

CHAPTER 5 MANAGING QUICKKEYS

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This chapter discusses standard procedures for managing QuickKeys on a day-to-day basis. It also provides information on turning individual Shortcuts on and off, resolving keystroke conflicts, and importing and exporting Shortcuts.

SAVING SHORTCUTS

Your Shortcuts are automatically saved whenever you close the QuickKeys Editor.

EDITING SHORTCUTS

To edit QuickKeys Shortcuts, open the QuickKeys Editor and double-click the Shortcut you want to edit. Make changes in the Shortcut Properties dialog that appears and click OK when you are finished.

DELETING SHORTCUTS

To delete QuickKeys Shortcuts, open the QuickKeys Editor and select the Shortcut you want to delete. Select **Delete** from the **Edit** menu. Click the **Delete** button in the alert window that appears.

- ▲ There is no “Undo” function if you delete a Shortcut.

PRINTING SHORTCUTS

If you want to print a list of your Shortcuts, choose the keyset you want to print and select **Print** from the **File** menu. The following information in the selected Set is printed:

- Keystroke.
- Icon representing Shortcut type.
- Shortcut name.
- Comments.

MANAGING KEYSTROKE ASSIGNMENTS

If you have created several Shortcuts, you may find it difficult to keep track of all your keystroke assignments. If it becomes hard to remember which key combinations trigger your favorite Shortcuts, you can either print a list of your Shortcuts or view the QuickReference Card.

PRINTING KEYSTROKE ASSIGNMENTS

To print a list of keystroke assignments in a QuickKeys Set, open the QuickKeys Editor and select the QuickKeys Set you want to print. Choose **Print** from the **File** menu and click OK in the **Print** dialog that appears. The keystroke, Shortcut type, Shortcut name, and a comment line are printed for the QuickKeys Set you selected.

VIEWING THE QUICKREFERENCE CARD

QuickKeys provides another solution to “keystroke overload” with the QuickReference Card. The QuickReference Card is a modal window that displays QuickKeys Shortcuts and their corresponding keystroke assignments for your Universal and active applications Sets. You can trigger Shortcuts by clicking them in the QuickReference Card, or you can simply use the QuickReference Card to view the Shortcuts you have created.



Figure 61: The QuickReference Card.

By default, the QuickReference Card can be opened by selecting QuickReference Card from the QuickKeys menu or by pressing Option+Control+Space. The QuickReference Card closes when you press the OK button or when you click a Shortcut listed in the QuickReference Card window.

You can choose which QuickKeys Shortcuts appear in the QuickReference Card using the filtering toolbar at the bottom of the QuickReference Card window. Each button on the toolbar represents a type of QuickKeys plug-in. By default, *all* plug-ins display in the QuickReference Card.

- Click Show all to display all the Shortcuts.
- Click on one of the filter buttons to display only the Shortcuts represented by that button.
- Press the Shift key down and click multiple filter buttons to display multiple Shortcut types. A black outline highlights the selected plug-ins in the filter.
- Click the arrow button to scroll through the QuickReference Card.

CLEARING KEYSTROKE ASSIGNMENTS

There are three areas where you can delete your keystroke assignment for a particular Shortcut: from the QuickKeys Editor Keysets tab and from the Shortcut Properties dialog.

- To delete a keystroke assignment from the QuickKeys Editor Keysets tab, click in the Keystroke column and press the Delete key on your keyboard. The keystroke cell becomes blank.
- To delete a keystroke assignment from the Shortcut Properties dialog, position your cursor in the keystroke box of the Shortcut Properties dialog and press the Delete key on your keyboard. The keystroke is replaced by the word “unassigned” to indicate that the Shortcut no longer has a keystroke trigger assigned to it.
- Select the Shortcut in the QuickKeys Editor and select Undefine from the Edit menu.

RESOLVING KEYSTROKE CONFLICTS

Keystroke conflicts occur when a keystroke in one QuickKeys Shortcut Set conflicts with a keystroke in another QuickKeys Set. Conflicts can also occur between QuickKeys keystrokes and keystrokes that are built into another application. For example, let’s say the F5 keystroke is assigned to two different QuickKeys Shortcuts. One keystroke opens Photoshop and is part of the Universal Set. The other keystroke changes the layout of a document and can only be triggered in a specific database application. What happens when you press F5?

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

- A. Application-specific keystrokes
- B. Universal keystrokes
- C. Keystrokes defined within a particular application

Applying this information to the above example, if the database program is the active application, 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 keystrokes to avoid these conflicts, you can either use the QuicKeys Specials plug-in to turn your keystrokes on and off for a brief period of time or you can substitute QuicKeys keystrokes for the keystrokes that are built into the applications you use.

Turning Off Keystroke Assignments

If keystroke conflicts only occur in applications you seldom use, the best way to avoid them is to turn your QuicKeys keystrokes on and off using the Specials plug-in. This feature enables you to briefly disable a QuicKeys keystroke while you work in an application that uses conflicting keystrokes.

For example, you may want to disable QuicKeys keystrokes while working in Microsoft Excel if Excel uses Command+I to insert cells, but you have directed QuicKeys to use Command+I to change selected text to italics in your Universal Set.

When you are finished working in the application, you can turn QuicKeys keystrokes back on. See page 111 for more information.

Reassigning Built-in Application Keystrokes

If keystroke conflicts occur in applications you use on a daily basis, you need to change either the keystroke that you assigned with QuicKeys or the keystroke your applications use. You can change your QuicKeys keystrokes simply by opening the QuicKeys Editor, positioning your cursor in the Keystroke column and pressing a different keystroke when you see the blinking cursor.

To change your built-in application keystrokes, you can use the Alias Keystroke Shortcut. See page 95 for more information.

WORKING WITH QUICKEYS SETS

You can specify the range of operation for a particular QuicKeys Shortcut by choosing a QuicKeys Set. These Sets make it easier to manage QuicKeys because they enable you to categorize your Shortcuts. You can place a Shortcut in the Universal Set so it can be triggered at any time, or you can make a Shortcut application-specific so it only works in a selected application.

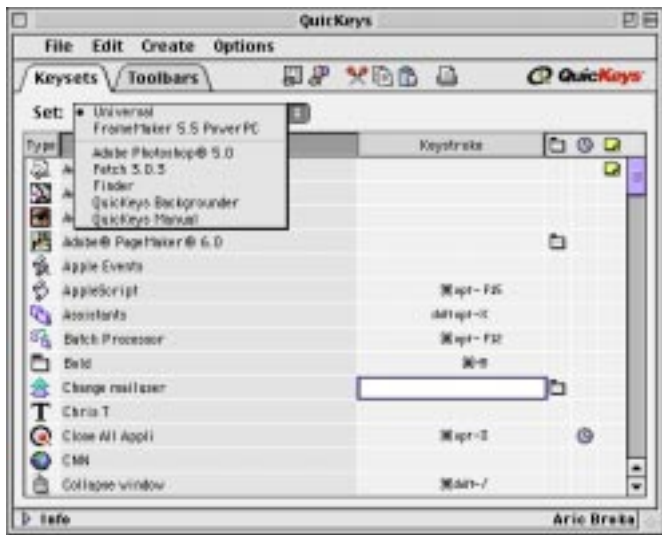


Figure 62: Choose which Set you want a particular Shortcut to belong to using the Set pop-up menu.

When you open the QuickKeys Editor, you can choose to view three different kinds of Sets: Active Sets, Inactive Sets, and Custom Sets.

ACTIVE SETS

There are only two active Sets at any one time in QuickKeys: the Universal Set and the current application Set. Shortcuts can only be triggered if they are in an active Set. On a Mac, the active application is denoted by a checkmark in the application menu. In QuickKeys, the active application is displayed in the Sets pop-up menu of the QuickKeys Editor. Shortcuts listed in an application Set can only be triggered when the application is frontmost on the desktop. For example, if the Finder is the active application, only Universal and Finder-specific shortcuts can be triggered.

Selecting the Universal Set

Use the Universal Set when you want to be able to trigger a Shortcut at any time, regardless of what application you are in or whether or not the Finder is active.

INACTIVE SETS

Inactive Sets include all QuickKeys Sets that reside in your Keysets folder, with the exception of the active application Set and the Universal Set.

Selecting an Application Set

There are two different application Sets: an active application Set and a standard application Set. The active application Set enables you to assign Shortcuts to the application that is active on your desktop. The standard application Set enables you to choose which application Set you want to view. The application list contains:

- Applications that currently have QuickKeys Shortcuts assigned to them.
- Applications that are currently launched.
- The Finder.

CUSTOM SETS

Sets that are not stored in the Keysets folder are called Custom Sets. To open custom Sets, you must select Open Set from the File menu and navigate to the location of the Set.

Creating a Custom QuickKeys Set

You can create custom QuickKeys Sets for applications, such as computer games. For example, if you are an avid fan of computer games, you may find that you cannot interrupt a game to make a QuickKeys Shortcut. If this occurs, you can “trick” the game by creating a custom QuickKeys Set.

To create a custom QuicKeys Set:

1. Open the QuicKeys Editor.
2. Select **New Set** from the File menu.
3. Type a name for your custom Set. If you are using the Shortcuts for a game, the name of your custom Set must match the name of the game you are trying to automate with QuicKeys.
4. Choose to store the Set in the Keysets folder. The Keysets folder is located in the :System Folder:Preferences:QuicKeys Folder: on your startup disk.
5. Click **Save** to save your Set to the Keysets folder. The QuicKeys Editor appears with the name of your new Set displayed in the Sets pop-up menu.
6. Add Shortcuts to your custom Set.

The next time you open the computer game, it automatically recognizes the Shortcuts you have assigned to it using QuicKeys.

Opening Custom QuicKeys Sets

To open a custom QuicKeys Set:

1. Open the QuicKeys Editor.
2. Select **Open Set** from the QuicKeys Editor File menu.
3. Navigate to the custom QuicKeys Set you want to display and click **Open**. The selected Set appears in the QuicKeys Editor.

Saving Sets

To save a custom QuicKeys Set, select **Save** from the File menu.

CHANGING SET ASSIGNMENTS

To change Set assignments, use the cut, copy, and paste options to remove Shortcuts from one Set and add them to another Set.

CLOSING SETS

To close a custom QuicKeys Set so it no longer appears in the QuicKeys Editor, select a Set from the Set pop-up menu and choose **Close Set** from the File menu.

HIDING QUICKEYS

When you click outside of the QuicKeys Editor, the Editor window is replaced by a small, boxed QuicKeys logo called the QuicKeys palette. When you click on the QuicKeys palette, the QuicKeys Editor reappears. This functionality enables you to “hide” the QuicKeys Editor without closing it.

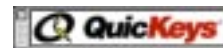


Figure 63: The QuicKeys palette appears when you click outside the QuicKeys Editor.

CUSTOMIZING QUICKEYS

There are several different ways to customize QuicKeys. You can make changes in the Configure QuicKeys dialog, set QuickReference Card preferences, disable/enable QuicKeys plug-ins, install third-party plug-ins, and sort your Shortcut list.

SETTING QUICKEYS OPTIONS

You can customize what you see when you run QuicKeys by selecting or clearing options in the Configure QuicKeys dialog.

QuickKeys Menu

Use the QuickKeys menu options to select where to display the QuickKeys menu. You can choose to display the QuickKeys menu in the Apple Menu, in the menu bar at the top of your screen, or you can choose to hide the QuickKeys menu. The Menu Bar option places the QuickKeys icon on the right side of the Macintosh menu bar. When you change the location of the QuickKeys menu, you must restart for the change to take effect.

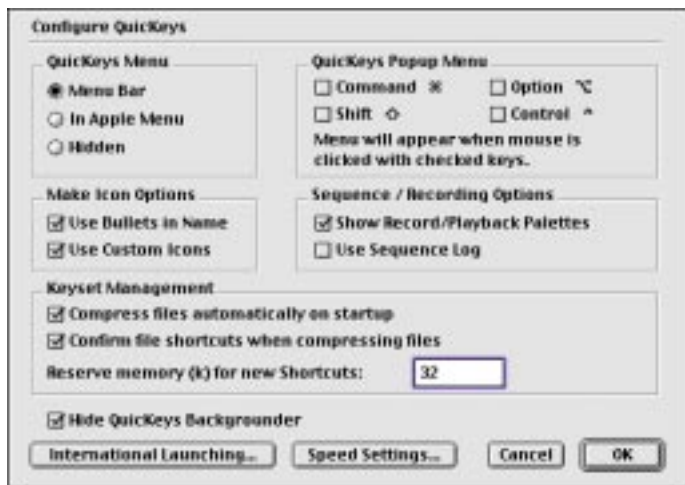


Figure 64: The Configure QuickKeys dialog.

QuickKeys Popup Menu

Use the QuickKeys Menu options to select which key(s), in combination with a mouse click, display(s) the QuickKeys pop-up menu. For example, if you select the Shift check box, the QuickKeys menu appears whenever you press the Shift key and your mouse key simultaneously. By default, you can only open the QuickKeys pop-up menu by clicking the QuickKeys icon in the menu bar.

Make Icon Options

Use the Make Icon options to adjust the appearance of QKIcons. Select Bullets in Name to add bullets to the QKIcon filename. Select Use Custom Icons to display an icon that represents the type of Shortcut selected, rather than a generic QuickKeys icon. See page 40 for instructions on using the Make Icon option.

Sequence/Recording Options

Choose whether you want the Record and Playback palettes to display when you are recording or playing back a Sequence.



Figure 65: The recording and playback palettes.

Select Use Sequence Log to provide a log of the last Sequence you triggered. This feature is useful when you are troubleshooting a Sequence or when you need to create a building block for a QuickKeys script. The log file is stored in the System Folder:Preferences:QuickKeys: folder.

- ❖ The QuickKeys Backgrounder must be running for the Use Sequence Log feature to function.

Keyset Management

Use these options to set compression and memory allocation preferences. Select Compress files automatically on startup to remove unused Sequence and Real Time data from their respective folders when your computer is restarted. To keep things running smoothly, CE Software recommends leaving this option selected.

Select Confirm file Shortcuts when compressing files to clean up QuickKeys at the system level. This option links unattached File Launch Shortcuts and cleans up empty space that is fragmented as a result of editing Shortcuts or Sequences.

Specify how much memory you want to reserve for new Shortcuts. By default, 32K is allocated for new QuickKeys Shortcuts. Shortcuts vary in size depending on their complexity, so you need to rely primarily on the QuickKeys Memory Usage window or persistent buffer alerts to determine how much of a memory buffer should be set in QuickKeys. When you are setting your QuickKeys buffer size, keep in mind that every time you open an application, you open its associated QuickKeys Shortcut Set, increasing the amount of memory QuickKeys requires.

Hide QuickKeys Backgrounder

By default, the Hide QuickKeys Backgrounder check box is checked in the Options dialog. When this option remains checked, the QuickKeys Backgrounder application is invisible to you when it is running. If you uncheck this option, the QuickKeys Backgrounder appears in your application menu. See page 32 for more information on the QuickKeys Backgrounder.

Whether or not the QuickKeys Backgrounder is visible is largely a personal preference, but this option *does* affect some QuickKeys toolbars. If you have a toolbar that does *not* use the Always On Top option and you keep the default QuickKeys Editor

settings, the alert shown in Figure 66 appears. If you select Yes in this alert window, the Hide QuickKeys Backgrounder option is automatically unchecked in the Options dialog so you are able to see all your toolbars.



Figure 66: This alert window appears if you uncheck the Always On Top option for a QuickKeys toolbar.

International Launching

Use this dialog to specify the equivalent of various menu items in a non-English System.

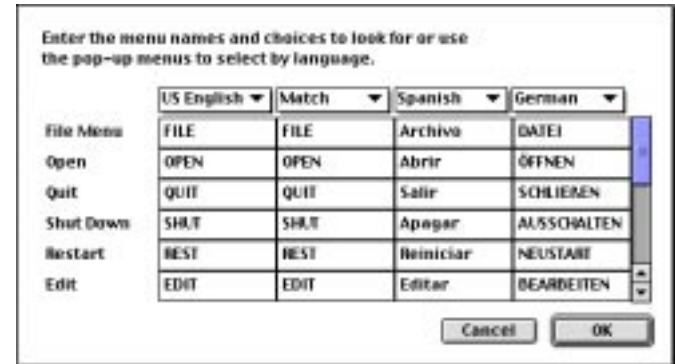


Figure 67: The International Launching window.

Speed Settings

Use the Speed Settings dialog to fine-tune the dragging, clicking, or recording speeds in QuickKeys. This feature is useful for applications that are particularly slow or for creating Real Time Shortcuts for tasks that require slower movements. The best way to determine which speeds work best for your environment is to experiment with the different options.

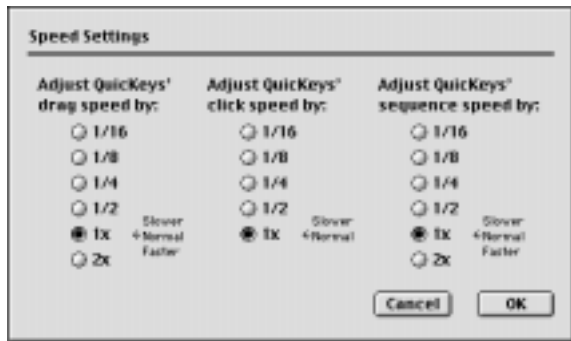


Figure 68: The Speed Settings window.

SETTING QUICKREFERENCE CARD PREFERENCES

Customize the appearance of the QuickReference Card by making changes in the QuickReference Card Options window.



Figure 69: The QuickReference Card Options window.

Sort by

Sorts Shortcuts in the QuickReference Card window by Shortcut type, Shortcut name, or keystroke.

Display these Shortcuts

Choose which plug-ins are displayed in the QuickReference card by clicking an icon in the QuickReference Card Options window. A black square highlights each plug-in chosen to display in the QuickReference Card. By default, all icons are highlighted.

List

Choose which types of Shortcuts display in the QuickReference Card from the List options. You can choose to display Application-specific Shortcuts, Universal Shortcuts, or both types of Shortcuts.

Expand to fill screen

Expands the QuickReference Card window so it covers your desktop.

DISABLING/ENABLING PLUG-INS

If you find that you do not have a need for some of the plug-ins installed with QuicKeys, you can turn those plug-ins off so they no longer display in the QuicKeys Editor. For example, if you don't use your CD-ROM drive for music CDs, you can disable the CD player plug-in.

To disable/enable QuicKeys plug-ins:


1. Click the Plug-in Manager button  in the QuicKeys Editor.
2. In the Plug-in Manager window, select the Shortcuts you want to disable or enable and click the Turn off/Turn on button.
3. Click Done when you are finished.
4. Restart your computer to make your changes take effect.



Figure 70: The Plug-in Manager.

Turn off

Select extensions you don't use very often and click the Turn off button to save memory and make your machine run faster. Restart your computer to make these changes effective.

Get Info

Displays a brief description of the selected extension.

SORTING INFORMATION

Specify how Shortcuts are sorted in the Keysets tab of the QuicKeys Editor. Just click the category by which you want your Shortcuts sorted.

IMPORTING SHORTCUTS

Import QuicKeys Shortcuts when you receive them from other QuicKeys users. When you import Shortcuts, you import all the attributes originally assigned to the particular Shortcuts.

To import Shortcuts:

1. Open the QuicKeys Editor.
2. Open the Set into which you want to import Shortcuts.
3. Select Import Shortcuts from the File menu. A standard Open dialog appears.

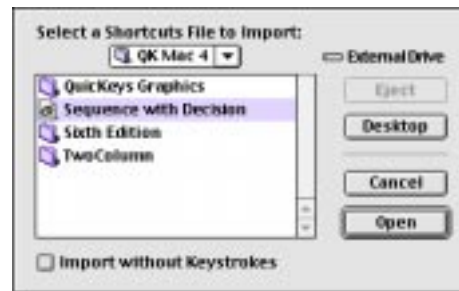


Figure 71: This dialog appears when you import Shortcuts.

4. Navigate to the folder where the Shortcuts are stored.

5. Click the Import without Keystrokes option if you want to assign your own keystroke to the Shortcut.
6. Click Open. The Shortcuts are imported into the QuickKeys Set you selected.

EXPORTING SHORTCUTS

Export Shortcuts when you want to share them with other QuickKeys users.

To export individual Shortcuts and Sets:

1. Open the QuickKeys Editor.
2. Select the Set that contains the Shortcuts you want to export.
 1. Select Export Shortcuts in the File menu.
 2. Navigate to the drive where you want to store your selected Shortcut(s).

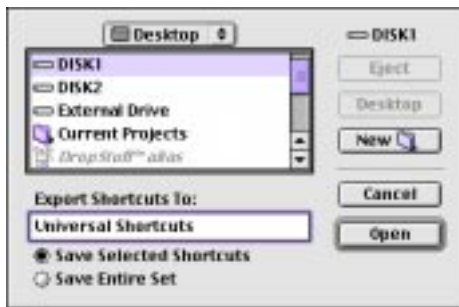


Figure 72: This dialog appears when you choose to export one or more Shortcuts.

3. Choose Save Selected Shortcuts to export only the Shortcuts selected in the QuickKeys Editor or choose Save Entire Set to save all the Shortcuts in the selected Set.
4. Click Open. The Shortcuts are immediately exported to the location you specified.

EXPORT OPTIONS

Save Selected Shortcuts

Exports only the Shortcuts you select.

Save Entire Set

Exports all the Shortcuts in the selected Set.

LOCKING THE EDITOR

Use the Lock Editor option to secure your Shortcuts or to standardize Shortcuts across a group of users. If you use Shortcuts that log into password-protected network volumes, you may want to restrict people from seeing the specific steps that comprise the Shortcut. Likewise, if you are a systems administrator and you don't want users editing a standardized set of Shortcuts, you can lock the QuickKeys Editor on each of the machines on your network.

To lock the QuickKeys Editor:

1. Open the QuickKeys Editor.
2. Select Lock Editor from the Options menu.
3. Type your password in the Enter Password box.



Figure 73: The QuickKeys Editor Password dialog.

4. Re-type your password in the Re-enter Password box to verify the spelling.
5. Click OK when you are finished.

Once you have locked the QuicKeys Editor, you cannot access the QuicKeys Editor again without entering the password you selected. After you unlock QuicKeys, the Editor remains unlocked until you again specify a password in the QuicKeys Editor Password dialog.

CHECKING MEMORY USAGE

Select Memory Usage from the Options menu to see how QuicKeys is using memory. If the Buffer Size and the Used categories are close in number of bytes, you should increase the buffer size. See the section on keyset management on page 48 for information on changing the buffer size setting.



Figure 74: The Memory Usage window.

You can get a general idea of whether or not QuicKeys needs more memory by looking at the Buffer status bar area in the Info pop-up window in the QuicKeys Editor. See Figure 75.

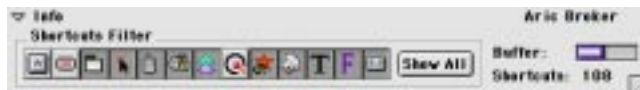


Figure 75: Track the memory buffer size in the Buffer status bar.

COMPRESSING SETS

QuicKeys Sets are stored in the Keysets folder as individual files. When you add or delete a Shortcut, QuicKeys adds it to or deletes it from the appropriate Set.

In contrast, QuicKeys stores Sequences in both the Keysets folder and the Sequences folder, while Real Time Shortcuts are stored in both the Keysets folder and in the Macros folder. When you delete a Sequence or Real Time Shortcut, the file stored in the Keysets folder is deleted, but the file stored in the Sequences or Macros folders are *not* deleted.

The Compress Sets command removes those Sequences and Real Time recordings if their corresponding Shortcut files have been deleted. Selecting this option is a good way to streamline the disk space QuicKeys uses.

- ❖ By default, Sets are compressed at startup.

