





RapidKey increases your productivity using:

 Autotext

 Macros

 Fast access on the desktop

 Fast access to frequently needed folders

On the taskbar
click
the RapidKey
icon




This screen is visible only in the [unregistered version](#).

 **RapidKey** is active


RapidKey is not free software. You may use this software for 30 days with no charge. After that time, you are required to register for only \$25. You will receive a registration code for unlocking the shareware. With it you get

- single user license for the software
- no nag screens
- no limitation to 15 Autotexts/macros
- free update for the next 2 years
- free technical support (via email or mail)

For more information click [here](#) .

Autotext


Autotext is a feature that allows you to store text you use frequently. You can quickly insert long text passages into emails, letters or source codes without retyping or copying and pasting. It's very easy to create and use your Autotext entries in all Windows applications.

To learn more about creating and using Autotexts click [here](#) .

This screen is visible only in the [unregistered version](#).


 **Macro**

Abbreviate your tasks by using macros! Macros (record of all keystrokes, mouse clicks, mouse movements) reduce many work steps to one keystroke.

For more information click [here](#) .

This screen is visible only in the [unregistered version](#).

Thank you for choosing to evaluate RapidKey. You were free to use it for the 30 days-trial period. Now it's your turn. Please register RapidKey for only \$25. It's quite simple!

For more information click [here](#) .

Features of RapidKey

RapidKey for Windows 95/98/ME/NT/2000 provides you with a new Windows functionality:



Autotext



Macros



Fast access on the desktop



Fast access to frequently needed folders

Autotexts and macros are in all Windows applications at your disposal. RapidKey is very small and fast, saves time, memory and resources.







Please check out our web page at www.neuber.com for the newest version.

{button ,AL("Funktionen;Info")} [Related Topics](#)

Autotext

Autotext is a feature that allows you to store text you use frequently. You can quickly insert long text passages into any documents like emails, letters or source codes without retyping or copying and pasting. You can use Autotexts in all Windows applications.

It's very easy to create and use Autotext entries. You only need to make a mental note of one key combination. Press that key combination after you type a shortcut and with lightning speed the shortcut is replaced by the full text passage.

-  [Creating an AutoText entry](#)
-  [Using an AutoText entry](#)
-  [Editing an existing AutoText entry](#)
-  [Searching for an AutoText entry](#)
-  [Deleting an AutoText entry](#)
-  [Changing the Autotext key combination](#)

Note

- If no matching shortcut is found, then RapidKey suggests you existing Autotext entries which have
 - similar shortcuts
 - contain the entered shortcutSo you find the correct Autotext fast, even if you remember only one word which is contained in the Autotext.
- So that the Autotext function is at your disposal, please start RapidKey. Then the RapidKey icon will be visible on the taskbar.



{button ,AL("Funktionen")} [Related Topics](#)

What is an Autotext entry?

For example, you can store a text passage that you use often, a standard contract clause, or a mailing address. Each text selection is recorded as an Autotext entry and is assigned a single name (shortcut). You only need to type that shortcut and press a key combination. RapidKey does the rest.

Autotext entries are also known as Glossary entries.

Shortcut	Result
dear [Ctrl+Q]	Dear Sir or Madam, we thank you for your letter.
link [Ctrl+Q]	
for [Ctrl+Q]	for (i = 0; i < NUM_STATES; i++) { } else { } }

In the examples the key combination is Ctrl+Q.

To change the Autotext key combination

To use Autotext entries you only to have to make a mental note of one key combination. Press that key combination after you type the shortcut. Then the shortcut will be replaced by the full text passage.

1 On the taskbar click the RapidKey icon.



2 Click  **Autotext...**

3 Click in the box **Replace shortcut with text by.**

4 Press a key combination you want to use for Autotext.

5 Click the **Ok** button.


{button ,AL("Autotext")} [Related Topics](#)

To create a new Autotext entry

You can create a new Autotext entry in any Windows application.

- 1 Select the text passage you want to store as an AutoText entry.
- 2 Press the Autotext key combination.
The new Autotext appears in the Autotext dialog box.
- 3 Type a shortcut for the Autotext entry.
- 4 Click the **Ok** button.

Note

- To enter a new Autotext entry in the Autotext dialog box directly, click the entry <shortcut> which you find at the bottom of the list of available Autotext entries.
- To edit an existing Autotext entry, click  **Edit**.

{button ,AL("Autotext")} [Related Topics](#)

To use Autotext entries

The Autotext function is in all Windows applications at your disposal.

- 1 Type a shortcut.
- 2 The cursor is now behind the shortcut.
- 3 Press the Autotext Key combination.
- 4 The shortcut will be replaced by the full text passage automatically.

Note

- If no matching shortcut is found, then RapidKey suggests you existing Autotext entries which have similar shortcuts or contain the entered shortcut.
- If no matching shortcut is found, you can create a new Autotext entry.
- Autotexts can contain tags, which will be replaced by the current date and time.

{button ,AL("Autotext")} Related Topics

To edit existing Autotext entries

1 On the taskbar click the RapidKey icon.



2 Click  **Autotext...**

3 Click  **Edit.**

You can insert the following at any place in the Autotext:

Fields

{button ,Jl(`rapideng.hlp>Referenz',`Felder') } Current date and time

{button ,PI(``,`')} Current contents of a text file

{button ,PI(``,`')} Current contents of the clipboard

Special character

{button ,PI(``,`')} special character

{button ,AL("Autotext")} Related Topics

To search for Autotext entries

To search for an Autotext entry that shortcut you don't remember, you don't need to close the Windows application just opened. It's enough to know one of the words which is included in the Autotext (full text passage).

- 1 Type a word that is included in the searched Autotext or resembles an existing shortcut.
- 2 The cursor is now behind the shortcut.
- 3 Press the Autotext Key combination.
- 4 RapidKey will show all found Autotext entries that match.

Tip

- To get fast to an Autotext entry, please type the first letter of the shortcut.

{button ,AL("Autotext")} Related Topics

To delete an Autotext entry

1 On the taskbar click the RapidKey icon.



2 Click  **Autotext....**


3 Click  **Delete.**

Note

- RapidKey will ask you if you really want to delete the Autotext entry.


{button ,AL("Autotext")} [Related Topics](#)

Current contents of a text file

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click **Text file**.
- 3 Choose the desired text file.


<insert textfile c:\...\xxx.txt> will be insert at the current cursor position. The contents of the chosen text file appears later in this place. You can edit or copy that field.

Current contents of the clipboard

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click **Clipboard**.

<insert clipboard> will be insert at the current cursor position. The text just being in the clipboard appears later in this place. That is useful for address or subject lines.

To insert special char

- 1 In the Edit windows click  **Special Char**.
- 2 In the list click the desired character.

The chosen ANSI code character will be insert at the current cursor position.

Date and time in Autotexts

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click the desired date or time format.

<insert time format> will be insert at the current cursor position. Date or time in the chosen format appears later in this place. You can adapt the format:

Date: <insert time d-m-yy>

Date: 24-1-98

on <insert time mmmm d> in <insert time yyyy>

on January 2 in 1998

at <insert time h.nn.ss>

at 14.30.50

We will start on <insert time mmmm d yyyy> at <insert time h> o'clock.


We will start on May 1 1998 at 14 o'clock.

Character like points, colons, dashes and commas are allowed in the field. The letters **d, m, y, h** means day, month, year, hour. The number of letters decides the format.


<u>data</u>	<u>Output result</u>
d	day (1-31)
dd	day (01-31)
ddd	day (Sun-Sat)
dddd	day (Sunday - Saturday)
m	month (1-12)
mm	month (01-12)
mmm	month (Jan - Dec)
mmmm	month (January - December)
yy	year (00-99)
yyyy	year (0000-9999)
h	hour (0-23)
hh	hour (00-23)
n	Minute (0-59)
nn	Minute (00-59)
s	Second (0-59)
ss	Second (00-59)
. : , -	Character like points, colon, points, colons, dashes and commas are allowed

{button ,AL("Autotext")} [Related Topics](#)

Insert a field at the current cursor position in the Autotext. The current date/time or the contents of a text file/clipboard appears later in this place.

For more information click [here](#) .

Displays all existing Autotext entries. The left column contains the shortcuts. The right column contains the corresponding full text passages.

For more information click [here](#) .

Click this to add a new Autotext entry.

You can create a new Autotext entry in any Windows application. You only have to select the text passage you want to store as an AutoText entry and to press the Autotext key combination. Try it!

Click this to edit the selected Autotext entry.

Click this to delete the selected Autotext entry.


Click this to search for an existing Autotext entry.

You can search for Autotext entries in any Windows application. You only have to type a word which is contained in the searched Autotext. Then press the Autotext key combination to see all Autotext entries which contain the word.

Here you can change the column width.

Preview the full text passage of the selected Autotext entry.

Set the Autotext key combination, that replace the shortcut with the full text passage. This will work in any Windows application. Click in the box and press a key combination.

For more information click [here](#) .

Click this button to save all changes and to close this dialog box. This will not close the program RapidKey. The Autotext an Macro function is further in all Windows applications at your disposal.

Click **Cancel** to close this dialog box and **don't** save your changes. This will not close the program RapidKey. The Autotext an Macro function is further in all Windows applications at your disposal.

● **Macros**

Macros are in all Windows applications at your disposal.

It's easy to create and use macros. You only need to make a mental note of one key combination. After pressing that key combination, it doesn't matter which program is open, a context menu appears. Click the desired macro or click **Macro...** to record a new one.

- Recording a new macro
- Playing back macros
- Editing an existing macro
- Deleting a macro
- Changing the macro key combination

Note

- So that the macro function is at your disposal, please start RapidKey. Then the RapidKey icon will be visible on the taskbar.





{button ,AL("Funktionen")} Related Topics

What is a macro?

The word 'macro' denotes the record of keystrokes and mouse actions. You can use macros in all Windows applications. You only need to press a key combination. A context menu appears and you can choose the desired macro.




To change the macro key combination

To use a macro you only have to make a mental note of one key combination. When you press that key combination a context menu will appear and you can run an existing macro.

- 1 On the taskbar click the RapidKey icon.

- 2 Click  **Macro...**
- 3 Click in the box **Quick access to macro by.**
- 4 Press a key combination you want to use for macros.
- 5 Click the **Ok** button.

{button ,AL("Makro")} [Related Topics](#)

To record a new macro

- 1 On the taskbar click the RapidKey icon.

- 2 Click  **Macro...**
- 3 Click  **New.**
- 4 In addition to name and description of the macro you can check the following:
 - {button ,PI(`,`IDH_MTastatur')} [Keystroke](#)
 - {button ,PI(`,`IDH_MMausklick')} [Mouse clicks](#)
 - {button ,PI(`,`IDH_MMausbew')} [Mouse movements](#)
 - {button ,PI(`,`IDH_MNachticht')} [System messages](#)
 - {button ,PI(`,`IDH_MTon')} [Beep when recording events](#)
- 5 Click the **Ok** button.
- 6 To stop the record click **STOP** button or press **Ctrl + ESC** or **Ctrl + Pause**.

Note

- You can record a new macro in any Windows application. To do this press the macro [key combination](#) and the click **Macro...**
- You can [edit](#) the [playback Speed](#) and number of [repeats](#) after recording the macro.

{button ,AL("Makro")} [Related Topics](#)

To play macro back

You can use your macros in all Windows applications.

- 1 Press the macro key combination.
- 2 A context menu appears with the names of all macros.
- 3 Click the macro you want to play back.

Note

- Instead of step 3 you can press the corresponding key. That's faster.

{button ,AL("Makro")} [Related Topics](#)

To edit an existing macro

1 On the taskbar click the RapidKey icon.



2 Click  **Macro...**

3 Click  **Edit.**




4 In addition to name and description of the macro you can edit:

{button ,PI(`,`IDH_MSpeed')} playback speed

{button ,PI(`,`IDH_Mrepeat')} repeat count

{button ,AL("Makro")} Related Topics

To delete a macro


- 1 On the taskbar click the RapidKey icon.

- 2 Click  **Macro...**
- 3 Click  **Delete.**

Note

- RapidKey will ask you if you really want to delete the macro.


{button ,AL("Makro")} [Related Topics](#)

Displays all existing macros. You can run these macros in all Windows applications after pressing the macro key combination.

For more information click here .

Displays the description, playback speed and repeat count of the selected macro.

Set the macro key combination, that shows all existing macros. This will work in any Windows application. Click in the box and press a key combination.

For more information click [here](#) .

Ask after the name of the new macro and what events you want to record. Afterwards the record will start.

Click this to edit description, playback speed and repeat count. To edit the macro name please click the macro.

Click this to delete the selected macro.

Click Playback to run the selected macro.

You can run an existing macro in any Windows application. You only have to press the macro key combination. Then you see a list of all macros.

Name of the macro.

Enter an explanation of the macro. For example which programs should be open.

All Keystrokes will be recorded. If this option isn't checked, no keystroke is recorded.

All mouse clicks using the left, middle or right mouse button will be recorded. If you want to move objects like windows or files, mouse movements have be recorded too.

All mouse pointer movements will be recorded. This is necessary, if you want to paint or move objects like windows or files.

All other events will be recorded which are not cause by keystrokes, mouse clicks or movements.
For example joysticks or mousewheels.



Check this to hear each recorded event (keystrokes, mouse clicks or movements).
Errors at the execution of a macro will be audible generally.

Displays the recorded events.

Sets the playback speed. Slide the bar to run the macro faster or slower than recorded. Slide the bar to the middle to play back the macro how you record it.

Type the number how many times the recorded macro is repeated.

To access objects on the desktop



- 1 On the taskbar click the RapidKey icon.

- 2 Click  **Desktop**.
- 3 Click the desired document or program.

Note

- The RapidKey list shows all programs, documents and folders on the desktop. The list is updated at every start. If you want to update the list at any time please click **Refresh menu**.
- RapidKey starts automatically when Windows starts. So all functions are at your disposal. If you close RapidKey by clicking the **Close** item, RapidKey asks you if you want to start it automatically the next time Windows starts.

{button „AL("Funktionen")"} [Related Topics](#)

To access folders needed frequently

- 1 On the taskbar click the RapidKey icon.

- 2 Click  **Favorite folders.**
- 3 Click the desired folder. That folder will be opened with the Explorer.

Note

- To add a folder to the list of existing favorite folders, click **Manage favorites...** after step 2. Then drag and drop the folder you want to add from the Explorer to the folder list.

{button ,AL("Funktionen")} [Related Topics](#)

Displays the list of favorite folders. You can open directly these folder in the Explorer using RapidKey. To add a folder drag and drop the folder from the Explorer to this folder list.

Add a folder to the list of favorite folder. You can drag and drop the folder from the Explorer to the folder list.

Deletes a folder from the folder list.

To contact us

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RapidKey is distributed as shareware. Shareware is a distribution method based on honor, and is not a type of software. You are free to use it for a trial period of up to 30 days. If you find this program useful and would like to continue using RapidKey, then you are required to [register](#) for only **\$25**. You will receive a registration code that you can use to [unlock the shareware](#). The registration code will turn off all nag screens and shareware limitations, and work with future upgrades at least for 2 years.

{button ,AL("Info;Shareware")} [Related Topics](#)

To register RapidKey

You can order your own registration code for only \$25 from our distributor ShareIt (Greensburg/U.S.A, Köln/Germany). ShareIt accept Visa, Eurocard, MasterCard, American Express, Diner's Club, money order and checks. After registration you will receive your registration code by email within 24 hours.

Order



via [Secure Order Form](#)
Internet:



via [Order Form](#)
Mail/Fax:



via 1-800-903-4152 (orders only, 24
Phone: hours)
724-850-8186 (ShareIt
customer support)
program ID for RapidKey:
101059

Note

- After registration you will receive a registration code that you can use to [unlock the shareware](#).

<u>Shipping</u>	<u>Cost</u>
email	free
Mail/Fax	+ \$4

- If you have questions please ask [us](#).
- You can register RapidKey [via Internet](#)

{button ,AL("Shareware")} [Related Topics](#)

To switch the shareware version to a registered version

1 On the taskbar click the RapidKey icon.



2 Click  **R E G I S T E R ...**

3 Enter the Name and Code in the registration dialog **exactly** as shown in the information sent to you.

4 Click **Unlock**.


Note

- [Martin JR.](#) is the same as [Martin j r](#)
- If you have questions please ask [us](#).
- You can [order](#) your registration code for \$25.

{button ,AL("Shareware")} [Related Topics](#)

Displays how you can register RapidKey.

Enter the Name and Code in the registration dialog **exactly** as shown in the information sent to you. Then click Unlock to switch the shareware version to a registered version.

For more information click [here](#) .

To uninstall RapidKey

- 1 Click Start-Settings-Control panel.
- 2 Click **Software**.
- 3 Click the **Remove** button to delete RapidKey from your Computer.

Note

- You can also run uninstal.exe in the RapidKey directory.

To change language

Generally RapidKey autodetect your language (English or German). But if you want to use another language please do following:

- 1 In the RapidKey directory open the file rapidkey.ini with your editor.
- 2 Below the [Options] line add the line
Language=D (for German language) or
Language=E (for English language).
- 3 Save the file.

German Note

- Um zu erfahren, wie Sie die deutsche Sprache einstellen, klicken Sie bitte [hier](#) .

