Welcome to Picklist

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Overview

Picklist is one the smallest utilities you may come across, yet may prove to be one of the most powerful - it allows you to assign text items for fast insertion into any Windows application. It is especially useful for inserting repetitive phrases and long words or sentences into any wordprocessing package. It can store upto 100 text items. In addition, Picklist has a host of commands that allow it to run files, macros and access menu commands via successive keystroke output.

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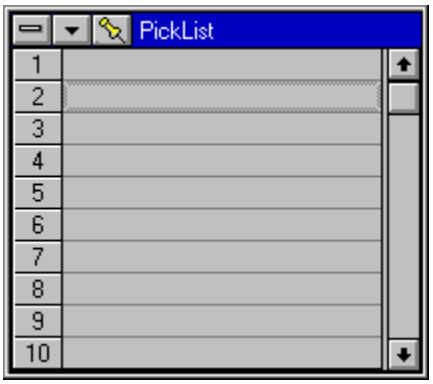
Using Picklist

Picklist is very easy to use. To begin with, click on the various buttons of diagram shown:



TO ENTER A TEXT ITEM

To enter a text item, highlight and double click the row where you wish to assign to the text.

TO ENTER A COMMAND

In addition to entering alphabetic and numeric characters, Picklist is also capable of accepting commands to enable you to run files and send menu keystrokes.
To enter these commands, highlight and double click the row where you wish to assign to the command.

See Picklist Command Set.

TO RETRIEVE A TEXT ITEM OR COMMAND

Once you have assigned a chunk of text or a command into a Picklist slot, you can apply the text to your currently active window by double clicking the first column on any of the rows between 1 and 100.

Close
This quits Picklist and saves the current settings.

Minimise
This minimises the window to an icon.

Titlebar
This has the title of the previous window that had the focus. Any attempts to retrieve the text in the list below the titlebar will result in the output being aimed at the window whose title appears in the titlebar.

Item Number
This column displays the refrence number for each text item shown in the next column. If you double click on this column, you output the contents of the second column to the window shown on the titlebar.

Text Item
This column displays the text items or commands you enter.

Command Set

ENTERING TEXT

To specify a single keyboard character, use the character itself. For example, to represent the letter A, use "A". If you want to represent more than one character, append each additional character to the one preceding it. To represent the letters A, B, and C, use "ABC".

SPECIAL CHARACTERS

To specify characters that aren't displayed when you press a key (such as Enter or Tab) and keys that represent actions rather than characters, use the codes shown below:

Key	Code
Backspace	{BKSP}
Break	{BREAK}
Caps Lock	{CAPS}
Clear	{CLEAR}
Del	{DEL}
Down Arrow	{DOWN}
End	{END}
Enter	{ENTER}
Esc	{ESC}
Help	{HELP}
Home	{HOME}
Insert	{INS}
Left Arrow	{LEFT}
Num Lock	{NUM}
Page Down	{PGDN}
Page Up	{PGUP}
Print Screen	{PRTSC}
Right Arrow	{RIGHT}
Scroll Lock	{SCR}
Tab	{TAB}
Up Arrow	{UP}
F1	{F1}
F2	{F2}
F3	{F3}
F4	{F4}
F5	{F5}
F6	{F6}
F7	{F7}
F8	{F8}
F9	{F9}
F10	{F10}
F11	{F11}
F12	{F12}
F13	{F13}
F14	{F14}
F15	{F15}
F16	{F16}

KEYBOARD MODIFIERS

To specify keys combined with any combination of Shift, Ctrl, and Alt keys, precede the regular key code with one or more of the following codes:

Key	Code
Shift	{SHIFT}
Control	{CTRL}
Alt	{ALT}

To specify that Shift, Ctrl, and/or Alt should be held down while several other keys are pressed, enclose the keys' code in parentheses. For example, to have the Shift key held down while E and C are pressed, use "{SHIFT}(EC)". To have Shift held down while E is pressed, followed by C being pressed without Shift, use "{SHIFT}EC".

Note: You cannot send keystrokes to an application that is not designed to run in Microsoft Windows.

MENU COMMANDS

To specify menu commands, you use the menu shortcut keys.
eg.
Typically, to open a file in a windows application, you employ the keystokes: Alt, F, O {alt, File and Open).
This can be invoked by enetring the following:

{ALT}FO

Similarly, to save a file in a windows application, you employ the keystokes: Alt, F, S {alt, File and Save).
This can be invoked by enetring the following:

{ALT}FS

ADDITIONAL COMMANDS

In addition to the above, the following commands are available:

{BEEP} This sounds a beep from the PC's internal speaker.
eg. To output the word **HELLO** and then sounds a beep enter:

Hello{BEEP}

{TIME hh:mm:ss} This enters the current system time using the format provided.
To enter the hours use h or hh (adds a zero prefix if necessary).
To enter the minutes use m or mm (adds a zero prefix if necessary).
To enter the seconds use s or s (adds a zero prefix if necessary).
eg. To output **The time is** and the current system time enter:

The time is {TIME hh:mm:ss}

{DATE dd:mm:yy} This enters the current system time using the format provided.
To output the days use:

- d - for the numeric date
- dd - for the numeric date, appending a zero prefix if necessary.
- ddd - for abbreviated day, eg. Mon, Tue etc.
- dddd - for the full day eg. Monday, Tuesday etc.

To output the month use:

- m - for the numeric month
- mm - for the numeric month, appending a zero prefix if necessary.
- mmm - for abbreviated month, eg. Jan, Feb etc.
- mmmm - for the full month eg. January, February etc..

To output the year use:

- yy- for the numeric year eg. 97
- yyyy - for the full numeric year eg. 1997.

eg., the following will output the date in its entirety into your document:

{DATE dd-dddd-mmmm-yyyy)

{PAUSE x} This introduces a pause specified by a the x component.
eg., to introduce a pause of 10 seconds to before executing a command, type:

{PAUSE 10}

{MSG x} This shows a message box containing a sentence specified by the x component.
e.g., to show a simple message box that display 'Hello' :

{MSG Hello}

{RUN x} This runs the file specified by the x component.
e.g., to run a notepad, type:

{RUN C:\WINDOWS\NOTEPAD.EXE}

NOTE:the commands you enter using the command set can be appended to each other. Eg. to open notepad, enter the date & time and the sentence 'This document refers to the meeting between: ' type:

{RUN C:\WINDOWS\NOTEPAD.EXE}{DATE dd/mm/yy} - {TIME hh:mm} {ENTER}This document refers the the meeting between: }

Topmost
This is a toggle button. In the downposition, the PickList window float above all the other windows. In the up position, the window behaves normally.

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