



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.

- ❖ For a diagram of the QuicKeys architecture, see page 213.

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.

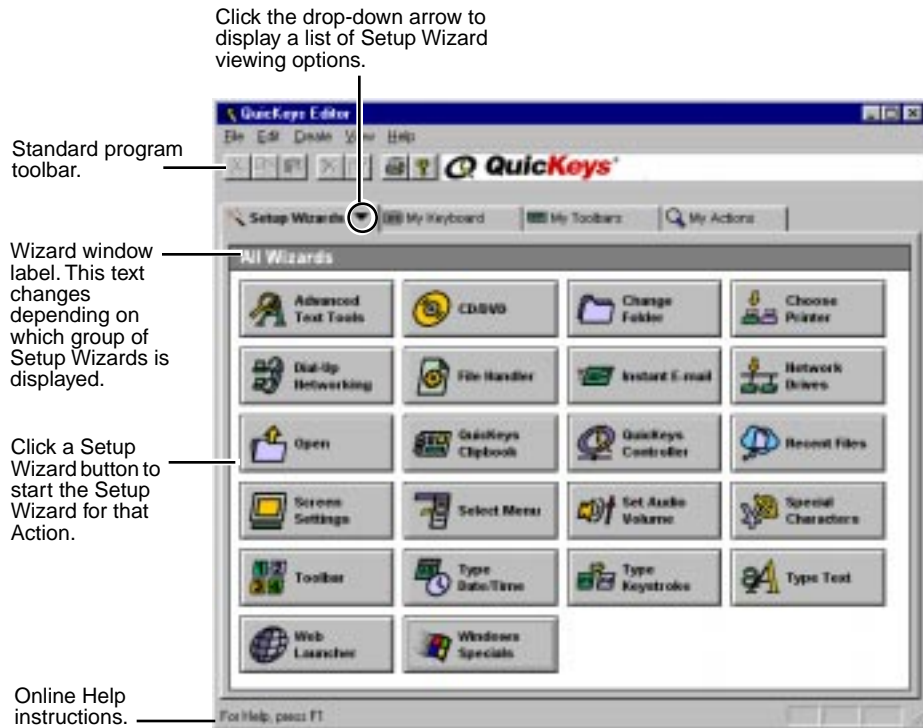


Figure 3: Click a button in the **Setup Wizards** tab to be guided through the process of creating, editing, and deleting Actions.

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.

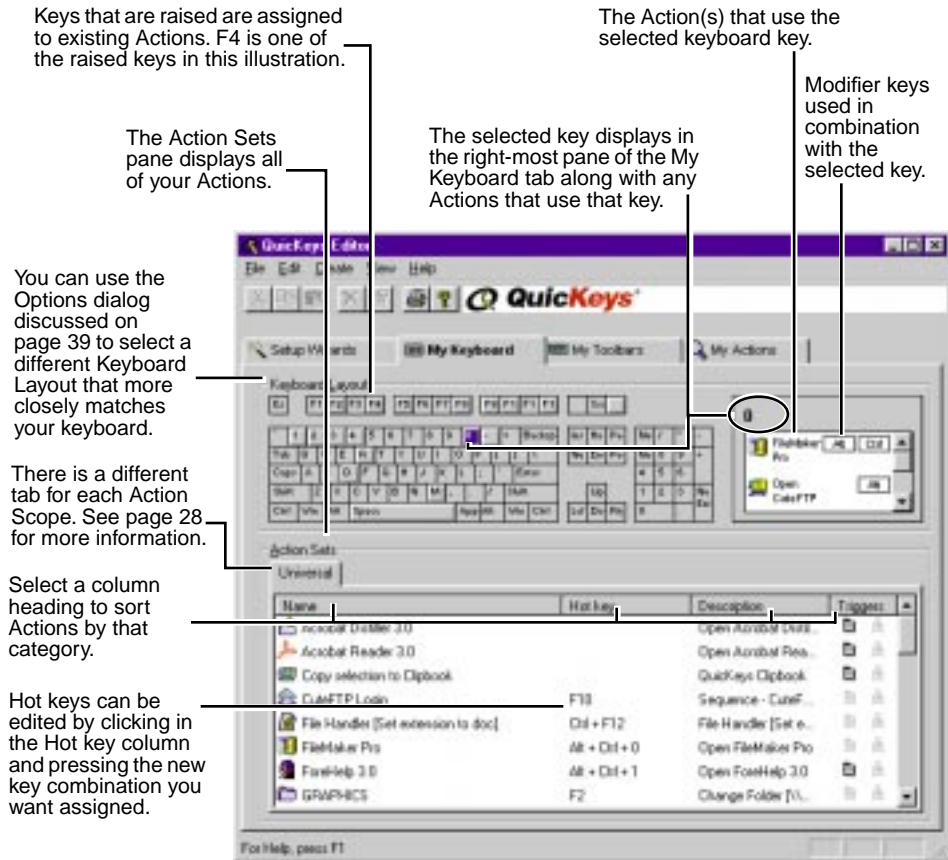


Figure 4: Use the My Keyboard tab to assign hot key triggers to your Actions. The standard keyboard layout is shown here, but you can also specify a laptop keyboard layout. See page 39 for more information.

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.

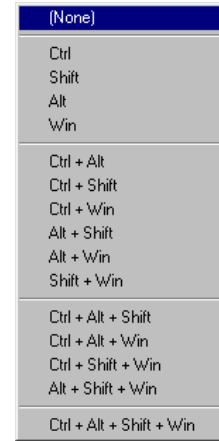


Figure 5: The modifier menu

- ❖ 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.

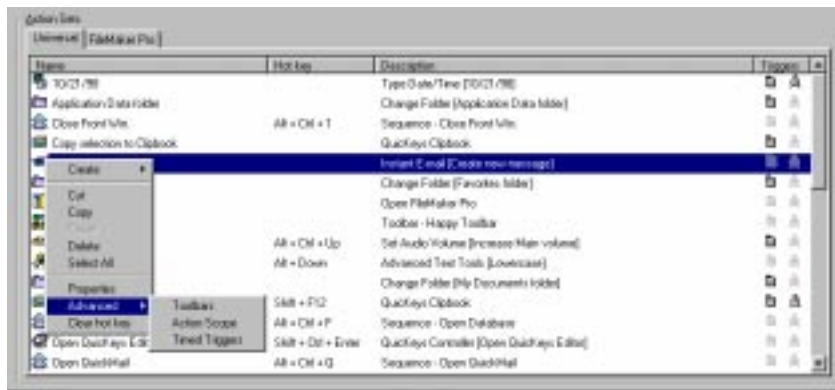


Figure 6: Right-click an Action in the Action Sets pane of the **My Keyboard** tab to display the context menu.

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.



Figure 7: Right-click an Action in the far right pane of the My Keyboard tab to display the above menu.

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.

When you click the toolbar name in the **My Toolbars** tab of the QuickKeys 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.

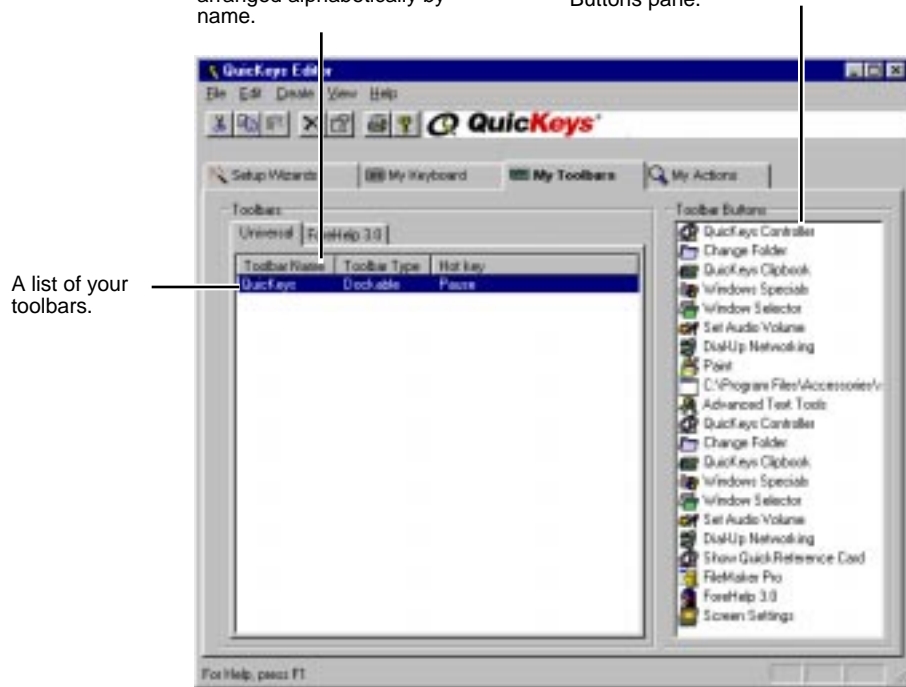


Figure 8: Use the **My Toolbars** tab to create, edit, and delete QuickKeys toolbars.

- 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, "QuickKeys 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.

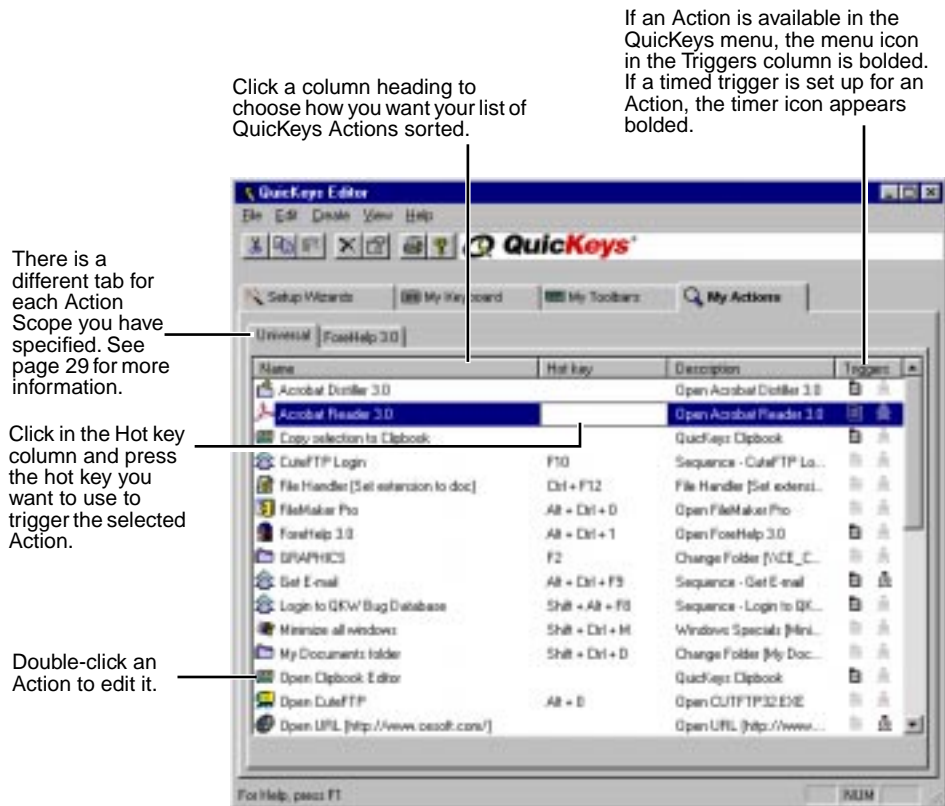


Figure 9: Use the **My Actions** tab to view, create, or edit your Actions.

- 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.

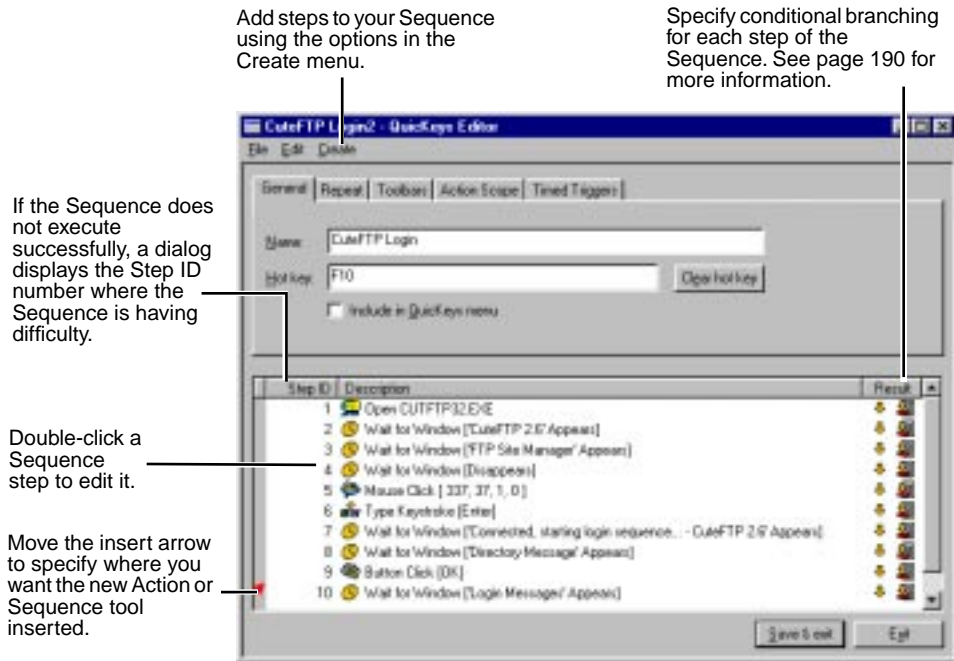


Figure 10: Use the Sequence Editor to modify your Sequences. See Chapter 12, "Building Multi-Step Actions" for more information on Sequences.

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.

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.quickeys.com/>.

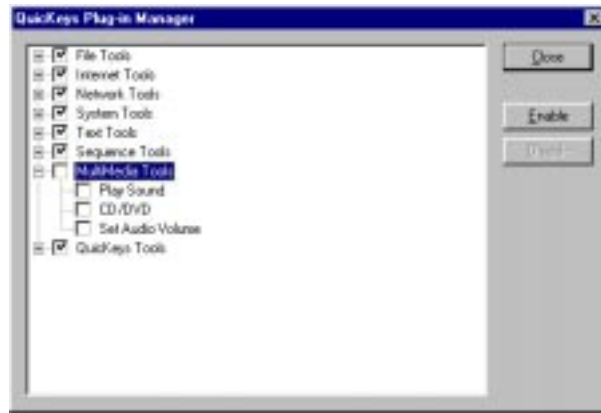


Figure 11: You can manage QuicKeys Plug-ins from the Plug-in Manager window. When you click the + icon to expand a plug-in, you can see the Actions that are included in that plug-in.

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.

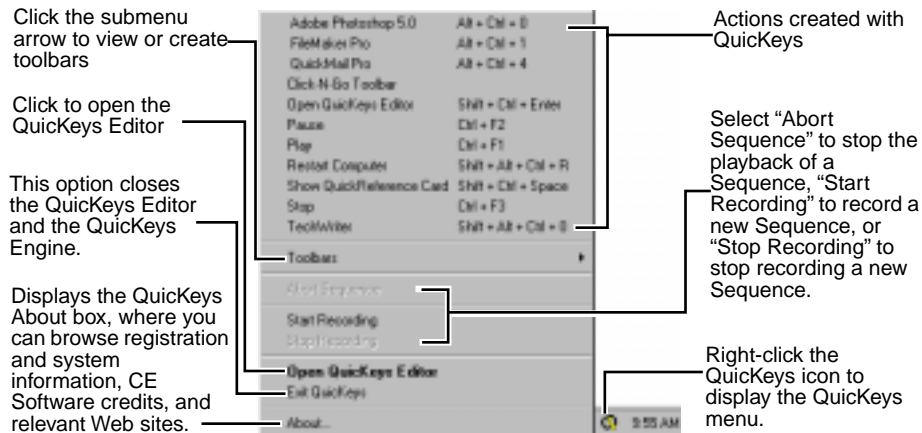


Figure 12:The QuicKeys menu in the Windows taskbar

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 QuickKeys 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. QuickKeys should react to the trigger and complete the task immediately.

Creating QuickKeys Actions

When you create a QuickKeys 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 QuickKeys Actions is completely dependent upon your comfort level with QuickKeys.

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 select a plug-in from the Create menu to open 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 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.

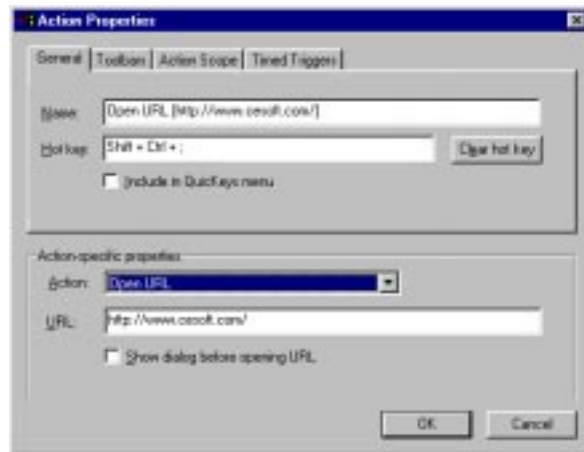


Figure 14:The Action Properties dialog for the Web Launcher Action appears when you select Web Launcher from the Internet Tools submenu in the Create menu.

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

> 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.

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

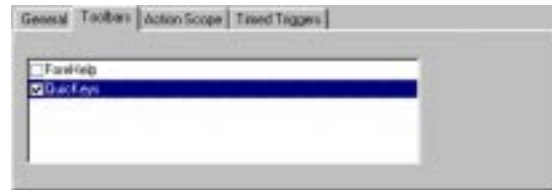


Figure 16:The Toolbars tab is located at the top of the Action Properties dialog shown in Figure 14.

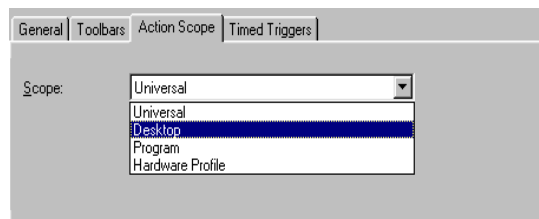


Figure 17:The Action Scope tab is located at the top of the Action Properties dialog shown in Figure 14.

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.

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.

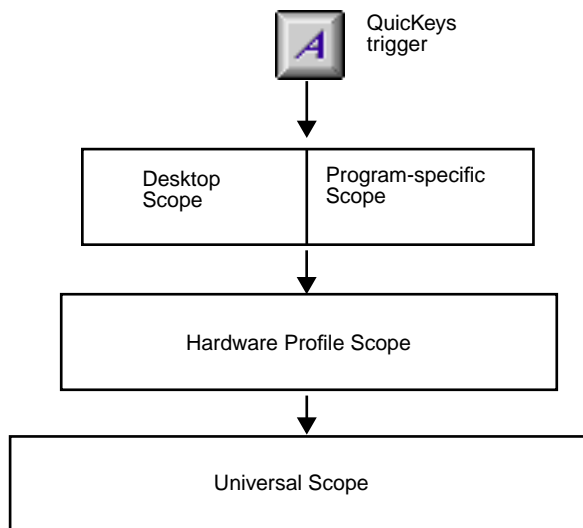


Figure 18: This diagram illustrates Action Scope priority from the most specific Scope selection to the least specific Action Scope option.

- **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.

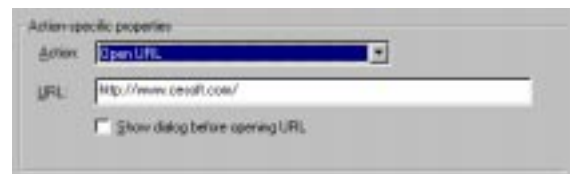


Figure 20: The Action-specific properties pane for the Web Launcher Action.

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.
- **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.

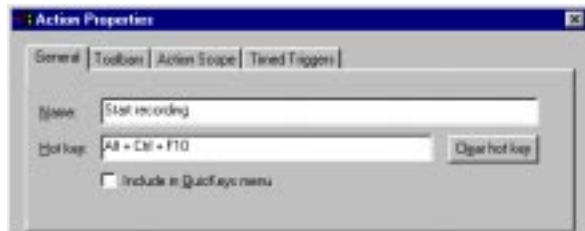


Figure 21: You can set your triggers in the various tabs of the Action Properties dialog or in the Triggers page of the Setup Wizard.



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:

- 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 QuickKeys Action.

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



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.

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+l 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 QuickKeys Controller Action Menu button that was automatically placed on your QuickKeys toolbar when you installed QuickKeys. However, if you edited the toolbar and that button is no longer available to you, use the following instructions to set up this Action.

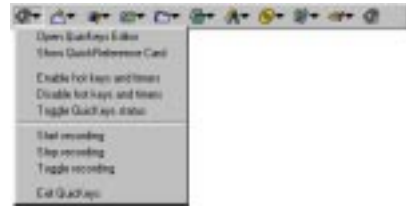


Figure 25: You can disable hot keys and timers from the QuickKeys Controller Action Menu located on your QuickKeys toolbar.

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

- 1 Start QuickKeys.
- 2 Select the **Setup Wizards** tab.
- 3 Click the **QuickKeys Controller** button.
- 4 Read the introduction page and click **Next**.
- 5 Select **Create a new Action** and click **Next**.
- 6 Select **Set status of QuickKeys** 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 QuickKeys 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. If the scope of the Action is invalid in the new environment, the scope is automatically reassigned to Universal.

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 QuickKeys 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.

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.

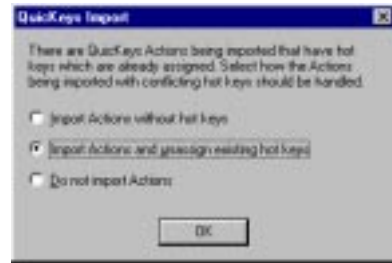


Figure 26: The QuickKeys Import dialog appears when QuickKeys notices duplicate hot keys as it imports new Actions.

Exporting Action Sets

You can export Action Sets when you want to share your QuickKeys Actions with other QuickKeys users or when you want to back up your Actions. When the Setup Wizard tab is displayed, you can export *all* of your QuickKeys 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. Your 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. You can right-click the QuicKeys icon to display the QuicKeys menu.

You can disable this option if you do not want to trigger Actions from the QuicKeys menu. When this check box is cleared, the Option dialog's **Show hot keys in QuicKeys menu** check box is dimmed.

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 be available.

You may want to disable this option if you only want Action names to display in the QuicKeys menu.



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.

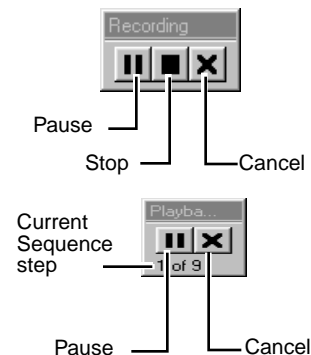
Always use Setup Wizards for editing—Displays a Setup Wizard each time you modify an Action. When this check box is cleared and you attempt to modify an Action from the **My Actions** tab, the Action Properties dialog appears rather than a Setup Wizard. Clear this option if you are an advanced QuicKeys 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.



Figure 27: The introduction page of the Setup Wizard.



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
- Small Icons
- List
- Details

Using Online Help

You can access QuicKeys Help from the **Help** menu, from the QuicKeys 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.

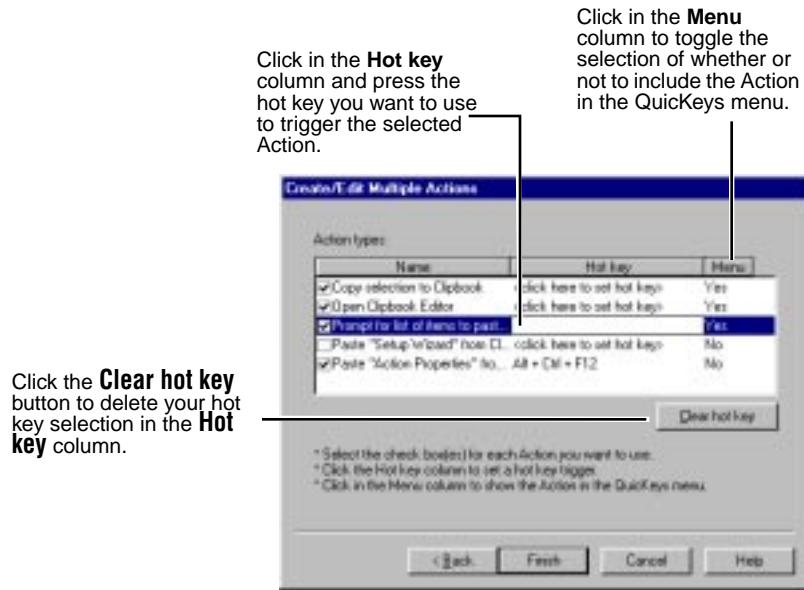


Figure 30: This dialog appears when you click "Create/edit Multiple Actions" in the Setup Wizard.

- 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 window 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.

By default, QuicKeys uses the Shift+Ctrl+Space hot key to open the QuickReference Card. When triggered, the QuickReference Card opens to the tab representing Actions in the most restrictive scope. For example, if FileMaker is open when you press Shift+Ctrl+Space, the Actions scoped to FileMaker appear in the frontmost QuickReference Card tab. If there are no Actions scoped to FileMaker, the Universal tab is frontmost.



Figure 31: Use the QuickReference Card to help remember your hot keys. In this example, FileMaker Pro is the active program so the Actions scoped to FileMaker appear in the frontmost tab of the QuickReference Card.

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.

