QuicKeys® for Windows 2.5 Addendum

QuicKeys for Windows 2.5 offers new features that are discussed in this addendum. Use this document as a supplement to the QuicKeys for Windows 2.0 User Guide.

Batch Processor

The Batch Processor Action runs a series of steps on a group of files. If you routinely perform the same actions on multiple files, you can create a Batch Processor Action to automate the process. For example, you can convert a group of graphics from BMP to GIF format or automatically change the margins and font size of multiple documents with a single Action.

Setting up a Batch Processor Action

Batch Processor Actions use QuicKeys Sequences to process multiple files. You should be familiar with creating QuicKeys Sequences before using the Batch Processor Action.

1. Create a source folder that contains all of the files to be processed.
2. Create a destination folder if you want the processed files to be saved in a different location.
3. Open the program that will be used to process the files.
4. Open one of the files to be processed.

5. Record a QuicKeys Sequence that includes all of the steps required to process the file.
   - You should begin your Sequence immediately after the file is opened. Do not include steps that open the program or file.
   - Be sure to include a step that saves the file to the destination folder.
6. Test your Sequence to verify that it works properly.
7. Create your Batch Processor Action. Select Create>File & Folder Tools>Batch Processor.
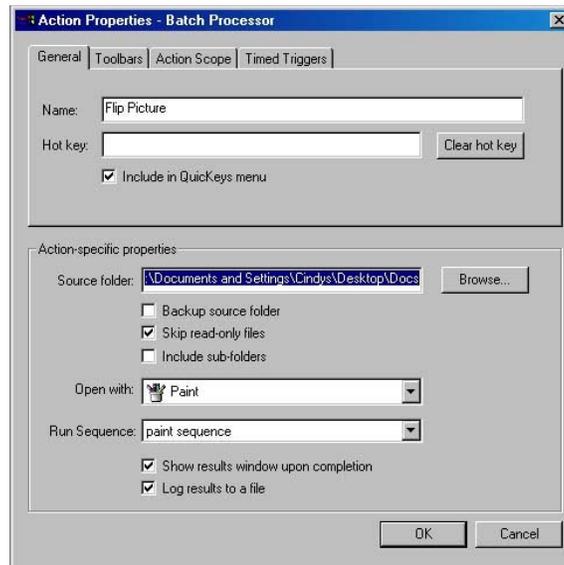
8. Specify the source folder that contains the files to be processed. This is the same folder you created in Step 1. You can also choose any of the following options:
   - *Backup source folder* – Creates a backup folder of the source files in the same location as the source folder.
   - *Skip read-only files* – Locked files will not be processed.
   - *Include sub-folders* – All files in the source folder and in sub-folders will be processed.
9. Select the application used to process the files.
10. Choose the QuicKeys Sequence you created in Step 5.
11. You can also choose to show the results of a batch processing job. The results provide information on the number of files processed and the number of files skipped. A file may be skipped when it is busy or cannot be opened by the application.
    - *Show results window upon completion* – Displays a window with the processing results when the batch processing job is completed.
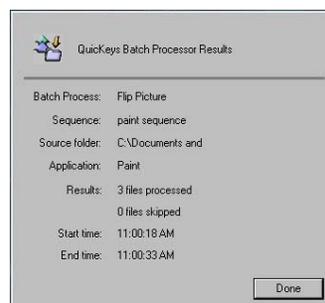
- *Log results to a file* – Saves the batch processing job results to a .log file in the same location as the source folder.

Batch Processor Guidelines
Remember the following guidelines when you create a QuicKeys Sequence for your Batch Processor Action:
- Do not include steps in your Sequence that open the program or files; Batch Processor performs these actions as part of its standard operation. You should begin your Sequence immediately after the file is opened.
- Batch Processor Actions cannot work smoothly with programs that display splash screens or informational dialogs when launched. For example, some programs display a "Tip of the Day" window on startup. To avoid conflicts with Batch Processor, you should turn these types of displays off.
- You should begin your Sequence with a Pause Action.
- Make sure your Sequence contains a step that saves the file.
- You should save your processed files in different location than the source folder.
- Test your Sequence before using it in the Batch Processor Action.
- Some programs will launch multiple times during a Batch Processor Action. If this happens, add a step to the end of your Sequence to exit the program.

Insert Action
The Insert Action Sequence tool plays an existing Action or Sequence within a Sequence. Unlike an Action that is copied into a Sequence, the Insert Action is automatically updated if any changes are made to the original Action or Sequence.

To place an Insert Action into a Sequence:
1. Open the Sequence that you want to insert an Action.
2. Position the insertion line at the location you want to insert the Action.
3. Select Create>Sequence Tools>Insert Action.
4. Choose the Action you want to play within your Sequence and click OK.

New Toolbar Features

Several new display options have been added to QuicKeys toolbars:

- *Show Button Names* – Displays the names of the buttons on a toolbar. This option is only available if the button size of toolbar is set to Large.
- *Change Background Color* – Changes the background color of the toolbar.
- *Change Name Color* - Changes the text color of the button name if the Show Button Names option is selected.
- *Restore Default Colors* - Restores the colors of both the background and the button names to the default colors.

These options are available by right clicking on an empty area of the toolbar.

Step Result Handling

You can now go to a specific step when setting up step results in Sequences. For example, if a step fails, you can go back to a previous step and start over, or if a step succeeds, you can jump ahead to another section of the Sequence.
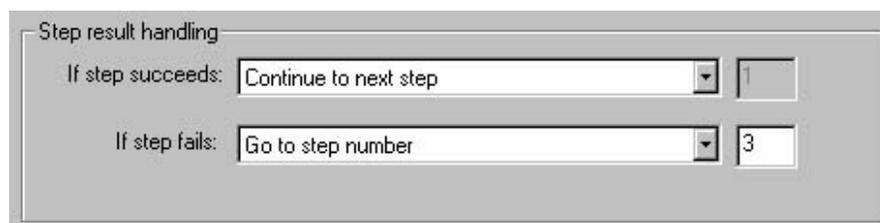
Folders

The Folders Action now has the ability to open virtual folders. These folders have been added to the list of predefined folders. They include:

- *Network Neighborhood*
- *Control Panels*
- *Printers*
- *My Computer*
- *Recycle Bin*
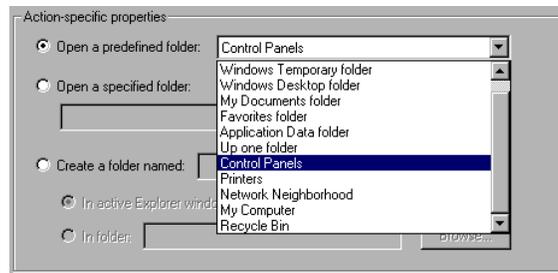
Note: These Actions only work when opening windows. They will not work in Open and Save dialogs.

Screen Saver

A Turn Monitor Off option has been added to the Screen Saver Action. This option immediately puts your monitor to sleep without having to access your Power options Control Panel.

Note: This option is available for Windows 2000 and XP systems only.