

QuicKeys 5.0

for Mac OS

Addendum

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CHAPTER 1

WHAT'S NEW IN QUICKEYS 5.0

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Welcome to QuicKeys! QuicKeys 5.0 represents the state of the art in personal productivity software. This version is a direct result of innovative engineering and support from dedicated QuicKeys enthusiasts. Spend just a few minutes with QuicKeys and you will soon wonder how you ever worked without it.

This addendum supplements the information in the Sixth Edition of the QuicKeys for Macintosh *User Guide*. Please refer to the larger *User Guide* for information that is not included in this addendum.

▲ **IMPORTANT:** For installation requirements, see the ReadMe file that accompanies your QuicKeys 5.0 software.

This chapter highlights new features that are expanded upon in later chapters of this addendum and it also describes architectural enhancements and interface changes made to QuicKeys in version 5.0.

NEW FEATURES AND ENHANCEMENTS

QuicKeys 5.0 extends the power of QuicKeys with many new features:

- Toolbars can now contain multiple tabs, each containing different Shortcuts.
- A new type of toolbar, called a Pop Out toolbar, hides on the edge of your screen until your mouse is positioned over it.
- Completely redesigned toolbars offer improved functionality via a new Toolbar Settings dialog, making it easier to create and edit toolbars.
- QuicKeys can activate Shortcuts with the new Speech trigger.
- With the new Create/View Palette, you can create new Shortcuts and filter existing Shortcuts with a click of your mouse.
- Support for longer Shortcut names
- Mac OS 9 compatibility
- The ability to lock your computer screen while you are away from your desk enables you to obscure the data displayed on your screen.
- With Type Text Shortcuts you can now type up to 2,000 characters.
- New Mousies options expand the power of Mousies Shortcuts.
- Timed triggers have more scheduling options that allow you to fine-tune when you want to activate Shortcuts.
- Web Launcher now supports launching without the “http” prefix.
- The Password Vault Shortcut can now be used outside of Sequences.
- A wider variety of Shortcuts can be created from the QuicKeys Setup Assistant. Audio CD Player, File Recall, PowerBook Specials, Scrap Ease, Sound, Web Launcher, and Project Saver are now available in the Setup Assistant.
- File Handler now supports copying files from one location to another.

MAC OS 9 COMPATIBILITY

QuicKeys 5.0 is fully compatible with the multi-user environment available in Mac OS 9. Each registered “Normal,” “Limited,” and “Panels” user can maintain individual Shortcuts and preference settings on a shared computer running Mac OS 9.

- ▲ **IMPORTANT:** Some Shortcuts will not work for non-owners unless the helper applications are specifically configured.

Mac OS 9 and Helper Applications

QuicKeys Shortcuts that require helper applications may not be available to Mac OS 9 Limited and Panels users because launching the applications requires special permissions.

To allow specific users to launch these helper applications the owner of the computer has to grant access to the helper applications:

1. Open the Multiple Users control panel.
2. Open the user's account.

3. In the Setup Details area of the dialog, select the Applications tab and click the Add Other button.

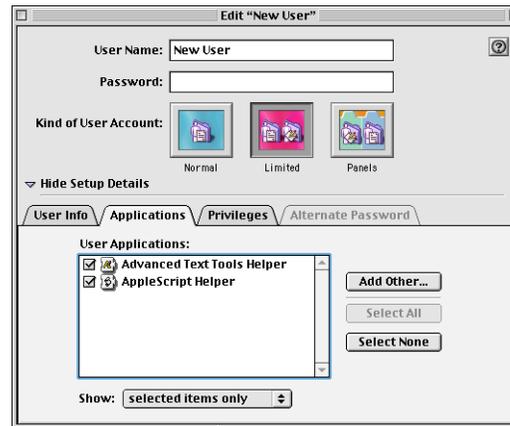


FIGURE 1: Use the Multiple Users control panel to set up permissions for other users.

4. Choose one of the helper applications from the System Folder:Application Support:QuicKeys 5:Plug-ins folder. The helper applications include Advanced Text Tools Helper, AppleScript Helper, File Handler Helper, File Recall Helper, Instant E-mail Helper, Lock Screen Helper, Message Helper, QK AppleEvent Helper, Scrap Ease Helper, and Web Launcher Helper.
5. Add the QuicKeys Backgrounder and the QuicKeys Setup Assistant applications.
6. Close the control panel when you are finished.

PLUG-INS AND SHORTCUT TYPES

The QuicKeys 4.0 *User Guide* makes a distinction between Standard and Built-in plug-ins that is no longer relevant in QuicKeys 5.0. Standard and Built-in plug-ins are now designed similarly and will simply be referred to as “Shortcuts” or “Shortcut types” in this addendum and future documentation.

QuicKeys plug-ins can be turned on or off using the Plug-in Manager, which is discussed in the *QuicKeys User Guide*.

LONG SHORTCUT NAMES

In prior versions of QuicKeys, Shortcut names could only be 15 characters long. In version 5.0, Shortcut names can be as long as 255 characters.

- ▲ **IMPORTANT:** Steps inside Sequences cannot have long names.

INTERFACE CHANGES

In QuicKeys 5.0, the QuicKeys Editor and the Shortcut Properties dialog have changed. Additionally, the Create/View Palette, previously referred to as the Shortcuts Filter, has been redesigned.

THE QUICKEYS EDITOR

The QuicKeys Editor Keysets tab and Toolbars tab now have a new column for speech triggers. Information on how to use speech triggers is located on page 19. Additionally, QuicKeys offers a new Create/View Palette button and two new menu items in the Options menu: Show or Hide Create/View Palette and Configure Speech. These menu items are discussed in detail on the next page and on page 20, respectively.

THE SHORTCUT PROPERTIES DIALOG

The Shortcut Properties dialog, which appears each time you create a Shortcut, has been rearranged for improved usability. All non-specific controls are now displayed at the top of the dialog and all controls that are unique to the selected Shortcut type appear at the bottom of the dialog.

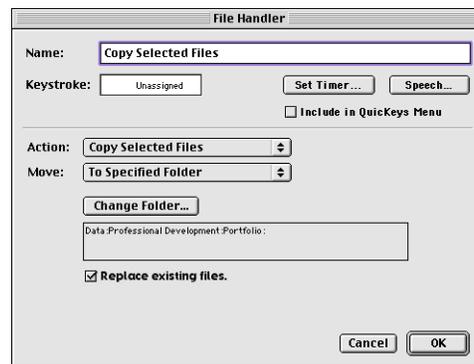


FIGURE 2: The redesigned Shortcut Properties dialog

THE CREATE/VIEW PALETTE

The Shortcuts Filter has been moved from the bottom of the QuicKeys Editor to a floating palette. You can now use the palette to create Shortcuts and to choose which Shortcuts are visible in the QuicKeys Editor. The buttons in each palette tab are grouped by function the same way Shortcut types are grouped in QuicKeys’ Create menu. For example, the System Tools are grouped together and the Internet Tools are grouped together.

- ❖ NOTE: The palette's Create tab is dimmed when the QuicKeys Editor Toolbars tab is active and there are no toolbars selected.

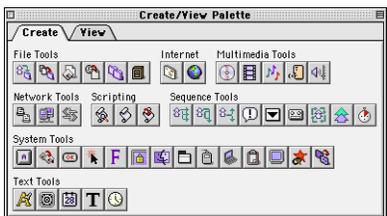


FIGURE 3: Create Shortcuts using the Create tab in the Create/View Palette.

Showing and Hiding the Create/View Palette

To show or hide the palette, click the Show or Hide Create/View button in the QuicKeys Editor (shown in Figure 4) or select Show or Hide Create/View from the QuicKeys Editor Options menu. The palette only remains visible when the QuicKeys Editor is open.

- ❖ You can also press Command-H to show or hide the Create/View Palette.

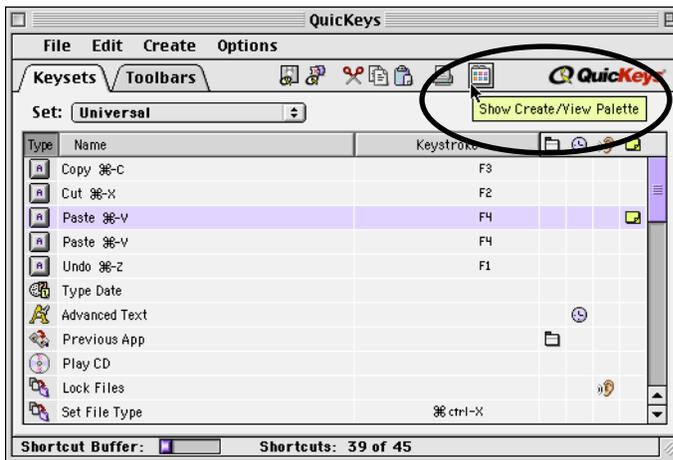


FIGURE 4: The Show Create/View Palette button

Creating Shortcuts with the Palette

To create a Shortcut with the Create/View Palette:

1. In the Create/View palette, click the Create tab.
2. Click a button on the palette. For example, click the Type Text button.
3. Complete the Shortcut Properties dialog that appears and click OK.
4. Close the QuicKeys Editor.
5. Trigger the Shortcut using the assigned keystroke, menu selection, timed trigger, toolbar button, or spoken command.

Filtering Shortcuts with the Palette

To alternately show or hide Shortcuts, click a button on the View tab of the palette. When buttons are darkened, or pressed, the Shortcuts represented by those buttons display in the QuickKeys Editor. When the buttons are not pressed, the Shortcuts represented by those buttons are hidden.

To press or release multiple palette buttons simultaneously, Option-click a palette button or click a label, such as Internet Tools. For example, in Figure 5 the Internet Tools label was clicked, so all the Web Launcher and Instant E-mail Shortcuts in the QuickKeys Editor are hidden.

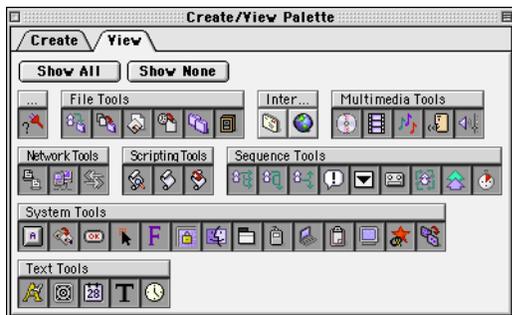


FIGURE 5: Filter Shortcuts displayed in the QuickKeys Editor using the Filter tab.

Click the Show All button to show all the Shortcuts. Click the Show None button to hide all the Quickkeys Shortcuts.

If you used prior versions of QuickKeys, the palette may display Shortcut types that are no longer installed with version 5.0. Older Shortcuts are grouped by themselves in the Create/View Palette.



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Chapter 1

What's New in QuicKeys 5.0

CHAPTER 2 QUICKEYS TOOLBARS

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QuicKeys toolbars have been redesigned in QuicKeys 5.0. Both the functionality and the appearance of the toolbars have been changed to make them easier to use. For instance, QuicKeys toolbars now behave much like a QuicKeys keyset, with each toolbar containing its own Shortcuts. Consequently, a Shortcut created on a toolbar will only exist on that toolbar. It will not appear in any keyset unless you copy it from the toolbar.

THE TOOLBARS TAB

In the Toolbars tab, the Toolbar Options Pane has been replaced with a Settings button.

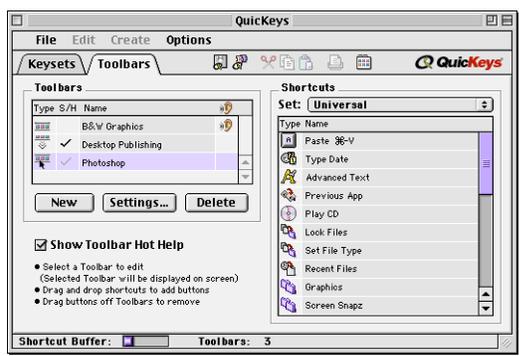


FIGURE 6: The QuicKeys Editor Toolbars tab

TOOLBAR SETTINGS

When you click the Settings button in the Toolbars tab, the QuicKeys Toolbar Settings dialog appears. Use the tabs in this dialog to specify the attributes for a new or existing toolbar.

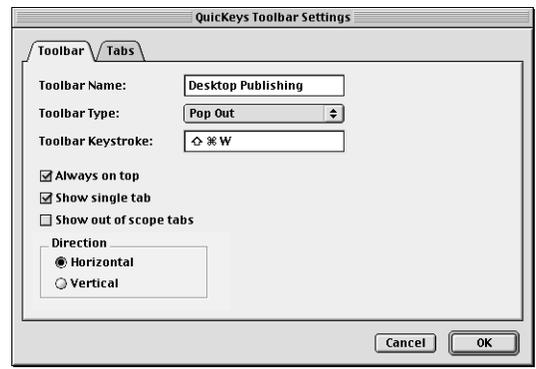


FIGURE 7: Specify general toolbar settings in the Toolbar window.

Always on top — The selected QuicKeys toolbar remains in the foreground, regardless of which application is active or how many windows are open.

Show single tab — Hides the tab on single-tab toolbars in order to save space. Multiple tabbed toolbars ignore this option.



FIGURE 8: A single-tab toolbar with the “Show single tab” check box unchecked.

Show out of scope tabs —Displays all toolbar tabs even if one of the tabs is scoped to an application that isn’t currently the frontmost application.

Horizontal/Vertical Direction — Displays the toolbar horizontally or vertically.

Toolbar Tabs

This version of QuicKeys enables you to have multiple tabs on a QuicKeys toolbar. Each tab can be “scoped” to work with a specific application or with all of your applications.



FIGURE 9: Toolbars can have multiple tabs.

If your toolbar has several tabs, you can scroll through them using arrow tabs that appear.



FIGURE 10: Reduced-size toolbars have arrow tabs that can be used to scroll through toolbar tabs.

Adding Tabs

To add a tab to a toolbar:

1. Select the Toolbars tab in the QuicKeys Editor.
2. Select a toolbar.
3. Click the Settings button in the Toolbars tab.
4. Select Tabs in the Toolbar Settings dialog and click the Add Tab button.

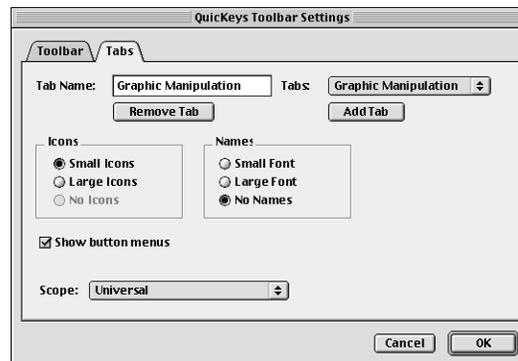


FIGURE 11: Specify the settings for individual toolbar tabs in the Tabs window.

5. Type a name for the tab and click OK.

Removing Tabs

To remove a tab from a toolbar:

1. Select the Toolbars tab in the QuicKeys Editor.
2. Select a toolbar.
3. Click the Settings button in the Toolbars tab.
4. Select Tabs in the Toolbar Settings dialog.
5. Select the tab you want to remove from the Tabs pop-up menu and click the Remove Tab button.
6. Click OK when you are finished.

Pop Out Toolbars

QuicKeys 5.0 also offers Pop Out toolbars in addition to Docked, Floating, and Click N Go toolbars. When you position your cursor over a hidden Pop Out toolbar, the toolbar pops up from the edge of the screen until it is entirely visible. The Pop Out toolbar remains visible until you move the cursor off the toolbar. See Figure 12.



FIGURE 12: Pop Out Toolbars only display when the cursor moves over them.

ADDING SHORTCUTS TO TOOLBARS

You can add Shortcuts to toolbars by copying them from the QuicKeys Editor or from another toolbar and pasting them onto another toolbar using the toolbar's contextual menu. To view the contextual menu, Control+click on the toolbar tab.

You can also Control+click a toolbar tab and click the Edit Toolbar option to add Shortcuts to your toolbars.

DELETING SHORTCUTS FROM TOOLBARS

You can delete a Shortcut from a toolbar by Control+clicking a toolbar button and selecting the Delete Button option.

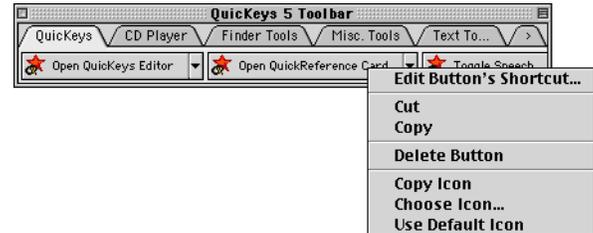


FIGURE 13:

LAUNCHING TOOLBARS FROM TOOLBARS

With QuicKeys 5.0, you can place buttons on toolbars that launch other QuicKeys toolbars. Simply drag a toolbar from the QuicKeys Editor toolbar list to a toolbar displayed on your desktop.



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Chapter 2
QuicKeys Toolbars

CHAPTER 3 QUICKEYS SHORTCUT TYPES

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LOCK SCREEN

QuicKeys' Lock Screen feature enables you to obscure the information on your computer screen when you leave your computer. When you trigger a Lock Screen Shortcut, a floating QuicKeys graphic moves around on your blackened screen. When you return to your computer, you can unlock your screen by typing your passphrase and pressing the Return or Enter key.

- ❖ NOTE: All QuicKeys Shortcuts are disabled when your screen is locked.

SETTING UP A LOCK SCREEN SHORTCUT

You can create multiple Lock Screen Shortcuts, each with its own passphrase.

Using the Shortcut Properties Dialog

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > System Tools > Lock Screen or press the Lock Screen button on the Create/View palette. The Shortcut Properties dialog appears.

3. Type a Passphrase to use when you want to unlock your screen.

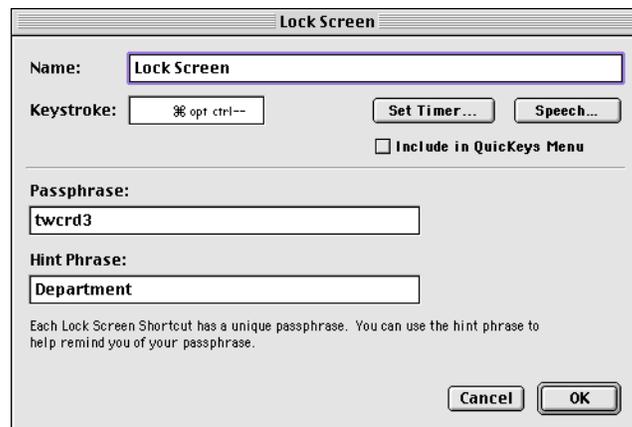


FIGURE 14: The Lock Screen Shortcut Properties dialog

4. Type a Hint Phrase that will help you remember your Passphrase. The Hint Phrase displays when you attempt to unlock your screen.
5. Type a name for the Shortcut in the Name box.
6. Position your cursor in the Keystroke box and press the keys you want to use to trigger this Shortcut.
7. Click OK. Your new Shortcut immediately appears in the Keysets tab.
8. Close the QuicKeys Editor.

LOCKING YOUR SCREEN

Use the trigger you assigned to your Lock Screen Shortcut. Your screen blackens and a QuicKeys graphic moves around the screen. Your screen is now obscured from wandering eyes.

- ▲ **IMPORTANT:** The Lock Screen Shortcut only locks your screen; it does not lock your computer. Do not rely on the Lock Screen Shortcut as your sole means of security.

UNLOCKING YOUR SCREEN

When you want to unlock your screen:

1. Begin typing your passphrase. Your passphrase appears in bullets above your hint phrase.
2. Press the Return or Enter key. The Mac OS desktop reappears so you can resume your work. If there were any unsuccessful attempts to unlock your screen, a dialog appears indicating the number of incorrect passphrase entries that occurred while your screen was locked.

- ❖ **NOTE:** If you pause for more than 30 seconds between typing your passphrase and pressing the Return or Enter key, the computer screen returns to a locked state.

SPECIALS

CONTROLLING QUICKEYS SPEECH RECOGNITION

The Specials Shortcut now offers the ability to control QuicKeys speech recognition, which is discussed on page 19. You can set up Shortcuts to Turn On Speech, Turn Off Speech, or Toggle Speech.

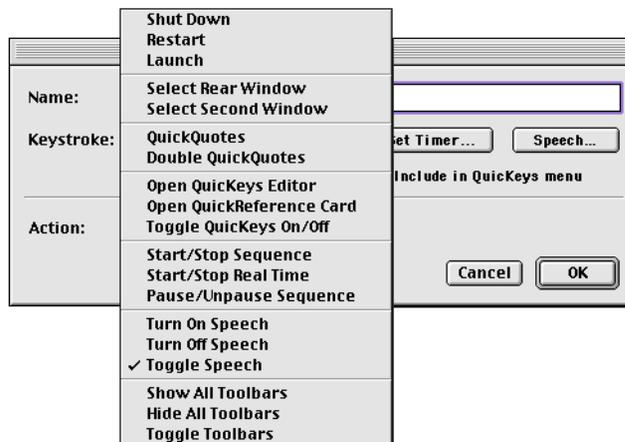


FIGURE 15: The Specials Shortcut Properties dialog

SHOWING/HIDING TOOLBARS

You can now create a Shortcut that shows or hides existing QuicKeys toolbars.

1. Open the QuicKeys Editor and select the Keysets tab.

2. Select Create > System Tools > Specials to display the Shortcut Properties dialog.

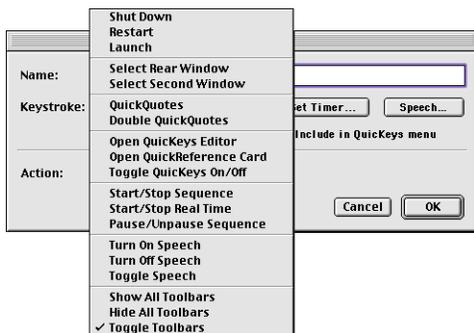


FIGURE 16: The Specials Shortcut Properties dialog

3. Select a toolbars option from the Action menu.
 - Show All Toolbars displays all universal and currently scoped toolbars.
 - Hide All Toolbars hides all your QuicKeys toolbars.
 - Toggle Toolbars hides all visible toolbars, then shows toolbars that were hidden by previous toggles.
4. Type a name for the Shortcut in the Name box.
5. Assign a keystroke or other trigger to the Shortcut.
6. Click OK. Your new Shortcut immediately appears in the Keysets tab.
7. Close the QuicKeys Editor.

Select the trigger you specified in step 5 to show or hide your QuicKeys toolbars.

TYPE DATE/TIME

The Type Date/Time Shortcut has now been divided into two separate Shortcut types that offer a larger variety of date and time formats. If you created Shortcuts with the Type Date/Time Shortcut using previous versions of QuicKeys, the Shortcut is automatically converted to a Type Date or Type Time Shortcut the first time it is opened for editing.

TYPE DATE

To set up a Type Date Shortcut, you must first choose a date format from the Format pop-up menu.

Long Date

When you choose Long Date, use the pop-up lists to choose the weekday, month, day, and year or select None to leave that particular field blank. Use the text boxes to specify what type of separator to use after the selected date field. For example, if you type a comma and a space in the Weekday field, a space in the Month field, and a comma and a space in the Day field, QuicKeys uses “Weekday, <space>Month<space>Day,” as the date format.

Click the Leading zero for day check box to make all numbers two digits, such as 02 rather than 2. Click the Use abbreviation check box to abbreviate parts of the date, such as Mon for Monday. Finally, click the Show century check box to use four digits rather than two in the year field.

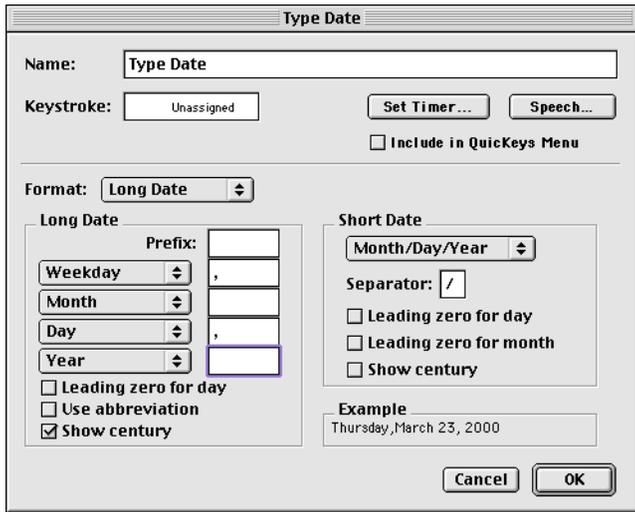


FIGURE 17: The Type Date Shortcut Properties dialog

Short Date

When you choose Short Date, you must specify the order of the month, the day, and the year. You must also choose a separator such as a slash or colon. Click the Leading zero for day and Leading zero for month check boxes to make all numbers two digits, such as 02 rather than 2. Click the Show century check box to use four digits rather than two in the year field.

TYPE TIME

When you set up a Type Time Shortcut, you must choose clock settings and a time format.

Clock Settings

To set up your clock settings, choose whether you want to use 24 hour or 12 hour intervals. For example, if you want to type a meeting time of 3:00 PM, the 24 hour clock would convert 3:00 PM to 15:00. When you select the 12 hour clock, you must choose whether you want noon and midnight represented by a zero or a 12. For example, 12:30 am would appear as 0:30 if you selected 0:00 and it would appear as 12:30 if you selected 12:00.

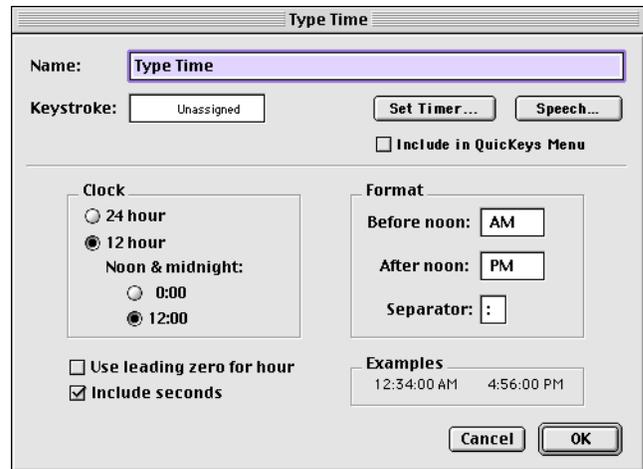


FIGURE 18: The Type Time Shortcut Properties dialog

Time Format

To set up your time format, choose how you want morning and afternoon indicated. By default, the Before noon option is set to AM and the After noon option is set to PM. You must also choose a separator such as a slash or colon.

TYPE TEXT

A QuicKeys 5.0 Type Text Shortcut can type up to 2,000 characters. Previous versions of the Type Text Shortcut could only handle 255 characters.

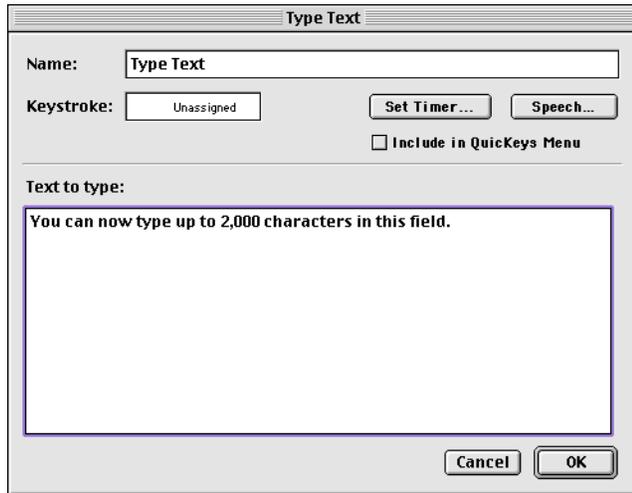


FIGURE 19: The Type Text Shortcut Properties dialog

FILE HANDLER

The File Handler Shortcut now offers an option to copy selected files from one location to another.

SETTING UP A COPY SELECTED FILES SHORTCUT

1. Open the QuicKeys Editor and select the Keysets tab.
2. Select Create > File Tools > File Handler. The Shortcut Properties dialog displays.
3. Select Copy Selected Files from the Action pop-up menu.

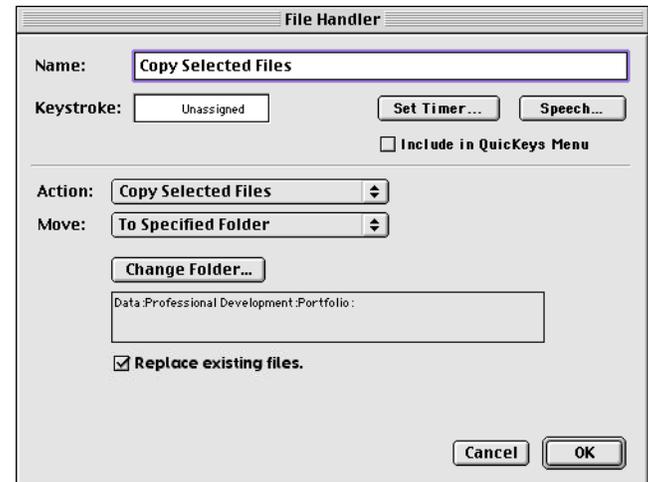


FIGURE 20: The File Handler Shortcut Properties dialog

4. Choose where you want to copy the selected files. You can copy files to a folder you specify, to the Trash, to the desktop, up one folder level or out of all folders. When you choose Out of All Folders, QuicKeys moves the files to the top level of your hard drive.
5. Click the Replace existing files check box to replace duplicate files in the destination folder with files you are copying.
6. Type a name for the Shortcut in the Name box.
7. Assign a keystroke to the Shortcut.
8. Click OK. Your new Shortcut immediately appears in the Keysets tab.
9. Close the QuicKeys Editor.
10. Select the file(s) on your hard drive that you want to copy and press the keystroke or other trigger you assigned to this Shortcut. The files are immediately copied to the destination you specified.

MOVE SELECTED FILES

The Move Selected Files Shortcut Properties dialog now contains a check box that allows you to automatically replace existing files in the destination folder when you move files.



FIGURE 21: The Move Selected Files Shortcut Properties dialog

MOUSIES

The Mousies Shortcut now offers a Move to Next Scroll Bar option that enables QuicKeys to move the mouse to the next scroll bar it finds in the frontmost application. Plus, you can choose to use the scroll bar closest to your mouse option with other scroll bar Mousies Shortcuts.

You can also specify modifiers for the Close Window, Zoom Window, and Collapse Window options. Specifying modifiers with QuicKeys enables you to control all open windows for a particular application as if you were holding down a modifier key and clicking your mouse. For example, you can create a

Mousies Shortcut that would be like holding down the Option key and clicking the close box on an open window to close all windows in an application or you can Option-click the Zoom box to expand the window to cover the entire the screen.

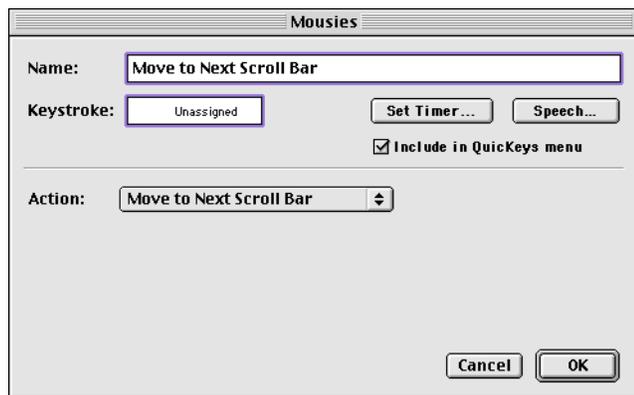


FIGURE 22: The Mousies Shortcut Properties dialog

WEB LAUNCHER

The QuickKeys 5.0 Web Launcher Shortcut no longer requires an “http” prefix to identify text as a Web URL. Consequently, you can now type `www.cesoft.com` in the Web Launcher dialog rather than `http://www.cesoft.com`.

PASSWORD VAULT

The Password Vault Shortcut has been modified so that it may now be used as a standalone Shortcut. Prior versions of QuickKeys only recognized Password Vault Shortcuts when they were part of a Sequence.

To open the Password Vault dialog, select `Create > Text Tools > Password Vault`.

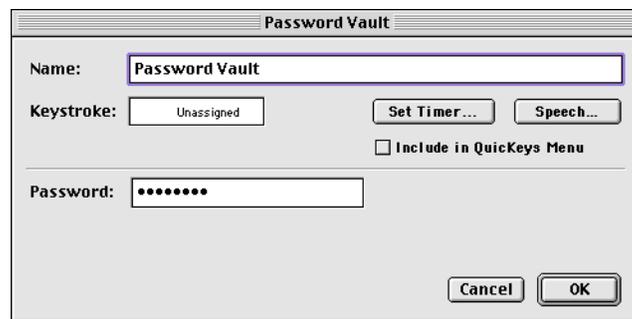


FIGURE 23: The Password Vault Shortcut Properties dialog

JUMP

The Jump Shortcut now has the capability to jump to a specific step in a Sequence without having to meet a particular condition.



CHAPTER 4 QUICKEYS TRIGGERS

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SPEECH TRIGGERS

New in QuicKeys 5.0, speech triggers enable QuicKeys to listen and respond to voice commands. For speech triggers to function properly, you must have Speech Recognition installed. Speech Recognition is available in custom installations of Mac OS 8.5, 8.6 and 9.0. If you do not have the proper speech components installed, the speech column in the QuicKeys Editor is dimmed.

- ❖ NOTE: Use the Mac OS Help system to learn more about how your computer listens for spoken commands.

THE DEFAULT KEYSSET

There is a voice activated Shortcut in the default keyset that is installed with QuicKeys 5.0. To trigger the Shortcut, say the specified speech keyword (if any), then the words “Open QuicKeys.” If speech is configured properly and your microphone works, your computer will respond by opening the QuicKeys Editor. If your computer does not respond to your voice command, continue reading this chapter for more information about installing and setting up speech capabilities.

INSTALLING SPEECH CAPABILITIES

If you do not have Listening options available in your Speech control panel, you need to perform a custom installation of Mac OS 8.5, 8.6, or 9.0.

1. Begin the Mac OS installation process.

2. If you are using a Mac OS 8.5 or 8.6 CD, select Customize in the Install Software screen. If you are using a Mac OS 9.0 CD, click the Add/Remove button shown in Figure 24.



FIGURE 24: Click Add/Remove if you are using Mac OS 9.0

3. Click the English Speech Recognition software installer check box and uncheck the other components. See Figure 25.

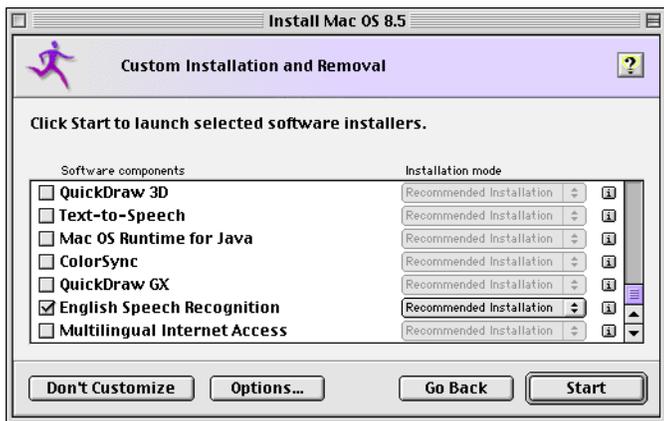


FIGURE 25: Select English Speech Recognition to install Mac OS listening capabilities.

4. Click Start to install speech recognition capabilities.
5. Click Restart at the prompt. After your computer has restarted, the Speech Recognition window appears, indicating that QuickKeys is ready to listen for your spoken commands.

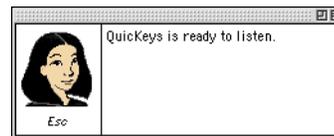


FIGURE 26: The Speech Recognition feedback window appears whenever QuickKeys is ready to accept a speech trigger.

SETTING UP SPEECH TRIGGERS

To set up a speech trigger:

1. Open the Speech control panel and specify your Listening options. See Figure 27.

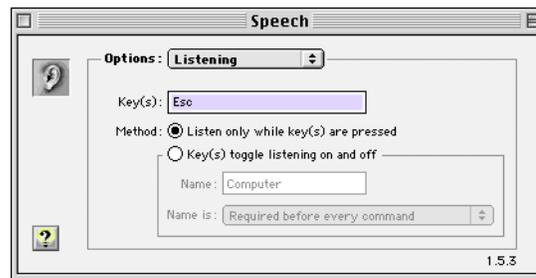


FIGURE 27: The Speech control panel

2. Open the QuickKeys Editor.
3. Select Options > Configure Speech.

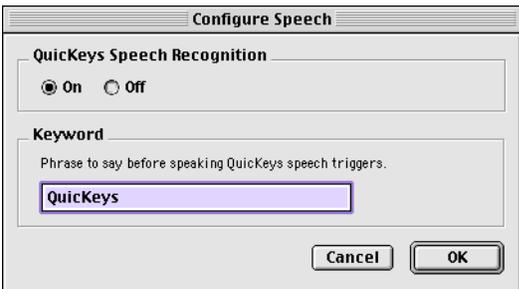


FIGURE 28: The Configure Speech dialog

- 4. Make sure QuickKeys Speech Recognition is turned on.
- 5. If you want to specify a keyword to be used with spoken commands, type a word or phrase in the text box.
- 6. Click OK to close the Configure Speech dialog.
- 7. Create a Shortcut and click the Speech button in the Shortcut Properties dialog.

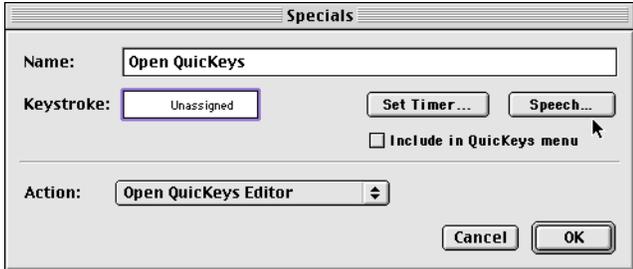


FIGURE 29: The Speech button in the Shortcut Properties dialog.

- 8. Choose how you want the speech trigger to function. You can use the Shortcut name as the trigger, you can type a special phrase in the text box to use as a trigger, or you can use either of the speech trigger options.

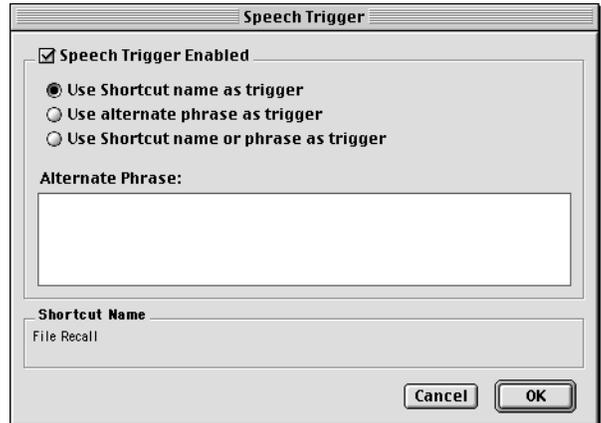


FIGURE 30: The Speech Trigger dialog appears when you create or edit a speech trigger.

- 9. Click OK to close the Speech Trigger dialog.
 - ❖ NOTE: You can also set up a speech trigger by clicking in the speech column of the QuickKeys Editor. See Figure 31.

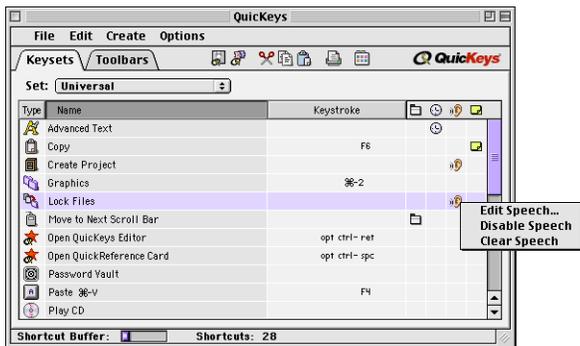


FIGURE 31: Click in the Speech column to create, edit or delete speech triggers.

USING SPEECH TRIGGERS

To trigger QuicKeys Shortcuts with speech triggers:

1. Hold down the key you specified in the Speech control panel. By default, the Mac OS uses the Esc key.
2. If you specified a word in the QuicKeys' Configure Speech dialog, speak it now. For example, if you specified the word "QuicKeys," say it while pressing the Esc key.
3. Speak the Shortcut name or phrase you specified when you created the Shortcut. The Speech Recognition feedback window displays your command and your Shortcut is immediately triggered.

▲ **IMPORTANT:** QuicKeys does not recognize speech triggers when the QuicKeys Editor is open.

DISABLING A SPEECH TRIGGER

To turn off a speech trigger for an individual Shortcut:

1. Open the QuicKeys Editor.

2. Click the cell in the Speech column that contains the speech trigger you want to disable.
3. Select Disable Speech from the pop-up menu that displays. The ear icon dims and the speech trigger is immediately disabled for that Shortcut.

TURNING OFF QUICKEYS SPEECH RECOGNITION

To turn off QuicKeys' speech capabilities for all your Shortcuts:

1. Open the Quickeys Editor.
2. Select Options > Configure Speech. See Figure 28 on page 21.
3. Select Off and click OK. QuicKeys speech recognition is disabled until you return to the Configure Speech dialog and click On.

❖ **NOTE:** You can also set up a Shortcut to toggle QuicKeys speech recognition. See page 12.

TIMED TRIGGERS

Timed triggers automatically launch QuickKeys Shortcuts using a specific date, time of day, or repeating interval. In QuickKeys 5.0, timed triggers have been enhanced with new options and the ability to retain settings when a timer is disabled.

TIMER OPTIONS

Timed triggers now allow for day of week settings as well as time settings. For example, a timed trigger can now launch a specific Web site every Monday at 8:00 AM.

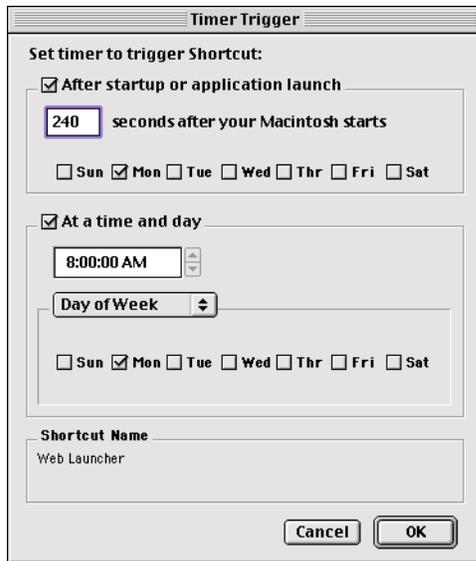


FIGURE 32: The Timer Trigger dialog

TIMER DATA

In prior versions of QuickKeys, when you deactivated a timed trigger for an existing Shortcut the timer data was lost. However, in version 5.0 QuickKeys retains values for timed triggers even if they have been deactivated.

To check whether or not a particular QuickKeys Shortcut contains timer data, look at the Keysets tab in the QuickKeys Editor. If a timer icon is visible in the Timer column, the timer is turned on for that Shortcut. If the timer icon is visible but dimmed, the timer has been turned off. If there is no timer data for the Shortcut, the Timer column is empty.

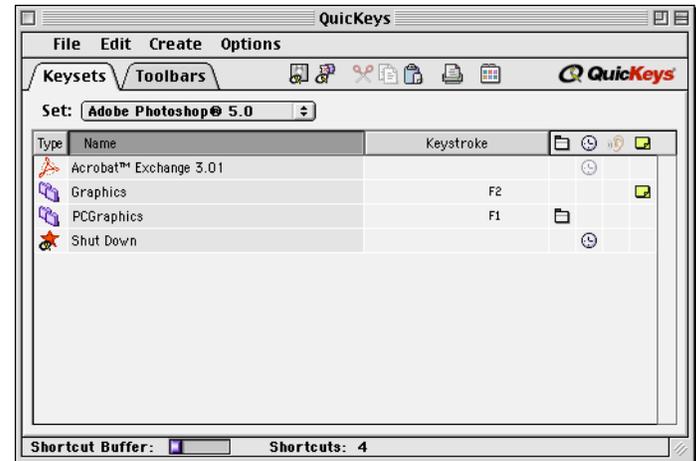


FIGURE 33: Timer icons indicate whether the timed trigger for a selected Shortcut is turned on or off.

You can change your timed triggers by clicking in the QuicKeys Editor Timer column and selecting an option from the pop-up menu that appears. Click Edit Timers to display the Timed Trigger dialog, click Enable Time & Day Timer to turn on the selected timed trigger, or click Clear Timers to delete the selected timed trigger.



FIGURE 34: The Timed Trigger pop-up menu

APPENDIX A QUICKEYS SCRIPTS

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This appendix provides information about changes to the scripts installed with QuicKeys 5.0.

- ❖ NOTE: The DateTime script keyword used in prior versions of QuicKeys is still recognized by QuicKeys 5.0.

TYPE DATE KEYWORDS AND SYNTAX

Old DateTime Date Keywords

The following keywords, originally used with the DateTime command, are recognized by the Type Date plug-in. When compiled, these old keywords will be converted to the new Type Date keywords. As with any QuicKeys script command, each Type Date command must begin with the keyword TypeDate to indicate that the remaining parameters on that line are for the Type Date plug-in.

Keyword	Result
Short_Date	3/27/00
Long_Date	Monday, March 27, 2000
Long_Date_Abbr	Mon, Mar 27, 2000
Long_No_Day	March 27, 2000
Short_No_Day	Mar 27, 2000
Long_Alt	27 March 2000
Short_Alt	27 Mar 2000

Keyword	Result
YYMMDD	3/27/00
Long_No_Day_Short_Year	March 27, 00
Short_No_Day_Short_Year	Mar 27, 00
Long_Alt_Short_Year	27 March 00
Short_Alt_Short_Year	27 Mar 00
MDY	3/27/00
MMDDYY	3/27/00
Long_Day	Monday, March 27, 2000
Short_Day	Mon, Mar 27, 2000

New TypeDate Keywords

Long Date Keyword	Result
Long	Varies according to the long date format specified in the Date & Time Control Panel.

Following the Long keyword, the user may specify the order of the date parts, as well as the text that separates each date part from the next. The four date parts are:

Long Date Parts
Day
Weekday
Month
Year

Long Date Examples	Result
TypeDate Long Weekday " " Month " " Day " " Year	Monday, March 27, 00
TypeDate Long Month " " Day " " Year	March 27, 00
TypeDate Long " * " Month " " Day " * " "	* March 27 *
TypeDate Long Month Year	March00

Each date part may be used once in any order. A separator of up to four characters may be specified between each pair of date parts, in addition to a four-character prefix and suffix.

Long Date Options	
LZD	Display a leading zero for day.
Abbr	Use abbreviation for weekday and month names.
Century	Display the century with the year.

Long Date Option Examples	Result
TypeDate Long Weekday " " Month " " Day " " Year Century	Saturday, April 1, 2000
TypeDate Long Weekday " " Month " " Day " " Year LZD	Saturday, April 01, 00
TypeDate Long Weekday " " Month " " Day " " Year Century LZD	Saturday, April 01, 2000
TypeDate Long Weekday " " Month " " Day " " Year Abbr	Sat, Apr 1, 00
TypeDate Long Weekday " " Month " " Day " " Year Abbr LZD	Sat, Apr 01, 00
TypeDate Long Weekday " " Month " " Day " " Year Abbr LZD Century	Sat, Apr 01, 2000

Short Date Keyword	Result
Short	Varies according to the short date format specified in the Date & Time Control Panel.

Following the Short keyword, the user may specify one short date format as well as a one character separator which will separate each of the three date parts. The Sep keyword followed by a single character in double-quotes will be used in place of the default date separator.

Short Date Formats	
DMY	Day Month Year
DYM	Day Year Month
MDY	Month Day Year
MYD	Month Year Day
YDM	Year Day Month
YMD	Year Month Day

Short Date Examples	Result
TypeDate Short DMY	27/3/00
TypeDate Short DYM	27/00/3
TypeDate Short MDY	3/27/00
TypeDate Short MYD	3/00/27
TypeDate Short YDM	00/27/3
TypeDate Short YMD	00/3/27
TypeDate Short DMY Sep " "	27 3 00
TypeDate Short DYM Sep "+"	27+00+3
TypeDate Short MDY Sep "-"	3-27-00
TypeDate Short MYD Sep "*"	3*00*27
TypeDate Short YDM Sep "\$"	00\$27\$3
TypeDate Short YMD Sep "@"	00@3@27

Short Date Options	
LZM	Display a leading zero for months less than 10.
LZD	Display a leading zero for days less than 10.
Sep "X"	Use the specified separator character between the date parts.

Short Date Option Examples	Result
TypeDate Short DMY	27/3/00
TypeDate Short DMY LZM	27/03/00
TypeDate Short DMY Sep "-"	27-3-00
TypeDate Short DMY LZM Sep "-"	27-03-00

TYPE TIME KEYWORDS AND SYNTAX

Old DateTime Time Keywords

The Type Time plug-in recognizes the following keywords, originally used with the DateTime command. When compiled, these old keywords will be converted to the new Type Time keywords. As with any QuickKeys script command, each Type Time command must begin with the keyword TypeTime to indicate that the remaining parameters on that line are for the Type Time plug-in.

Keyword	Result
Short_Time	3:33
Long_Time	3:33 PM
TwentyFourHr	15:33

New Type Time Keywords

Keyword	Result
TwelveHr	Noon and midnight expressed as 12:00.
TwentyFourHr	Noon and midnight expressed as 0:00.

Time Examples	AM Result	PM Result
TypeTime Short_Time	12:34	4:56
TypeTime Long_Time	12:34 AM	4:56 PM
TypeTime TwentyFourHr sep ":"	0:34	16:56
TypeTime TwelveHr sep ":"	12:34 AM	4:56 PM
TypeTime ZeroHr sep ":"	0:34 AM	4:56 PM

Optional Time Keywords

The following optional keywords may be used with the new Type Time keywords to further extend their capabilities. Use with the DateTime keywords will result in syntax errors when compiling.

Type Time Options	
Sep "X"	Use the specified separator between time designations.
AM_Str	Specify a custom string of up to four characters to be appended before noon. When omitted, the suffix defined in the Date & Time Control Panel will be used.
PM_Str	Specify a custom string of up to four characters to be appended after noon. When omitted, the suffix defined in the Date & Time Control Panel will be used.
LZH	Display a leading zero for hours less than ten.
Seconds	Display seconds.

Type Time Option Examples	AM Result	PM Result
TypeTime TwelveHr AM_Str"" LZH sep ":"	00:34	04:56 PM
TypeTime ZeroHr LZH Seconds ":"	0:34:45 AM	4:56:12 PM

QUICKEYS SPECIALS

The following keywords have been added to the Specials Shortcut:

- Toggle_Speech
- Show_All_Toolbars
- Hide_All_Toolbars
- Toggle_Toolbars
- Turn_On_Speech
- Turn_Off_Speech

Type Time Option Examples	AM Result	PM Result
TypeTime TwelveHr AM_Str " am" PM_Str "pm" sep ":"	12:34 am	4:56 pm



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