.



- 4a. If you choose "**Press a hot key**" you will see the window below.

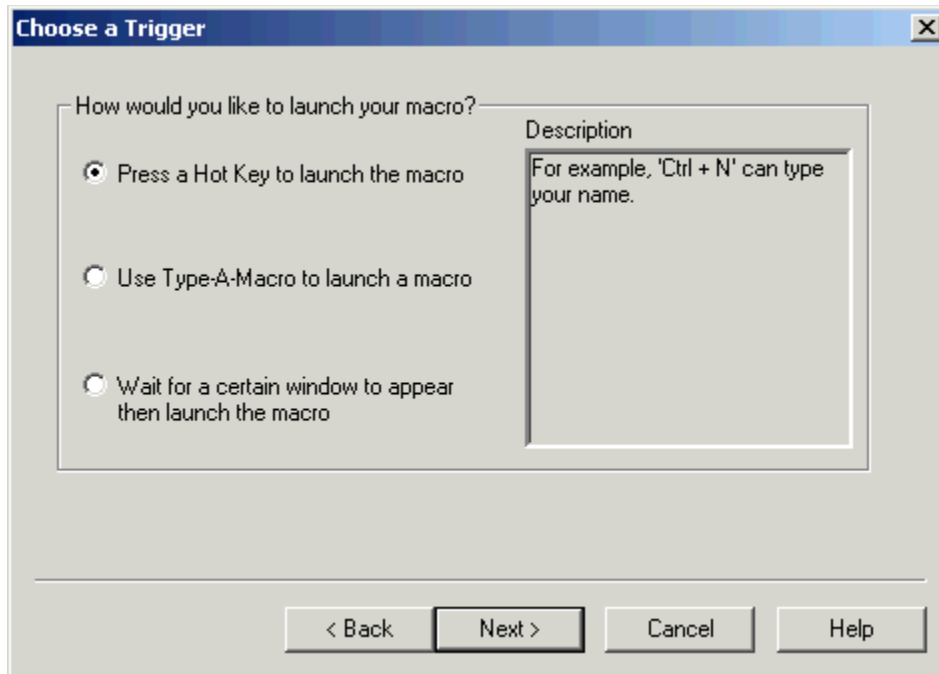


Make sure that the cursor is blinking in the field. Then strike the key(s) that you will use to run your new macro. We recommend that you choose key combinations like <Ctrl+B>, or <Shift+F8>, etc. If you choose keys like <E> or <O>, this could interfere with the way you use your other software. For example, if you are using a word processor and you type

"Every good boy does fine"

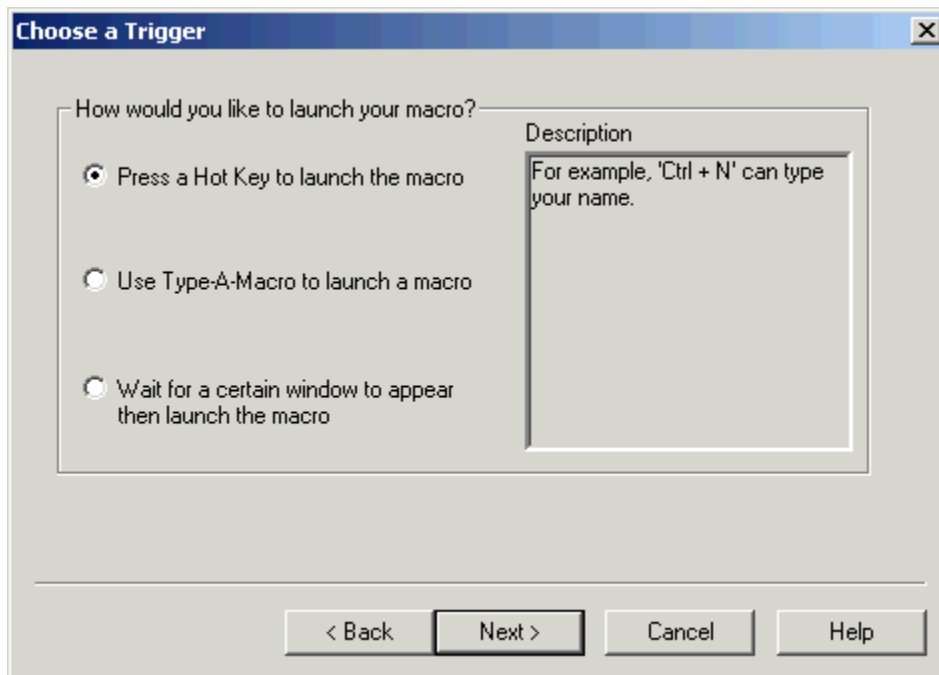
and you have a macro set up for the <E> key, then your 'E' macro would run instead of the 'E' appearing in your word processor's window.

4b. If you choose "**Use Type-A-Macro**" to launch a macro you will see the window below.



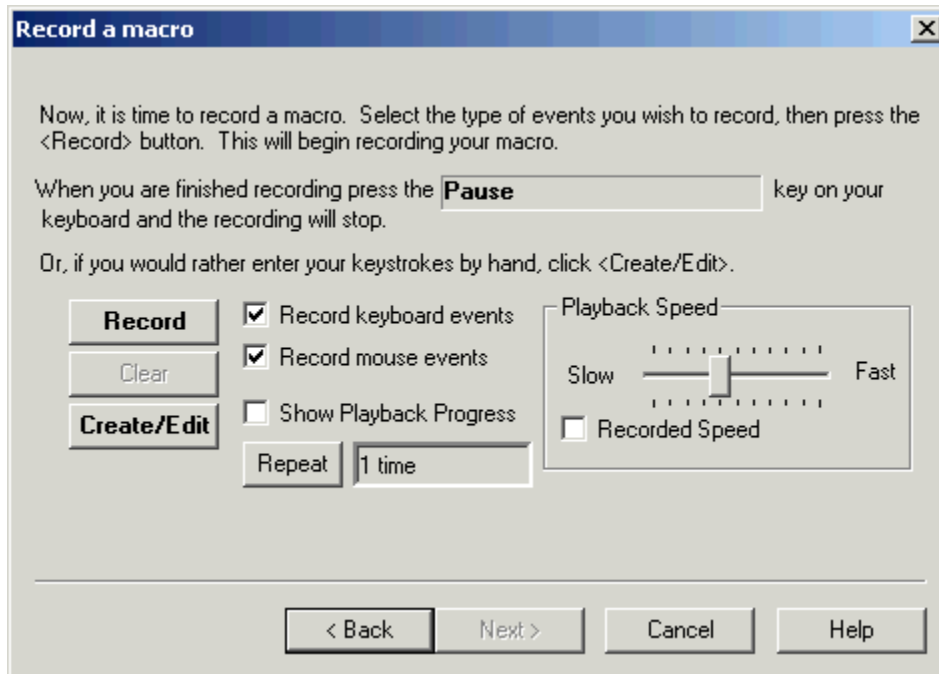
This is where you type the keysequence you want to use to launch your macro. Be sure you use a key sequence that you won't use very much in another program. For example, typing "ing" will appear in a lot of words you type. It would not be a good candidate for a Type-A-Macro key sequence. Something like "nP" would be very handy since you won't be mixing a lowercase n and capital P very often. Mixing capitalization is a handy trick.

4c. If you choose "**Wait for a certain window to appear...**" you will see the window below.



You can type all or part of the title of a window you will be setting up this macro to watch for. For example if you enter 'Notepad', this macro will launch when the Notepad program starts.

5. You now see the default settings for this new macro.

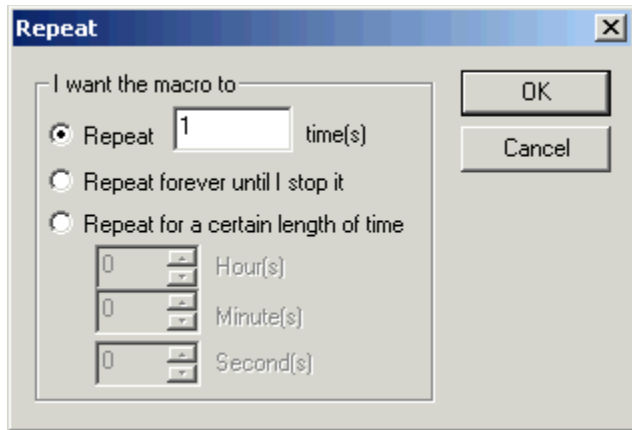


By default you will be recording keystrokes and mouse movements and clicks. Keystrokes and mouse movements and clicks are also known as 'events'. You can click the "Record keyboard events" box to record keystrokes, the "Record mouse events" box to record mouse information, or you can click both boxes to capture both.

Notice the 'Repeat' button. By clicking this you can set the macro to repeat

- . a certain number of times
- . over and over again for a certain period of time
- . or repeat for ever until you hit the <Pause> key to stop it.

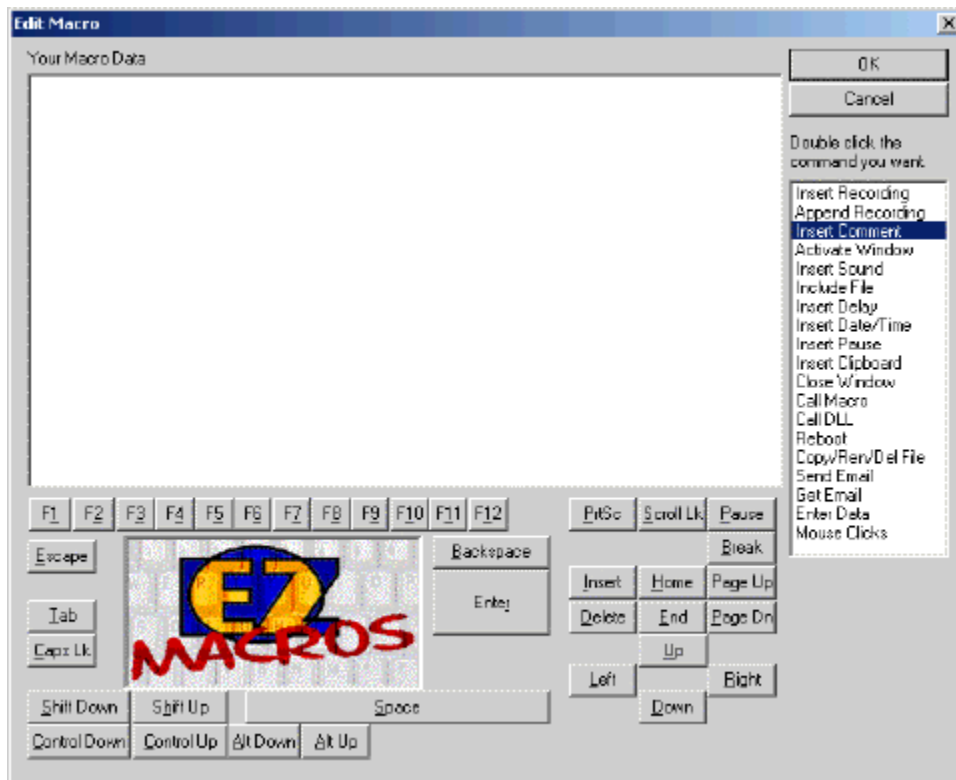
See the window below.



6. When all of your settings are the way you like them, you may either create the macro by hand or record your keystrokes.

If you want to record your keystrokes click the <Record> button. The EZ Macros window disappears, and a green light appears in the tray window (the clock window). When the green light is on you are recording a macro. Now is the time to type and/or move your mouse for your macro. When you are finished recording your macro, hit the "macro stop hot key" on your keyboard. (This is the <Pause> key by default. But you can change it in the File..Preferences..Program window.)The EZ Macros window will reappear, and the green light in the system tray will turn to a red light.

If you want simply to create the macro by typing the text in a text editor, click the <Create/Edit> button. You will be presented with a window like this.



This is a simple method for typing macros exactly the way you want them to appear in your macro. If you want to insert special keys, like F1, click the <F1> button. Notice the buttons on the right of the window called:

[Activate Window](#)

[Insert Sound](#)

[Include](#)

[Insert Delay](#)

[Insert Date/Time](#)

[Insert Pause](#)

[Insert Comment](#)

Call Macro - Allows you to call another macro from the current macro

[Call DLL](#)

Reboot - Allows you to log off, shutdown or restart the computer from the macro

Copy/Ren/Del File - Allows you to copy, rename or delete a file in your macro

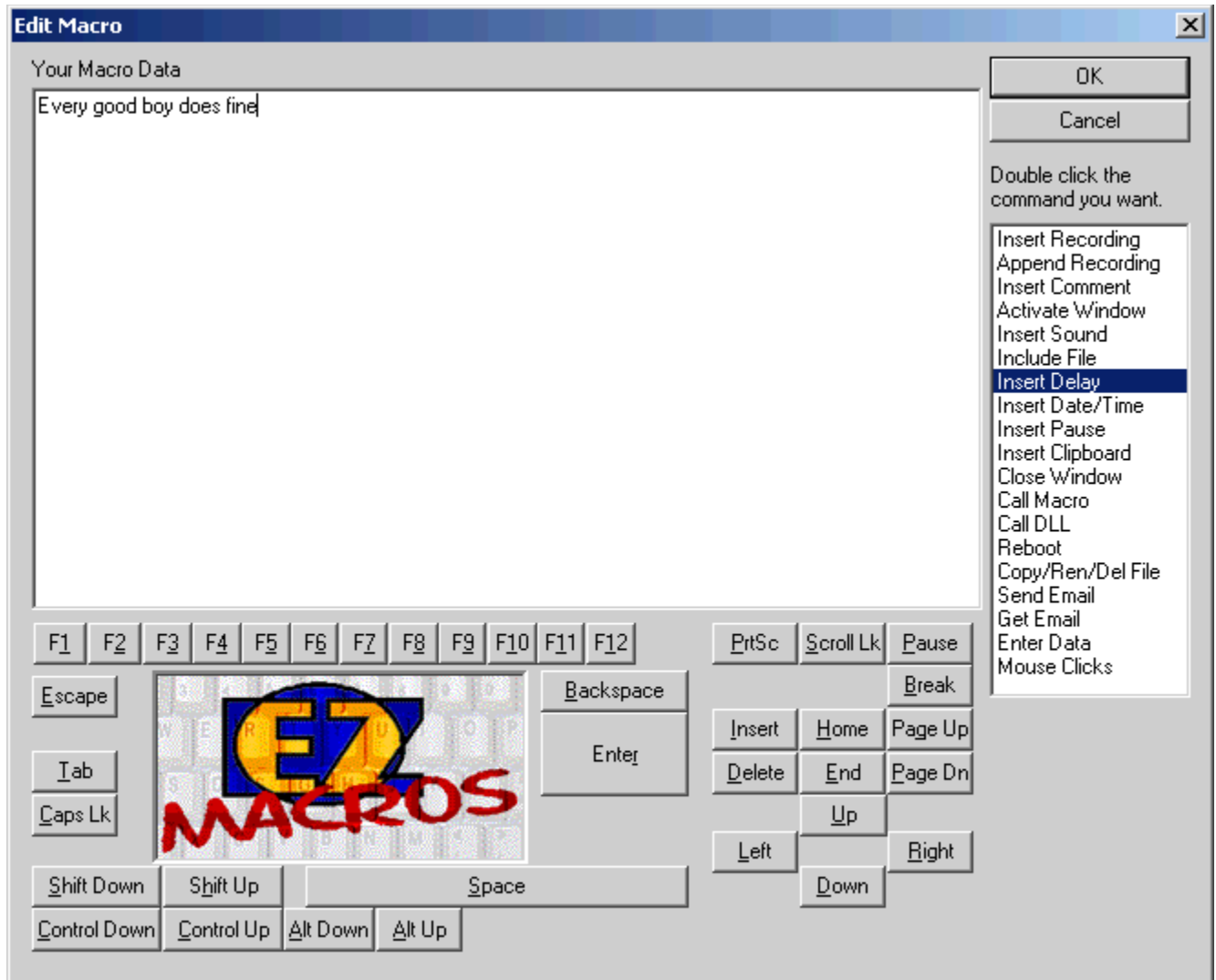
Email - Allows you to automatically generate and send an email, or automatically start an email and allow you (or a macro) to edit it.

Enter Data - Used for allowing you to stop the macro while playing, typing some data for the macro to insert for you, then continuing the macro.

Click on these button names above to learn about each function.

8. After you record or create your macro the first time, you can click the <Edit> button to see the list of events stored in your macro.





You can insert a recording into the existing one. Just highlight the row that you want, click the <Insert Recording> button, and the new instructions will be inserted before the highlighted row.

You can append a recording onto the end of the existing one by clicking the <Append Recording> button. When you are finished recording your macro, hit the "macro stop hot key" on your keyboard. (This is the <Pause> key by default. But you can change it in the File..Preferences..Program window.) You will see the new events in the list.

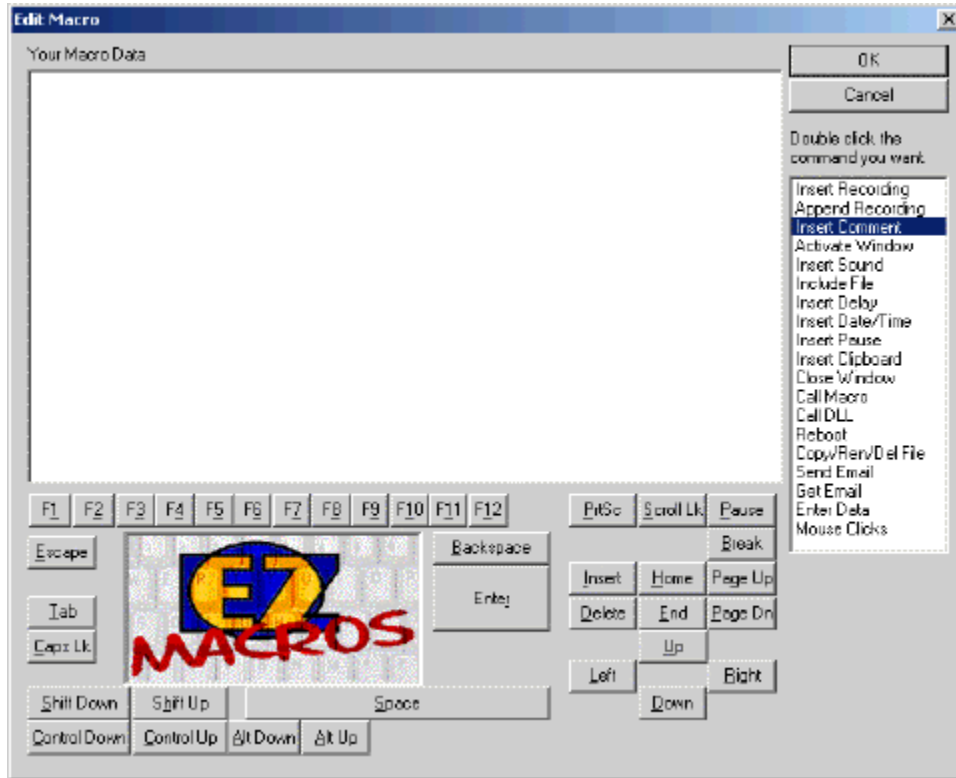
9. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.

## How do I activate my hot keys?

To activate the hotkeys listed in the EZ Macros main window, simply click the <Activate Hot Key's and Hide> button. The green light will appear in the tray window (the clock window). Your hot keys will now be active.

## Insert Comment

Comments are for your benefit only within the macro. They do not serve a functional purpose. They are merely there for you to document your macro. For example, see the window below.



## Call DLL

\*This is a very handy tool for programmers. Be absolutely sure you know what you are doing. If you screw up, you could cause damage to data on your PC and possibly your PC itself.

This gives you the ability to call a function in a DLL. You must know the name of the DLL, and the name of the function you wish to call. You cannot pass parameters to the function. So be sure the function does not require any parameters.

For example, you can have a macro like the following:

```
<CallDLL:(D:\dlltest\mytest.dll)(DisplayMsg)>
```

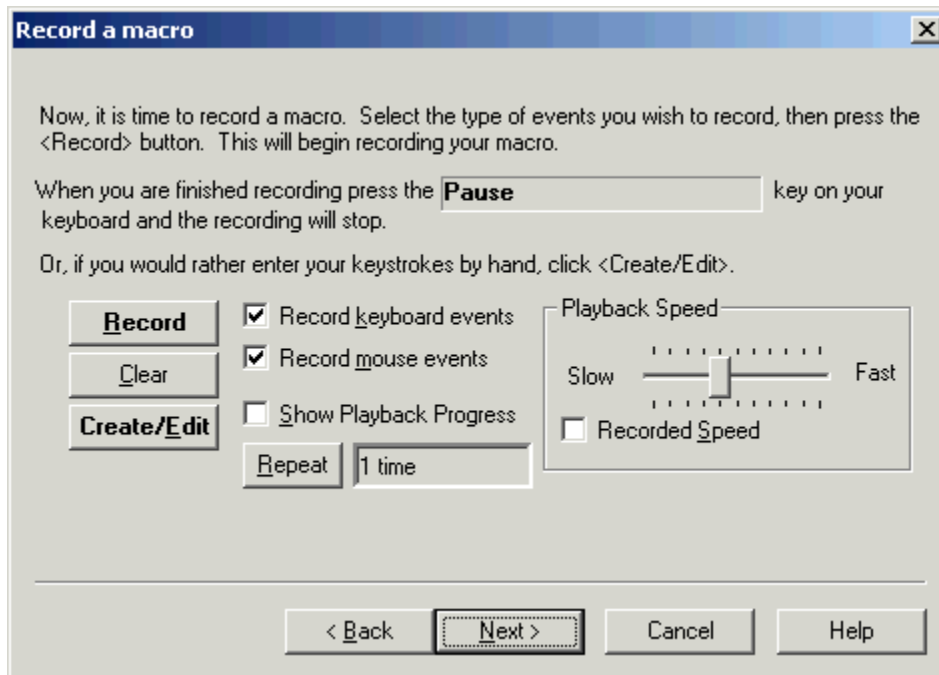
It will load the DLL mytest.dll in the D:\dlltest folder and call the DisplayMsg function.

Here is an example function written in C/C++:

```
void DisplayMsg(void)
{
  MessageBox(NULL, "EZ Macros called this function", "EZ Macros test", MB_OK|
  MB_TASKMODAL);
}
```

## How do I edit a macro?

1. Select the macro you want to edit and click the <Edit> button. Make sure that the macro 'type' in the main EZ Macros window is 'Macro'.
2. You now see the default settings for this macro.

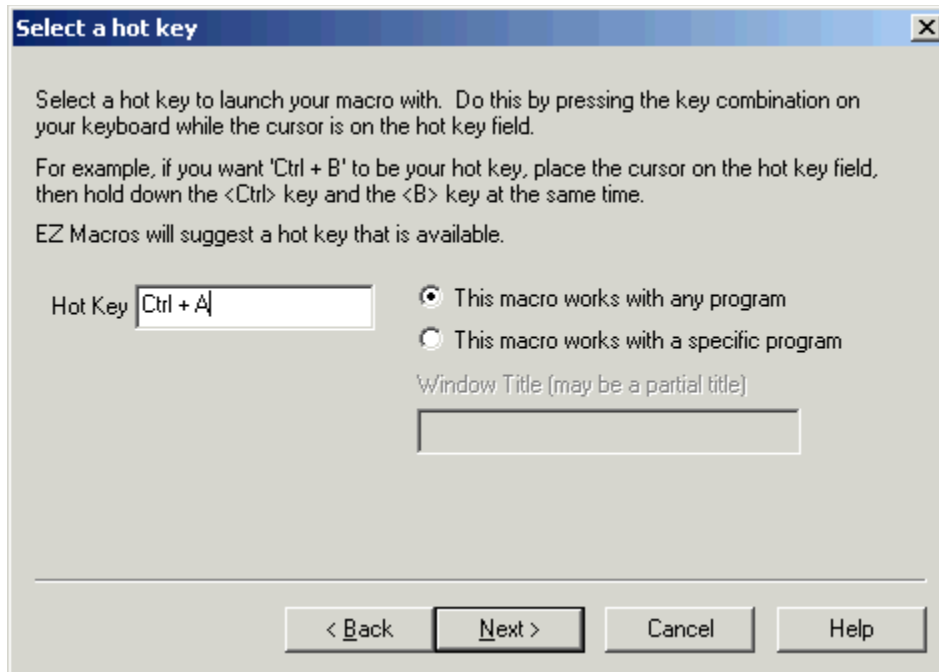


By default you will be recording keystrokes and mouse movements and clicks. Keystrokes and mouse movements and clicks are also known as 'events'. You can click the "Record keyboard events" box to record keystrokes, the "Record mouse events" box to record mouse information, or you can click both boxes to capture both. If you only want one to record one type of event, click on the one you do not want. Only the events checked are the events that will be recorded.

Now notice the 'Repeat Count' field. This is the number of times the macro will be played back when you run the macro. This is very handy when performing repetitive tasks such as editing text or "massaging data".

**3. If you want to rerecord the macro** click the <Record> button. The EZ Macros window disappears, and a green light appears in the tray window (the clock window). When the green light is on you are recording a macro. Now is the time to type and/or move your mouse for your macro. When you are finished recording your macro, hit the <Pause> key on your keyboard. The EZ Macros window will reappear, and the light will turn to red. (The <Pause> key will not be apart of the macro.)

**If you want to edit the macro** or add/insert a macro within the existing macro click the <Create/Edit> button. The window below will appear.



If you want to insert special keys, like F1, click the <F1> button. Notice the buttons on the right of the window called:

[Activate Window](#)

[Insert Sound](#)

[Include](#)

[Insert Delay](#)

[Insert Date/Time](#)

[Insert Pause](#)

[Insert Comment](#)

Call Macro - Allows you to call another macro from the current macro

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Reboot - Allows you to log off, shutdown or restart the computer from the macro

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Enter Data - Used for allowing you to stop the macro while playing, typing some data for the macro to insert for you, then continuing the macro.

Click on these button names above to learn about each function.

You can insert a recording into the existing one. Just click on the position you want to insert the recording into, and the new instructions will be inserted before the highlighted row. When you are finished recording, click the <Pause> key on your keyboard.

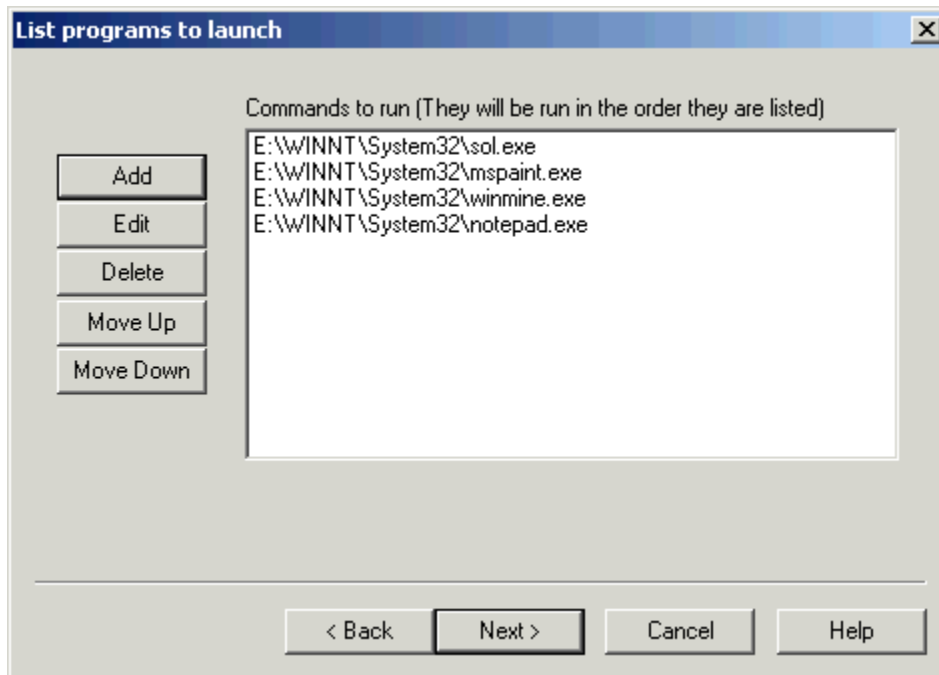
You can append a recording onto the end of the existing one by clicking the <Append Recording> button. When you are finished recording, click the <Pause> key on your keyboard.

4. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.



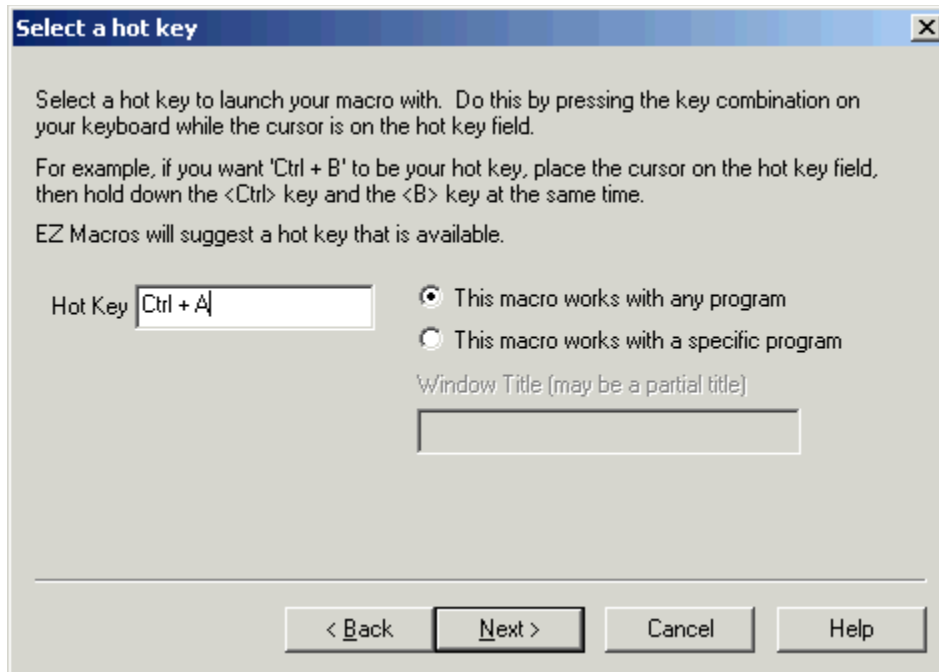
## How do I edit my list of programs to launch?

1. Select the program list you wish to edit and click the <Edit> button. Make sure that the macro 'type' in the main EZ Macros window is 'Program'.
2. You now see your list of programs. See the window below.



3. **If you want to add programs to the list of programs to execute**, click the <Add> button to add a program to launch. The window below will appear.





In the 'Program' field type the path to the program you wish to run. You can click the <Browse> button to help you find your program. In the 'Parameters' field, type the command line parameters to the program. If you want the program to run minimized, click the 'Run Minimized' box.

For example, if you want to run Paintbrush minimized and have it automatically load a BMP file from the C:\WINDOWS directory you would enter

pbrush.exe

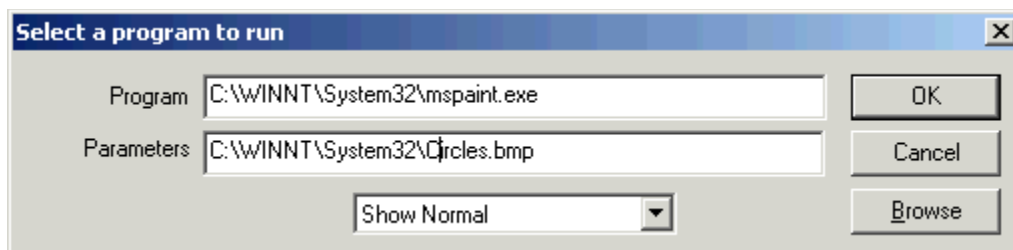
in the "Program" field and enter

c:\windows\argyle.bmp

in the "Parameters" field and check the "Run Minimized" box.

After you click <Ok> you will return to the program list window mentioned in item 2. You will see your program listed in the list. Now you can add more programs to the list if you wish. If you have more than one program in the list you can rearrange them by pressing the <Move Up> and <Move Down> keys.

If you want to edit a particular program on the list, select the one you want and click <Edit>. The window below will appear.



You can edit anything on the window. When you are finished, press the <Ok> button.

4. You may now continue editing items in the list or click <Next> to finish.

5. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.

## Come see us on the World Wide Web!

At our web site you can :

- . Download the fully functional EZ Scheduler for FREE. No strings attached.
- . Download FREE evaluation versions of our software
- . Learn more about ALL of our products
- . Obtain technical support

Come see us at :

<http://www.americansys.com>

## How do I delete a macro?

To delete a macro click on the macro in the list that you want to delete and click the <Delete> button.

## How do I enable or disable a macro?

**To disable or enable a macro click on the macro in the list that you want to enable or disable and click the <Disable> or the <Enable> button.** The macros with the green light are the macros that are currently active. The macros with the red light are inactive.

## How do I test my macro? Or just run it from the EZ Macros main window?

To run a macro from the EZ Macros window click on the macro in the list that you want to run and click the <Run> button.

## How do I schedule a macro to run at a certain time?

**You may wish to schedule a macro to run at a particular time. We highly recommend EZ Scheduler from American Systems. EZ Scheduler is a **FREE** program from American Systems. It is not trialware, it is totally free. EZ Scheduler is specifically designed to work with EZ Macros and other American Systems products.** It allows you to run tasks such as macros and many other types of programs Hourly, Daily, Weekly, Monthly, Once, When Windows Starts, and more. You can download this program from our web site at

<http://www.americansys.com>

Notice on the main EZ Macros window there is a "Schedule" button. When you have installed EZ Scheduler, the <Schedule> Button prompts you to choose how you want to run your macro, Hourly, Daily, Weekly, Monthly, Once, When Windows Starts, etc. Then that's all you have to worry about.

If you already have a scheduler or just want to run a macro from the command line just pass the '-r' followed by the hot key of the macro to run. You must also pass the macro filename on the command line.

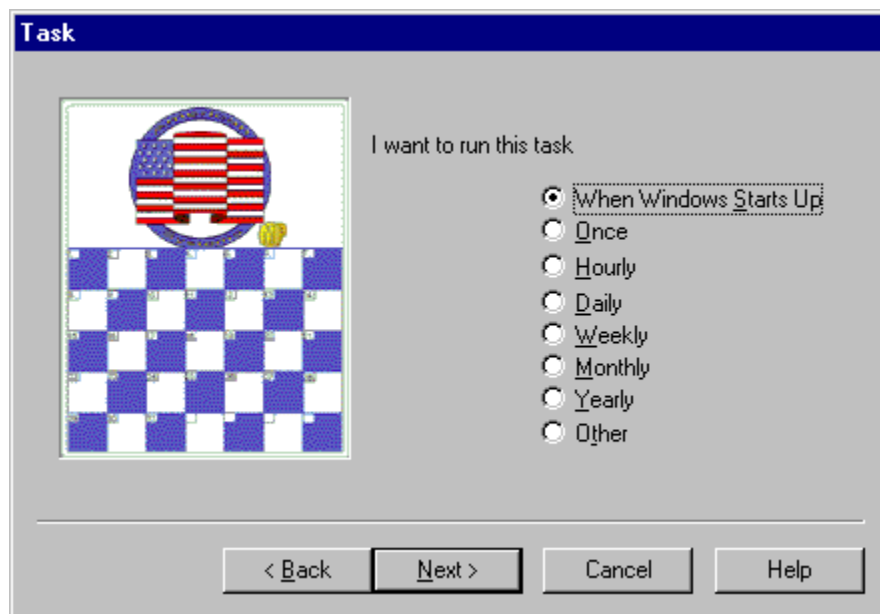
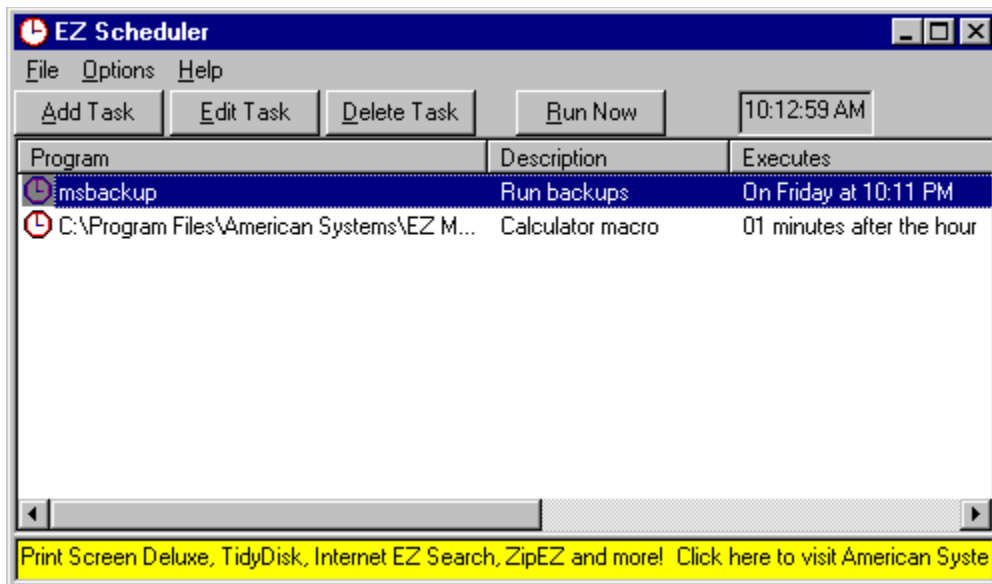
For example, the following command

```
"C:\Program Files\American Systems\EZ Macros\EZMacros.exe" -r"Ctrl + Shift + M" "D:\My Macros\My Program Macros.ezm"
```

Starts EZ Macros, runs the macro associated with the "Ctrl + Shift + M" hot key in the "D:\My Macros\My Program Macros.ezm" file and then shuts down EZ Macros. (Note: Be sure to put a space before and after the '+' character in the hot key parameter.)

Be sure to include the quotes when specifying the macro to run.

Below are some screen shots of EZ Scheduler.





# Helpful Hints

If you find yourself having trouble with EZ Macros you may find these hints helpful.

**1. If you are having difficulty playing back macros at the fastest speed try playing them at a slower speed.** Normally if you move the slider to the middle of the slider bar, that does the trick. Sometimes other applications cannot accept keyboard and mouse movements as fast as EZ Macros can produce them.

For example, if you create a macro to click the 'File..Open' menu command then type in a filename, you could notice a small time delay between the time you click 'Open' and the time the window actually appears. Keystrokes could be lost between the time the macro clicks 'Open' and the time the window actually appears if the time delay is much greater than the time delay when you recorded the macro.

If you encounter circumstances like this try playing your macro back at 'Recorded Speed'.

**2. If you are having trouble getting your macros with mouse clicks to work read this section.** Sometimes windows appear at different positions on the screen when you display them. This is a normal Windows behavior.

With that in mind you should know that mouse events such as movements and clicks are "screen relative" not "window relative". This means that when you play back a macro that produces mouse clicks, those clicks will occur at the same position on the screen, not the same position on the window.

Here are two solutions to this dilemma.

**A.** Only use keyboard events to navigate your program. *This will actually result in a faster executing macro* and you will be assured that you will not have any problems with the mouse clicking in the wrong place.

**B.** At the very beginning of your macro, use the keyboard to maximize the main window of the application you are creating your macro for. You maximize the window with the keyboard by pressing the following keys.

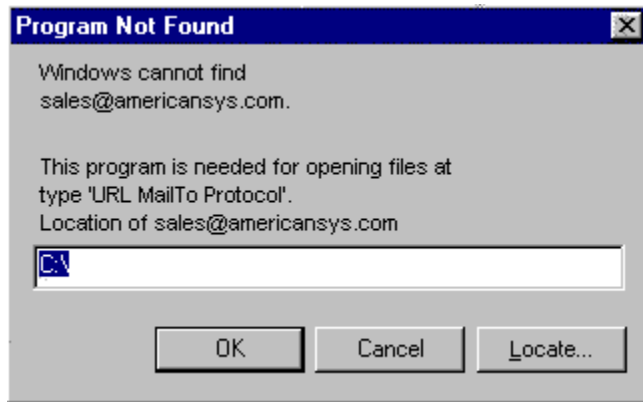
Press the <Alt> key once  
Press the left arrow once  
Press the down arrow once  
Then arrow down to 'Maximize'  
Then press <Enter>

This will assure you that the application's window will always be in the same position and the same size every time you record your macro. After you do these five simple steps continue recording your macro.

**One note of Caution:** If you record a macro and later play it back in the "wrong place", you'll get unpredictable and possible dangerous results. For example, if you record a macro for your word processor and accidentally play it back while you're running your spreadsheet program, you could garble or even lose your data. Pressing Ctrl-Alt-Delete during playback will halt the macro and minimize the damage. After pressing Ctrl-Alt-Delete, Windows 95 will let you shut down the macro gracefully. The bottom line: *Be careful when you play your macros!*

Note: If you have additional hints you would like to share with others please send them to our technical support department. We would love to see what sort of trick you have come up with.

### 3. If you run an email macro and you get a window that states



Then you do not have a default email program set up. This is easily fixed. First you must have an email program installed such as Microsoft Outlook, Microsoft Exchange, Eudora or any others. Then do the following.

- A. Start your Windows Explorer
- B. Click View..Options
- C. Click the File Types tab
- D. In the Registered file types list scroll down to the item "URL: MailTo Protocol". Then single click on it.
- E. Click the Edit button. In the "Edit File Type" window the "Description of Type" should be "URL: MailTo Protocol". If not, then back up and select "URL: MailTo Protocol".
- F. Single click on the "open" Action, then click Edit.
- G. You will need to fill in the "Application used to perform action" field with the path to your email program. Click Browse if you need to locate this .EXE file. An example of this would be

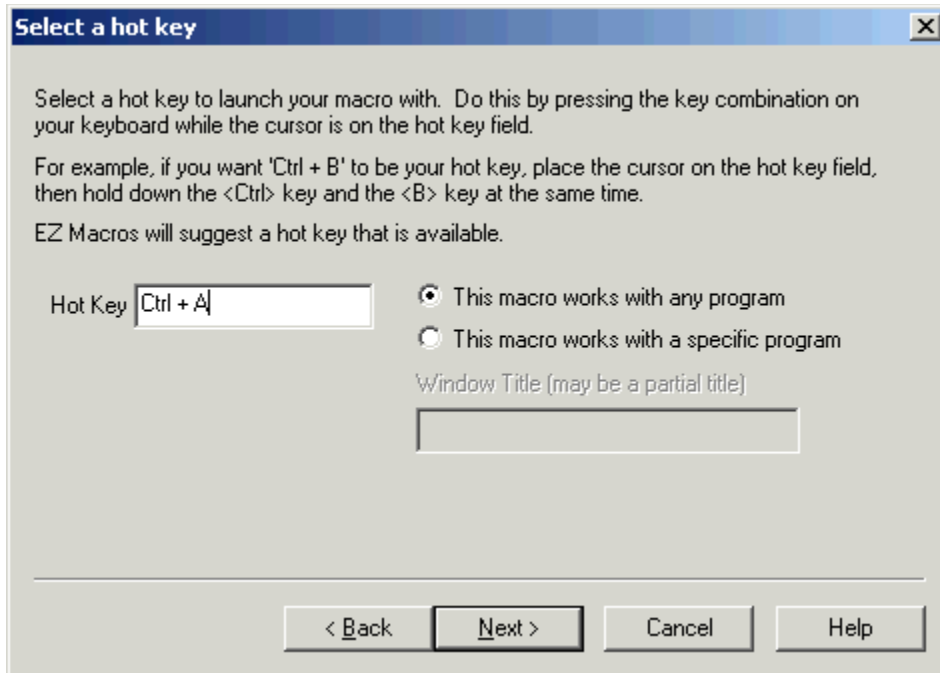
C:\<Eudora Folder>\Eudora.exe

H. Once you select this file, click <Ok>. Then click <Ok> on the Edit File Type window. Then click <Ok> on the "Options" window.

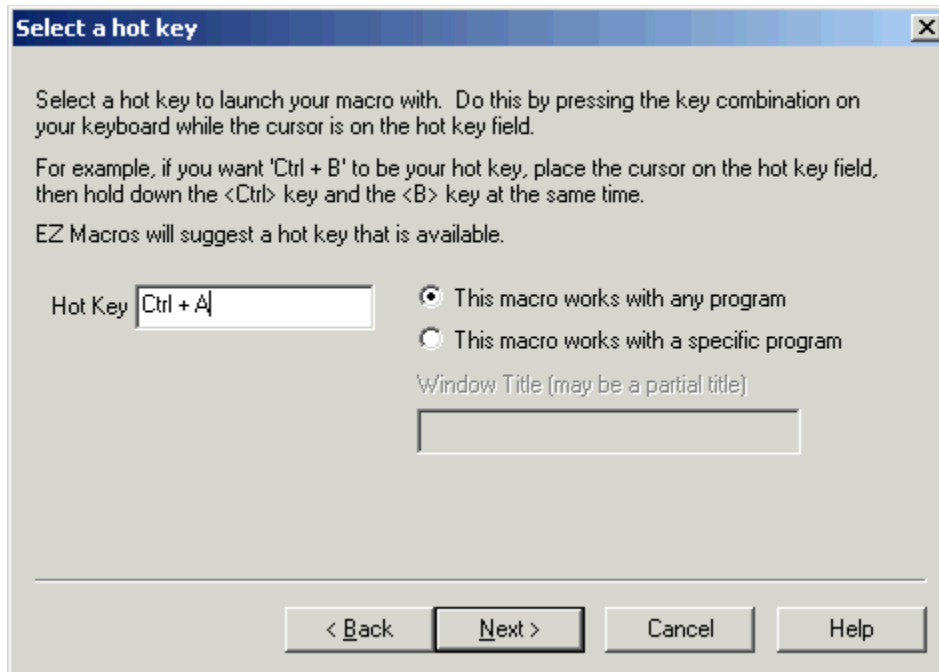
Your email macro should now work.

# How do I create and send an email with a single hot key?

1. Click the <Add> button and a wizard will guide you through the steps.
2. You will be asked by the wizard for the type of macro you want to create. Choose "Remember mouse and keyboard events."
3. First choose how you will launch the macro. See the window below.



- 4a. If you choose "**Press a hot key**" you will see the window below.

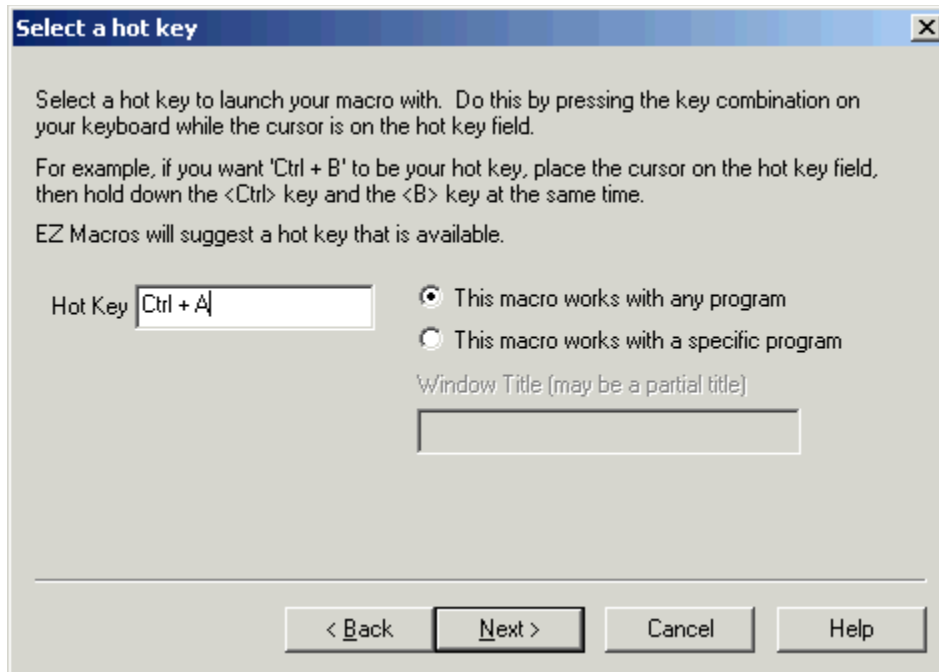


Make sure that the cursor is blinking in the field. Then strike the key(s) that you will use to run your new macro. We recommend that you choose key combinations like <Ctrl+B>, or <Shift+F8>, etc. If you choose keys like <E> or <O>, this could interfere with the way you use your other software. For example, if you are using a word processor and you type

"Every good boy does fine"

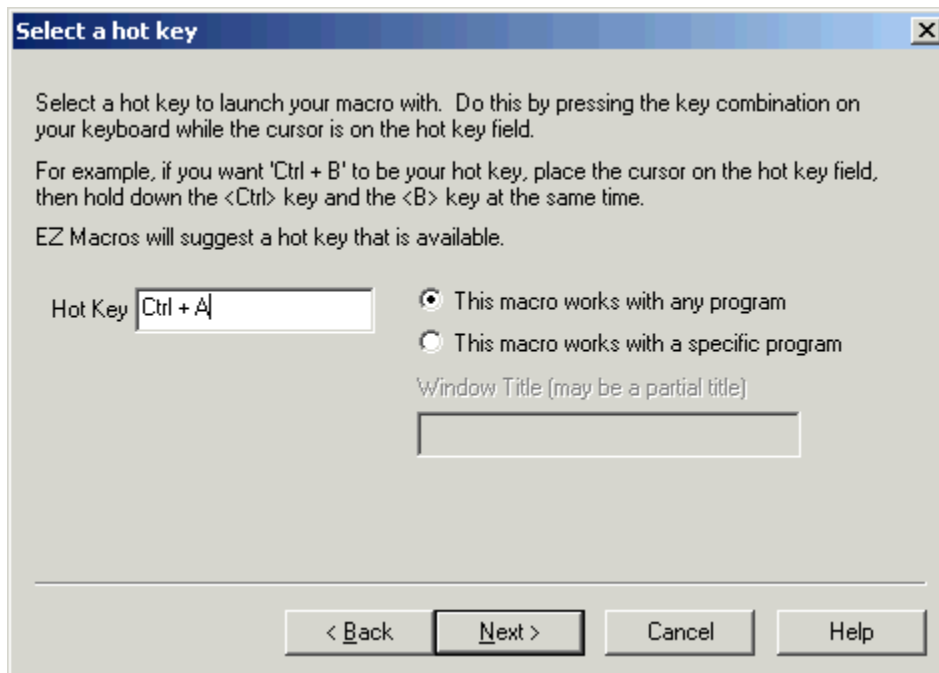
and you have a macro set up for the <E> key, then your 'E' macro would run instead of the 'E' appearing in your word processor's window.

4b. If you choose "**Use Type-A-Macro**" to launch a macro you will see the window below.



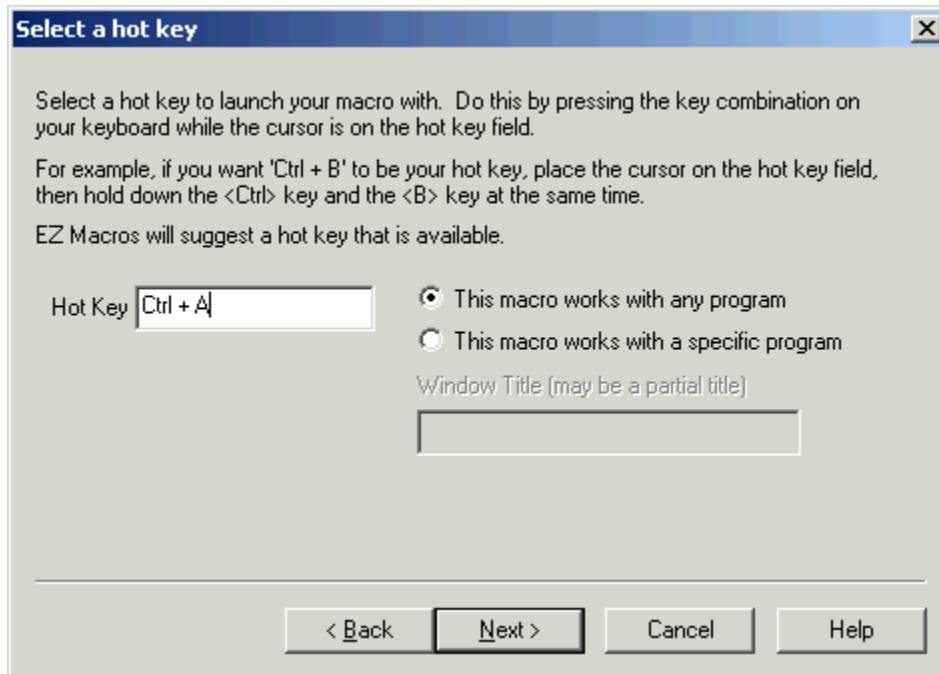
This is where you type the keysequence you want to use to launch your macro. Be sure you use a key sequence that you won't use very much in another program. For example, typing "ing" will appear in a lot of words you type. It would not be a good candidate for a Type-A-Macro key sequence. Something like "nP" would be very handy since you won't be mixing a lowercase n and capital P very often. Mixing capitalization is a handy trick.

4c. If you choose "**Wait for a certain window to appear...**" you will see the window below.

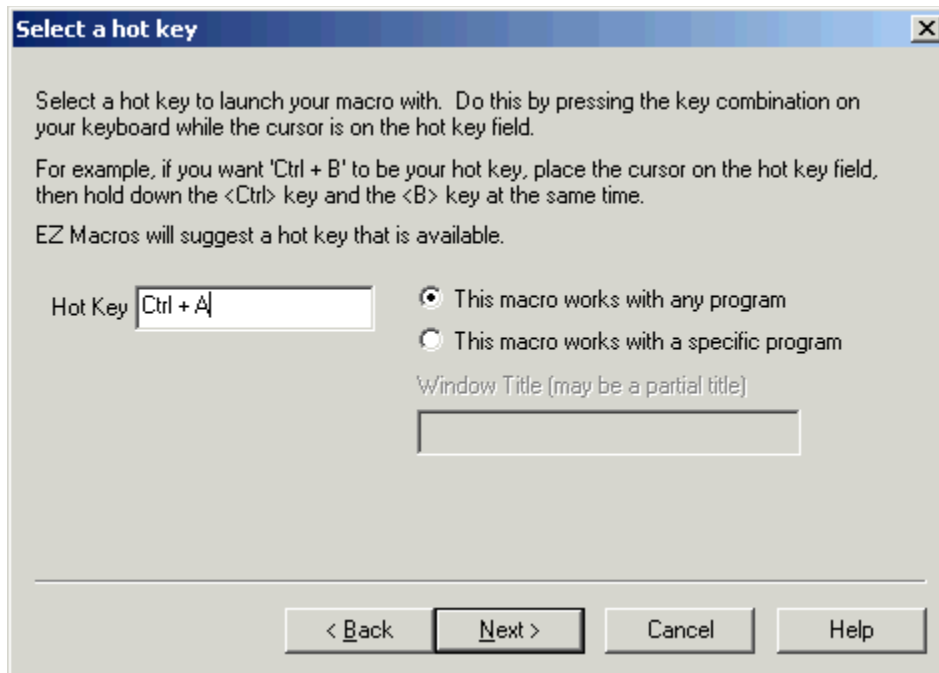


You can type all or part of the title of a window you will be setting up this macro to watch for. For example if you enter 'Notepad', this macro will launch when the Notepad program starts.

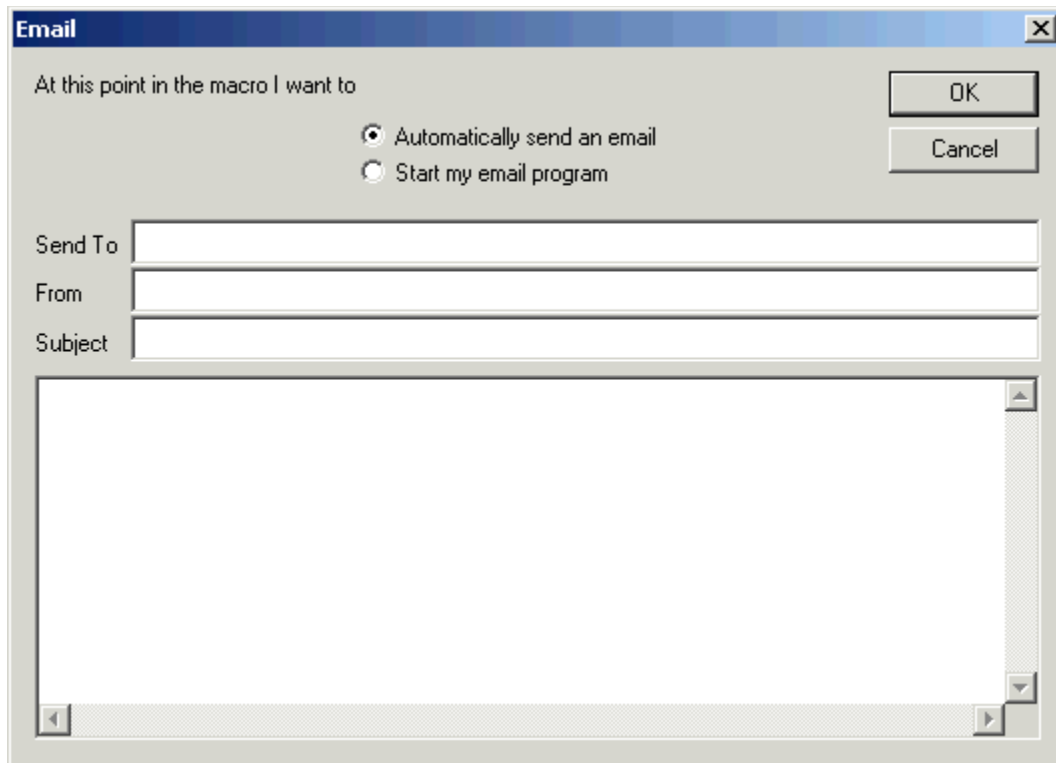
5. You now see the "Record a macro" window. See the window below.



6. Click the <Create/Edit>. The window below will appear.



On the list at the right, double click on Send Email. The window below will appear.



At this point you have a choice. You can have the macro simply start up your email program, create a new email, and fill in the email address to send it to when you choose "Start my email program".

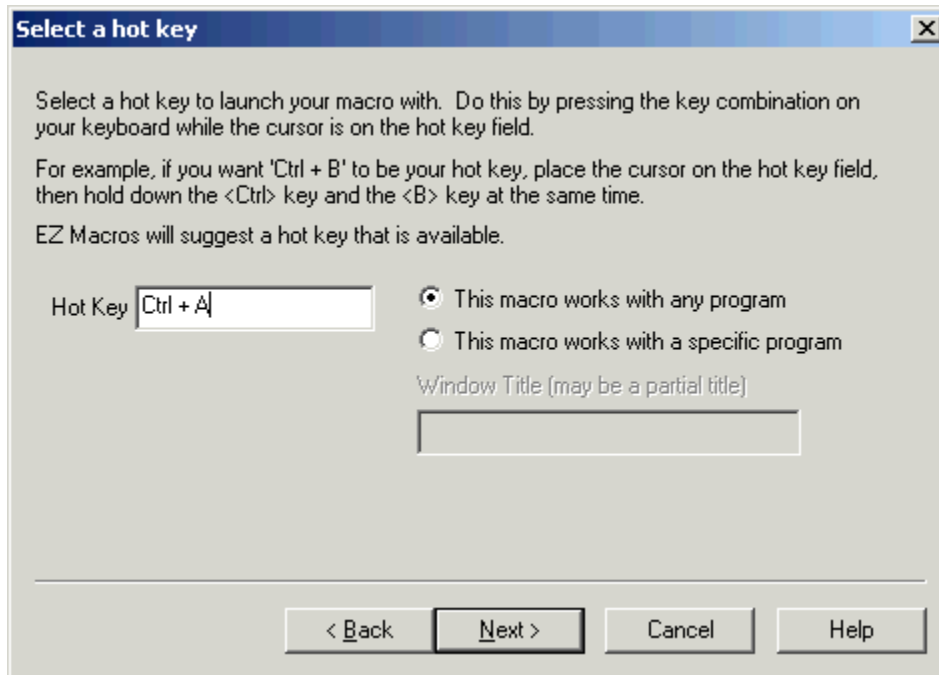
Or if you know what you want the email to say (note that the email will be the same thing every time you run the macro) choose "Automatically send an email". Then fill in the fields listed. And type the email body in the large box.

Note: You will need to have set up your mail server in File..Preferences..Program window.

7. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.

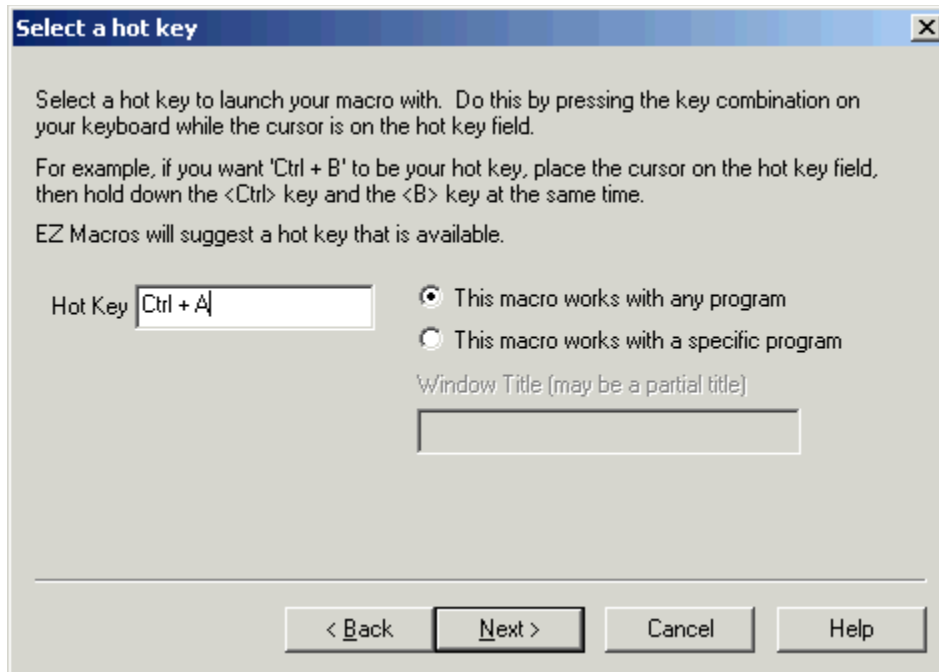
## How do I start my web browser and go to a specific web site with a single hot key?

1. Click the <Add> button and a wizard will guide you through the steps.
2. You will be asked by the wizard for the type of macro you want to create. Choose "Launch a list of programs."
3. First choose how you will launch the macro. See the window below.



- 4a. If you choose "**Press a hot key**" you will see the window below.



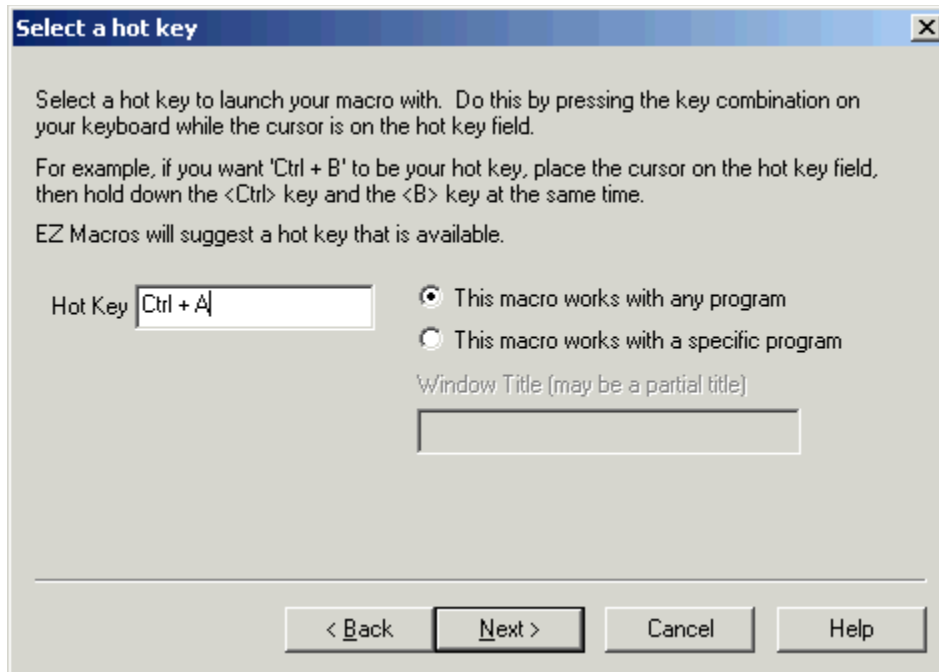


Make sure that the cursor is blinking in the field. Then strike the key(s) that you will use to run your new macro. We recommend that you choose key combinations like <Ctrl+B>, or <Shift+F8>, etc. If you choose keys like <E> or <O>, this could interfere with the way you use your other software. For example, if you are using a word processor and you type

"Every good boy does fine"

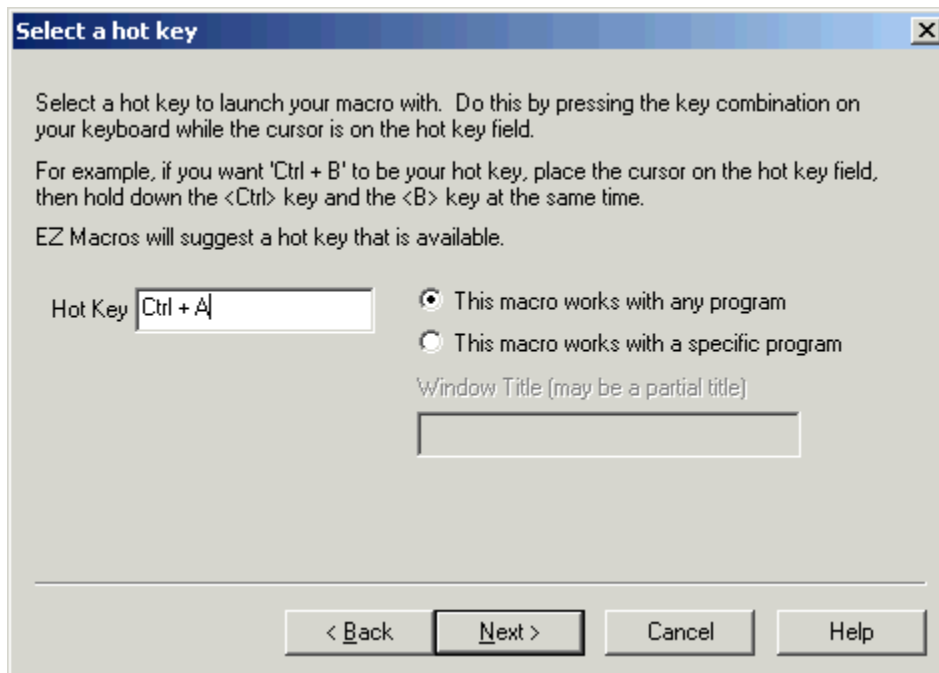
and you have a macro set up for the <E> key, then your 'E' macro would run instead of the 'E' appearing in your word processor's window.

4b. If you choose "**Use Type-A-Macro**" to launch a macro you will see the window below.



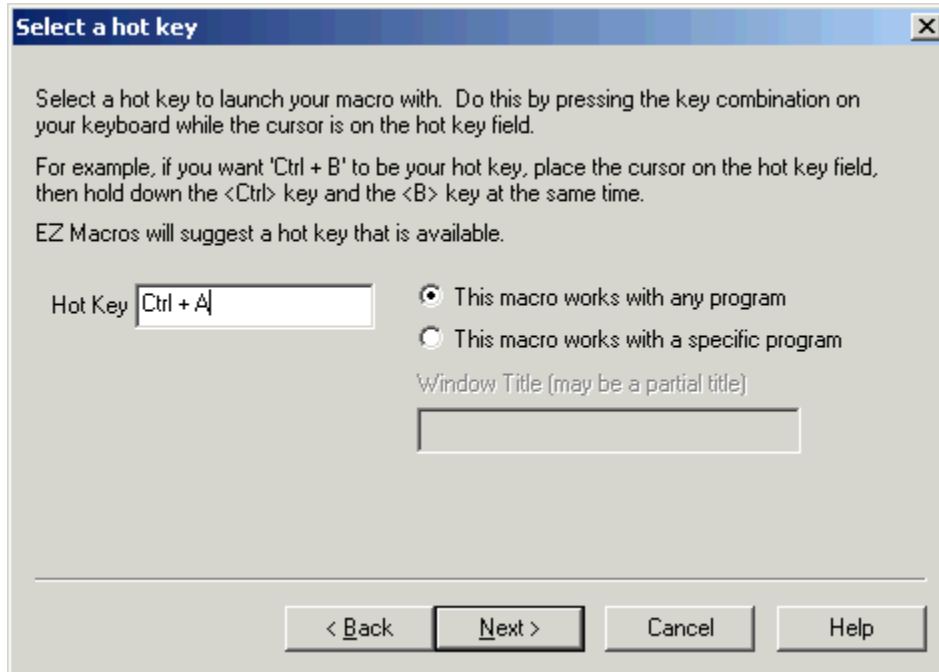
This is where you type the keysequence you want to use to launch your macro. Be sure you use a key sequence that you won't use very much in another program. For example, typing "ing" will appear in a lot of words you type. It would not be a good candidate for a Type-A-Macro key sequence. Something like "nP" would be very handy since you won't be mixing a lowercase n and capital P very often. Mixing capitalization is a handy trick.

4c. If you choose "**Wait for a certain window to appear...**" you will see the window below.

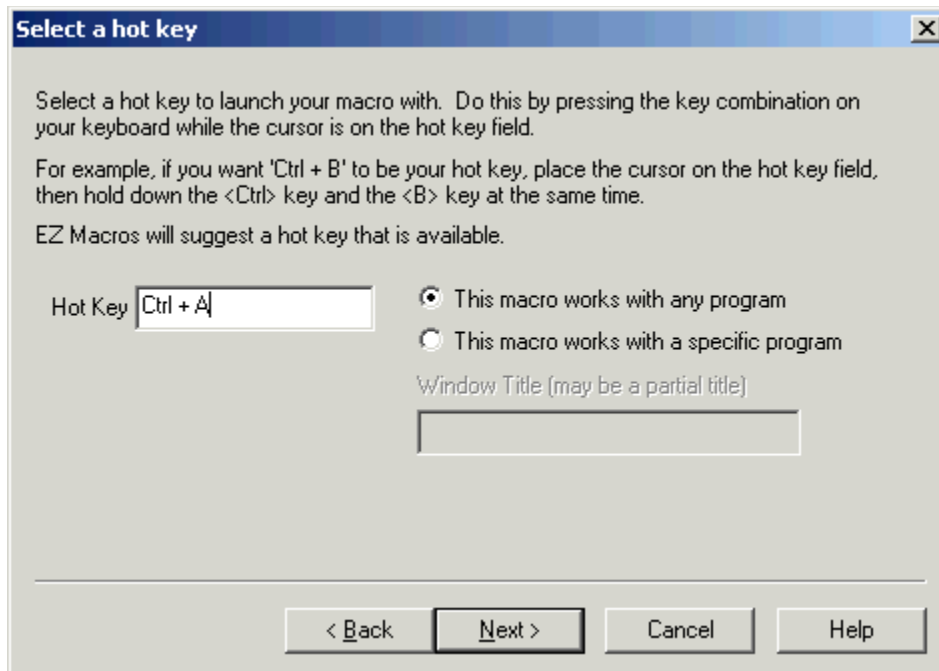


You can type all or part of the title of a window you will be setting up this macro to watch for. For example if you enter 'Notepad', this macro will launch when the Notepad program starts.

5. You now see a blank list of programs to launch. See the window below.



6. Click the <Add> button to add a program to launch. The window below will appear.



In the 'Program field' type the following

www.americansys.com

or

http://www.americansys.com

where "www.americansys.com" or "http://www.americansys.com" is the web site you want to view. Do not put anything in the Parameters field.

After you click <Ok> you will return to the program list window mentioned in item 4. You will see your program listed in the list. Now you can add more programs to the list if you wish. If you have more than one program in the list you can rearrange them by pressing the <Move Up> and <Move Down> keys.

7. After you click the <Next> button, you can enter a description for this macro. This will help you to remember what this macro does when you come back to it later.

## How do I create a password macro for America Online?

**EZ Macros makes it easy for you to create passwords for AOL and any other program and online service.** For AOL password macros we suggest you follow these instructions.

1. Do not record the password macro. Instead click the Create/Edit button shown below.

Select a hot key to launch your macro with. Do this by pressing the key combination on your keyboard while the cursor is on the hot key field.

For example, if you want 'Ctrl + B' to be your hot key, place the cursor on the hot key field, then hold down the <Ctrl> key and the <B> key at the same time.

EZ Macros will suggest a hot key that is available.

Hot Key

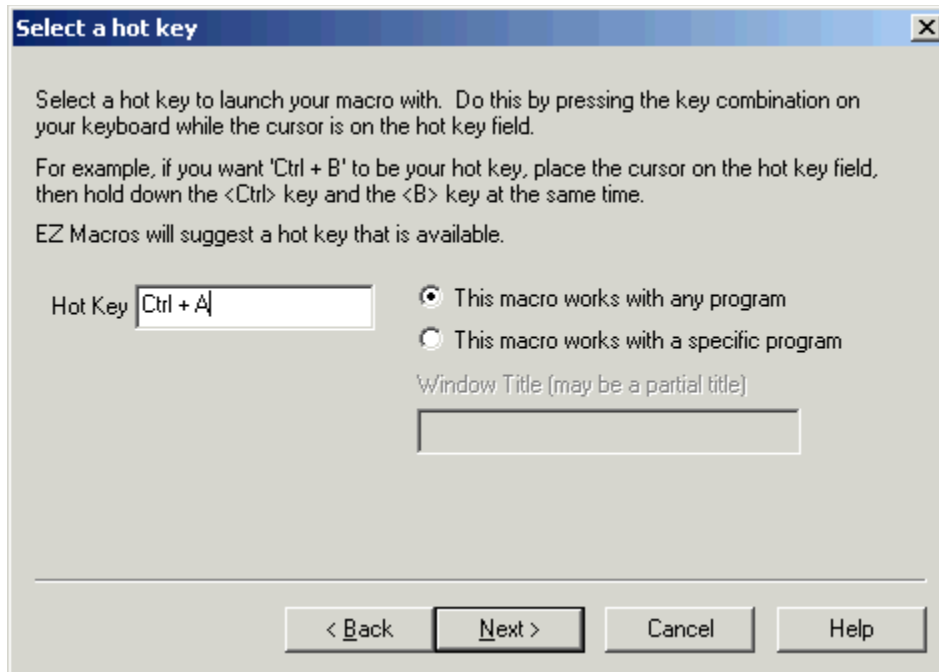
This macro works with any program

This macro works with a specific program

Window Title (may be a partial title)

< Back   Next >   Cancel   Help

The following window will appear.



2. Type your password and click the <Enter> button to simulate the Enter key being pressed. You may find you have to insert a delay in the middle of the macro too. For example, assume your password is "howdypartner". The macro would be:

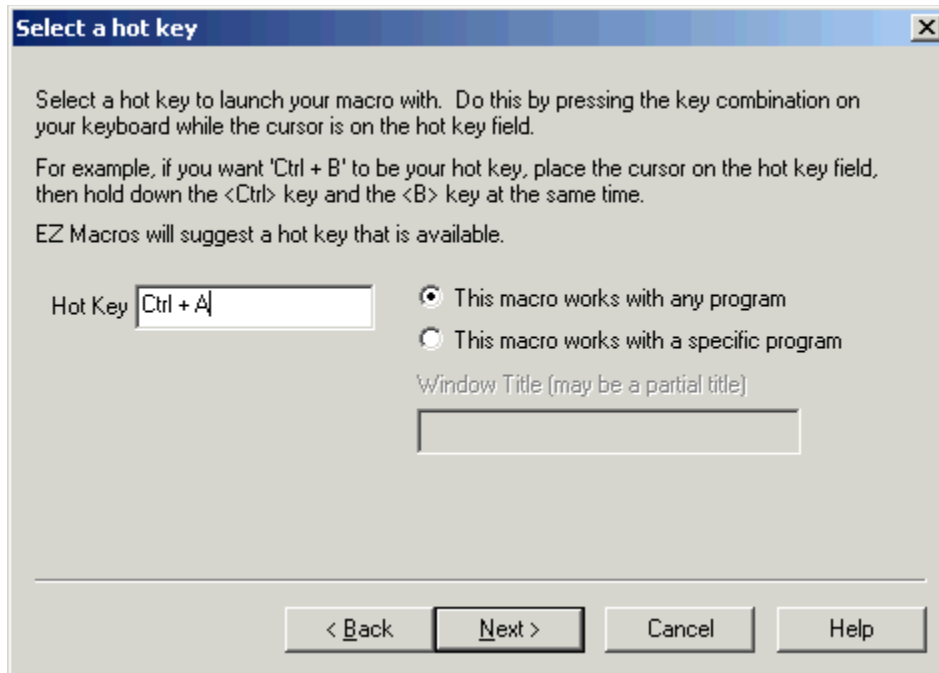
```
howdy<Delay(2000)>partner<Enter>
```

3. Then click the <Ok> button.

4. Set the Recorded Speed slider bar to the middle of the bar. If you have it set too fast, AOL will not accept the keystrokes.

## How do I stop a macro during playback?

By default EZ Macros uses the <Pause> key to stop macro playback and recording. If you want to change this click File..Preferences..Program. You will see the following window.



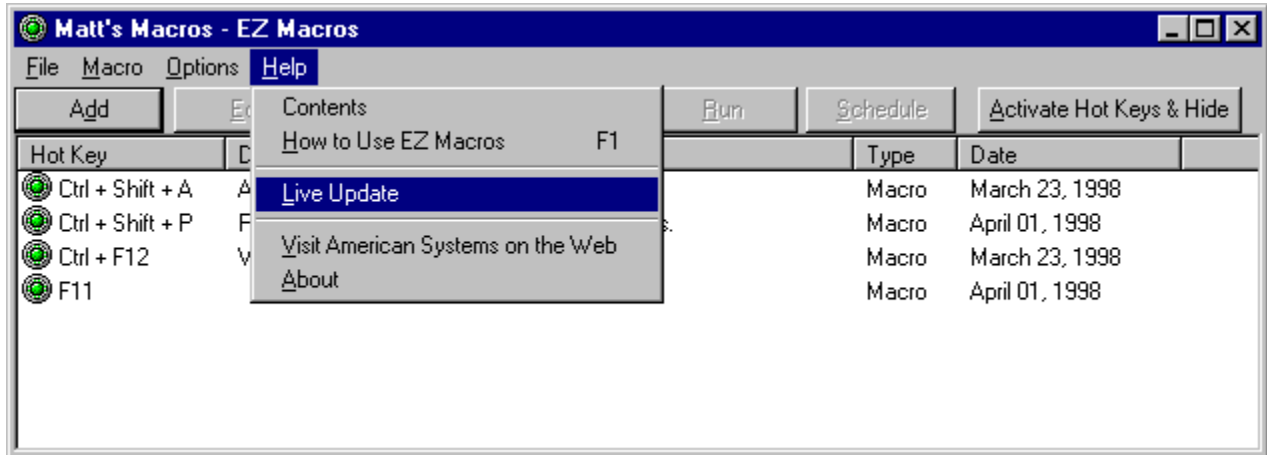
The following keystrokes will also stop playback and recording. These keys cannot be recorded because Windows prevents it. Windows needs these keystrokes for internal reasons and prevents any other application from being able to use them.

Ctrl+Esc  
Alt+Tab  
Ctrl+Alt+Del

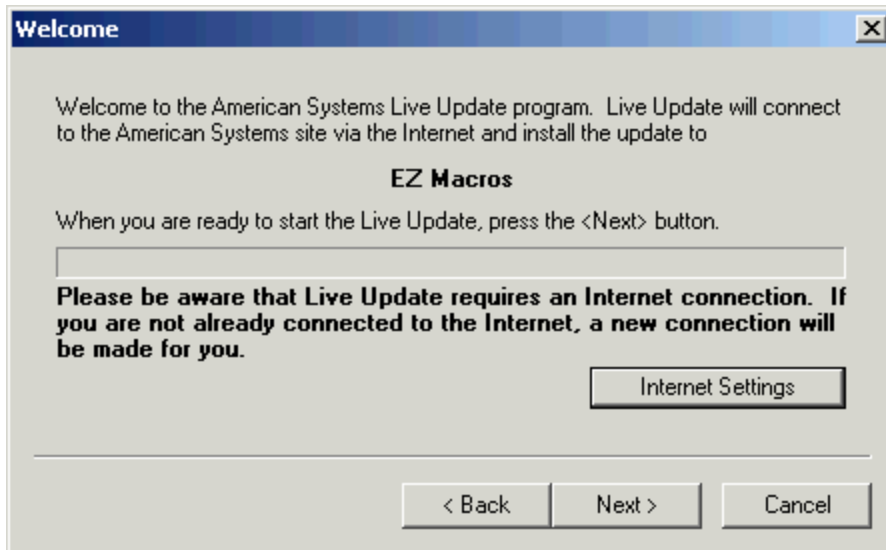
Each of these stops the macro playback and performs its normal Windows function.

# How do I get the latest version of EZ Macros?

EZ Macros has a really neat feature built in called "Live Update".

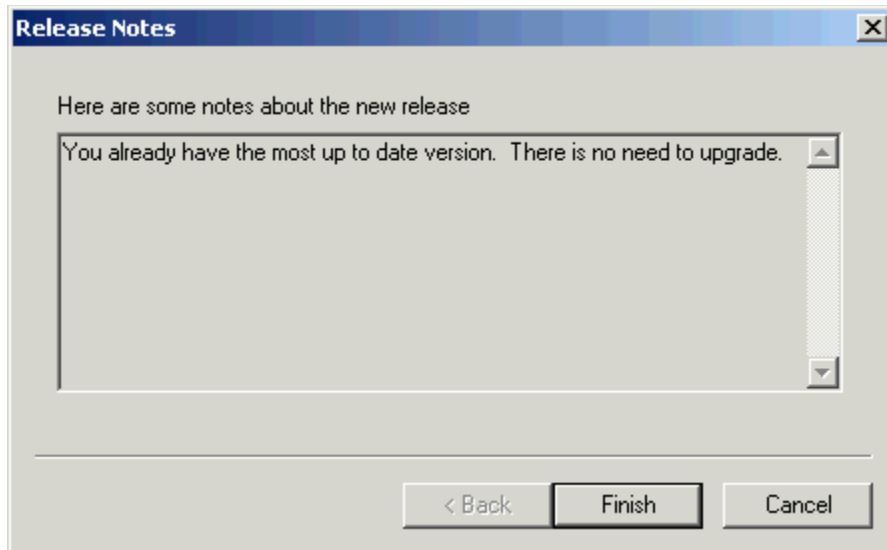


Live Update will connect to the American Systems web site **using your Internet connection** and retrieve the latest upgrade and install it for you.



If you have the latest version you will see a message similar to the following.





Otherwise you will see a screen with the features the new upgrade adds. Just follow the instructions on the screen and install the new version.

## How do I import macros from other macro files?

On the main menu, click File..Import. Then pick the macro file you wish to import. The macros in the file you pick will be added to your current list of macros. If you have any conflicting hot keys, you will be asked to select new ones.

## How to use EZ Macros

EZ Macros uses a wizard to guide you through the process of creating a macro. Each step comes with complete instructions on the window describing what to do. Give it a try!

Macros can be launched in several ways. You can launch a macro by simply pressing a hot key, with an abbreviated key sequence (aka Type-A-Macro), or by waiting for a certain window to appear.

### [How do I...?](#)

- [Create a mouse and keyboard macro and launch instantly](#)
- [Launch a list of programs instantly](#)
- [Start my web browser and go to a specific web site instantly](#)
- [Activate my hot keys](#)
- [Edit a macro](#)
- [Edit my list of programs to launch](#)
- [Delete a macro](#)
- [Enable or disable a macro](#)
- [Test my macro? Or just run it from the EZ Macros main window](#)
- [Create and send email instantly](#)
- [Check my email with a macro](#)
- [Create a menu of macros to pick from](#)
- [Convert a macro to an EXE file \(a self playing program\)](#)
- [Call a DLL from a macro](#)
- [Reboot the computer in a macro](#)
- [Copy, Rename, Delete a file in a macro](#)
- [Schedule a macro to run at a certain time](#)
- [Activate a window or program in a macro](#)
- [Insert a time delay in a macro](#)
- [Insert a pause in a macro](#)
- [Play a beep or a sound \(WAV file\) in a macro](#)
- ["Include" macro data in a macro](#)
- [Type the current date or time in a macro](#)
- [Stop a macro during playback](#)
- [Create a password macro for America Online](#)
- [Import macros from other macro files](#)
- [Protect my macros from others seeing them](#)
- [Simulate a mouse click](#)

[Upgrade to the latest version of EZ Macros](#)

[Helpful Hints](#)

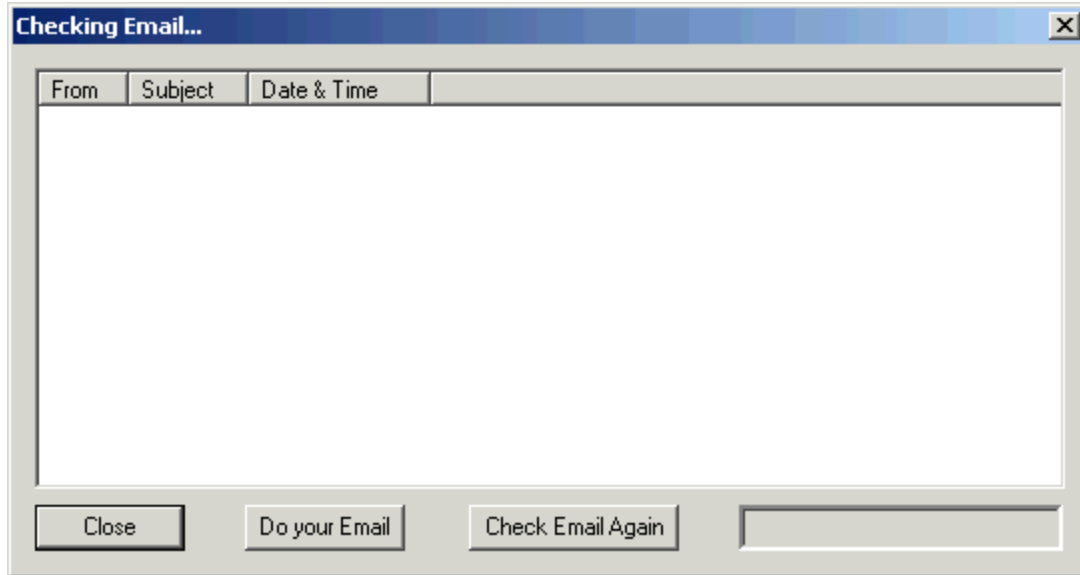
[Come see us on the World Wide Web!](#)

## How do I check my email with a macro?

The <Get Email> command on the Edit Macro window allows you to check your email without having to use your email program.

You can setup a macro that will check your email when you hit a hot key, or you can run it on a regular basis throughout the day with [EZ Scheduler](#).

This window will be displayed:

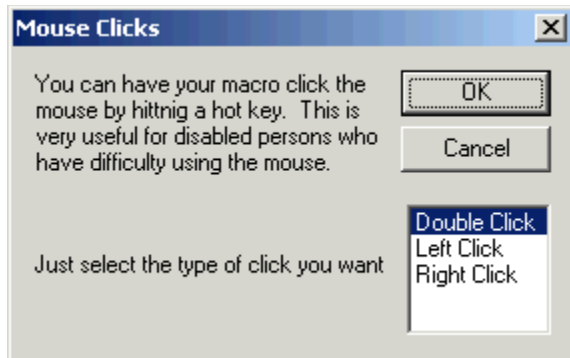


## How can I simulate a mouse click?

The <Mouse Clicks> button on the Edit Macro window allows you to simulate a double click, right click or left click with a macro. The mouse will click on the current mouse position.

This is can be helpful for people with disabilities. If you have trouble clicking the mouse, consider this feature.

When you want to run the macro you simply move the mouse to the place you want to click on, hit your macro hot key and the mouse will click or double click.



## How do I create a menu of macros to run?

What is a menu of macros? It's a list of macros you create that displays when you press your hot key. For example, you can create a menu that lists various email signatures. See below.



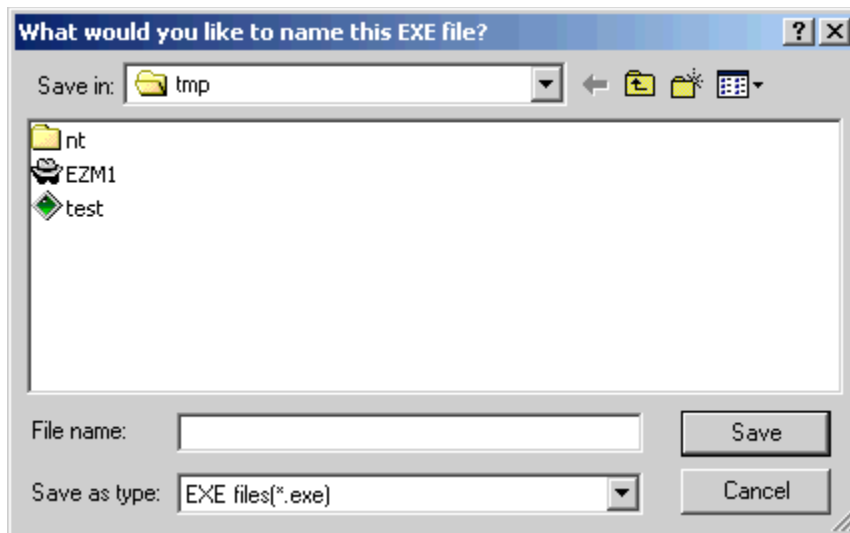
These are four macros that can each be run with a hot key. But you can create a fifth macro that is a "Menu" macro and attach any macros to this menu and run them by clicking on the one you want to run.

## How do I convert a macro to an EXE file (a self playing program)?

Now you can make your macros into miniature programs. Share your EXE macros with family and friends.

Select the macro you want in your macro list, and either right click on it, or click the Macro menu and select Export to EXE.

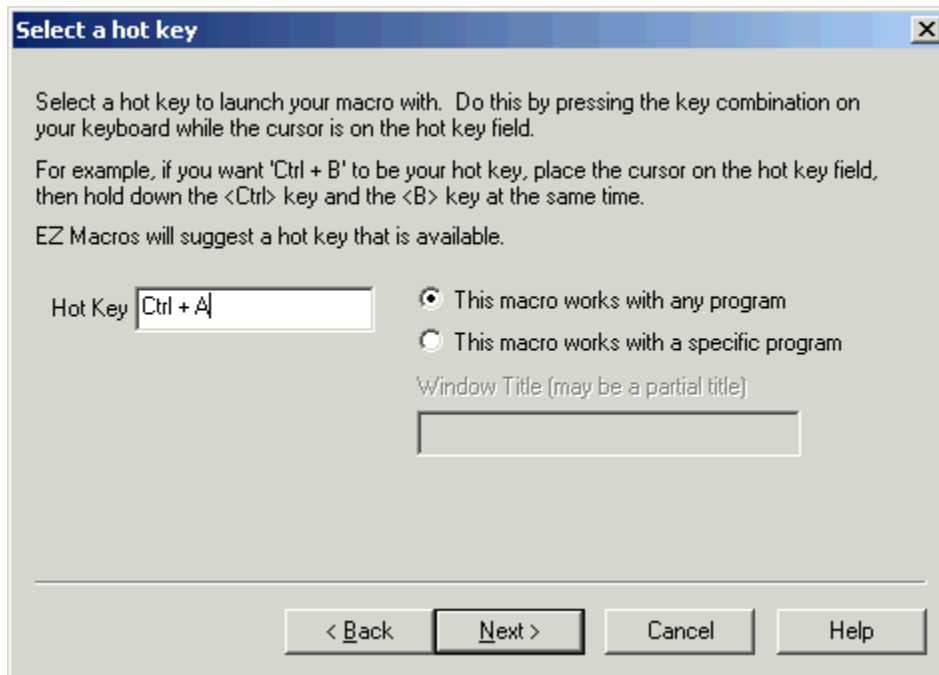
The following window will appear.



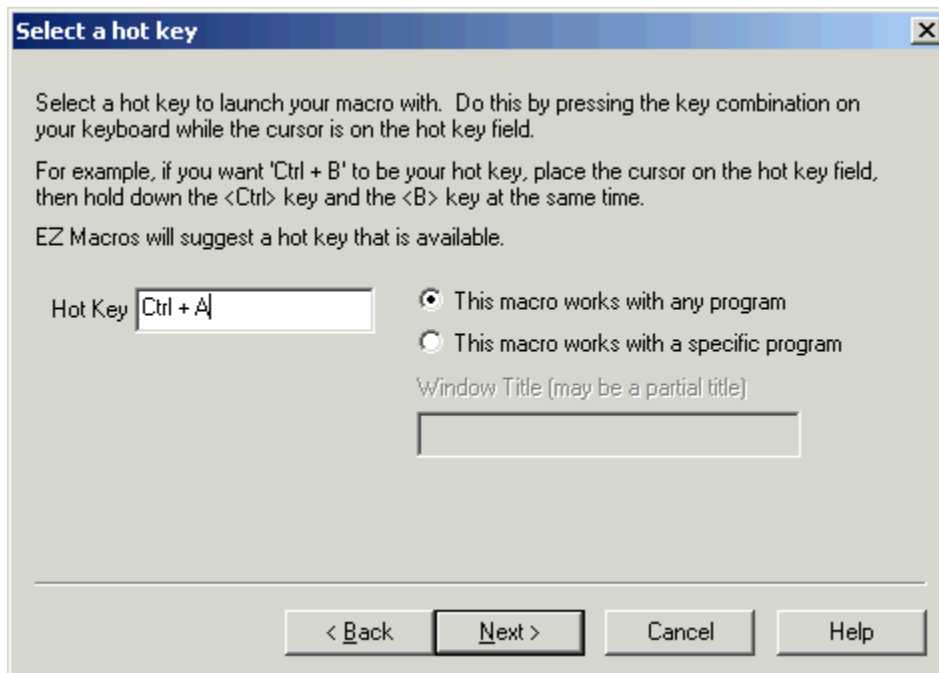
Just type the name of the EXE file you want to call it and presto!... you have your own program that you can send to anyone.

*Note that YOU the user accepts full responsibility for any macros created using this product. You also accepts sole responsibility for the content and actions of all macros they may create and any damage that may occur on any computer system where those macros may be run. It is agreed that under no circumstances shall American Systems, or any of its employees, be held liable, in any way, for any damages arising from the use of this product or the macros generated by it by the user.*

1. Click the <Add> button and a wizard will guide you through the steps.
2. You will be asked by the wizard for the type of macro you want to create. Choose "Remember mouse and keyboard events."
3. First choose how you will launch the macro. See the window below.



- 4a. If you choose "**Press a hot key**" you will see the window below.



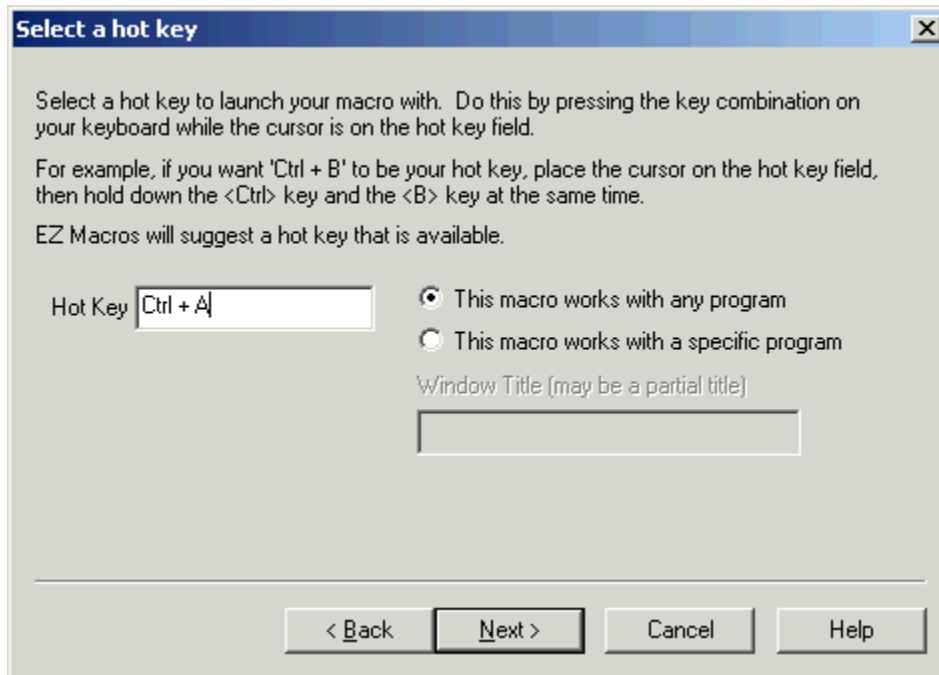


Make sure that the cursor is blinking in the field. Then strike the key(s) that you will use to run your new macro. We recommend that you choose key combinations like <Ctrl+B>, or <Shift+F8>, etc. If you choose keys like <E> or <O>, this could interfere with the way you use your other software. For example, if you are using a word processor and you type

"Every good boy does fine"

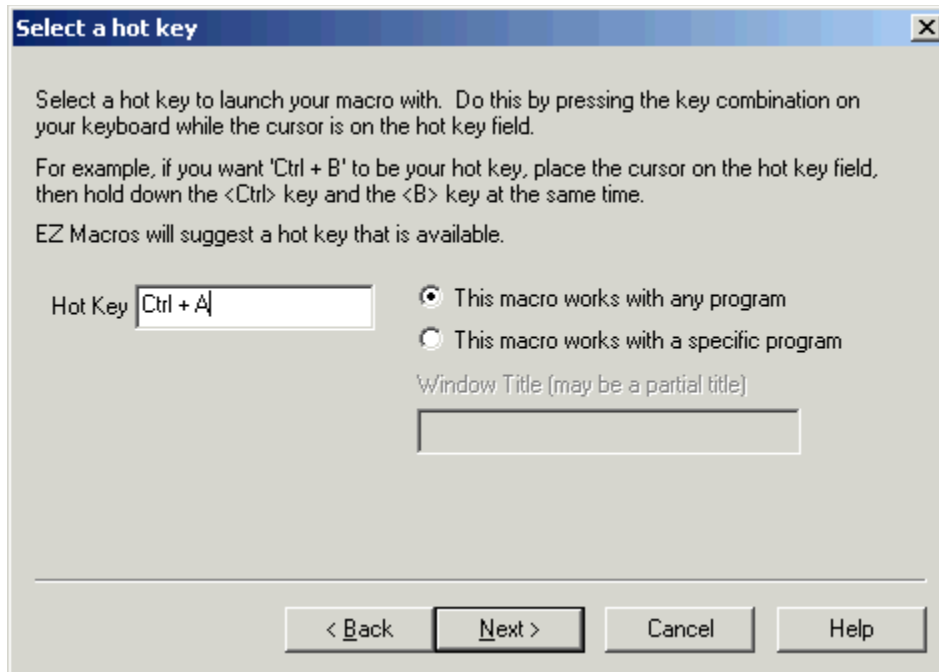
and you have a macro set up for the <E> key, then your 'E' macro would run instead of the 'E' appearing in your word processor's window.

4b. If you choose "**Use Type-A-Macro**" to launch a macro you will see the window below.



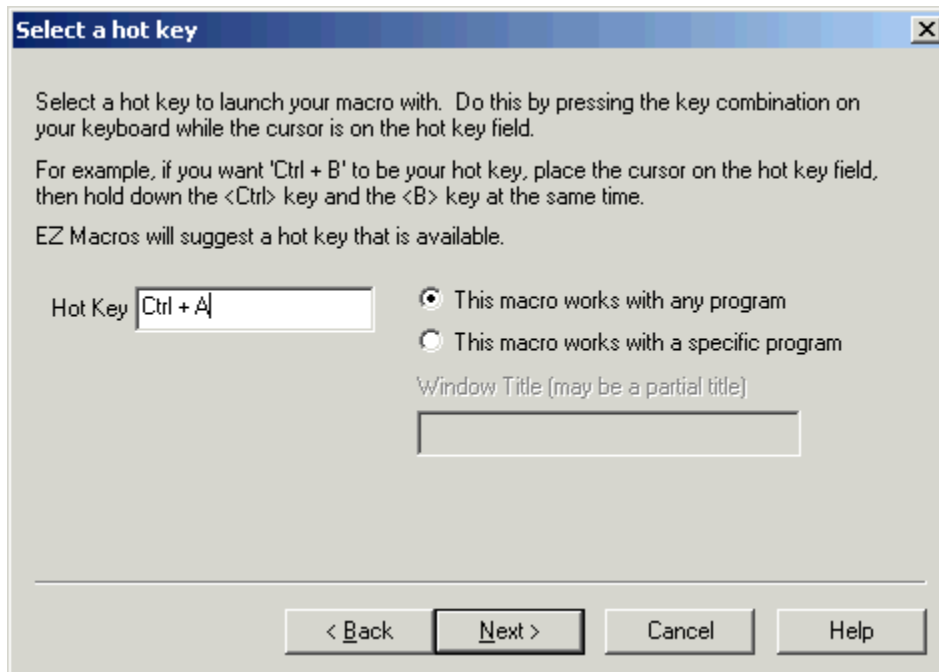
This is where you type the keysequence you want to use to launch your macro. Be sure you use a key sequence that you won't use very much in another program. For example, typing "ing" will appear in a lot of words you type. It would not be a good candidate for a Type-A-Macro key sequence. Something like "nP" would be very handy since you won't be mixing a lowercase n and capital P very often. Mixing capitalization is a handy trick.

4c. If you choose "**Wait for a certain window to appear...**" you will see the window below.

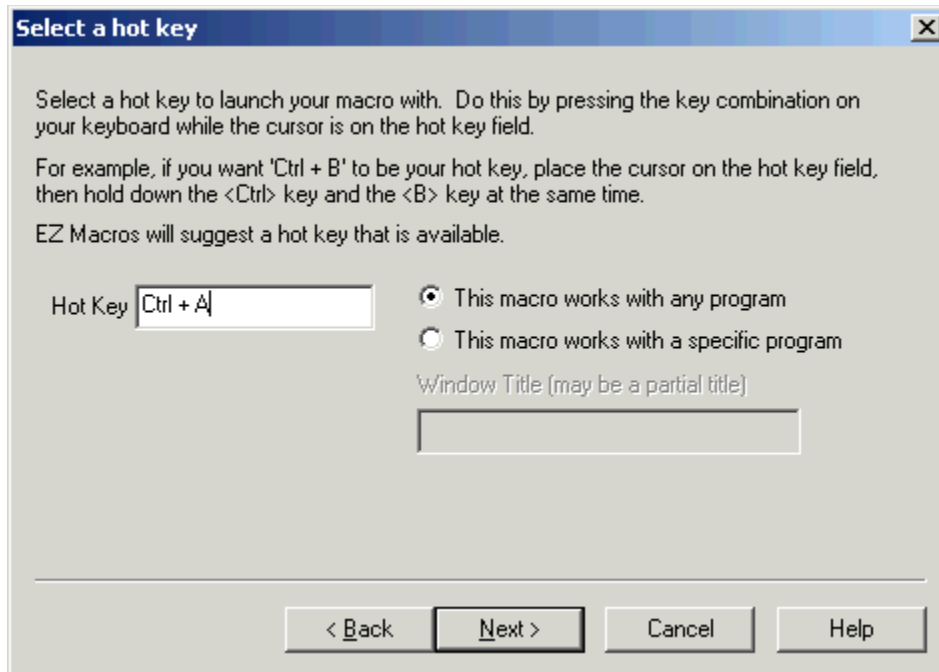


You can type all or part of the title of a window you will be setting up this macro to watch for. For example if you enter 'Notepad', this macro will launch when the Notepad program starts.

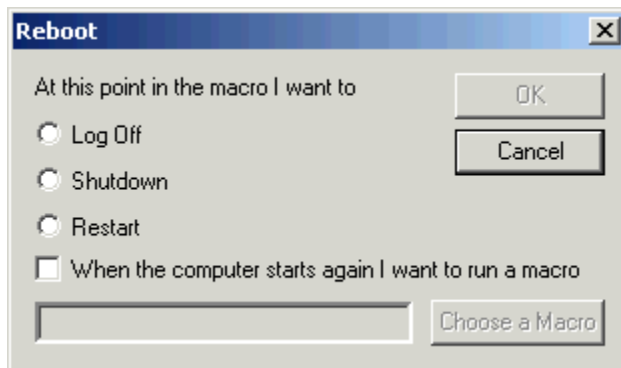
5. You now see the "Record a macro" window. See the window below.



6. Click the <Create/Edit>. The window below will appear.



On the list at the right, double click on Reboot. The window below will appear.

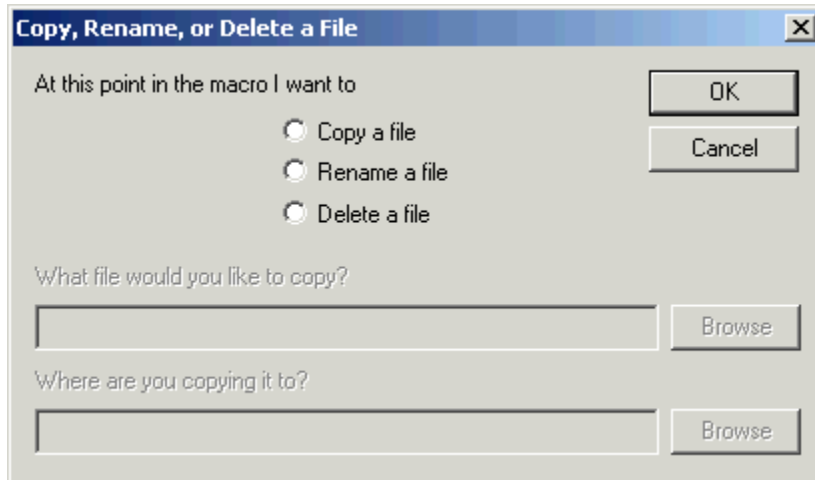


Choose which option you want and click Ok.

Yes believe it or not you can select a macro to run when your computer reboots. :-)

## How do I Copy, Rename, Delete a file in a macro?

In the Create/Edit macro window double click Copy/Ren/Del File. The following window will appear.



The options change as you click Copy, Rename, and Delete. Just follow the on screen instructions.

