QuicKeys® 4 for Mac OS X
User Guide

Contents

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Chapter 1 – Getting Started

System Requirements

Verify that your computer meets the following system requirements before installing QuicKeys 4.

- QuicKeys 4 requires Mac OS X version 10.5 or later.

- There are no minimum processor or RAM requirements for QuicKeys 4, but its performance will directly relate to the speed and memory available. If you meet Apple's RAM requirements for Mac OS X, that is sufficient.

- 60 MB of free hard drive space is recommended. You will need more as you build a library of QuicKeys shortcuts and clips.

- Certain features, such as automatic checking for QuicKeys updates, require an internet connection.

Turning on Accessibility

QuicKeys 4 requires that your system's Accessibility preference be turned on.

If it is not turned on, then any time you launch QuicKeys, QuicKeys will provide you with the opportunity to go directly to the Universal Access preference pane.

To turn Accessibility on manually, follow these steps:

1. Select System Preferences from the Apple menu.

2. Select the Universal Access pane from the System category.

3. Check the Enable access for assistive devices check box.

4. If you are prompted to do so, enter your administrator password.

5. Quit System Preferences.
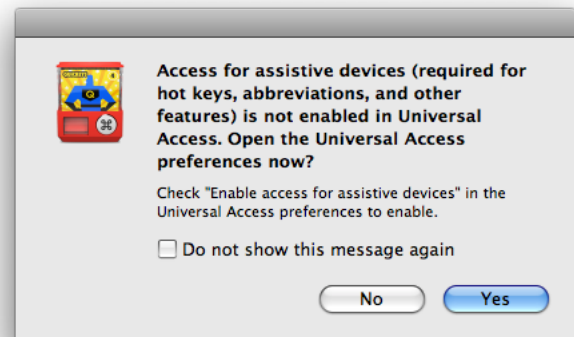
Installing QuicKeys

After downloading QuicKeys 4, your browser may unarchive it for you. If it does not, simply double-click the file named QuicKeys 4.zip. Then drag & drop the icon named "QuicKeys" from your Downloads folder into your Applications folder.
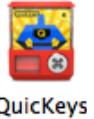
To install QuicKeys 4 from the CD, simply open the CD and drag & drop the icon named "QuicKeys" from there into your Applications folder on your hard drive.

If you are upgrading from a previous version, QuicKeys 4 will update your data the first time you run it. But first, it will make a back up of your previous data and place it in a folder on the Desktop called "QuicKeys Backup." You may wish to move this folder to a safe place. If for some reason you need to revert to an older version, refer to the instructions found in the "QuicKeys Backup" folder.

Opening QuicKeys

Launching QuicKeys 4 for the first time is as simple as double-clicking the QuicKeys application icon that you copied to your Applications folder. When you launch QuicKeys 4 for the first time, you must read and agree to the License & Limited Warranty Agreement.

When QuicKeys is running, its presence will be indicated by a black "Q" (known as the QuicKeys Menu) up by your system clock in the menu bar. It will also show up in your Dock just like any other running application. However, these behaviors can be changed through QuicKeys' preferences.

Opening the QuicKeys Editor window can be accomplished in two ways. You can select QuicKeys from the QuicKeys Menu up by your system clock, or you can click on the QuicKeys icon in the Dock.

Note: If you quit the QuicKeys application, you will not be able to play the shortcuts or use the toolbars or abbreviations that you have created. The QuicKeys Editor window, however, does not need to be open.

Activating QuicKeys

The first time you run QuicKeys you will be asked to enter an activation key or to run in trial mode. If you are upgrading from an older version, you may be asked to verify your upgrade eligibility by entering the activation key for the version you are upgrading from. If you do not know the activation key for your old version you can request your old key on our website in the Support section.

You can also choose to run in trial mode. QuicKeys will run normally for 30 days in trial mode. After 30 days, QuicKeys will remain fully functional, but you will be reminded occasionally that you are still in trial mode before a shortcut will run or an abbreviation will complete.

When you enter your activation key, QuicKeys will check back to our activation server to make sure you are entering a valid key. Once your key is validated, QuicKeys will never contact the activation server again. However, if QuicKeys is unable to contact our activation server and validate the key, it will continue to occasionally try contacting the server in the background until it validates your activation key.

When activating you have two options: activate just for the currently logged in user, or for all users on the computer. If you choose to activate QuicKeys for all users, you may be asked to enter an admin user name and password.

Setting Up QuicKeys

QuicKeys Setup will walk you through setting up some key features so that you can get started right away. QuicKeys Setup can also be opened by selecting QuicKeys Setup from the QuicKeys application menu.

Open QuicKeys at Login – Select this preference if you want QuicKeys to launch when you log in to your computer. If this preference is not selected, your shortcuts will not work until you've launched QuicKeys manually.

Accessibility – The Mac OS X Accessibility system is how QuicKeys sees and controls the user interface of other applications. If Accessibility is not enabled, many QuicKeys features will not be able to work correctly. QuicKeys Setup checks to see if Accessibility is enabled. If it is not, the Open Universal Access button will help you to enable it.

F1, F2, etc. & the fn key – This screen will only appear if your keyboard has an fn key and your System Preferences are not set to use all F1, F2, etc. keys as standard function keys. This screen warns you that you will need to either hold down the fn key when setting and using functions keys as triggers, or you will need to change your System Preferences to not require the fn key. If you choose to change your preferences, the Open Keyboard & Mouse button will take you there.

Advanced Features – If you do not need QuicKeys advanced features (controls for subscopes, step results, and excluded applications), QuicKeys can be easier to use with these features hidden out of the way. You can always choose to show these features later if you find you want them. Select this option if you want to show them now.

Add-Ons – Add-Ons allow QuicKeys to get additional information from some applications. The Web Actions and Web Launcher actions need to get descriptions of elements of web pages or need to know when web pages have finished loading. QuicKeys uses an Input Manager to load Add-Ons. If you wish to install the Input Manager, click Install Input Manager. You can install or uninstall the Input Manager in the Add-Ons pane of QuicKeys Preferences.

Checking for QuicKeys Updates

QuicKeys can automatically check startly.com for updates to the product. When you select Check for Update from the QuicKeys application menu, the QuicKeys Update window appears. You can set QuicKeys to check for updates automatically in the General pane of QuicKeys Preferences, or you can return to this window from time to time to check for updates manually. If you choose to check for updates automatically, you must specify how often QuicKeys checks.

About this Manual

This section discusses how this manual is organized and contains information on the conventions used in this manual. Knowing how the manual is set up will help you use it more effectively.

Assumptions

This documentation assumes you have a working knowledge of the Mac OS X operating system and accompanying hardware. For example, you should know how to use your mouse and how to open, save, and close files. You should also be familiar with Mac OS X interface elements, such as buttons, menus, icons, and the Dock. If you need assistance with Mac OS X use or terms, consult the Mac OS help system or visit apple.com.

Organization

- Chapters 1–3 of this manual introduce you to QuicKeys and provide basic instructions for installing and operating the software.

- Chapters 4–6 explore three major features of QuicKeys: Shortcuts, Abbreviations, and Toolbars.

- Chapter 7 covers some major concepts of QuicKeys: Clips, Scope, Variables, and Functions.

- Chapters 8–14 describe each action type used in creating shortcuts and give point-by-point explanations of each feature and control.

- Appendices cover QuicKeys Online and additional topics.

Conventions

- A right arrow symbol (>) indicates the hierarchy of menu and submenu options. For example: Create > Files > Open Items.

- A forward slash (/) indicates the hierarchy of a file or folder path on your hard drive. For example: <hard drive>/Applications/QuicKeys

- Variable text is contained within angle bracket characters < and >. For example, "look in your User folder, <user>/Library/QuicKeys, for your Shortcuts folder."

Contextual Menu Terminology

Parts of QuicKeys use contextual menus. These menus, as their name suggests, change depending on the context under which they are activated. Contextual menus are activated when you right-click (multi-button mouse) or control-click (hold your keyboard's control key down while clicking with a single-button mouse) on a user interface element such as a shortcut name, editor toolbar, or a scope. For the sake of brevity in this manual, the term "right-click" will be used when we want to activate a contextual menu.

Modifier Keys

These symbols appear in this manual (and throughout Mac OS X) to represent modifier keys.

⌘ Command

⌥ Option

^ Control

⇧ Shift

Basics

This section introduces the important concepts behind QuicKeys. It describes various components of the QuicKeys 4 package, and how they interact. Take a few minutes to read this material and gain a working vocabulary for the product. Once you have a handle on the fundamentals, you'll be ready to dig in and start customizing your Macintosh.

Shortcuts

Shortcuts are the main way you automate your computer using QuicKeys. Shortcuts are very powerful, but are easy to make. That's because QuicKeys can make them for you by recording practically anything you can do. All you have to do is tell QuicKeys when to start recording and when to stop recording. QuicKeys will then make a new shortcut containing steps that reproduce your actions.

Of course if you want, you can always create and edit shortcuts by hand. It's not difficult. You can even manually edit shortcuts which were created with the recording feature.

QuicKeys 4 comes with a number of predefined shortcuts that perform several useful functions. These are a good starting point and reference. Look them over as you explore the product—they'll give some insight into what can be done with QuicKeys. As you use QuicKeys you'll create many shortcuts of your own, adding to this collection and creating a portrait of the way you interact with your computer, fitting your Macintosh to your work style.

Note: Shortcuts are covered in greater detail in Chapter 4 of this manual.

Single-step & Multi-step Shortcuts

Single-step shortcuts automate simple one-step tasks, such as typing your name, opening your Documents folder, or launching an application. By adding additional steps onto a single-step shortcut, you can create multi-step shortcuts to automate more complex tasks.

Examples of these multi-step tasks include moving and resizing a window; placing a graphic in InDesign, resizing it, and applying an object style; or mounting a network drive and copying files to it.

Instant Shortcut

This is a special shortcut you can use for making quick, temporary recordings of your actions. You can use it over and over again as long as you need. It sticks around until you record a new Instant Shortcut. You can also save a copy if you have an especially good Instant Shortcut that would be useful again in the future.

Note: Instant Shortcuts are covered in greater detail in the "Instant Shortcuts" section of Chapter 4 of this manual.

Actions

Actions are the building blocks of shortcuts. All the actions that QuicKeys can perform are covered in Chapters 8 – 14 Take a moment to browse through those pages.

Each step of a shortcut tells QuicKeys which action to perform and how to perform it.

Step Results

When a shortcut is played, it evaluates each action as a success or failure. For example, if a Menu Selection step cannot find the specified menu item, that step's step result is "Failure." By default, a failed step will cease playback and present a window notifying you of that failure. Conversely, when a step succeeds, playback of that shortcut proceeds to the next step if one exists.

You can specify different behavior for the success and failure of each step using the Step Results tab of the Information pane in the Shortcut Editor. For more information on the Step Results tab, see "The Shortcut Editor" in Chapter 4.

If you modify step results often (and most people don't, the default behavior being adequate) you can turn on step result controls for all your steps. For more information see "The Appearance Pane" in Chapter 3.

Triggers

A trigger is the signal for QuicKeys to start playing a shortcut. When you create a shortcut, you can assign one or more triggers to it. For example, you can assign ⌘F3 (Command + F3) as a hot key trigger that launches Microsoft Word, or you can create a day & time trigger to automatically launch your e-mail application at 7:30 AM while you're still brushing your teeth.

Note: Triggers are covered in greater detail in Chapter 4 of this manual.

App Event – Shortcuts can be triggered automatically after a specific application opens, quits, becomes front-most, leaves the front, or stops responding.

Day & Time – You can select times and days of the week for QuicKeys to automatically trigger a shortcut.

Device – With this trigger type you can directly assign shortcuts to buttons on your mouse, trackball, joystick, and even keys like Eject and Mute on your keyboard.

Drive – Shortcuts can be triggered when a drive is mounted or unmounted.

File System – These triggers let QuicKeys fire shortcuts based on changes to the contents of a folder or other file system related reasons.

Function – These triggers allow you to make your own custom AppleScript trigger functions that are checked periodically. If they return TRUE, QuicKeys will fire their shortcut.

Hot Key – You assign a keystroke or combination of keystrokes to activate a particular shortcut.

MIDI – These triggers let you fire Shortcuts via MIDI enabled musical instruments or equipment. You can even specify musical chords as triggers to give you an incredible variety of possibilities.

QuicKeys Menu – QuicKeys places a small black "Q" menu up by your clock in the top right corner of your screen. Shortcuts may be added to and triggered from this menu.

Repeat – Once you've created a shortcut, a Repeat trigger will cause it to repeatedly activate after a set amount of time has passed.

Speech – If you have a headset or microphone attached to your Mac, you can assign a unique phrase for any QuicKeys shortcut you make, which when spoken will activate that shortcut.

Time Range – This option is technically a qualifier rather than an actual trigger. It will not directly trigger a shortcut, but if you group this qualifier with another trigger, you can limit that trigger's operation to specified time ranges.

Scope

Scope is the realm of operation for a trigger. You can specify the scope of your triggers to limit the applications under which that shortcut can be triggered. A shortcut can have more than one scope if so desired. Scope comes in two major types: All Applications and Application-specific.

All Applications – When scoped to All Applications, a shortcut trigger will be active no matter which application is in front.* For example, your F1 key might be set up to hide the front application. If you scope it to, say, Safari, then the F1 key would only hide the front application if it happened to be Safari. You would need to scope that hot key to All Applications for it to work as desired for any application.

* with the exception of excluded applications

Application-specific – A trigger scoped to a specific application will only be active when that application is in front. You can assign more than one application scope to a shortcut if needed.

Scope Interaction

Triggers scoped to a specific application always take precedence over those scoped to All Applications. This is useful for special case situations where you may not want your F1 key triggering the same shortcut in Safari (for example) that it does in your other applications.

Excluded Applications

You can designate any application as being "Excluded" from the All Applications scope. Applications so designated, when front-most, prevent the triggering of shortcuts that are scoped to All Applications. For example, if you exclude iMovie from All Applications, shortcuts scoped to All Applications will not trigger if iMovie is the front-most application. Applications can even be excluded on a per shortcut basis.

Note: Scope is covered in greater detail in Chapter 7 of this manual.

Abbreviations

Abbreviations let you type a short word in a document and automatically replace it with longer text, run a QuicKeys Shortcut, or even paste in a QuicKeys Clip.

Note: Abbreviations are covered in greater detail in Chapter 5 of this manual.

Toolbars

QuicKeys Toolbars are floating toolbars that you can create with buttons representing your QuicKeys shortcuts. Then you can play these shortcuts with a single click.
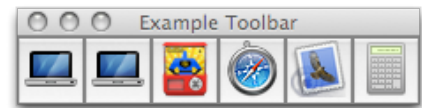
Toolbars can be opened and closed with a hot key or by selecting them from the QuicKeys Menu or the QuicKeys Dock Menu. They can be universal, or they can be scoped to specific applications—accessible only when the scoped application is running.

Note: Toolbars are covered in greater detail in Chapter 6 of this manual.

Tutorial – Your First Shortcut

What faster way to learn to use QuicKeys than to actually use QuicKeys? This short tutorial presents step by step instructions for making a simple shortcut.

The Problem

"I often create new documents that begin with the exact same text every time."

The Solution

Build a shortcut that will both open a new document and type your text for you.

How To

1. Open the QuicKeys Editor. (Click the QuicKeys icon in the dock, or select Open QuicKeys Editor from the QuicKeys Menu.)

2. Click Create—either the toolbar button or the menu. Select User Actions > Type Keystroke. This creates a new shortcut (and opens it in the Shortcut Editor) with Type Keystroke as the first step.

3. Click in the Type Keystroke field and press Command+N (⌘ N).

    Optional: Give this step a custom name. To do so, double-click its current name, Type Keystroke "⌘ N", and then type "Open new document."

4. Next, you want your text to be typed, but we need to be sure the new document window is open before QuicKeys starts typing. Click Add Step and select QuicKeys > Wait > Wait for Window. This adds a Wait for Window step to the shortcut.
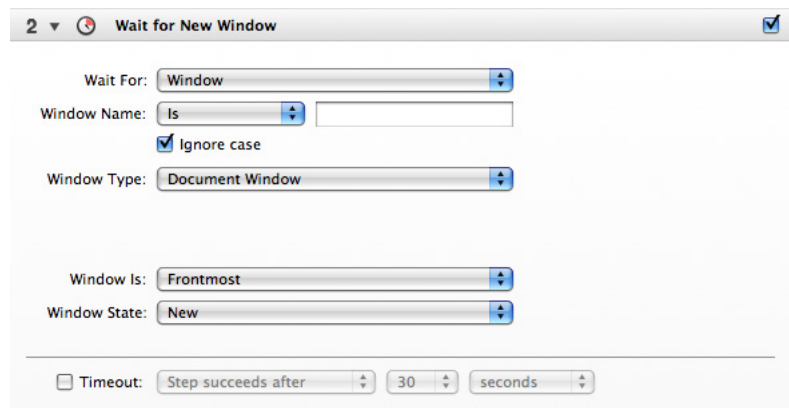
5. Set Window Type to Document Window. Set Window Is to Front-most. Set Window Sate to New.

6. Now that we are certain the window is ready, we can have QuicKeys type the text. Click Add Step and select Text > Type Text. This adds a Type Text step to the shortcut.

7. Enter your text in the Text to Type field. (Type the text, copy and paste, or drag and drop.)

    Note: A Type Text step only types text. If you want to paste text with formatting into your new document, you will use an Insert Clip step.

8. To set the Trigger for this shortcut. Leave the trigger type set to Hot Key, and click the current trigger to edit it. A small window pops up. Press Control+B (^ B) and then close that window.

   Note: Although hot keys are the most common trigger, they are far from the only type.

   Optional: Do you want this shortcut to work in all applications or only your word processor? To set it's scope (where it works) to just one application, click the current scope, All Applications. If your word processor is running, select it from the list; otherwise, select Select Application and navigate to it.
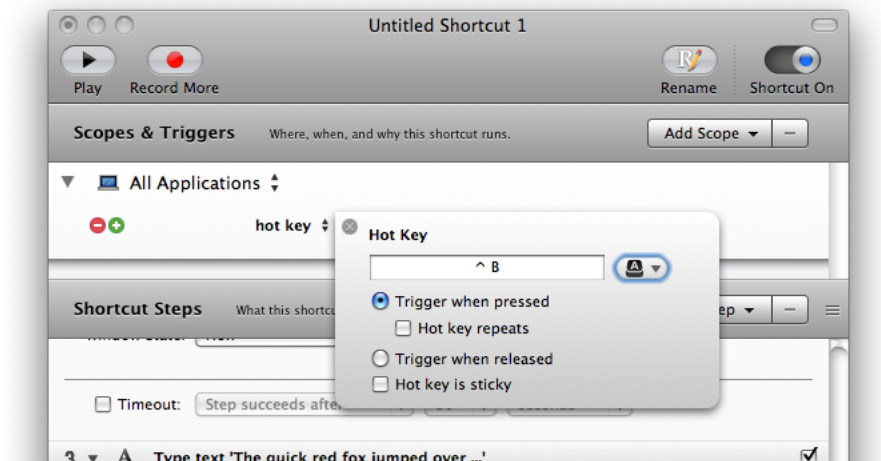
9. All that is left is to save and name the shortcut. Press Command+S on your keyboard or click the File menu and select Save Shortcut. If you close the Shortcut Editor without saving, QuicKeys will prompt you to save. No matter which method you use, QuicKeys will prompt you to name the shortcut. This is the name that will appear in the shortcut list.

Now, open your word processor and press Control+B (^ B) to see QuicKeys in action.

Alternate Solutions

As your knowledge of QuicKeys 4 grows, you will discover alternate and more powerful ways to use it. Clips and abbreviations are two other ways to insert text.

In a shortcut like this one, Create Clips and Insert Clips actions allow you to collect text and graphics on the fly, and retrieve them from those collections when needed. Think of Clips collections as unlimited permanent clipboards.

An alternative to a shortcut, is the Abbreviation feature. Abbreviations let you type a short word in a document that is already open and automatically replace it with other longer text.

The Sky's the Limit

Although this shortcut is quite simple, some shortcuts are even simpler. On the other hand, some shortcuts can have 30 or more steps, repeating loops, decisions, and variables.

This tutorial illustrates many of the important aspects of QuicKeys 4. You'll use the same basic procedure for many of the shortcuts you create, and as you grow wise in the ways of automation, you'll discover many variations on this basic theme. Whether your shortcuts are simple or complex, the only limit is your imagination.

Chapter 2 – QuicKeys Interface

The QuicKeys Editor

The QuicKeys Editor is your control center for creating, modifying, and organizing your shortcuts, abbreviations, toolbars, and clips. The most fundamental parts of the QuicKeys editor include: the QuicKeys Editor toolbar, the source list, the content area, and the footer.
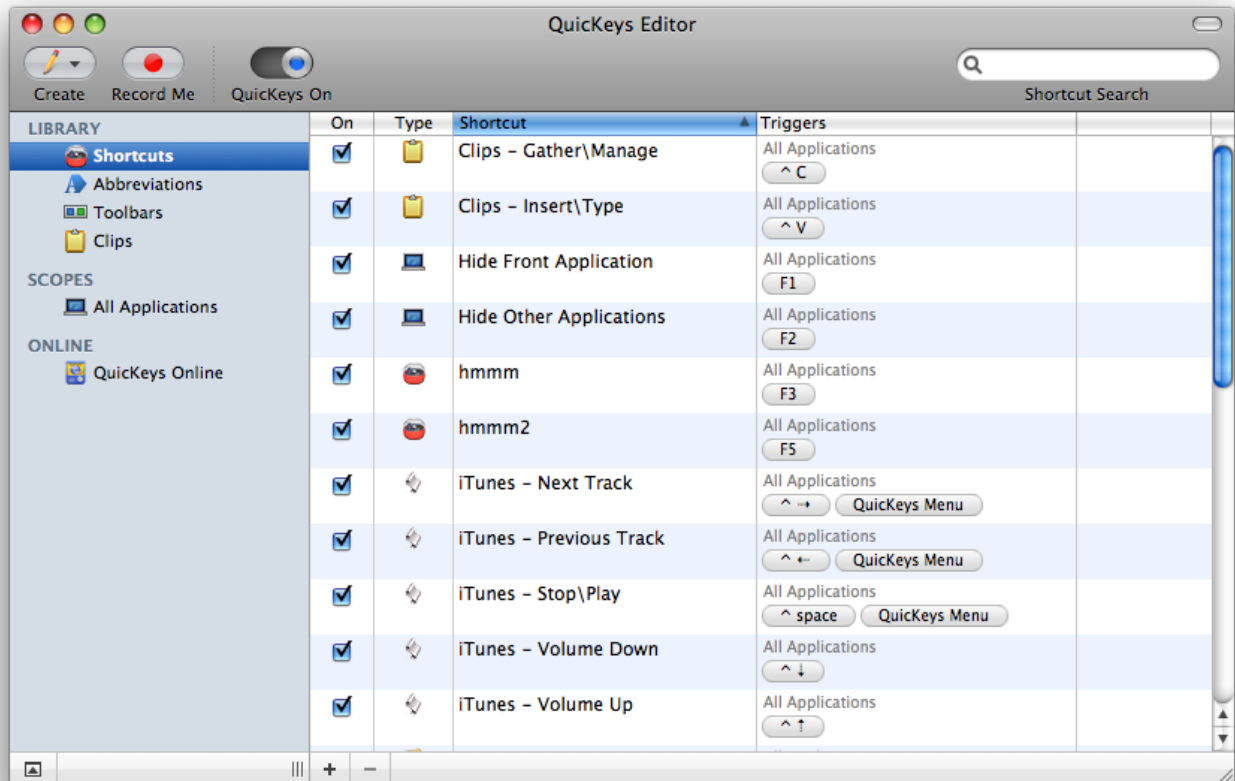
The QuicKeys Editor Toolbar

At the top of the QuicKeys Editor window is a toolbar.

Create – This create menu is similar to the Create menu on the QuicKeys menu bar (covered later in this chapter) but with an additional section: Create New. Here you can select New Shortcut, New Abbreviation, or New Toolbar.

Record – Click this button to tell QuicKeys to start interpreting and recording your actions. See the "Recording" section of Chapter 4 for more information.

QuicKeys On/Off – Shuts off all triggers, taking QuicKeys "out of the way" if necessary without the need to quit the program.

Shortcut Search – Enter your text and QuicKeys will find matching shortcuts.

Play – (Not present by default) Use this to play a selected shortcut.

Customize – (Not present by default) Use this to customize the toolbar.

The Source List

The source list always has categories for Library, Scopes, and Online. The Searches and Remotes categories will appear when applicable. Select an item in any of these categories to change the content in the content area.

Library

Shortcuts – A list of all your shortcuts. See "The Shortcuts List" later in this section.

Abbreviations – A list of all your abbreviations. See "The Abbreviations List" later in this section.

Toolbars – A list of all your toolbars. See "The Toolbars List" later in this section.

Clips – Allows you to manage your clips. See "The Clips Manager" in Chapter 7.

The Scopes List

The second category of the sources list is your Scopes list. It allows you to view your shortcuts, abbreviations, and toolbars by scope.

By default the All Applications scope will appear here. The list will also include the names of all applications to which you have scoped your shortcuts, abbreviations, and toolbars. For example, if you have built items specifically for use within Word, Safari, and Mail, your Scopes list will include those three applications. If you click on the Safari scope, the shortcuts, abbreviations, and toolbars lists will show only those items scoped to work when Safari is the front-most application.

The category Unscoped Items will appear if you have any shortcuts that have no scope. Shortcuts placed on toolbars, in the QuicKeys Menu, and embedded in other shortcuts do not necessarily need to be scoped.

When viewing by scope, use the bar across the top of the content area to select Shortcuts, Abbreviations, or Toolbars.

In this mode, the shortcuts, abbreviations, and toolbars lists will function as when selected from the Library category with the exception that the scope is not listed.

Note: Scope is covered in greater detail in Chapter 7 of this manual.
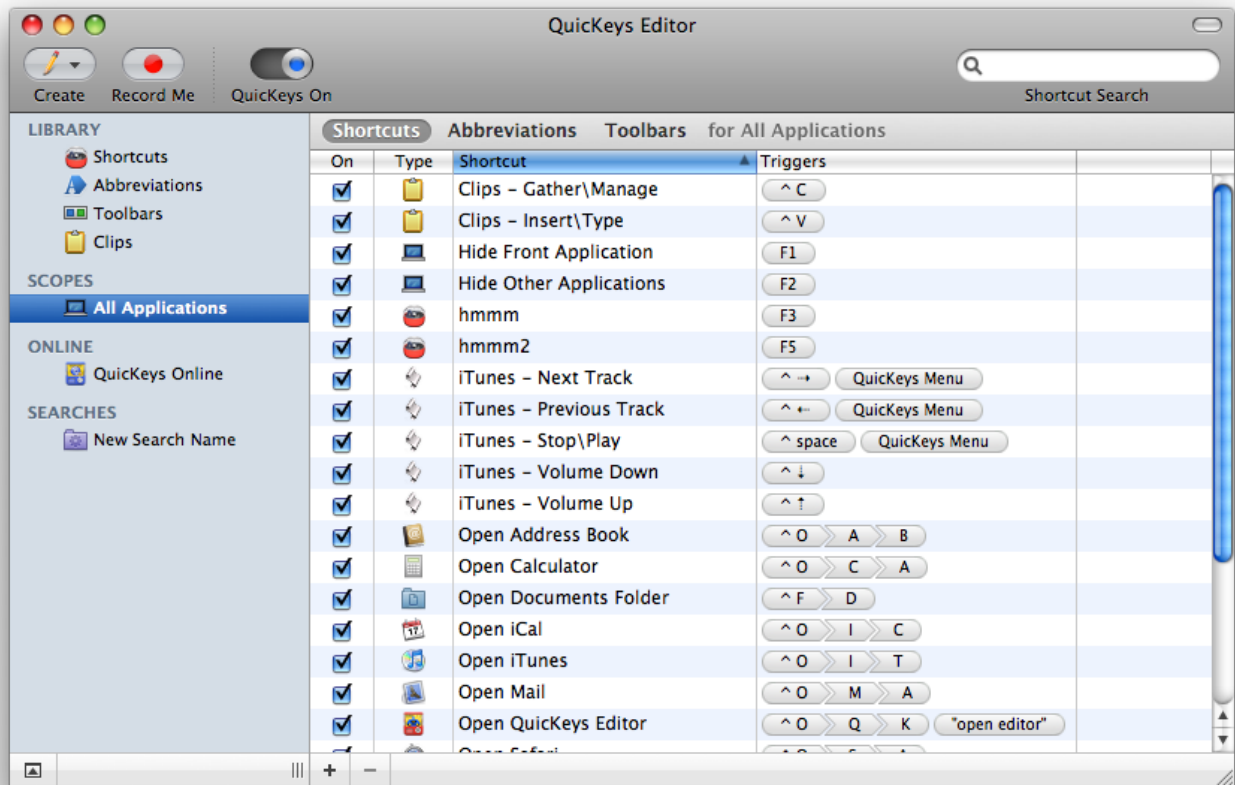
QuicKeys Online

In QuicKeys Online you will find lots of resources to help you get the most out of QuicKeys 4.

- Browse the Shortcut Gallery to learn about and download shortcuts you can use right now.
- View helpful Tutorials for beginner, intermediate, and expert users.
- Do you need technical help? Visit the QuicKeys Support website.
- Visit the QuicKeys Community to chat about all things QuicKeys with other users.

All of this can be accessed from within QuicKeys by clicking QuicKeys Online. Internet access is required.

Note: QuicKeys Online is covered in greater detail in Appendix A of this manual.

Searches

QuicKeys 4 includes the ability to search for shortcuts. You can save your searches under the Searches heading in the source list.

See "Search Results" later in this section.

Remotes

When you are setting up the QuicKeys Anywhere application on an iPhone or iPod Touch those devices will show here.

More information on this feature can be found in Appendix C.

The Content Area

This area can display the Shortcuts List, the Abbreviations List, the Toolbars List, the Clips Manager, or search results. This area can also display the content for QuicKeys Online, which is covered in Appendix A, and the controls for setting up remote devices, which is covered in Appendix C.

Resizable Columns – All except the On, Type, and Show columns can be resized by using your mouse to grab and drag the divider lines between the column headers.

Sort – Clicking column headers will sort the list by that particular column.

Contextual Menu Support – Right-clicking listed items will bring up a contextual menu allowing you quick access to certain features. You can edit, rename, or play an item, turn an item on or off, and Select All, Cut, Copy, Delete or Export the some items.

The Shortcuts List

When you select Shortcuts from the Source List, or select a scope in the Source List and select Shortcuts from the bar at the top, the right side of the QuicKeys Editor window fills with the Shortcuts List. This area will display a list of your shortcuts.

Which shortcuts appear will depend on whether anything is selected in the Scopes list to the left. For example, if you click on Safari in the Scopes list, only shortcuts that are scoped to Safari will show up in the list. But if you click on Shortcuts in the Library list, the list will display every shortcut.
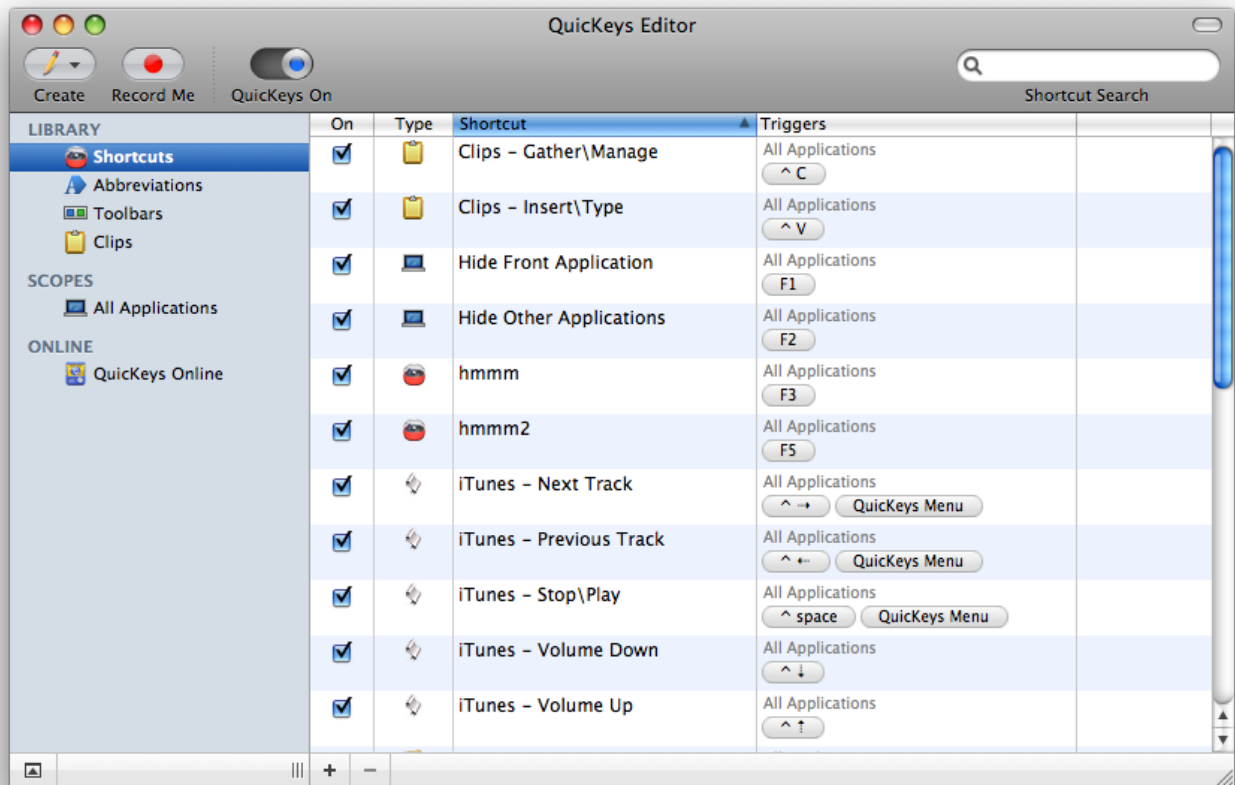
On/Off column – Turn individual shortcuts on and off here. Shortcuts that are off cannot be triggered. Sorting by this column separates the "on" shortcuts from the "off" shortcuts.

Type column – This column displays a helpful icon indicating what type of shortcut it is, or a custom icon you assign. Sorting by this column sorts your shortcuts by shortcut type.

Shortcut column – This column displays the names of your shortcuts. Sorting by this column is alphabetical by shortcut name. The shortcut can be renamed here without needing to open it.

Triggers column – This column displays the trigger for each shortcut. Sorting by this column groups similar trigger types together. Unless you are viewing by scope, this column also list the scope for the trigger.

Clicking on a trigger in the shortcuts list will allow you to edit it directly from the QuicKeys Editor window rather than having to open the shortcut.
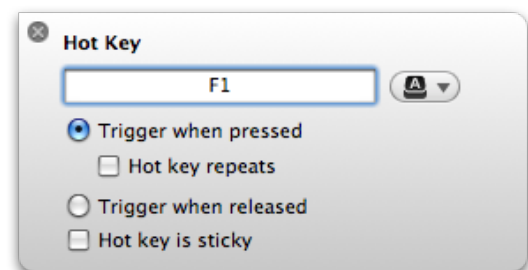
The Abbreviations List

When you select Abbreviations from the Source List, or select a scope in the Source List and select Abbreviations from the bar at the top, the right side of the QuicKeys Editor window fills with the Abbreviations List. This area will display a list of your abbreviations. Which abbreviations appear will depend on whether anything is selected in the Scopes list to the left. For example, if you click on Word in the Scopes list, only abbreviations that are scoped to Word will show up in the list. But if you click on Abbreviations in the Library list, the list will display every abbreviation.
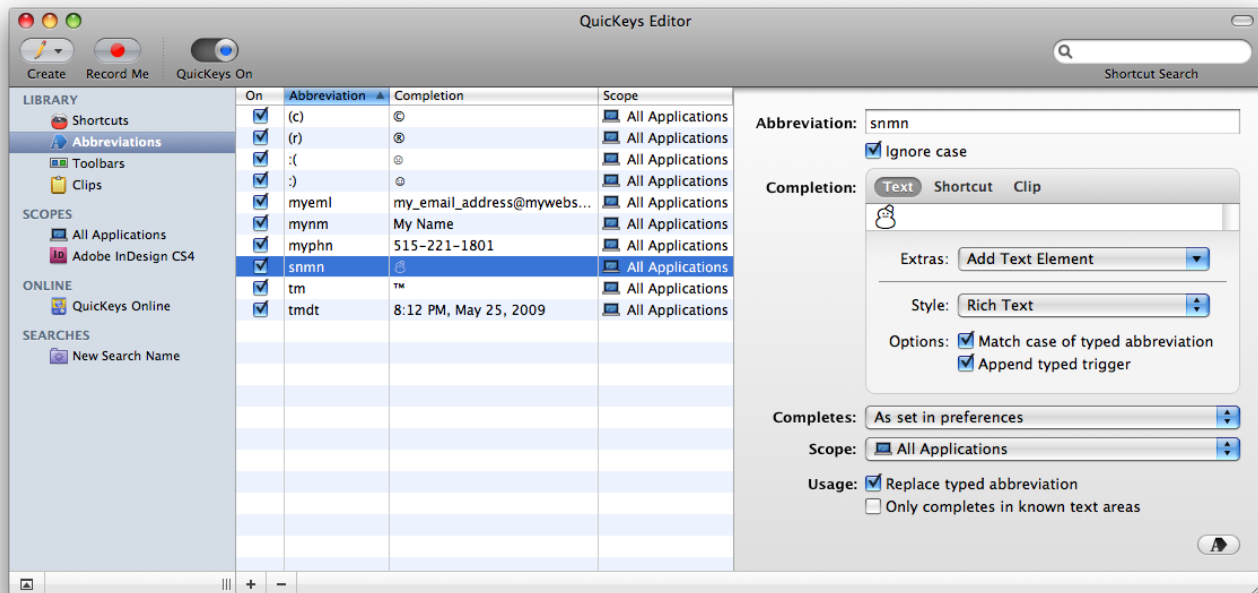
On/Off column – Turn individual abbreviations on and off here. Abbreviations that are off cannot be triggered. Sorting by this column separates the "on" abbreviations from the "off" abbreviations.

Abbreviation column – This column displays the names of your abbreviations. This is the text you type in order to use the abbreviation. Sorting by this column is alphabetical by abbreviations name.

Completion column – This column displays the completion of each abbreviation. This is the text, shortcut, or clip that QuicKeys inserts in place of or in addition to the abbreviation you typed. Sorting by this column is alphabetical

Scope column – This column indicates the scope for the abbreviation. Sorting by this column is alphabetical by scope name. If you are viewing by scope, this column will not appear.

Abbreviation Editor – This area of the window allows you to edit abbreviations. The Abbreviation Editor is covered in Chapter 5

The Toolbars List

When you select Toolbars from the Source List, or select a scope in the Source List and select Toolbars from the bar at the top, the right side of the QuicKeys Editor window fills with the Toolbars List. This area will display a list of your toolbars. Which toolbars appear will depend on whether anything is selected in the Scopes list to the left. For example, if you click on Mail in the Scopes list (which will appear if you have toolbars scoped to Mail), only the toolbars that are scoped to Mail will show up in the list. But if you click on Toolbars in the Library list, the list will display every toolbar.
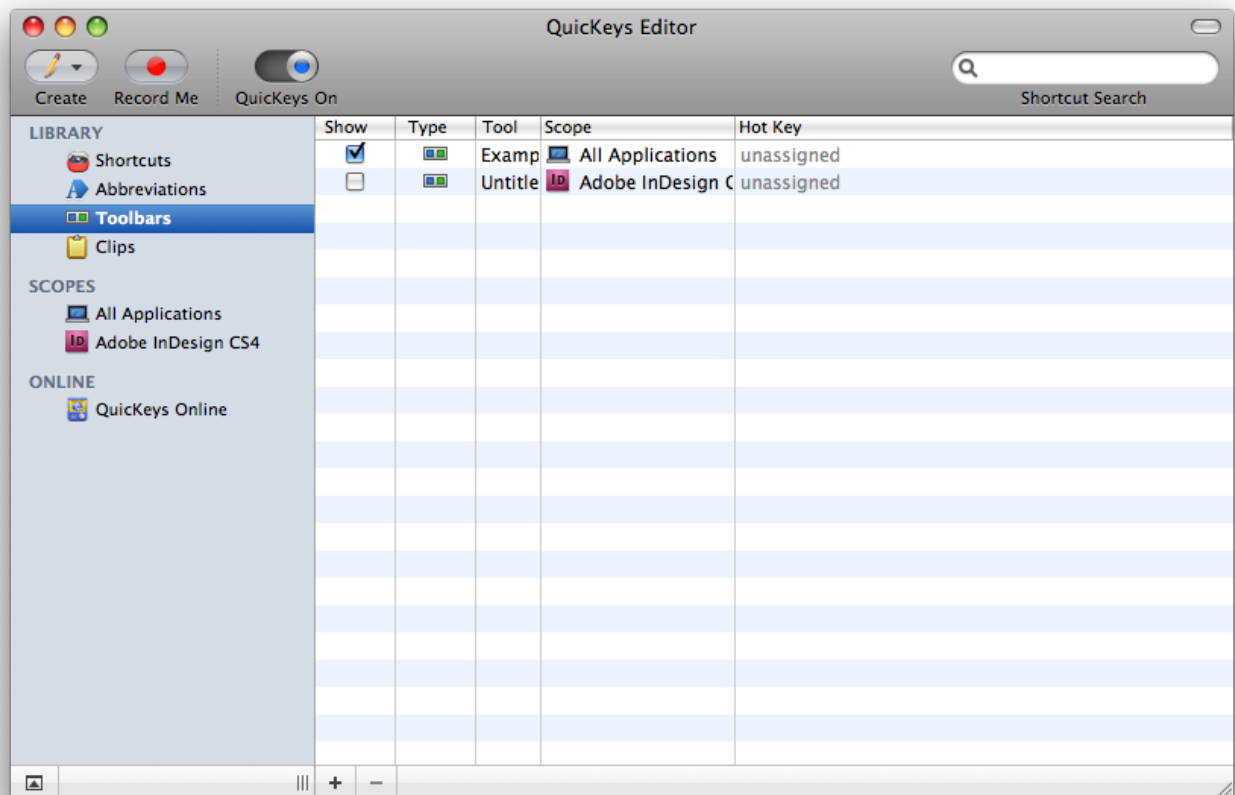
**Show column –** Show or hide individual toolbars here. Sorting by this column separates the "shown" toolbars from the "hidden" toolbars.

Type column – This column displays a helpful icon indicating what type of toolbar it is. Sorting by this column separates the "standard" toolbars from the "docked" toolbars.

Toolbar column – This column displays the names of your toolbars. Sorting by this column is alphabetical by toolbar name.

Scope column – This column indicates the scope for the toolbar. Sorting by this column is alphabetical by scope name. If you are viewing by scope, this column will not appear.

Hot Key column – This column displays the hot key (if any) assigned to each toolbar. Sorting by this column sorts the toolbars in hot key order.

Search Results

Type your search terms in the Shortcut Search field. The results will appear in the same format as the Shortcuts List does.
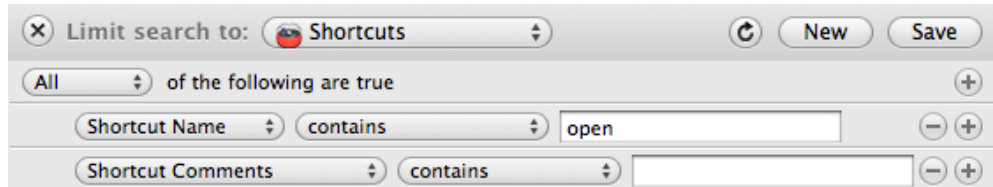
The controls at the top of the results can be expanded, by clicking the plus (+) on the far right of a line, and become the Advanced Shortcut Search so you can add additional parameters and refine your search further.

The Footer

The footer is the bar along the bottom of the window.
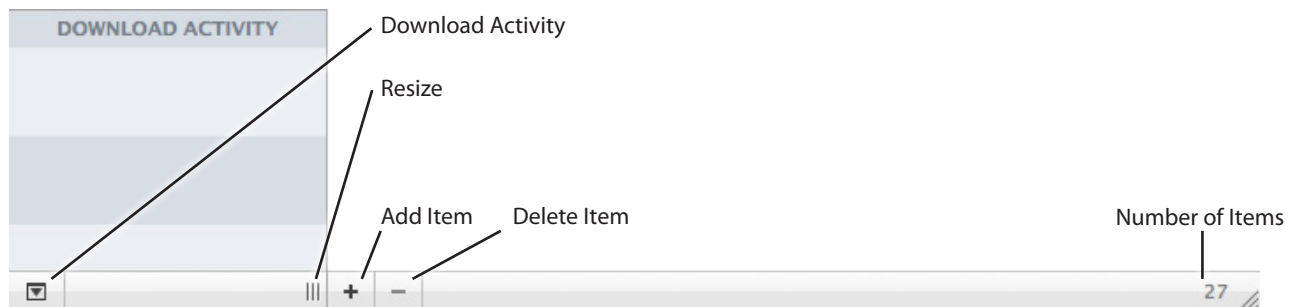
Download Activity – While you are downloading shortcuts from QuicKeys Online this pane opens to show you the progress. Click the first button to close it

Resize – Click and drag to change the size of the source list.

Add – Click the button with the plus sign (+) to add a new shortcut, abbreviation, toolbar, or clip (depending what is currently selected in the Source List).

Delete – Click the button with the minus sign (-) to delete the selected shortcut, abbreviation, toolbar, or clip.

Number of Items – Indicates the number of items in the current view.

The QuicKeys Menu

The QuicKeys Menu provides quick access to some of QuicKeys basic components, as well as a list of shortcuts to which you have assigned QuicKeys Menu triggers.

The QuicKeys Menu is located in your computer's menu bar near the system clock. This menu can be turned on and off on the Appearance pane of QuicKeys preferences.

QuicKeys On/Off – Shuts off all triggers, taking QuicKeys "out of the way" without the need to quit the program.

Open QuicKeys Editor – Opens the QuicKeys Editor.

Subscopes – This item appears only when advanced features are turned on in QuicKeys preferences. Use the submenu to change the currently active subscope.

Toolbars – Show or hide individual Toolbars from this submenu.

Edit Toolbars – Opens the QuicKeys Editor window to the Toolbar List so you can edit toolbars.

Play Instant Shortcut – Plays the Instant Shortcut.

Edit Instant Shortcut – Opens the Instant Shortcut Editor.
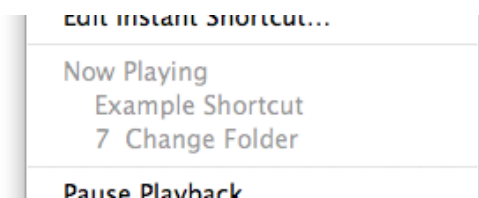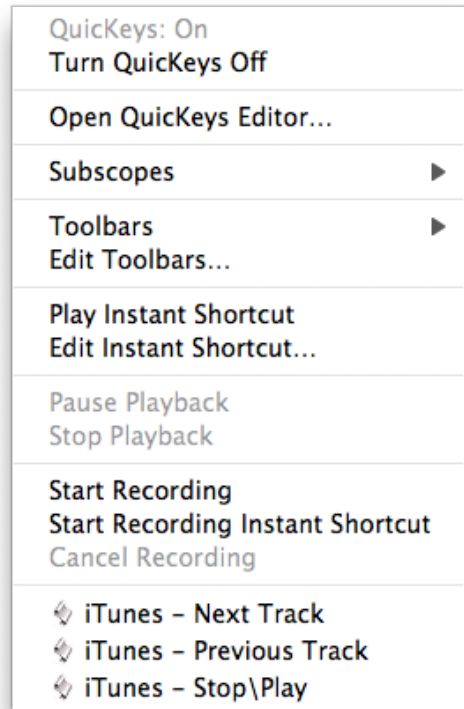
Now Playing – If a shortcut is playing, the name of the shortcut and the current step appear in this menu.

Pause/Resume Playback – If a shortcut is playing, this will pause playback. If a shortcut is pause, this will resume playback.

Stop Playback – If a shortcut is playing, this will stop playback entirely.

Start/End Recording – Starts QuicKeys interpreting and recording your actions. Selecting End Recording stops recording and opens a new shortcut with your actions inside.

Start Recording Instant Shortcut – Similar to Start Recording, but your actions are saved to the instant shortcut. Select End Recording when you are finished.

Cancel Recording – Cancels recording in progress; no shortcut is created.

Shortcut list – Any shortcuts you create with triggers of type "QuicKeys Menu" will show here, below the last menu divider line.

The QuicKeys Dock Menu

Clicking the QuicKeys Dock icon will open the QuicKeys Editor. Right-clicking or clicking and holding the QuicKeys Dock icon brings up the Dock menu.

The QuicKeys Dock icon and QuicKeys Dock menu can be turned on and off on the Appearance pane of QuicKeys preferences.

The QuicKeys Dock menu is nearly identical to the QuicKeys menu which is described in detail on the previous page; however, the following menu items are unique to the QuicKeys Dock Menu:

Keep in Dock – Select this option if you want QuicKeys to remain in the Dock even when it is not running.

Open at Login – Select this option if you want QuicKeys to launch when you log in to your computer. If this preference is not selected, your shortcuts will not work until you've launched QuicKeys manually.

Show in Finder – Switches the Finder to the front and opens your Applications folder, or whichever folder happens to contain the QuicKeys 4 application.

Hide – Hides QuicKeys and any associated windows.

Quit – Quits the QuicKeys application.
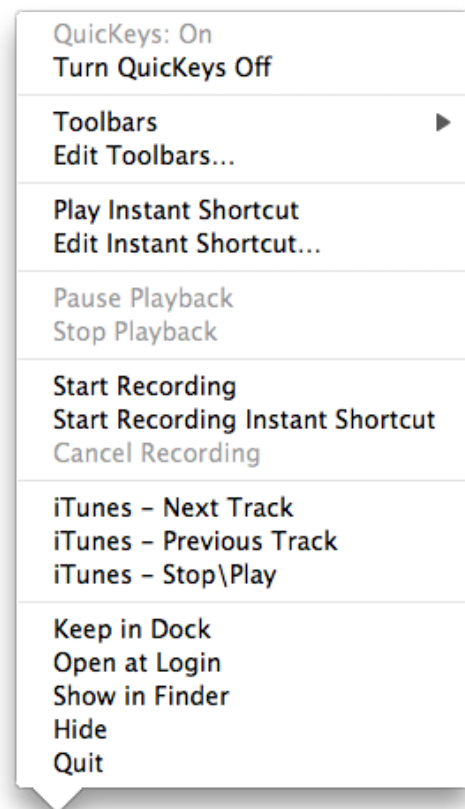
QuicKeys Menu Bar

When QuicKeys is the front-most application, its menu bar is available. What follows is a description of each item in each menu on the QuicKeys menu bar.

The QuicKeys Application Menu

About QuicKeys – Opens the About QuicKeys window that contains version and licensing information as well as buttons which take you to the product registration page or allow you to enter an new activation key.

Preferences – Opens the QuicKeys Preferences window. See Chapter 3.

QuicKeys Setup – Opens QuicKeys Setup. This is the same window you would have seen the first time you ran QuicKeys after you installed it. See page 7.

QuicKeys Online – Accesses QuicKeys online in the QuicKeys Editor. Here you can browse the Shortcut Gallery to learn about and download shortcuts; view helpful tutorials for beginner, intermediate, and expert users; visit the QuicKeys Support website; and visit the QuicKeys Community to chat with other users. Internet access is required. QuicKeys Online is covered in greater detail in Appendix A of this manual.

Check for Update – If you are connected to the internet this item will check to see if your version of QuicKeys is the most current.

Send Feedback – This item will open your web browser to the QuicKeys product feedback page. Internet access is required.

Services > Create QuicKeys Shortcut – This option can be used to instantly create new QuicKeys shortcuts from selected text inside documents or from items selected in the Finder. QuicKeys will create Type Text or Open Items shortcuts depending on what you have selected. This menu item is only active when QuicKeys is not the front-most application.

Hide QuicKeys – Hides the QuicKeys application from view.

Hide Others – Hides all running applications except QuicKeys.

Show All – Shows all running applications.

Quit QuicKeys – Quits the QuicKeys application.
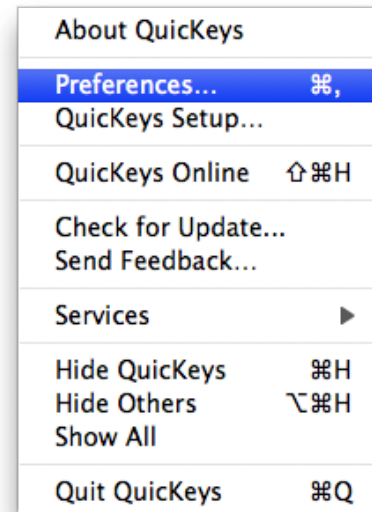
Note: If you are running a 30-day demo version of QuicKeys, this menu will also contain "Enter Activation Key" as a menu item. Select this to enter your purchased activation key and remove the 30-day demo timer.

The File Menu

New Shortcut – Opens the Shortcut Editor with a new untitled shortcut without any steps.

New Abbreviation – Switches to the Abbreviations List and creates a new abbreviation.

New Toolbar – Switches to the Toolbars List and creates a new untitled toolbar.

Open – Opens the selected item.

Save Shortcut – Saves the currently open shortcut.

Save Shortcut Protected – Allows you to save a shortcut so that all data (except the name of the first step) is encrypted.

Note: You will need to set up the Master Password in the Security pane of the preferences to be able to save your shortcuts as protected.

Rename Shortcut – Allows you to rename the currently open or selected shortcut.

Duplicate – Duplicates the selected item.

Edit Instant Shortcut – Opens the Instant Shortcut Editor.

Save Copy of Instant Shortcut – If you have created an Instant Shortcut that would be useful to keep around, select this item to save a copy of it. This opens it in the standard Shortcut Editor so that you can assign scopes and triggers and rename it.

Reassign Scope – If you have a scope selected in the main QuicKeys Editor window, this item will allow you to change that scope to another application in all shortcuts simultaneously. For example, if an application to which you have scoped shortcuts undergoes a name change, you can use this option to change the old scope to match the new application name.

Duplicate Scope – If you have a scope selected in the main QuicKeys Editor window, this item will allow you to duplicate that scope in all shortcuts at once. For example, if you have two word

processors, you can quickly scope your existing shortcuts for the for the first to also work in the second.

Delete Scope – Delete the selected scope from all shortcuts. Any shortcuts which had this scope as their only scope will become unscoped shortcuts.

Import – Shortcuts, abbreviations, or toolbars that you have exported as a backup, or another user has exported to share, can be imported.

Export – Export selected shortcuts, abbreviations, or toolbars to back them up or to share with other QuicKeys users.

Subscribe to Shortcuts – Subscribe to shortcut repositories. To learn more, see Appendix F, Sharing Shortcuts.

Page Setup – This opens the standard page setup dialog for printing.

Print – Prints a list of all shortcuts in a selected scope, complete with icon, shortcut name, comments, scope, and trigger information.

The Edit Menu

Undo/Redo – Allows you to undo or redo such actions as deleting or rearranging shortcut steps in a multi-step shortcut. Deleting entire shortcuts is not something you can undo.

Cut – Cut the selected item to the system clipboard.

Copy – Copy the selected item to the system clipboard.

Paste – Paste the contents of the system clipboard.

Delete – Delete the selected item.

Select All – Select all shortcuts in a scope or all steps in a shortcut.

Shortcut Search – Sets focus to the Shortcut Search field at the top of the QuicKeys Editor.

Find – Opens the Advanced Shortcut Search display.

Close Find – Closes the Advanced Shortcut Search display.

Format – Allows you to format text in clips and in rich text abbreviations.
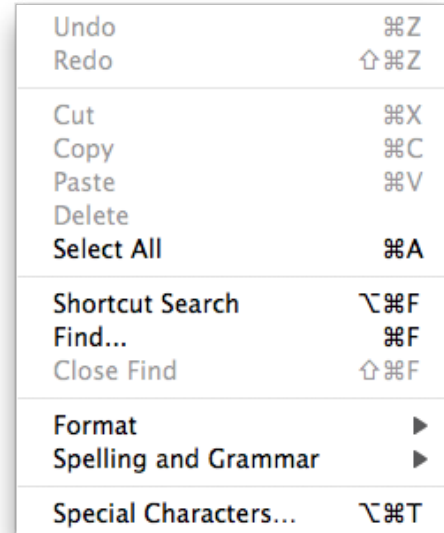
Spelling – Opens the standard Mac OS X spelling controls.

Special Characters – Opens the Mac OS X Special Characters palette.

The View Menu

Hide Editor Toolbar – Hides/Shows the toolbar at the top of the QuicKeys Editor or Shortcut Editor.

Customize Editor Toolbar – Allows you to customize the contents of the QuicKeys Editor or Shortcut Editor toolbar.

Show/Hide Help Bar – Toggles the Help Bar in the Shortcut Editor.

Show/Hide Shortcut Information – Toggles the Information pane in the Shortcut Editor.

Show/Hide Shortcut Variables – Toggles the Variables pane in the Shortcut Editor.

Shown Scoped Items – In the QuicKeys Editor, use this submenu to select which items to view in the content area—shortcuts, abbreviations, or toolbars—when viewing by scope.
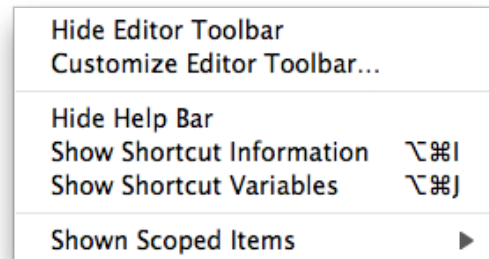
The Create Menu

Search – Let's you search for a specific action.

Favorites – Shows the Shortcut Actions you have set as your favorites. Favorites can be set in the Shortcut Actions Palette.

Actions – Files, Internet & Network, QuicKeys, Scripting, System, Text, User Actions – When an item is selected from one of these submenus a new QuicKeys shortcut of that type is created. However, if a shortcut is already front-most, selecting from this menu will add a new step to that shortcut rather than create a new shortcut.

Open Shortcut Actions Palette – Opens the Shortcut Actions Palette, a palette with all your shortcuts and all actions conveniently listed.
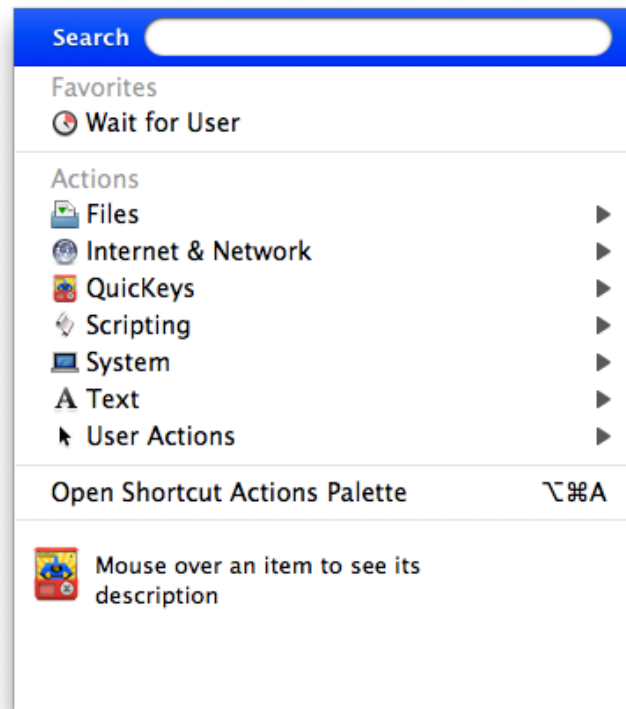
The Shortcuts Menu

Play – Plays the selected shortcut.

Turn On Shortcut Debugging – Enables debugging mode
to help you decipher problems you might be having with
shortcut creation and playback.

Turn Shortcut Off/On – Shuts off or turns on any selected
shortcuts.

Add Scope Exception – When you have the Shortcut
Editor or Abbreviation Editor open for an item with an
All Applications scope, you can select this item to show
the Exceptions Editor for that scope for that shortcut or abbreviation.

Edit Step Results – Opens the Step Results window so you can edit the selected step's Step Results
settings.

Apply Typing Speed to Siblings – In a multi-step shortcut that contains multiple typing steps, the
typing speed of all steps within that shortcut can be matched to the currently selected step with
this menu item.

Submit to Shortcut Gallery – Sends the selected Shortcuts to Startly for submission to the Shortcut
Gallery. This gallery can be accessed by all QuicKeys users in the QuicKeys Online area of the
QuicKeys Editor. Please note all submissions become the property of Startly Technologies and are
reviewed before being posted to the gallery. Shortcuts may be edited before being added to the
gallery.

Send Shortcuts to Support – Allows you to send shortcuts to our support team at their request.

The Window Menu

Close – Closes the front-most window.

Zoom – Zooms the front-most window.

Minimize – Shrinks the front-most window and puts it
in the Dock.

QuicKeys Editor – Opens the QuicKeys Editor
window. See "QuicKeys Editor" in Chapter 3.

Excluded Applications – Opens a window containing
a list of applications that you've told QuicKeys to not trigger shortcuts in. This applies only to

shortcuts scoped to All Applications; you can still scope shortcuts to excluded applications directly if desired. Excluded applications are covered in Chapter 7.

Devices – Opens the Devices window so you can add additional mice, keyboards, and similar devices to be used for triggers. The Devices window is covered in Appendix B.

Variables and Functions Editor – Opens the Variables and Functions Editor. Variables are covered in Chapter 7.

Bring All to Front – Pulls all windows associated with QuicKeys to the front.

The Help Menu

Search – Searches in QuicKeys for help based on what you have entered.

QuicKeys Help – Opens the system Help Viewer window to display QuicKeys Help.

Welcome to QuicKeys – Opens the QuicKeys Welcome screen in the QuicKeys Editor. Internet access is required.

QuicKeys Community – Directs your web browser to the QuicKeys Community discussion forum. Internet access is required.
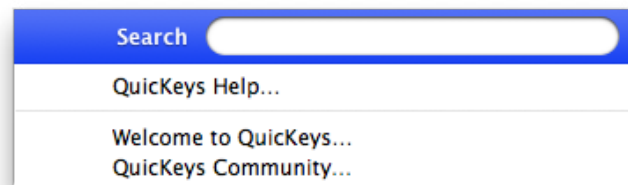
Chapter 3 – QuicKeys Preferences

To access QuicKeys' Preferences, select Preferences from the QuicKeys application menu, or press Command+comma (⌘ ,) while QuicKeys is the front-most application. The preferences window is divided into ten panes: General, Appearance, Triggers, Abbreviations, Typing, Recording, Notification, Remote, Add-Ons, and Security.

The General Pane

General Settings

Automatically name single-step shortcuts – With this option turned on, most new shortcuts will automatically be named according to the type of shortcut it is. You can always change this name if it is not to your liking.

Automatically save shortcuts – If this option is off, QuicKeys will prompt you to save edited shortcuts when you try to close them. If this is turned on, they will automatically be saved before closing.

Select front application scope when opening QuicKeys Editor – If this option is selected, the last known front application is automatically selected in the Scopes section when the QuicKeys Editor is opened.

Open QuicKeys at login – Select this preference if you want QuicKeys to launch when you log in to your computer. If this preference is not selected, your shortcuts will not work until you've launched QuicKeys manually.

Warn before quitting – If you select this option, QuicKeys will ask, "are you sure" when you try to quit the program. This helps prevent inadvertently quitting QuicKeys.

Updates

Automatically check for updates – Select this option to enable automatic checks for updates to QuicKeys hourly, daily, weekly, or monthly. Internet access is required.

Send system profile – Send a description of your computer and software to Startly when checking for updates.

Automatically download updates – Select this option to have updates automatically downloaded. When they are done you will be asked if you want to install them.

Check Now button – Whether or not you set QuicKeys to check automatically, you can check now.

Reset "Do Not Show Again" messages

Reset button – If you click this reset button, QuicKeys will reset all of its "Do not show again" check boxes. For example, if you have shut off warnings such as the one when you delete a shortcut, you can turn them back on by clicking this Reset button.

The Appearance Pane
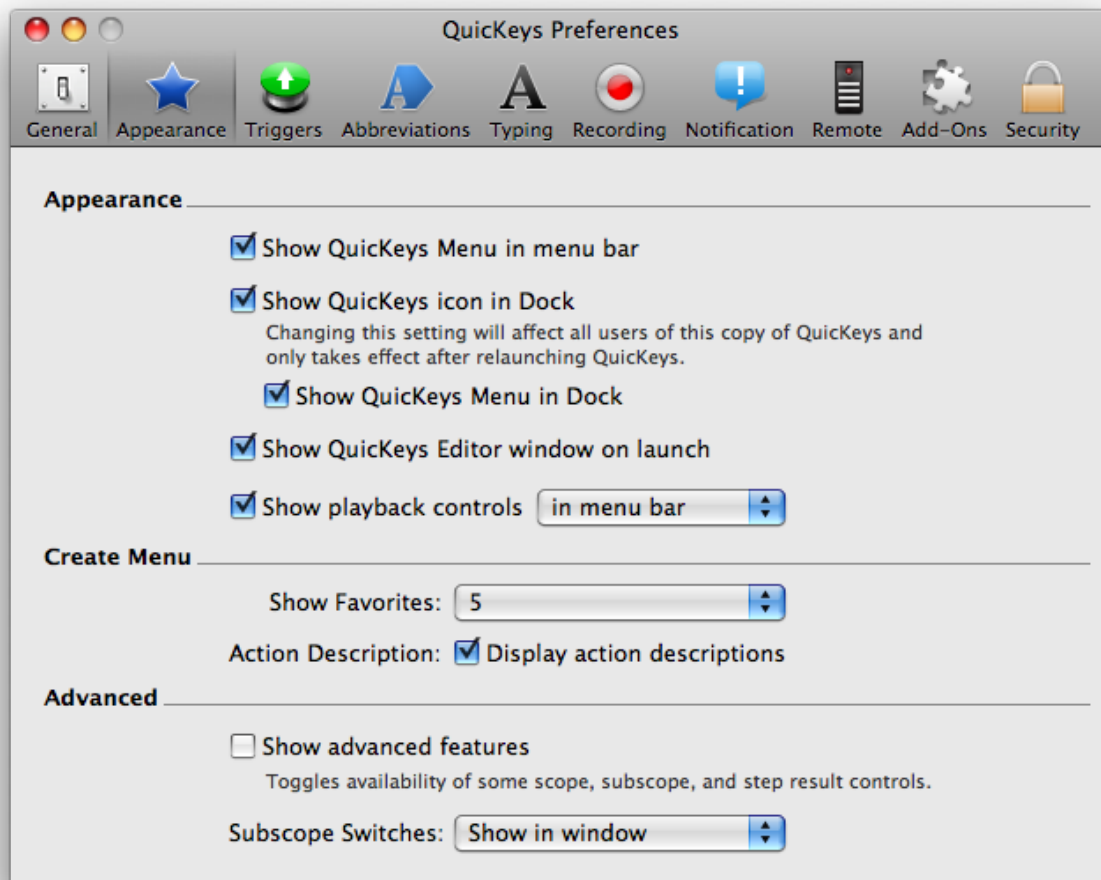
Appearance

Show QuicKeys Menu in menu bar – Turns the QuicKeys Menu, located up by your system clock, on and off.

Show QuicKeys icon in Dock – When this box is checked, the QuicKeys icon is displayed in the Dock when QuicKeys is running. You may want to turn this feature off if you don't care to have QuicKeys in the Dock. Any changes made to this preference setting will affect all users on that machine.

> **Show QuicKeys Menu in Dock –** If this menu is turned off, the handy options available to you when you right-click the QuicKeys Dock icon will no longer be there.

Display QuicKeys Editor window on launch – If this is turned on, the QuicKeys Editor window will open whenever you launch the QuicKeys application.

Show playback controls – If checked QuicKeys will always show playback controls in the selected location. "In menu bar" refers to the right side of the menu bar where the QuicKeys menu is. "In window" refers to the Playback Palette.

Create Menu

Show Favorites – Controls whether and how many of your favorites are shown in the Create menu. Even if not shown in the menu, they are still available in the Shortcut Actions Palette.

Action Description – When checked descriptions are shown for items in the Create menu as they are highlighted.

Advanced

Show advanced features – This option toggles the availability of some scope, subscope, and step result controls. The exact features are identified when they are covered in this manual.

Subscope Switches – Select whether any subscopes you have created should show in the window, using Growl, or not at all.

Note: Scope and subscope are covered in Chapter 7.

The Triggers Pane
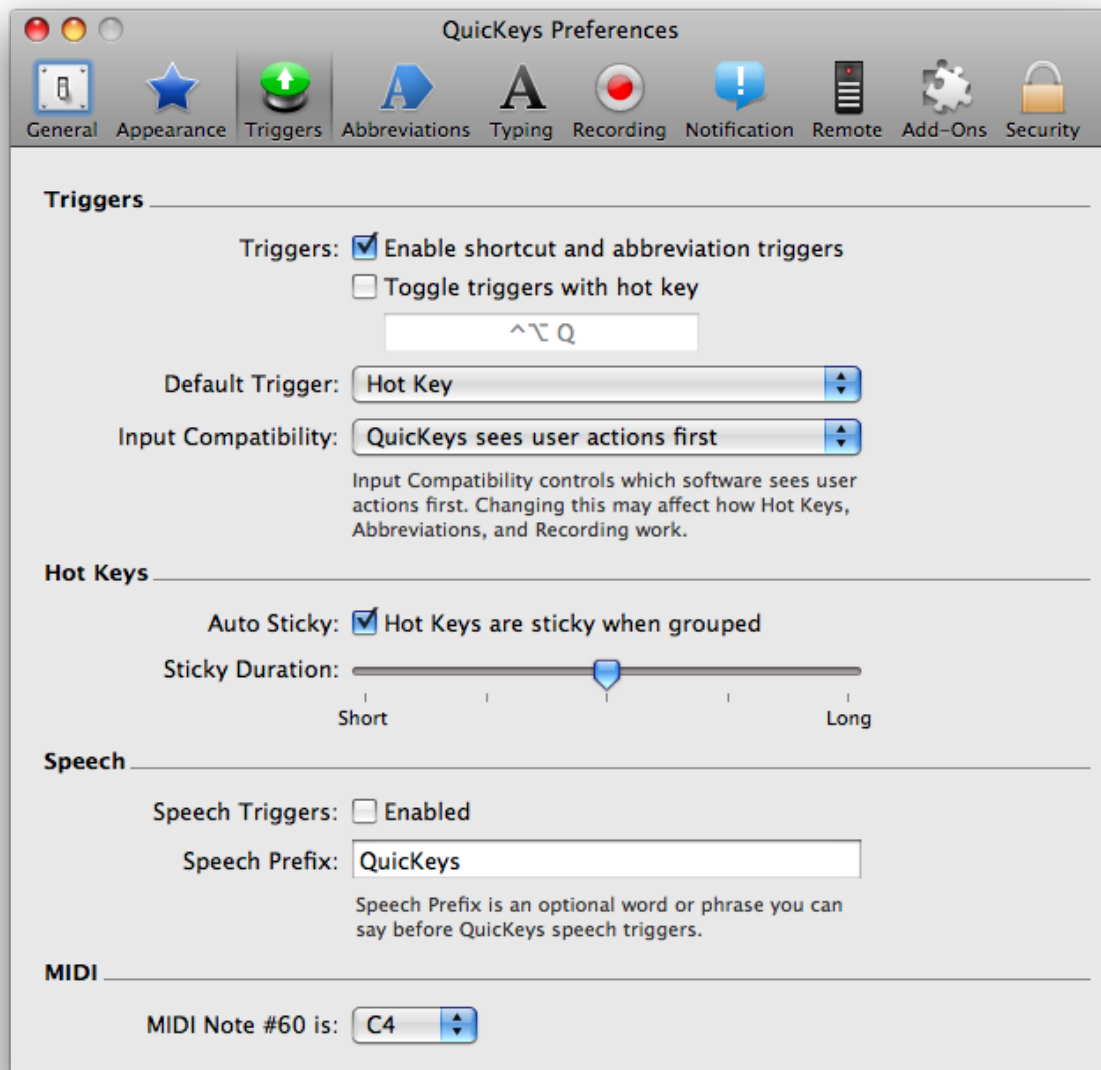
Triggers

Enable shortcut and abbreviation triggers – Turning this preference off will effectively disable QuicKeys until it is turned back on. This is the same as turning QuicKeys on or off with the switch on the QuicKeys Editor toolbar or from the QuicKeys menu.

Toggle triggers with hot key – If you turn this preference on, you can assign a hot key which will cause QuicKeys triggers to become disabled until you press that hot key again.

Default Trigger – When you create a new trigger for a shortcut, the type of trigger you have selected here is what will automatically be assigned to your shortcut: none, app event, day & time,

device, drive, file system, function, hot key, MIDI, QuicKeys menu, repeat, speech, or time range. Hot key is the most common.

Input Compatibility – This option controls whether QuicKeys or other software sees user actions (e.g., typing, clicking) first. The default selection is QuicKeys sees user actions first.

Hot Keys

Hot keys are sticky when grouped – When this preference is turned on, multiple hot keys that are grouped together in a shortcut will be considered "Sticky." Sticky hot keys must be pressed in sequence to trigger a shortcut. For example, if you assign both F1 and F2 as hot keys for a shortcut, and group them together, pressing F1 and then F2 within a couple of seconds will trigger the shortcut.

Sticky Duration – Increase or decrease the amount of time a sticky hot key remains sticky. Increasing the duration means you have more time to press follow-up hot keys after having pressed the first one.

Speech

Speech Triggers Enabled – With this option turned on (and a microphone attached to your computer), QuicKeys can listen for speech input if you have assigned phrases to shortcuts as triggers. You should familiarize yourself with the Speech Recognition portion of your System Preference's Speech pane if you are going to use this type of trigger.

Speech Prefix – If desired, QuicKeys can be set to require that a specific phrase be spoken before it will start comparing what it hears to what you have entered as speakable phrases for your triggers.

MIDI

MIDI Note #60 is – Select C3, C4, or C5 to specify which note is MIDI note #50.

The Abbreviations Pane
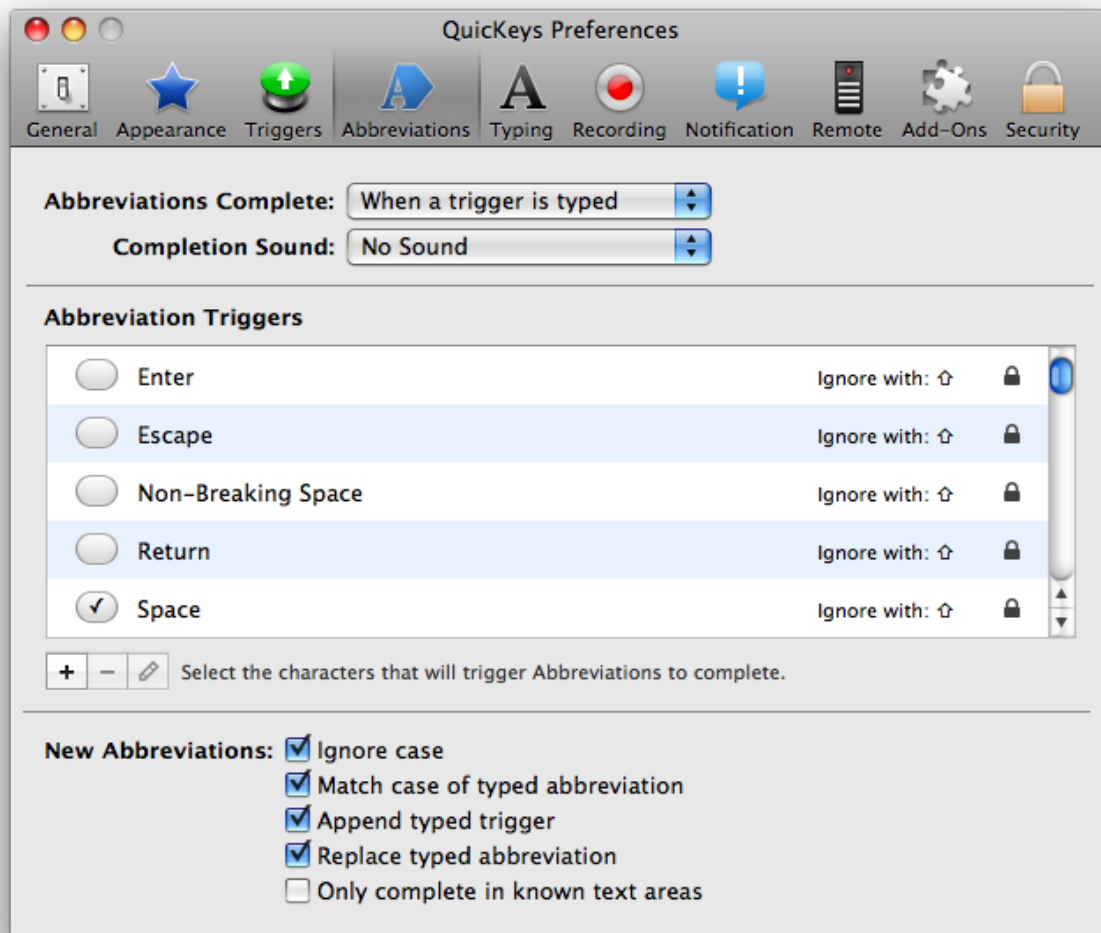
Abbreviations Complete – Select whether abbreviations should complete immediately when the abbreviation is typed or if they should wait until a trigger is typed. Individual abbreviations can be set to complete "as set in preferences," "immediately when typed," or "when a trigger is typed."

Completion Sound – Select which sound, if any at all, should play to indicate an abbreviation has completed.

Abbreviation Triggers – If any of your abbreviations will be set to complete when a trigger is typed, select which characters should be considered triggers. Triggers can be created, deleted, and edited by clicking the plus, minus, and pencil buttons.

New Abbreviations – Set the default options for new abbreviations.

The Typing Pane
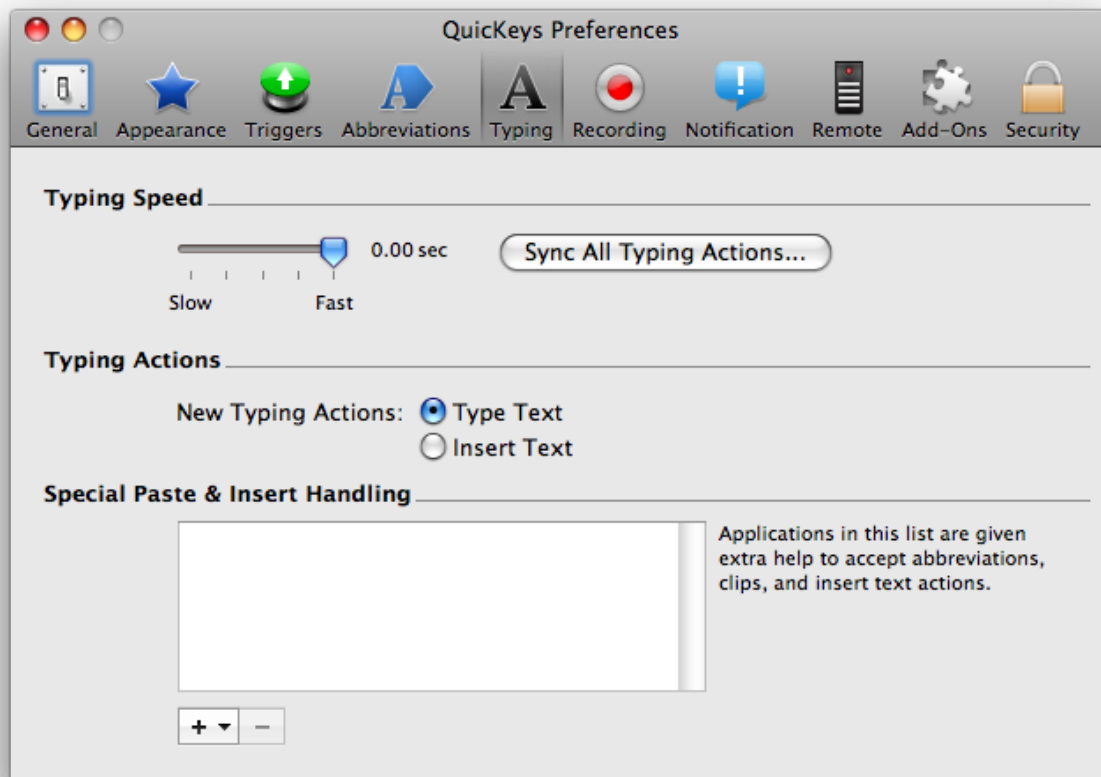
Typing Speed

Slider – Set the global typing speed for all new actions where QuicKeys types text. On slower systems QuicKeys may type faster than the system's typing buffer; adjust this slider to prevent that from happening.

Sync All Typing Actions button – Each shortcut step that can type text will have its own slider much like the Typing Speed slider here. These individual shortcut sliders take precedence but can all be reset to match the preference's typing speed by clicking this button.

Typing Actions

Type Text/Insert Text – Most actions in QuicKeys that can enter text can either type the text using simulated key presses or by inserting/pasting into your document. Each shortcut step that can type text has its own type/insert text setting. This preference specifies the default setting when making a new step that enters text.

Special Paste & Insert Handling

Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting "Make applications accept insert" or "Make applications recognize Clip actions" when editing various steps will force all applications to check with the system clipboard.

Designating specific applications for special paste and insert handling reduces this need. Applications added to this list will always receive special handling regardless of the step specific setting. In addition, they will receive special handling for abbreviations.

Adding applications which do not need special handling will only unnecessarily slow your shortcuts and abbreviations.

The Recording Pane
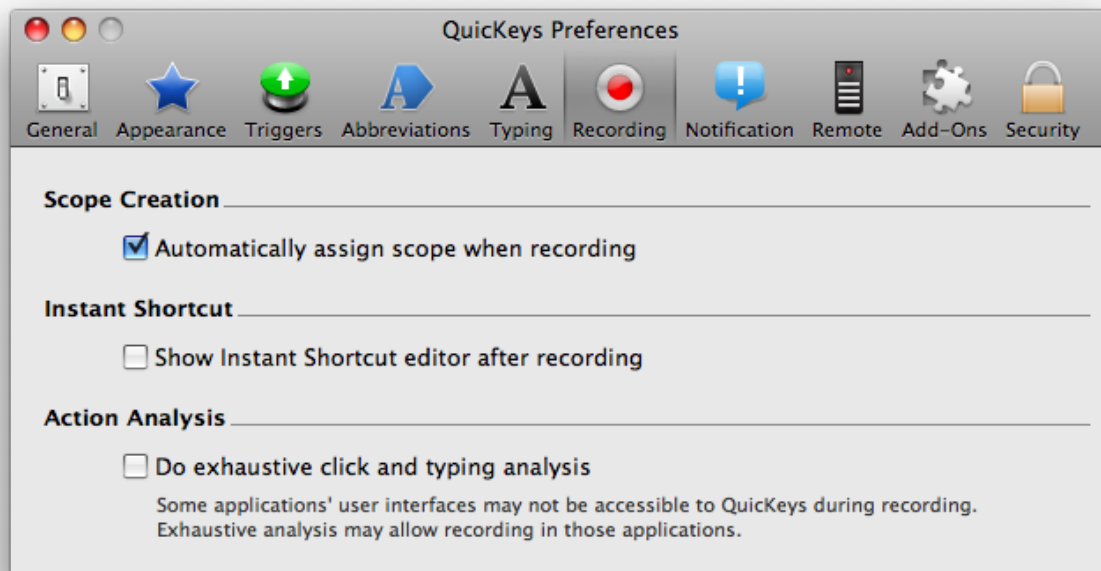
Scope Creation

Automatically assign scope when recording – When QuicKeys records your actions it can check which application you are recording in and automatically assign that application as the scope for that shortcut.

Instant Shortcut

Show Instant Shortcut editor after recording – Select this option to have the editor automatically open after recording an instant shortcut.

Action Analysis

Do exhaustive click and typing analysis – Some applications' user interfaces may not be readily accessible to QuicKeys during recording. Exhaustive analysis may allow recording in those instances, but it is recommended this feature be kept off unless specifically needed.

The Notification Pane
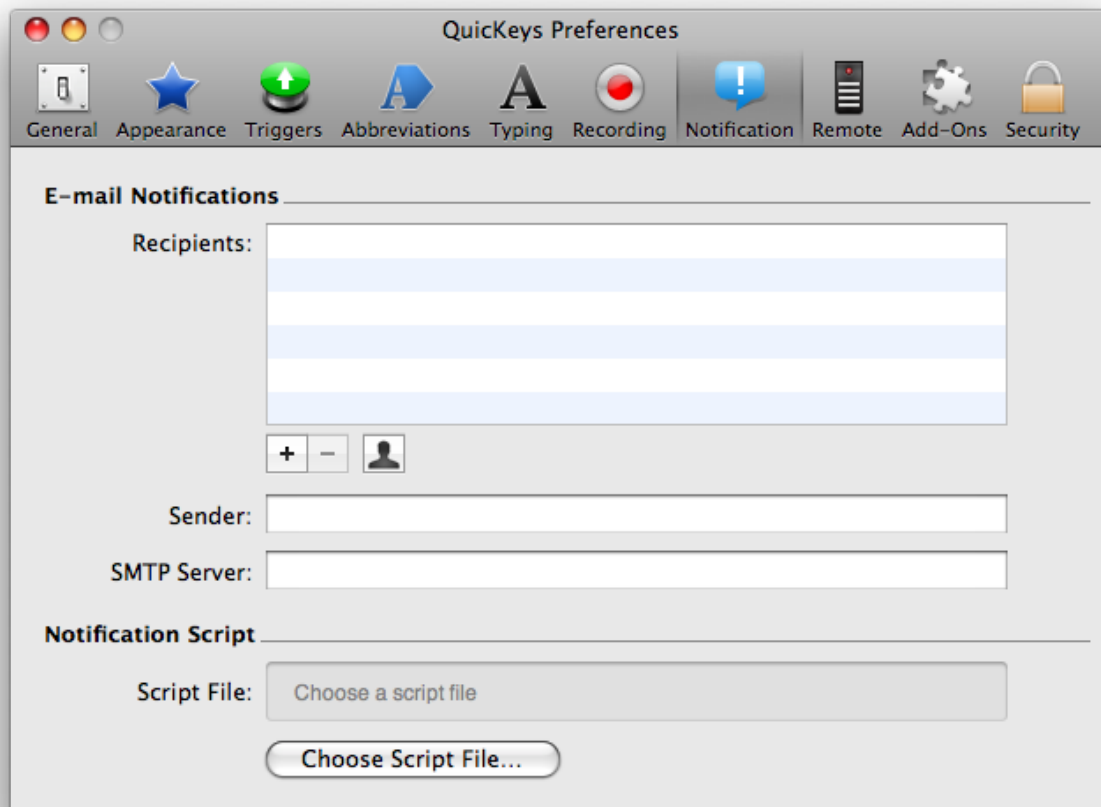
When a shortcut step results in failure (or success), QuicKeys can present a dialog to notify you, Alternately, the results can be sent via e-mail or parsed by an AppleScript or shell script (bash, perl, python, etc).

E-mail Notifications

Recipients – Enter the e-mail address(es) and/or group(s) to receive step result e-mail notifications.

Sender – Enter the address this e-mail will appear to come from. Depending on your mail server, this may need to be a valid user account allowed to relay through that server.

SMTP Server – Enter the address of the server to relay the e-mails. You may need to contact your ISP for this information if you aren't sure what to enter.

Notification Script

Script File – Select the script file QuicKeys will run for a run script step result. Click Choose Script File and navigate to it, or drag it into the well. The path will then display in the well.

For a run script step result, QuicKeys passes the following values as command line arguments in this order:

1) Notification title

2) Notification message

3) The specific step number that sent the notification

4) The name of the step that sent the notification

5) The name of the shortcut that the step belongs to

6) Whether the step was successful or not (YES or NO)

The Remote Pane
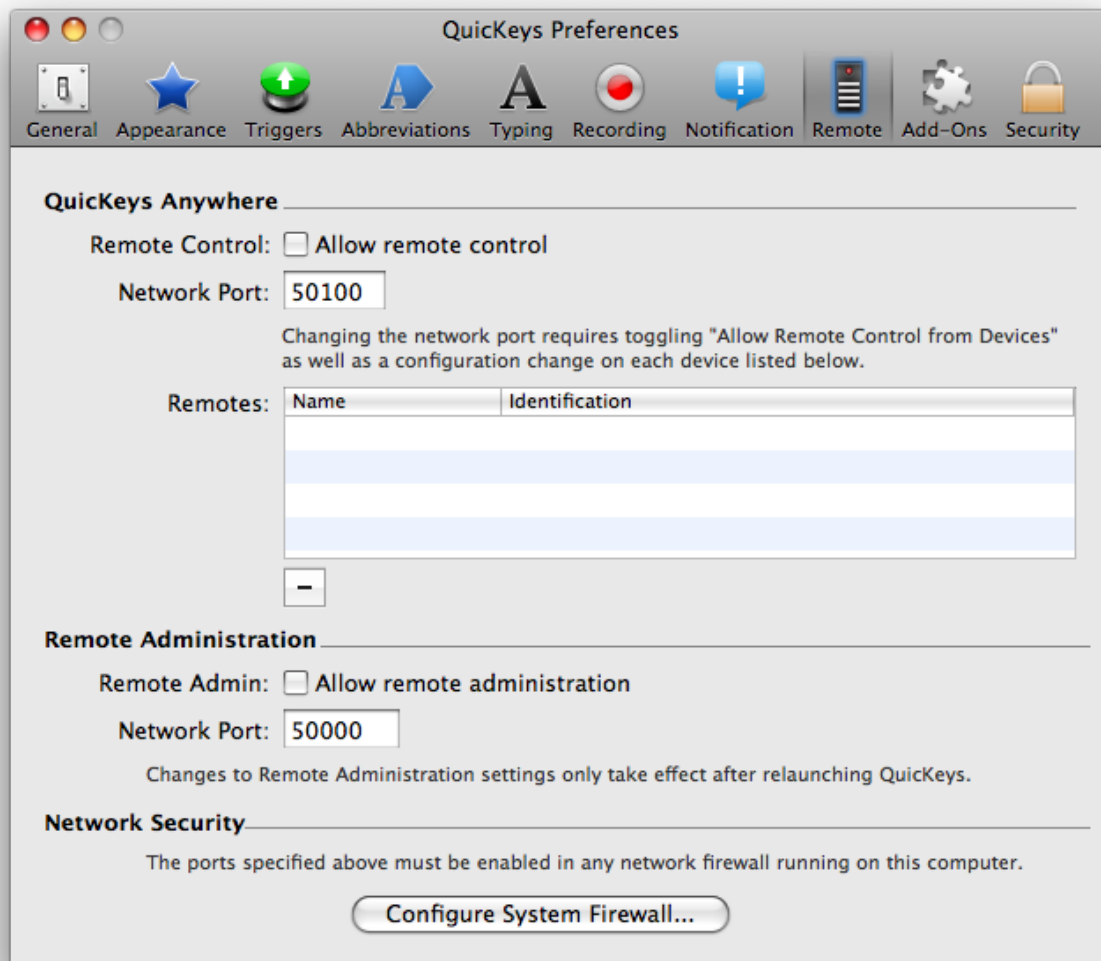
QuicKeys Anywhere

Allow remote control – Toggles whether QuicKeys should listen for remote control devices, both for pairing and for playback.

Network Port – If desired you can change the network port through which QuicKeys communicates with remote control devices. The default port is 50100.

Remotes – Before a device is allowed to control QuicKeys remotely, it must first pair with QuicKeys. Pairing is not exclusive to one device, so the list is all devices that have successfully paired with this copy of QuicKeys. If the device should no longer be allowed to control QuicKeys, use the minus (-) button to remove it.

Note: Remote control devices are covered in Appendix C.

Remote Administration

Allow remote administration – This setting allows or disallows the remote network administration of QuicKeys.

Network Port – If desired you can change the network port through which QuicKeys communicates with another copy of QuicKeys. The default port is 50000.

Network Security

Configure System Firewall – Opens the Security pane in System Preferences so that you can configure your firewall.

The Add-Ons Pane
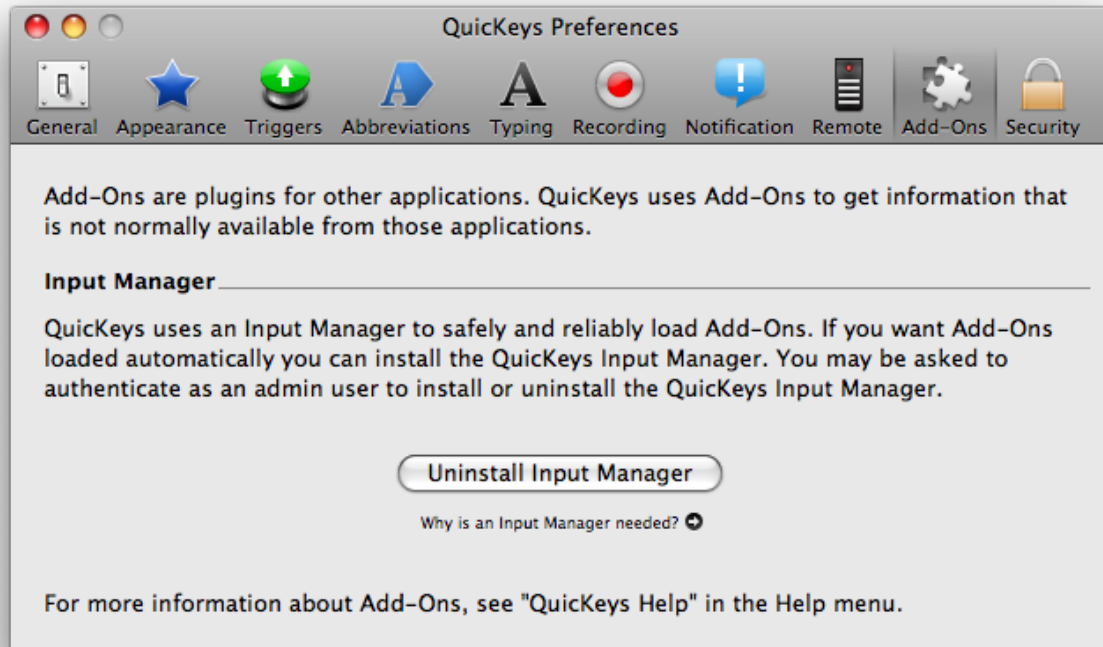
Some features of QuicKeys require information from other applications that isn't normally available. Descriptions of elements of web pages and notification of when web pages have finished loading are critical to making the Web Launcher and Web Actions work correctly and, unfortunately, are not accessible outside of Safari.

To get access to this information, QuicKeys 4 now offers add-ons. Add-ons are simply plugins for other applications that allow QuicKeys to retrieve the information needed to make interacting with these applications possible.

The Input Manager loads the following add-ons:

QuicKeys Web Action Assistant allows the QuicKeys Web Actions action to interact with some applications, such as Safari, that use WebKit.

QuicKeys Webpage Load alerts the QuicKeys Web Launcher action when web pages have completed loading in some applications that use WebKit, such as Safari.

Input Manager – Click Install Input Manager to install the Input Manager. You may need to authenticate as an admin user. If Safari is running, you will need to quit and relaunch it for the changes to take effect. When the Input Manager is installed, the button will change to Uninstall Input Manager so that you can uninstall it if you want to.

The Security Pane

QuicKeys 4 has the ability to securely encrypt shortcuts so that they may only be played and edited by users who know the Master Password. This allows you to store sensitive data in a shortcut.

Protected Shortcuts

Master Password – This button will appear as either Create Keychain or Change Master Password.

> Create Keychain – Before you can encrypt a shortcut, you must provide a password. Please keep this password safe! Once a shortcut has been encrypted, there is no recovery of the data other than providing this password. Lost passwords cannot be reset, not even by Startly. There is a field which allows you to supply a hint for yourself

> Change Master Password – Once a password has been set, you can change it by entering the current password and the new password. There is an option for "Remember password in login keychain"; however, storing this password in the login keychain can compromise security, so be sure to read the security warning that appears.

Note: The command for saving a shortcut as protected is in the File menu.

QuicKeys Keychain Options

Auto-Lock – If no auto-lock options are selected, the keychain must be manually relocked: either by a shortcut with Lock Keychain action (Create > System > Computer Tools) or by the Keychain Access utility (in your Applications > Utilities folder).

Lock after inactivity – Relock the keychain once a certain amount of keychain-related inactivity has occurred. Normal usage of QuicKeys or the OS does not reset this timer unless it specifically calls upon a keychain-secured item.

Lock when computer falls asleep – Relocks the keychain when the computer goes to sleep.

Lock when screen saver becomes active – Relocks the keychain when the screen saver becomes active.

Allow editing if keychain is unlocked – If unchecked, you must always present a password to edit a shortcut regardless if the keychain is currently unlocked. Selecting this option will allow editing of a shortcut if the keychain is currently unlocked.

Chapter 4 – Shortcuts

Creating Shortcuts

Shortcuts can be created in a number of ways, both from inside and outside QuicKeys. Instant shortcuts work a little differently and are covered in the "Instant Shortcuts" section of this chapter.

Within QuicKeys Itself

On the QuicKeys Editor toolbar, click Create. Navigate through the submenus to select an action. This creates a new shortcut with that action as the first step. Selecting an action from the Create menu will do the same thing.

From the File menu, select New Shortcut; or press Command+N. This creates a new shortcut with no steps. Clicking the plus (+) on the QuicKeys Editor footer while viewing the Shortcuts List will do the same thing.

On the QuicKeys Editor toolbar, click Record Me. QuicKeys begins recording your actions. (See the "Recording" section of this chapter for details.) When you end recording, your new shortcut has your actions during the recording converted into steps. Selecting Start Recording from the QuicKeys Menu or QuicKeys Dock Menu will do the same thing.

Drag and drop a file, application, or folder onto the open QuicKeys Editor window. This creates a new shortcut with an Open Items action (set to this item) as the first step.

Drag and drop text from a document onto the open QuicKeys Editor window. This creates a new shortcut with an Type Text action containing the selected text as the first step.

To learn how to create shortcuts from clips, see Chapter 7.

From the QuicKeys Menu or Dock Menu

From either menu, select Start Recording. QuicKeys begins recording your actions. (See the "Recording" section of this chapter for details.) When you end recording, your new shortcut has your actions during the recording converted into steps.

With QuicKeys Toolbars

Drag and drop a file, application, or folder onto a QuicKeys toolbar. This creates a new shortcut with an Open Items action (set to this item) as the first step. Drag text onto a toolbar to create a Type Text shortcut. Drag a URL onto a toolbar to create a Web Launcher shortcut.

In Other Applications Using the Services Menu

Your system's Services submenu (found under the application menu) contains a Create QuicKeys Shortcut menu item. If you select text in a document or a file or folder from the Finder, choosing this menu item will instantly create a shortcut of the appropriate type. *Note:* Not all applications support the Services menu.
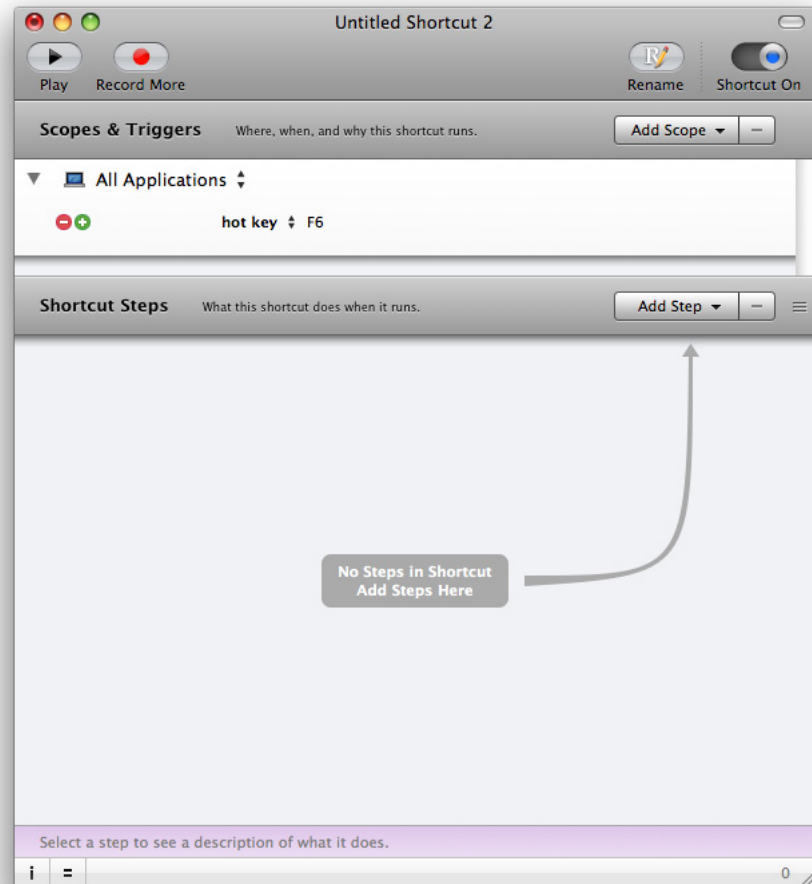
The Shortcut Editor

The Shortcut Editor appears when you create a new shortcut or open an existing shortcut for editing.

From the QuicKeys Editor...

- Select a shortcut and then select Open from the File menu.

- Select a shortcut and press Command+Down Arrow.

- Double-click a shortcut.

- Right-click a shortcut and select Edit.

More than one shortcut editing window can be open at the same time. This is convenient for copying and pasting or dragging and dropping steps from one shortcut to another.

The most fundamental parts of the Shortcut Editor include the Shortcut Editor toolbar, the Scopes & Triggers area, the Shortcut Steps area, the help bar, the information pane, the variables pane, and the footer.

Note: When a shortcut editing window is open, that shortcut is disabled so it will not trigger. If a shortcut you recently edited isn't triggering, it may be that you left the editing window open for that particular shortcut.

The Shortcut Editor Toolbar

Like the main QuicKeys Editor window, the Shortcut Editor window has a customizable toolbar.

Play – Play the shortcut.

Record More – Click this button to tell QuicKeys to resume interpreting and recording your actions. Steps recorded will be added to the current shortcut rather than creating a new shortcut.

Rename – A quick way to rename the shortcut.

Shortcut On/Off – One way to turn a shortcut on or off. The on/off state is then indicated in the Shortcuts List.

The Scopes & Triggers Area

The Scopes & Triggers area of the editor is where you specify in which applications your shortcut can be triggered, and what types of triggers will activate your shortcut. A shortcut can have more than one scope, and each scope can have more than one trigger. This area can be enlarged by dragging the Resize Bar ▤ on the Shortcut Steps heading downward with your mouse, and each scope can be collapsed/minimized by clicking on the reveal triangle next to the name of each scope.
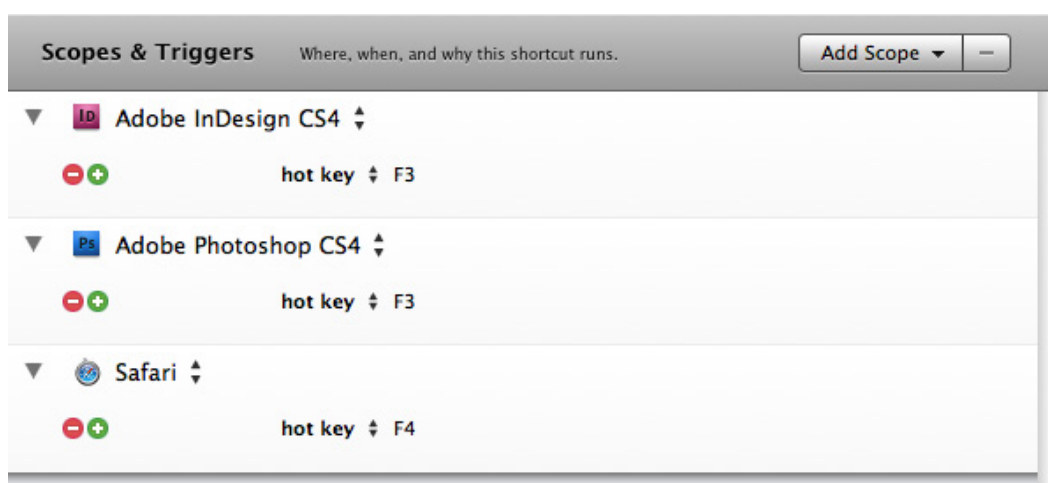
The number of interface elements in the Scopes & Triggers area is somewhat daunting. But each item is easily identified with ToolTips; simply hover your mouse over any button or pop-up list for a couple of seconds to see what that item is.
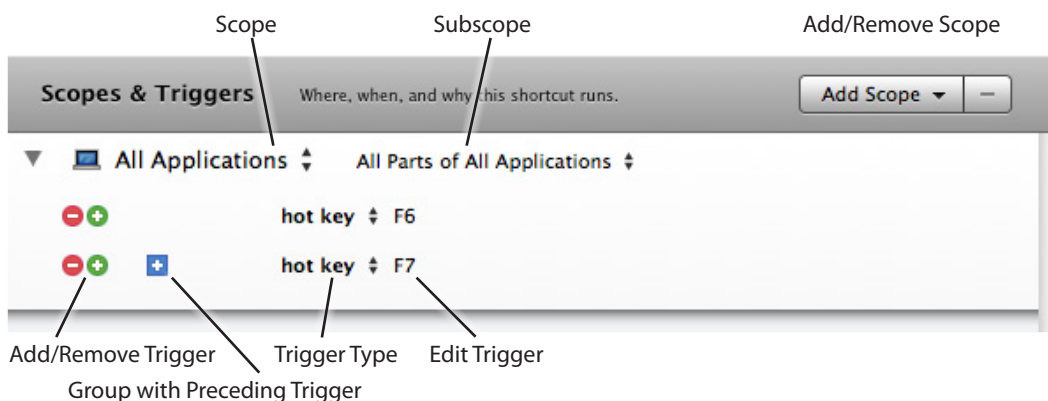
Scope pop-up list – To set the scope for a particular trigger, choose an item from this list. If the application you want is not listed, choose Select Application and navigate to it.

Subscope pop-up list – If advanced features are turned on in preferences, you can set up and choose subscopes with this pop-up list. Subscopes break application scopes into more focused mini-scopes. They are explained in the "Scope" section of Chapter 7 of this manual.

Add/Remove Scope buttons – These gray buttons occupy the top right corner of the Scopes & Triggers area. These buttons are used to create additional scopes or to delete selected scopes.

Trigger Type pop-up list – Choose the type of trigger you want to activate/play the shortcut. Triggers are explained in detail later in this chapter.

Edit Trigger button – Depending on the type of trigger you are creating, clicking this button will open a small trigger editing window. Make the selections desired and close the trigger editing window to complete your trigger.

Add/Remove Trigger buttons – A scope can have multiple triggers. Click on the green button with the plus (+) in it to add a new trigger. Click the red button with the minus (-) in it to delete a trigger.

Group with Preceding Trigger button – If you add a second trigger to a scope, a square, blue button with a plus (+) in it will appear. Clicking this button will group that trigger with the one above it. This is explained in the "Triggers" section of this chapter.

The Steps Area

The Steps area is where you edit the actions you want your shortcut to perform. This area of the Shortcut Editor will contain one or more steps.

You can select multiple steps by clicking one and then shift-clicking or command-clicking additional steps.

Each step's contents may vary widely from the next, and these are covered in the chapters devoted to actions. There are also some elements common to every step.
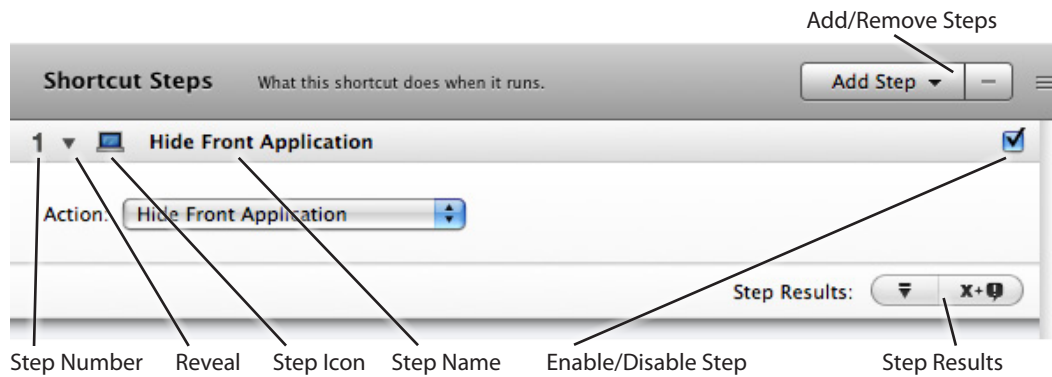
Add/Remove Steps buttons – Clicking the Add Step button will open a pop-up list that mirrors the Create Menu, allowing you to add a new step to the shortcut. Clicking the Remove (–) Step button will delete any steps you have selected at the time.

**Step Number** – A step's number is located in the upper left corner of the step.

Reveal triangle – The small triangle to the right of the step number can be clicked to minimize or reveal the contents of a step.

Step icon – The small icon to the right of the reveal triangle identifies what kind of QuicKeys action it is.

Step Name – To the right of the step icon is the step's name. This name is automatically created from the action you choose and the options you specify. However, you can edit this name by double-clicking it.

Enable/Disable Step button – The upper right corner of a step contains a small check box that can be clicked to enable or disable a specific step within a shortcut.

Step Results buttons – If advanced features are turned on in preferences, these elements are indicators as to how a step's success or failure will be handled by QuicKeys. The button on the left shows what QuicKeys will do if that step completes successfully, the one on the right indicates what happen if that step fails. Clicking on these buttons will open a control so you can make changes to the Step Results behavior. Without these buttons, you can set step results behavior in the information pane.
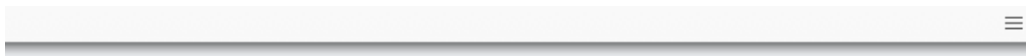
Some steps have an additional feature. You can click resize ≡ and drag to make the step larger.
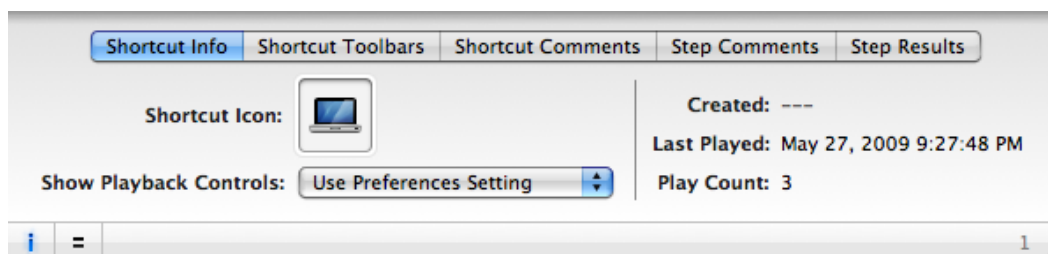
The Help Bar

When the help bar is turned on, it displays a short description of what a step does. It can be turned on and off from the View menu.

The Information Pane

Click the button with the small i to open the information pane. It can also be turned on and off from the View menu.

Shortcut Info Tab

Shortcut Icon – To customize the look of your shortcut (particularly useful on toolbars) paste or drag and drop a new graphic into the icon well.

Show Playback Controls – Indicate whether this shortcut will use the playback controls preference setting, hide the controls even if preferences is set to show them, or show the controls (of the type set in preferences) even if preferences is set to not show them.

Statistics – The right side of the pane displays the date the shortcut was created, the date and time it was last played, and the number of times it has been played.

Shortcut Toolbars Tab

This tab lists all the toolbars on which this shortcut appears. If a toolbar has multiple tabs, the tab name is listed as well.

Shortcut Comments Tab

This tab has a field in which you can enter comments about this shortcut. These comments appear as a ToolTip when you hover over the shortcut in the QuicKeys Editor and are included when you print the Shortcuts List.

Step Comments Tab

This tab has a field in which you can enter comments about the selected step. These comments only appear here.

Step Results Tab
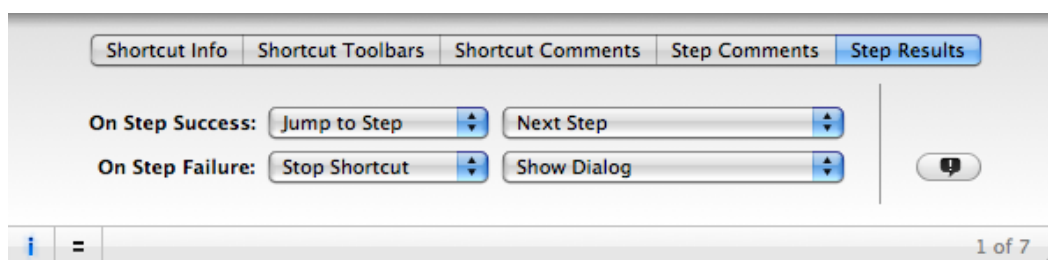
When a shortcut is played, it evaluates each action as a success or failure. By default, if a step succeeds playback continues with the next step, and if a step fails, playback stops and QuicKeys presents a dialog to notify you.

If you need to, you can specify different behavior for the success and failure of each step.

On Step Success – Chose Jump to Step and specify a step. Or choose Stop Shortcut and specify a notification method.

On Step Failure – Chose Jump to Step and specify a step. Or choose Stop Shortcut and specify a notification method.

To specify a step choose Next Step, This Step, or any specific step in the shortcut.

To specify a notification method, choose Do Not Notify, Show Dialog, E-mail, Growl, or Run Script. Click the notifications button to open the Notifications Preferences and set the parameters for e-mail and script notifications.

The Variables Pane

Click the button with the = sign to open the variables pane. It can also be turned on and off from the View menu. The variables pane lists and allows you to manage the variables referenced by the shortcut.
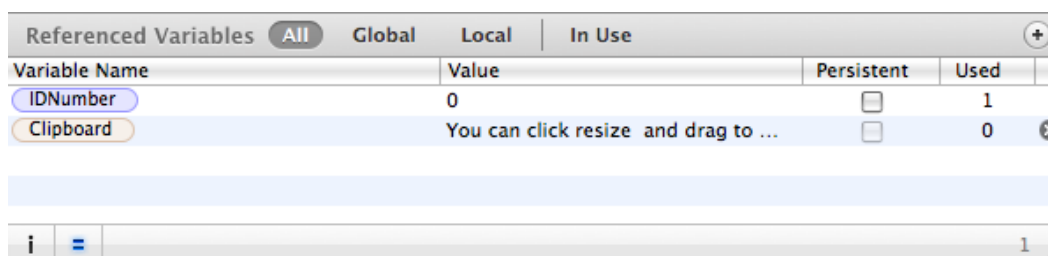
All/Global/Local – Choose to view just the global variables, just the local (specific to this shortcut), or all variables.

In Use – Select this option to view just the variables currently in use in this shortcut. Otherwise the pane will display all variables that have been referenced since the shortcut's creation.

Create New Shortcut Variable – Click the plus (+) to create a new shortcut (local) variable.

Variable Name – This column shows the name of the variable. Double-click the name to change it.

Value – This column shows the current value of the variable. Double-click the value to change it.

Persistent – This column shows whether the variable is persistent. Click the check box to change it.

Used – This column shows how many times the variable is used in this shortcut. If the variable is not being used, you can click the X to remove it from the list.

For more information on variables, see Chapter 7.

The Footer

The footer is the bar along the bottom of the window.
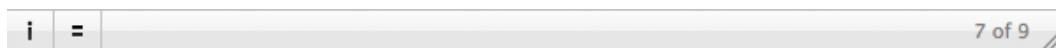
Information – Click the button with the small i to open the information pane.

Variables – Click the button with the = sign to open the variables pane.

Number of Steps – Indicates the number of steps in the shortcut. Also indicates how many, if any, steps are currently selected.

Triggers

A trigger is the signal for QuicKeys to start playing a shortcut. Triggers are set in the Scopes & Triggers area of the Shortcut Editor.

Trigger Types

App Event

Shortcuts can be triggered automatically after a specific application opens, quits, becomes front-most, leaves the front, or stops responding.

Example: Let's say that whenever you open Safari you want to open several web pages. You can create a shortcut with Web Launcher actions and use 5 seconds after Safari launches as the trigger.

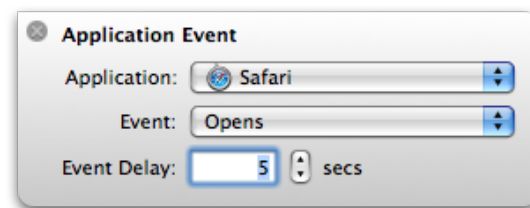**Application –** Choose the application which will be used as the trigger. If the desired application is not running it will not show in this list and you will have to choose "Select Application" and navigate to it.

Event – Choose the event you want QuicKeys to watch for in relation to the chosen application.

- Opens – Trigger when the chosen application is launched.
- Quits – Trigger when the chosen application quits.
- Becomes Front – Trigger when the chosen application becomes front-most.
- Ends Front – Trigger when the chosen application is no longer front-most.

Event Delay – Delay the actual triggering of the shortcut for as long as needed to account for things like slow loading applications.

Day & Time

Shortcuts can be triggered automatically at a certain date and time.

Example: At 1:00 AM, Tuesday through Saturday, QuicKeys can start up your computer and begin backups or other maintenance tasks.

Days – Put a check in the box next to each day that you want this trigger to be active.
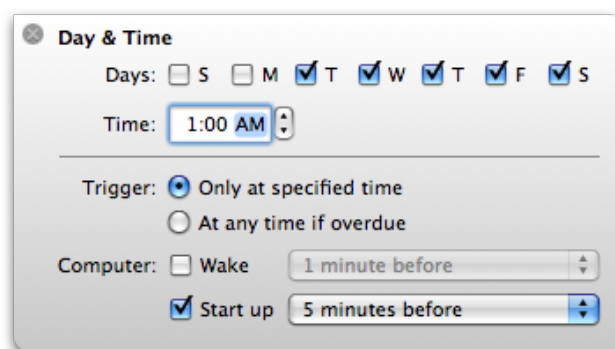
Time – Set the time of day at which you want this trigger to activate.

Trigger – Specify whether the trigger should fire only at the specified time or at any time it is overdue.

Computer – If your computer may not be awake or on at the time you specify, QuicKeys can wake it or start it up for you.

Device

With device triggers you can directly assign shortcuts to buttons on your mouse, trackball, joystick, and even keys like Eject and Mute on your keyboard.

Note: If you are simply wanting to assign a key or combination of keys such as F1 or Command+M as a shortcut trigger, use a hot key trigger.

Action – Choose which button on which device (a specific device or any device) you want to use as a trigger. Use the Set Action button to put QuicKeys in a "listening" mode while you press the button or key you want to use. Or, use the Other Actions menu to choose from common buttons and keys. You can click the pencil icon to rename the action.

Modifiers – Adding modifier key requirements to Device triggers lets you define more triggers per device. For example, you might have the 3rd button on your trackball set as a trigger to launch Safari, but pressing Option while clicking your 3rd trackball button launches Internet Explorer instead.

Advanced Options – This button opens the Advanced Device Trigger Options window. Most often no advanced settings will need to be made. This window is covered in the "Device Triggers" appendix.

Setup Devices – This button opens the Devices window so that you can set which devices can be used with QuicKeys for device triggers. This window is covered in the "Device Triggers" appendix.

Drive

Shortcuts can be triggered when a drive is mounted or unmounted.

Drive – Select a specific drive or any drive.
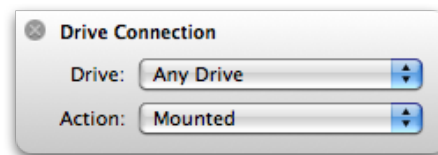
Action – Select whether the shortcut should be triggered when that drive is mounted or unmounted.

File System

File system triggers let QuicKeys fire shortcuts based on changes to the contents of a folder or other file system related reasons.

Example: If you want to know when someone adds something to your dropbox use this to trigger a shortcut with a notification (shortcut status) action. You could even create a shortcut to begin processing the files.

Monitor path – Specify the folder you want to monitor for changes. Drag a folder into the well, or click the folder button to navigate to it.

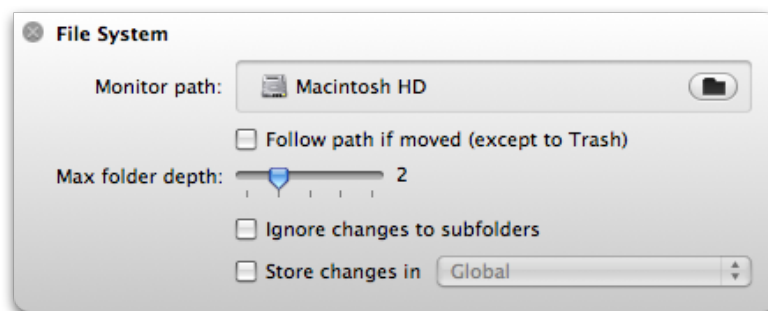**Follow path if moved (except to Trash)** – Select this option to have QuicKeys keep track of the path even if you move it or rename it.

Max folder depth – QuicKeys can keep track of changes inside subfolders of the specified folder. To monitor inside subfolders set the path to 2 or more. Specify 1 to only monitor changes just inside the specified path.

Ignore changes to subfolders – Changes to folder are not reported, but changes to files will still be reported.

Store changes in – QuicKeys can record the changes that occurred in a QuicKeys variable. Select which variable should be used.

Function

Function triggers allow you to make your own custom AppleScript trigger functions so that almost anything can become a QuicKeys trigger. The script is checked periodically, and if it returns TRUE, QuicKeys will fire the shortcut.
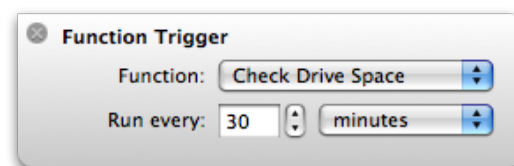
Example: If you have a drive on a remote machine and need to know when it is getting full, create a script to check it and then use a notification (shortcut status) action to send you an e-mail. Or use QuicKeys to move or delete files automatically.

Function – Choose from the list of functions you have created in the Variables and Functions Editor (see Chapter 7).

Run every – Select seconds, minutes, hours, and days, and enter a number in the available field

Hot Key

You can assign a keystroke or combination of keystrokes with or without modifier keys as a shortcut trigger. This is by far the most common trigger used with QuicKeys. It can be as simple as pressing your F1 key or as complex as pressing a series of chained hot keys.

Hot Key – When this field is highlighted, the next keystroke or key combination you press will be assigned as the hot key trigger. If the key combination appears in red text, that key combination is already assigned to another shortcut, so you may need to consider using a different key combination.
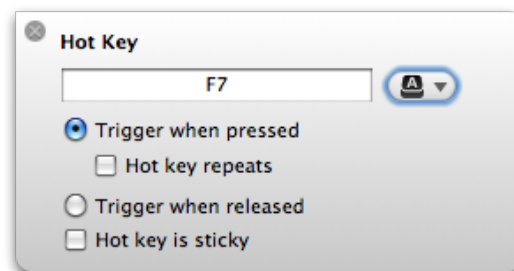
Note: Two or more shortcuts assigned the same hot key trigger may both fire when that key combination is pressed. Their simultaneous activation depends on the assigned scope of those hot key triggers.

Trigger when pressed/released – This pair of radio buttons let you choose between setting your trigger to fire when the designated key is pushed down or when it is released. Most hot keys are set to trigger when pressed; only special cases would benefit from triggering upon release.

Hot key repeats – Normally if you press and hold a key which is set as a hot key trigger in QuicKeys, it will only trigger that shortcut once. But if you turn on the hot key repeats option, holding the hot key down will trigger the hot key as rapidly as you have your key repeat rate set in your system preferences.

Hot key is sticky – When a hot key is set sticky, pressing that key will still trigger the shortcut unless there is another trigger grouped with it. If there is another hot key grouped with a sticky hot key, the two must be pressed in sequence to activate the shortcut. This setting is something of a legacy item for hot keys that were created sticky in earlier versions of QuicKeys. If your goal is to create chains of keystrokes as triggers you can simply create and group them in the desired order rather than turn on this sticky setting.

MIDI

These triggers let you fire shortcuts from MIDI enabled musical instruments or equipment. You can even specify musical chords as triggers.

Trigger Action – Specify the type of MIDI signal for this trigger. Select Note On, Control Change, or Program Change from the pop-up menu.

Or use the Set button to put QuicKeys in a "listening" mode while you press the key or use the control you want to set as the trigger.
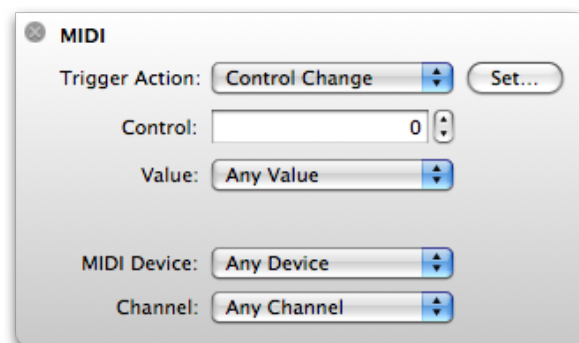
Control – (Only present with Control Change) Specify the MIDI control signal that will cause the trigger to fire.

Value – (Only present with Control Change) Set how the value of the control signal is evaluated.

Notes – (Only present with Note On) Specify the notes or notes that when played will cause trigger to fire.

Program – (Only present with Program Change) Specify the program that when changed to via a MIDI signal will cause the trigger to fire.

MIDI Device – Specify which MIDI device QuicKeys will listen to for this particular trigger.

Channel – MIDI signals can be sent on different channels. Specify the channel to listen on here.
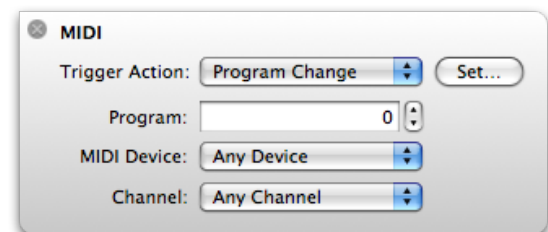
QuicKeys Menu

This is a good way to trigger infrequently needed shortcuts, avoiding the need to remember seldom used hot keys. If the QuicKeys Menu is not visible then either QuicKeys is not running or the menu preference has been shut off.

Repeat

Repeat triggers will repeatedly activate after a set amount of time has passed. If the repeat trigger is scoped to All Applications that shortcut will start firing when you close the Shortcut Editor and the allotted amount of time has passed. If it is scoped to a particular application, it will start triggering after that application is opened.
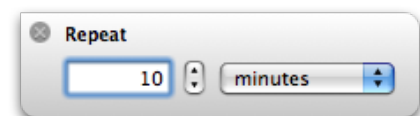
Example: A repeat trigger can be used to create an auto-save feature in particular application. Simply scope it to that application, use a repeat interval of 10 minutes or so, and add a step that types Command+S or chooses Save from the menu.

Repeat Interval – Select seconds, minutes, hours, and days, and enter a number in the available field.

Speech

If you have a headset or microphone attached to your Mac and configured properly, you can assign a unique phrase for
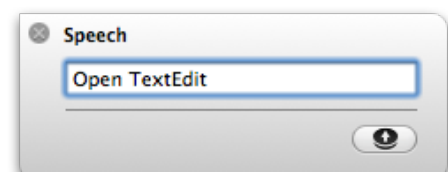
any QuicKeys shortcut you make, which when spoken will activate that shortcut. The phrase you choose combined with the prefix specified in QuicKeys Preferences trigger pane is what you need to say to trigger a given speech shortcut.

Example: If you are setting a speech trigger for launching TextEdit you may want to enter a phrase something like "Open TextEdit." Combine that with the prefix and your speech phrase becomes "QuicKeys, open TextEdit."

Note: QuicKeys is not directly interpreting your spoken commands; that technology is part of Mac OS X and QuicKeys is simply making use of it. If you have difficulty getting shortcuts to fire reliably with speech triggers there is no adjustment to QuicKeys that can be made. Instead look into your microphone quality, sensitivity, and configuration; the trigger phrases you have chosen; and the way you annunciate when speaking those phrases.

Phrase – Enter the desired phrase to combine with any speech prefix and speak as a trigger.

Time Range

This option is technically a qualifier rather than an actual trigger. It will not directly trigger a shortcut, but if you group this qualifier with another trigger, you can limit that trigger's operation to specified time ranges.

Example: Outside working hours you may want to disable a certain shortcut trigger so it will not fire when its hot key trigger is pressed. To do so you would create a time range trigger and group it with a hot key trigger.

From – Starting time to make the grouped trigger active.

To – Ending time to make the grouped trigger inactive.

Week Days – Days on which the grouped trigger is active.

There are a few basic rules to how the time range trigger qualifier behaves:

- If you assign both a From and a To number for any unit (a unit being defined as a minute, hour, day, month, etc.), triggers grouped with your time range qualifier will only be active between those From and To values. For example, if you set the Hour as From 8 AM To 5 PM, a grouped hot key will not work before 8 AM or after 5 PM.

- If you leave a field blank, QuicKeys assumes "Any" value is acceptable.

- If you enter a value in a units From field but leave the To field blank, QuicKeys assumes the highest number possible in that field. For example, if you enter 15 in the From Minutes field and leave the To Minutes field blank, the grouped trigger will be active from ":15 to Any", or from 15 minutes after until the end of that hour.

- If you leave both the From and the To fields of a particular unit blank, that unit is ignored. For example, if you leave both the From Day and To Day fields blank, the day of the month is ignored when QuicKeys checks to see if the grouped trigger should be active.

- If you uncheck any of the Week Days, the grouped trigger will never be active on those unchecked days of the week.

Trigger Grouping

QuicKeys can be told to group a number of triggers in the same scope. Grouping triggers means that both conditions must be true for the shortcut to fire. To group a trigger with the one above it, simply click the blue button with the plus sign in it. When triggers are grouped this button changes to a minus sign which you can click to ungroup that trigger from the one above it. Grouped triggers are easily identified by the surrounding light gray frame.

Why Group Triggers?

There are essentially two reasons you would want to group triggers:

Chaining hot keys – If you group two or more hot key triggers, QuicKeys will treat them as "sticky" and expect to see them pressed in order to trigger their shortcut. For example, if you group a hot key trigger of F5 and another hot key trigger of F6 you'll need to press F5 then press F6 within the next couple of seconds to trigger the shortcut. More than two hot key triggers can be chained together with grouping.

Grouping hot keys opens up an endless supply of intuitive chains of key presses you can use to trigger your shortcuts. For example, all of your application launching shortcuts could be triggered by chained hot keys. Each chain might begin with Control+A (for application) followed by a couple of letters relating to the application name, such as X and L for Microsoft Excel.
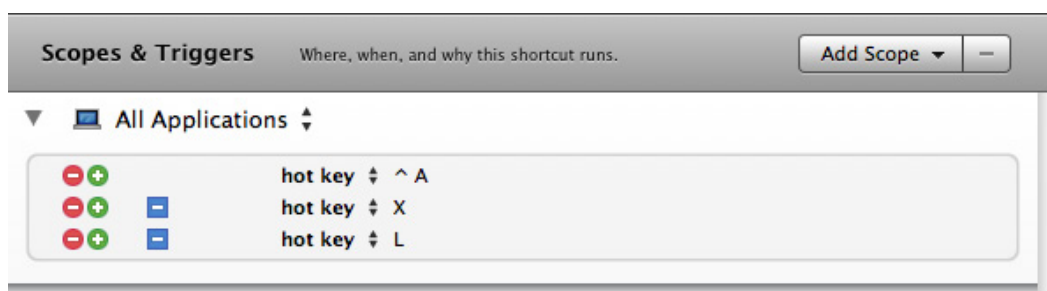
Adding a time range qualifier to a trigger – Any trigger can be grouped with one or more time range qualifiers to restrict the times when that shortcut can be activated. A single time range

qualifier can restrict a shortcut to firing only between 8:00 AM and 5:00 PM for example. If you want to also restrict it to firing only between Noon and 4:00 PM on Saturday, just group a second time range qualifier.
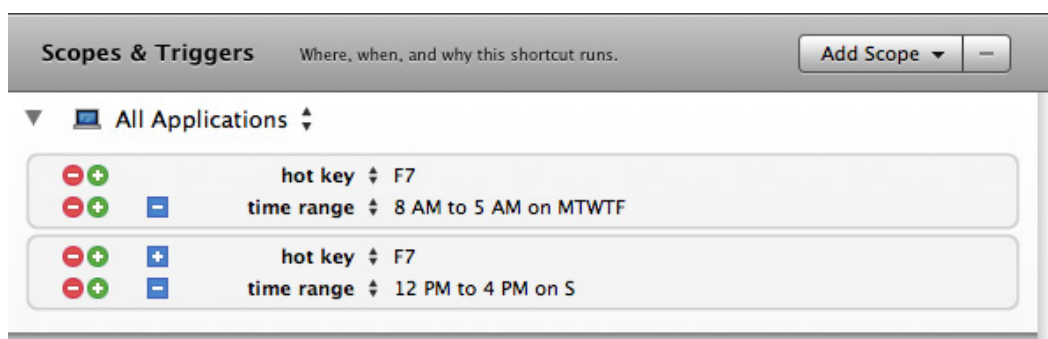
When Not to Group Triggers

Grouping triggers is a powerful tool, but if used improperly it will make your shortcut unable to be triggered. When grouped, the triggers are connected with a "logical AND" which means that both of the triggers must be ON or TRUE at exactly the same time for the shortcut to run. For example, if you tried to group a hot key trigger with a Date & Time trigger set for at 4:37 PM, will you be able to press that hot key at exactly 4:37:00 PM?
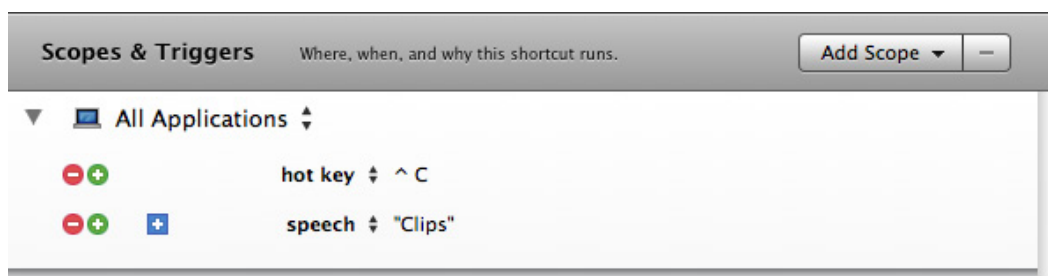
Steps

Actions are the building blocks of shortcuts. Each step tells QuicKeys which action to perform.

For example, Press Button is an action available in the Create or Add Step menus. Select this action to add it to your shortcut as a step. Then, set the options so QuicKeys can find the button by name or location, and your step is complete.

Most everything you need to know about steps is covered in the "Shortcut Editor" section of this chapter and in the chapters covering the individual actions. There are two additional topics to cover here: searching for actions and using the Shortcut Actions Palette.

Action Search

There are two types of search fields in QuicKeys: Shortcut Search and Action Search. Shortcut Search is covered in the "QuicKeys Editor" section of Chapter 2.

The Action Search field is found in the Create menu (in the menu bar and from the Create button on the QuicKeys Editor toolbar), in the Add Step menu (in the Shortcut Editor), and in the Shortcut Action Palette.

Enter your text and QuicKeys will find matching actions.

Shortcut Actions Palette

When building your shortcuts, you can drag and drop actions and existing shortcuts in. The Shortcut Actions Palette makes this easy.
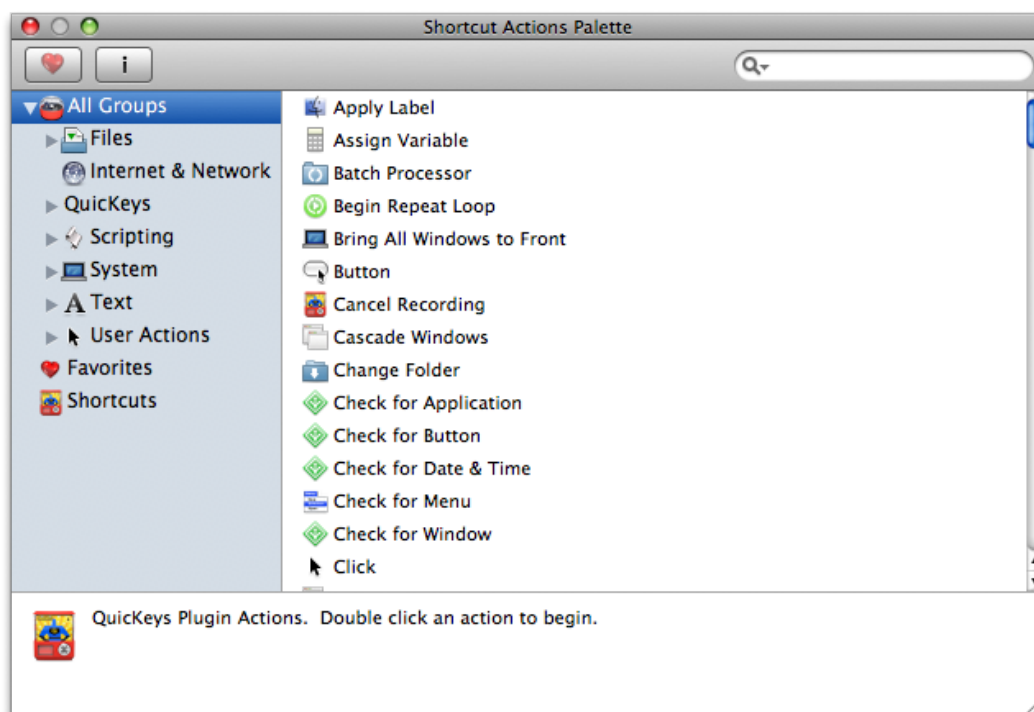
You can open the palette from the Create menu (in the menu bar and from the Create button on the QuicKeys Editor toolbar) and the Add Step menu (in the Shortcut Editor).

All Groups – Select All Groups to see all the available actions in alphabetical order. Select any category or subcategory to see the corresponding actions.

Favorites – Select Favorites to see just your favorite actions. Select any action and click the favorites button ![heart] to tag it as a favorite.

Shortcuts – Select Shortcuts to see all of your shortcuts.

Information – The area at the bottom of the palette displays information about the selected item. Click the information button ![i] to turn it on or off.

Recording

Shortcuts can be built manually, or QuicKeys can make them for you by recording practically anything you can do. All you have to do is tell QuicKeys when to start recording and when to stop recording. QuicKeys will then make a new shortcut containing steps that reproduce your actions. Just add a trigger and a do a little tweaking and you'll be up and running with a new shortcut.

Start Recording

There are several ways to tell QuicKeys to start recording:

- Select Start Recording from the QuicKeys Menu or from QuicKeys' Dock menu.

- From within the QuicKeys Editor, click the Record Me button in the toolbar.

- When editing a shortcut, click the Record More button in the toolbar.

- Press Command+F1 to trigger the Toggle Recording shortcut that was installed by default with QuicKeys 4.

  Note: If you press the Option key when you start recording, the "Do exhaustive click and typing analysis" preference will toggle to the opposite setting for the current recording.

All of these methods open the QuicKeys Recording palette. While this palette is present, QuicKeys is monitoring and recording your every action.
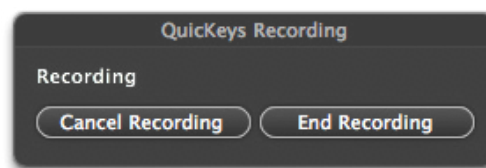
Stop Recording

When you want to stop recording, use one of the following options:

- Select Stop Recording from the QuicKeys Menu or from QuicKeys' Dock menu.

- Click the End Recording button in the QuicKeys Recording palette.

- Press Command+F1 to trigger the Toggle Recording shortcut that was installed by default with QuicKeys 4.

When you end recording, your new shortcut opens in the Shortcut Editor with your actions during the recording converted into steps.

Cancel Recording

End recording saves your actions, while canceling stops recording and discards any recorded steps from that recording session.

To cancel recording, use one of the following options:

- Select Cancel Recording from the QuicKeys Menu or from QuicKeys' Dock menu.

- Click the Cancel Recording button in the QuicKeys Recording palette.

Recording Preferences

There are two settings on the QuicKeys Preferences Recording pane which relate to the recording of regular shortcuts.

Automatically assign scope when recording – When QuicKeys records your actions it can read which application you are recording in and automatically assign that application as the scope for that shortcut.

Do exhaustive click and typing analysis – Some applications' user interfaces may not be readily accessible to QuicKeys during recording. Exhaustive analysis may allow recording in those instances, but it is recommended this feature be kept off unless specifically needed.

Debugging Shortcuts

QuicKeys has a debugging tool that can help you troubleshoot your recordings. Select Turn on Shortcut Debugging from the Shortcut menu to activate this tool.

Using Debugging

The QuicKeys playback palette will appear whenever you play a shortcut while debugging is turned on. Use the single step button (the second from the left) on this palette to step through your recording one shortcut step at a time.
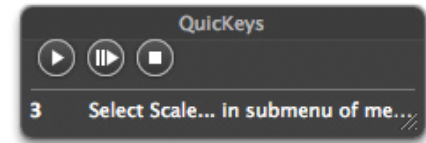
During playback, when QuicKeys encounters a Click, Windows, Button, Pop-up Menu, or Wait type action, the debugger will take over and ask for your input.

- If the step shown by the debugger is correct, click the Continue button.

- If the step shown is not accurate, click the Stop & View step button. The Shortcut Editing window will appear with the questioned step highlighted.

- Click the Stop button during debugging to simply stop.
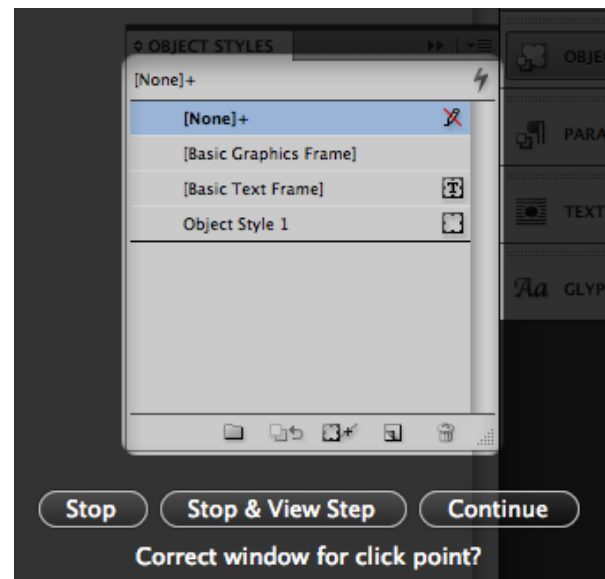
This debugging feature is very useful and will help you figure out whether or not QuicKeys is finding the desired buttons and windows on playback. Problematic steps identified by debugging can either be hand edited or deleted and recorded again.

Timing Is Everything

Sometimes a shortcut may work perfectly when stepping through it in debugging mode, yet fail when played normally. The majority of the time the real problem during playback is timing. Buttons and windows won't be found, menu items won't be active, etc., if the timing of a sequence is not right. It takes time for the system to load an application, draw a new window, switch from one pane to another, etc., and on slower systems it is much more noticeable.

The solution is often adding the simplest shortcut step that exists in QuicKeys, the Pause action. A pause of 0.5 seconds here or 2.0 seconds there will often mean the difference between a working shortcut and one that fails intermittently. To avoid waiting even a tenth of a second longer than necessary, use a Wait action instead. Use Wait for Button and as soon as the button exists, your shortcut is off and running.

Playing Shortcuts

Shortcuts can be activated or played

- by using the assigned triggers
- by selecting Play from the Shortcuts menu in the QuicKeys Editor.
- by clicking Play on the Shortcuts Editor toolbar
- from within another shortcut with an Insert Shortcut step

Instant shortcuts can be played

- by selecting Play Instant Shortcut from the QuicKeys Menu
- by creating and using a shortcut with a Play Instant Shortcut action

When you play a shortcut, the Playback Controls appear (if you have not turned this feature off in QuicKeys' preferences), giving you feedback regarding the progress of the shortcut that is playing. When the shortcut finishes playing, the playback controls will disappear.

The preference setting determines the default behavior of playback controls: whether to show or not; and when shown, to appear in the menu bar or in a window called the Playback Palette. Individual shortcuts can be set to use the playback controls preference setting, hide the controls even if preferences is set to show them, or show the controls (of the type set in preferences) even if preferences is set to not show them.

Menu Bar Playback Controls

QuicKeys Menu – Click the black Q to see the QuicKeys menu.
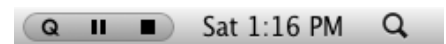
Play/Pause Button – This button pauses a playing shortcut and resumes a paused shortcut.

Stop Button – Clicking this button will stop a playing shortcut.

Playback Palette Controls

Play/Pause Button – This button pauses a playing shortcut and resumes a paused shortcut.

Single Step Button – When a shortcut is paused you can use this button to execute the next step in the shortcut.

Stop Button – Clicking this button will stop a playing shortcut.

Step Number and Name – Across the bottom of the QuicKeys playback palette is the name of the step that is currently playing.
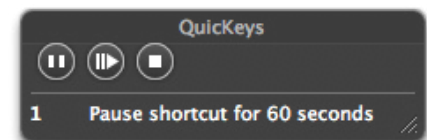
Instant Shortcut

Instant Shortcut is for those times you just want to quickly automate something and keep right on going. This special shortcut lets you make a quick, temporary recording of your actions that can be played back over and over until you record a new instant shortcut. You can, of course, save a copy to add to your collection of useful shortcuts.

Recording the Instant Shortcut

From the QuicKeys menu or the QuicKeys Dock menu, select Start Recording Instant Shortcut. After that, the actual recording process for the instant shortcut is the same as for a regular shortcut.

Important Note: Recording an instant shortcut overwrites the existing instant shortcut.

When you are finished recording, your instant shortcut is ready to use. However, if you have selected "Show Instant Shortcut editor after recording" on the Recording pane of QuicKeys Preferences, the Instant Shortcut Editor will open when recording stops. Your instant shortcut will ready to use once you review the shortcut and close the editor.

You may want to use a regular shortcut with the Start/Stop Recording Instant Shortcut action to control recording rather than making the selection from the menu.

Note: One of the default shortcuts for QuicKeys 4 is Start/Stop Recording Instant Shortcut.

Playing the Instant Shortcut

The instant shortcut does not have a trigger the way regular shortcuts do.

You can play your instant shortcut by selecting Play Instant Shortcut from the QuicKeys menu or the QuicKeys Dock menu. However, you may want to use a regular shortcut with the Play Instant Shortcut action to trigger your shortcut rather than making the selection from the menu.
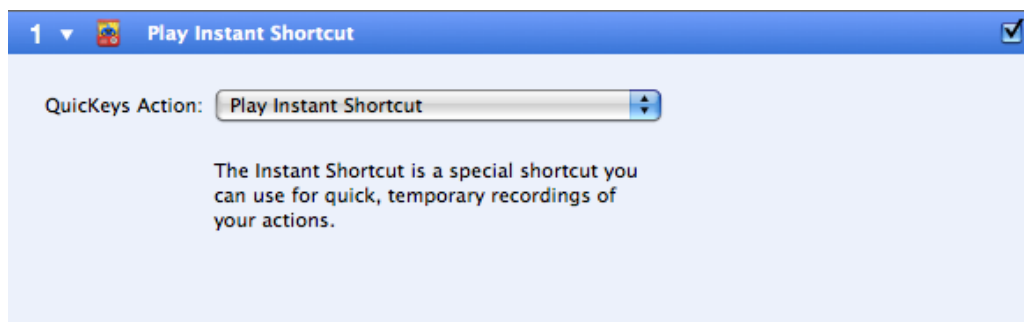
Note: One of the default shortcuts for QuicKeys 4 is Play Instant Shortcut.

The Instant Shortcut Editor

The Instant Shortcut Editor appears when you record a new instant shortcut (if you have selected this option on the Recording pane of QuicKeys Preferences) or when you open the instant shortcut for editing.

From the QuicKeys menu, the QuicKeys Dock menu, or the File menu within QuicKeys, select Edit Instant Shortcut. Or press Command+Shift+I.

The Instant Shortcut Editor is very similar to the Shortcut Editor.
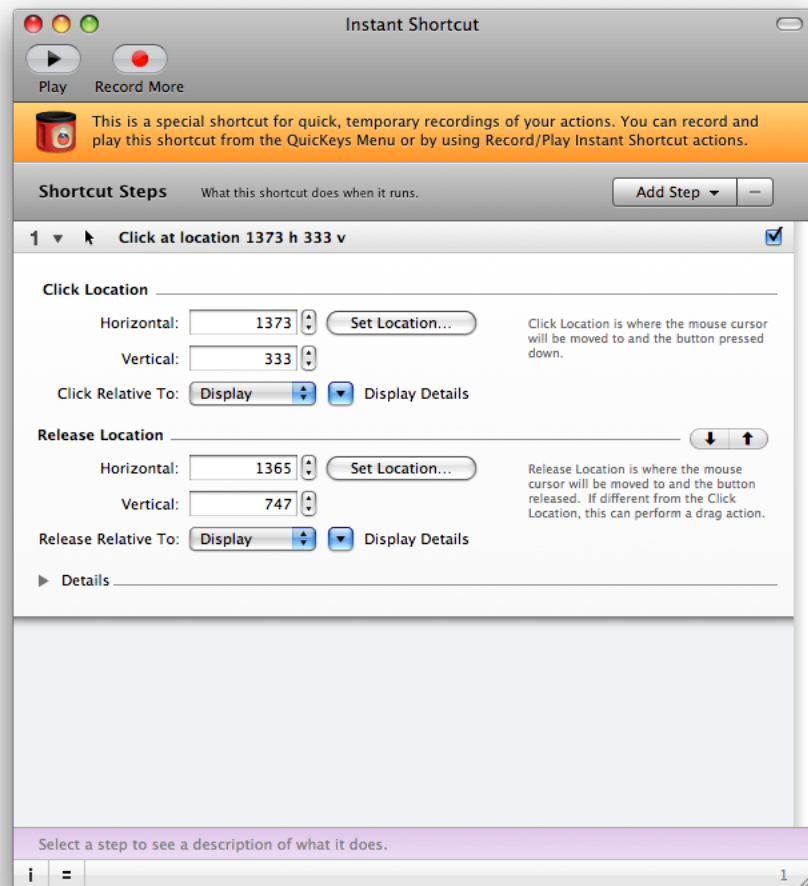
Saving the Instant Shortcut

As soon as you create it, your instant shortcut is saved and ready for use... as an instant shortcut. If you would like to save it for long-term use, select Save Copy of Instant Shortcut from the File menu.
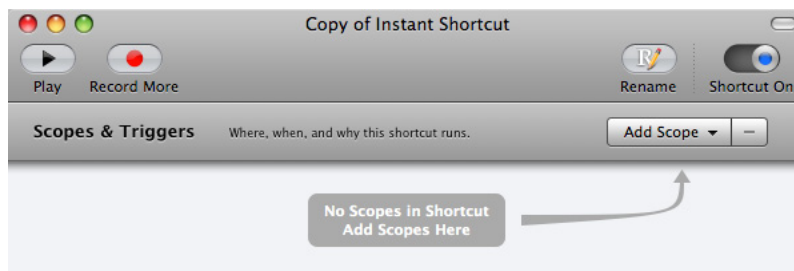
This opens your shortcut in the standard Shortcut Editor. Simply assign one or more scopes and triggers, name it, and save it.

Chapter 5 – Abbreviations

Abbreviations let you type a short word (an Abbreviation) in a document and automatically replace it with other longer text, run a QuicKeys shortcut, or even paste in a QuicKeys clip. Abbreviations are extremely useful for typing all the things you type often.

Creating Abbreviations

From the File menu, select New Abbreviation; or press Option+Command+N. This creates a new abbreviation. Clicking the plus (+) on the QuicKeys Editor footer while viewing the Abbreviations List will do the same thing.

The Abbreviations Editor is part of the QuicKeys Editor whenever you are viewing the Abbreviations List.

Abbreviation – The name of your abbreviation is the text you type to set the abbreviation in motion.

Ignore Case – Select this option in order to have the abbreviation complete regardless if it is typed in upper or lower case.

Completion – Select Text, Shortcut, or Clip to indicate how this abbreviation will be completed. Each of these options is covered later in this section.

Completes – Choose whether this abbreviation should complete immediately when typed or when a trigger is typed regardless of the preferences setting, or if it should complete as set in preferences.

Scope – Set the scope of this abbreviation.

Usage –

> Replace typed abbreviation – Select this option to have the completion replace the abbreviation. Clear this option to have the completion append the abbreviation.

> Only completes in known text areas – If you find this abbreviation is firing inappropriately — for example, in an application that uses letters to switch tools, you may coincidently switch tools in

an order that spells out one of your abbreviations—select this option so that this abbreviation only completes in known text areas. However, some actual text areas may not technically be known text areas. If your abbreviation is not completing when you feel it should, remove this option and consider using a scope exception.

Preferences – To review or change your preferences on the Abbreviations pane, click the Open Abbreviations Preferences button.

Text Completion

The most common type of abbreviation is one that replaces (or appends) the text you type with longer text.

Simply type (or copy and paste) the text you wish to have inserted into the Completion field.

Extras – You can use an abbreviation for more than just ordinary text. Select any extras from the menu and they will appear in the field above.
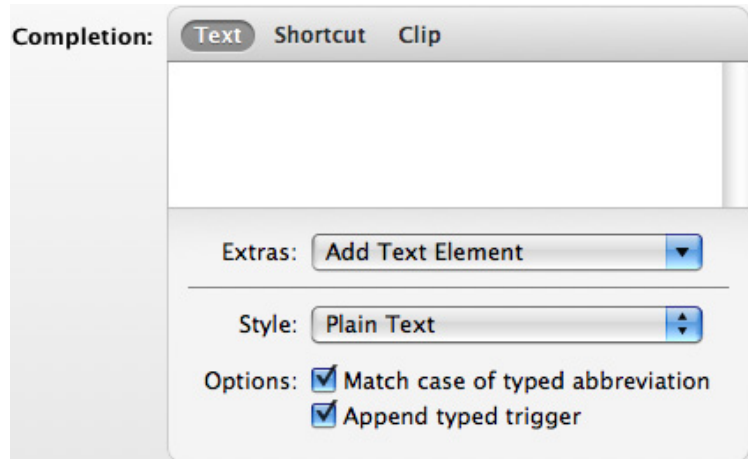
Style – Your completion can be plain text or rich text. To format rich text, paste it already formatted or select Format from the Edit menu.

Options –

    Match case of typed abbreviation – Without this option the completion text will always be inserted in whatever pattern of upper and lower case you created it. Select this option if you would like your completion transformed to all caps or initial cap if that is how you type the abbreviation.

    Append typed trigger – If this abbreviation uses a trigger (e.g., space) to complete and you would like that trigger to be included in your document, select this option.
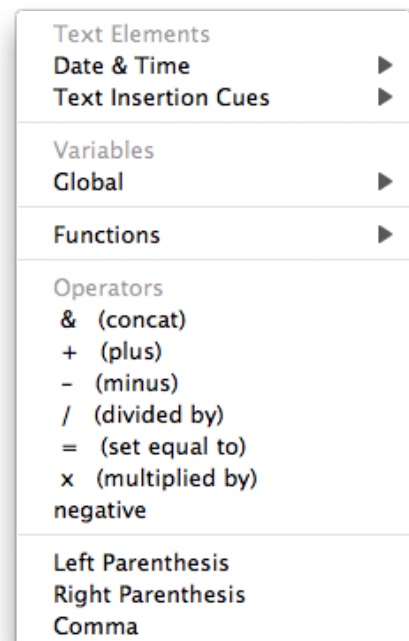
Shortcut Completion

Abbreviations can play shortcuts instead of typing text.

After selecting Shortcut in the Completion area of the Abbreviation Editor, select the shortcut you wish to play.
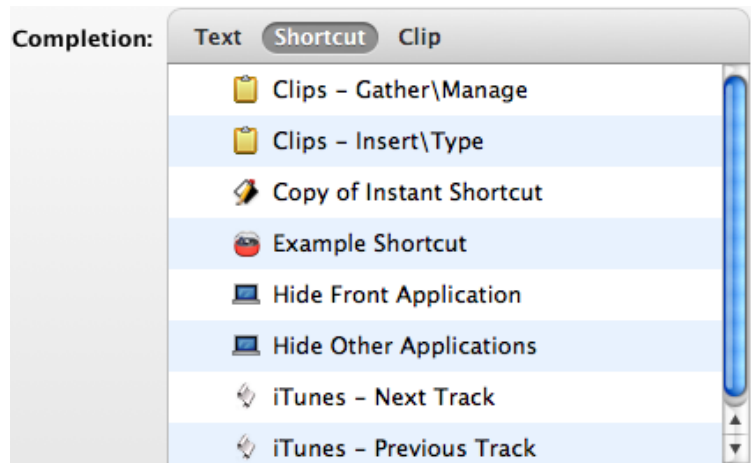
Clip Completion

Abbreviations can even insert clips.

After selecting Clip in the Completion area of the Abbreviation Editor, select the clip that you wish to complete this abbreviation.
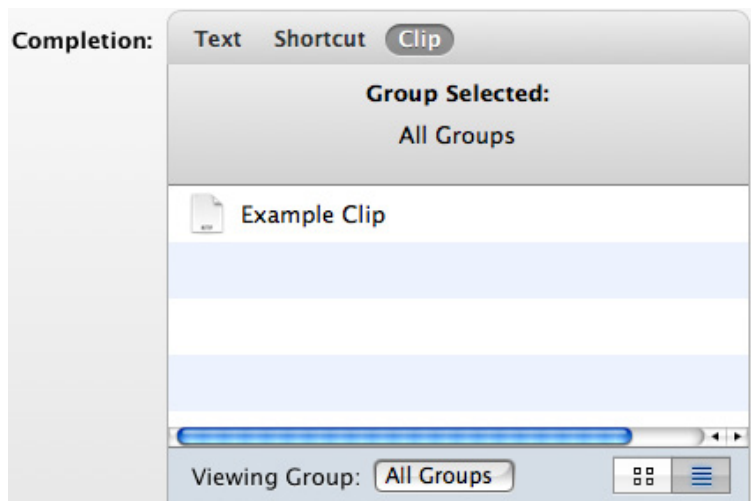
Chapter 6 – Toolbars

QuicKeys Toolbars are small floating palettes that enable you to play shortcuts with a single click. These toolbars have three components: the toolbar itself, the buttons on the toolbar, and the toolbar tabs. You can create or edit these components using the Toolbar Editor sheet.
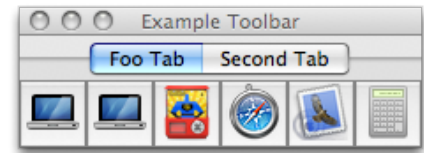
Toolbars can be opened and closed with a hot key or by selecting them from the QuicKeys Menu or the QuicKeys Dock Menu. They can be universal or they can be scoped to specific applications, accessible only when the scoped application is running.

Note: It's important to note that the toolbars discussed in this chapter are floating toolbars you create to hold and play your shortcuts; whereas the QuicKeys Editor and Shortcut Editor toolbars are simply part of the QuicKeys application user interface.

Creating Toolbars

From the File menu, select New Toolbar; or press Shift+Command+N. This creates a new toolbar and opens the Toolbar Editor sheet. Clicking the plus (+) on the QuicKeys Editor footer while viewing the Toolbars List will do the same thing.

The Toolbar Tab

Name – This is the name of the new toolbar as seen in its title bar.

Hot Key – You can show or hide a QuicKeys toolbar with a hot key. Select the Hot Key field and press the key(s) you want to use to display the selected toolbar. Click the Clear button to remove your hot key selection.

Scope – You can choose whether a toolbar displays only when a specific application is front-most, or whether it appears regardless of which application is in front.
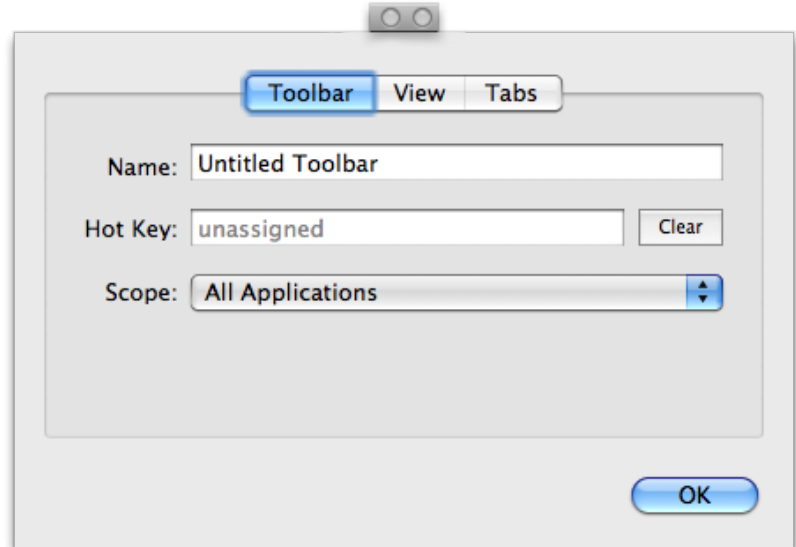
The View Tab

Type – There are two types of toolbars, standard and docked:

- Standard toolbars can be moved anywhere. You can click on the title bar of the toolbar and drag it to another location.

- A docked toolbar attaches to the edge of the computer screen. This type of toolbar is useful when you always want to know where your toolbar is. You can drag docked toolbars from one side of your screen to another. Docked toolbars will spring back to the closest screen edge when you drag them away from an edge.
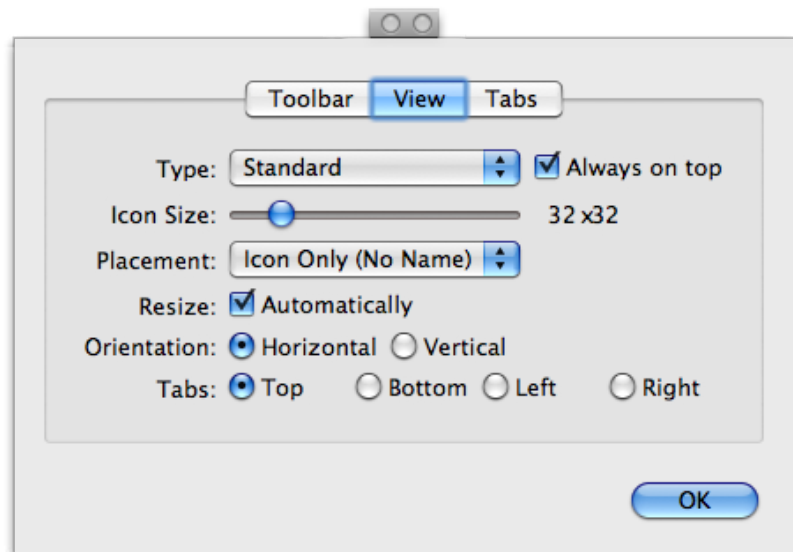
Always on top – Select this option to ensure that this toolbar always displays on top of other active application windows. This option is useful because it gives you easy access to the toolbar.

Icon Size – Use the slider bar to specify the size of icons in your toolbar. The dimensions of the icons appear next to the slider.

Placement – Select how the shortcut name and icon should be placed in relation to each other:

- Name Only (No Icon)
- Name Right of Icon
- Name Above Icon
- Name Overlaps Icon
- Icon Only (No Name)
- Name Left of Icon
- Name Below Icon

Resize – Select Automatically to cause this toolbar to resize to accommodate a change on a toolbar. If you have turned off this option, you can resize a toolbar by clicking on the lower right corner of the toolbar and dragging.

Orientation – Choose whether you want your toolbar to display horizontally or vertically.

Tabs – If your toolbar has multiple tabs, this setting tells QuicKeys where to put those tabs.

The Tabs Tab

You can create multiple tabs for your QuicKeys toolbars. Multiple tabs enable you to organize the buttons and make your toolbars more compact. Click the Add Tab button to add a tab and provide a name for the tab in the Tab Name field.

The toolbars first tab will be named the same as the toolbar itself unless you change it.

Edit the names of existing tabs by selecting them from the Tabs menu.

Select a tab and click Delete tab to delete it.
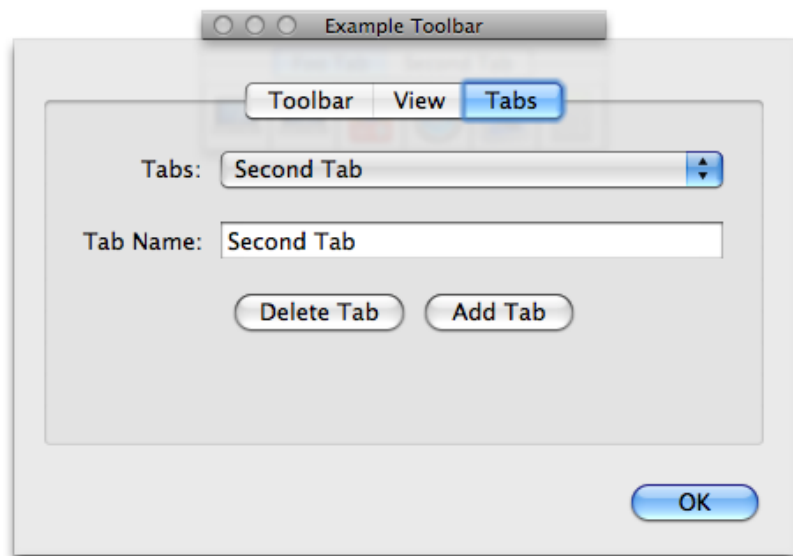
Editing Toolbars

You can use the following methods to bring up the Toolbar Editor sheet:

- From the QuicKeys Editor Toolbar List, double-click the name of a toolbar. This will also show the toolbar if it is not already shown.

- At any time the toolbar is shown, right-click it and select Edit Toolbar.
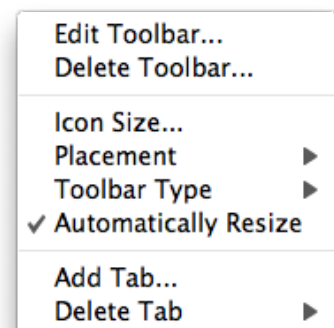
Right-clicking a toolbar brings up a contextual menu that lets you make changes to your toolbar. These are the same settings as on the Toolbar Editing sheet.

Adding Shortcuts to Toolbars

You can add shortcuts to QuicKeys toolbars using any of the following methods:

- Drag shortcuts from the Shortcuts List or Shortcut Actions Palette and drop them onto a toolbar.

- Drag and drop a file, application, or folder onto a toolbar. This creates a new shortcut with an Open Items action (set to this item) as the first step and adds that shortcut to the toolbar.

  Note: Dropping a file onto an existing toolbar button that represents an application will open the file in that application if possible.

- Drag text onto a toolbar to create a Type Text shortcut.

- Drag a URL onto a toolbar to create a Web Launcher shortcut.

Note: When you drag an item onto a toolbar that has the automatically resize option turned on, the buttons already present will move except for application buttons which can act as drag & drop launchers. You may need to press Command+Option to force application buttons that are already there to move out of the way so you can put the new button in place.

You can remove shortcuts from your toolbars in these ways:

- Toolbar buttons are automatically deleted when the shortcut represented by that button is deleted.

- Toolbar buttons can be removed from the toolbar by Command+dragging them off of the toolbar.

Using Toolbars

You can display QuicKeys toolbars by selecting them from the QuicKeys Menu or from the QuicKeys Dock menu.

You can also assign a hot key trigger for a toolbar in the Toolbar Editor sheet and then display or hide the toolbar by pressing the hot key.

Use one of the following methods to hide a toolbar:

- Click the close button on the toolbar.

- Select the toolbar from the QuicKeys Menu. Press the Hot Key assigned to the toolbar.

You can delete a toolbar from the QuicKeys Editor, or by right-clicking it and choosing Delete.

When you hover over a toolbar button, descriptive text appears helping you identify the purpose of each button.

Toolbars can be more than just a place to trigger shortcuts from. You can use them to open files by dragging and dropping them on Open Application shortcuts. For example, if you have two or more text editing or word processing programs, create an Open Application shortcut for each one and place them together on one toolbar. If you double-click a file, it will open in the default application for that file type, but you can easily open it in the application of your choice my dragging and dropping it on your toolbar.

Chapter 7 – Beyond the Basics

If you have been using QuicKeys for awhile or have been reading this manual, you will have noticed that clips, scope, variables, and functions allow you to make very powerful shortcuts. This chapter covers these four topics in more detail.

Clips

The Clips feature is a bit like the system clipboard, but with a memory. Unlike items on your system clipboard, QuicKeys clips are saved even if you restart your computer or quit QuicKeys. It is a permanent collection of boilerplate text (formatted or unformatted) and/or graphics that you can retrieve at any time to paste or type into documents.

The Clips Manager

The Clips Manager is part of the QuicKeys Editor window. Select Clips from the source list to access it.
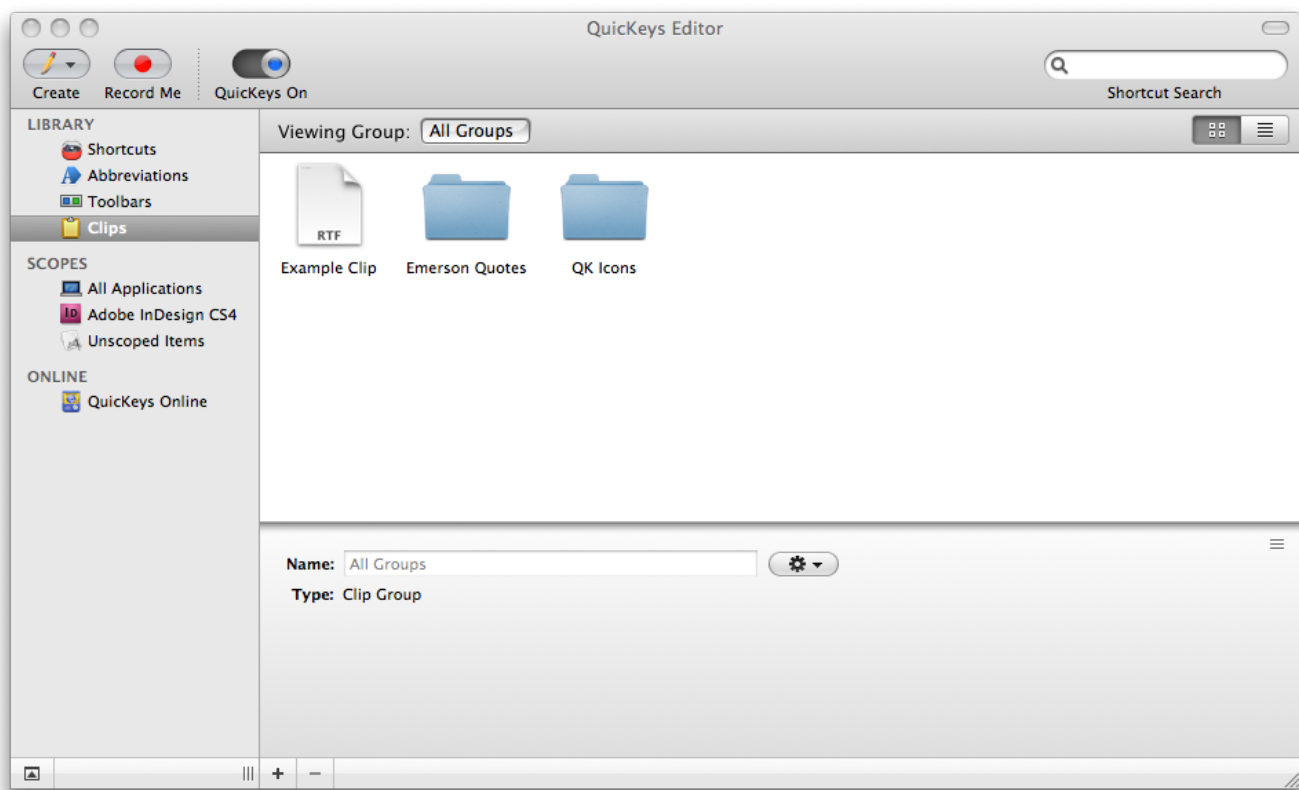
The top half of the Clips Manager allows you to browse your clips. The header shows you (and allows you to change) which group you are viewing. It also allows you to switch between icon view and list view.
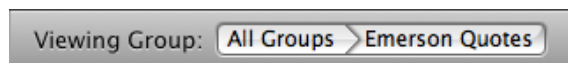
The bottom half of the Clips Manager allows you to edit your clips. It's appearance and features change depending on whether you select a group, a text clip, an image clip, or a universal clip.

Note: The QuicKeys Editor toolbar and footer are covered in Chapter 2.

Groups

You do not have to create clip groups, but as you accumulate more and more bits of text and graphics in your clips collection, you will likely find them useful.

Select any group to work with it. You can edit the name in the Name field. Use the Action menu to delete the group and all the clips in it, create an insert clip shortcut that allows you to choose from the clips in this group, create an abbreviation that allows you to choose from the clips in this group, or create a new group. The Create New Group option is always available from this menu.
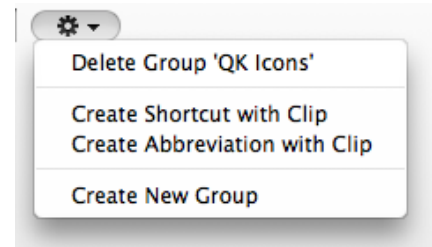
Text Clips

Select a text clip and it will appear in the lower half of the manager. You can edit the name in the Name field.

Use the Action menu to duplicate this clip, delete this clip, create an insert clip shortcut that inserts this specific clip, or create an abbreviation that inserts this specific clip.
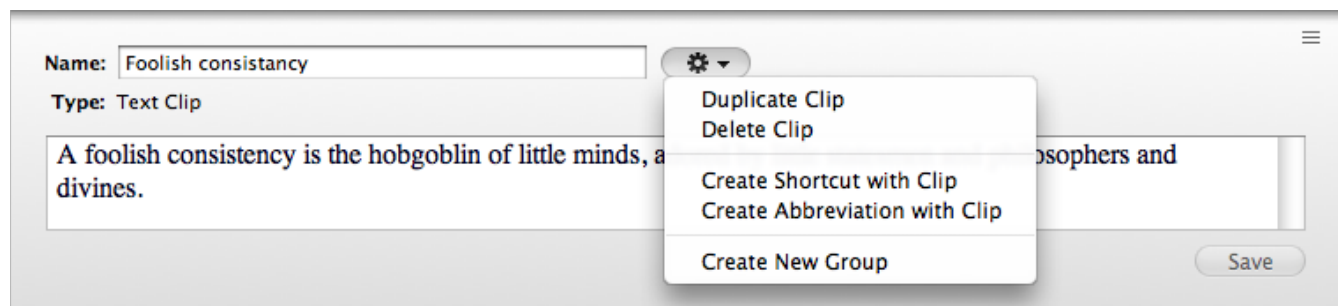
You can edit and format the text of the clip itself. Use these options from the Edit menu:

- Format – Allows you to format text in clips and in rich text abbreviations.
- Spelling – Opens the standard Mac OS X spelling controls.
- Special Characters – Opens the Mac OS X Special Characters palette.

Click Save to save your changes.

Image Clips

Select an image clip and it will appear in the lower half of the manager. You can edit the clip's name in the Name field.

Use the Action menu to duplicate this clip, delete this clip, create an insert clip shortcut that inserts this specific clip, or create an abbreviation that inserts this specific clip.

Zoom In   Actual Size   Move   Crop Image to Selection   Open Image Edit Panel

Zoom Out   Size to Fit   Select
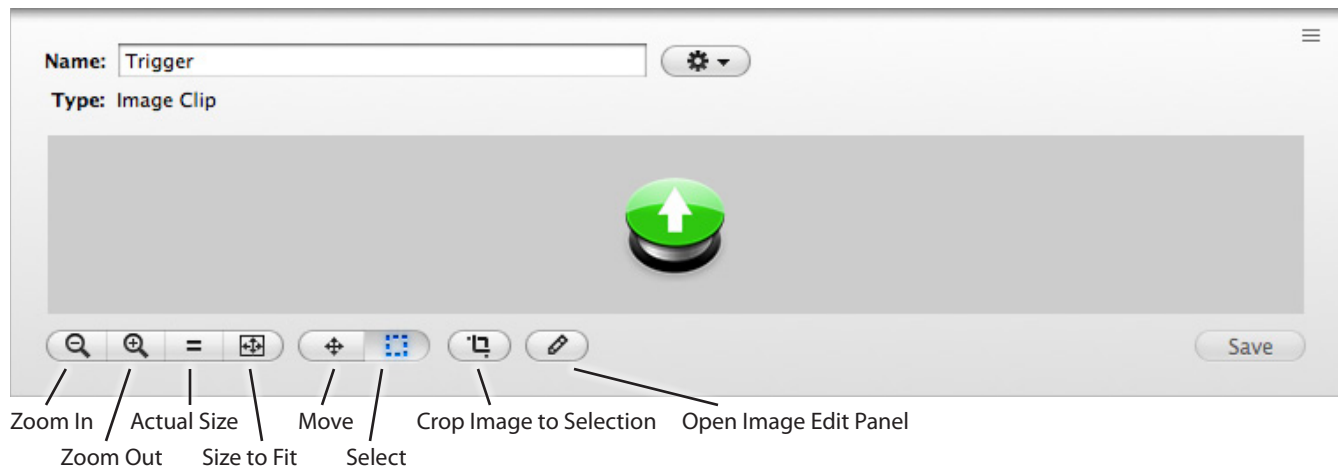
You can edit the image itself with the controls along the bottom and with the Image Edit panel.

Click Save to save your changes.

Universal Clips

Select a universal clip and it will appear in the lower half of the manager. You can edit the clip's name in the Name field.

Use the Action menu to duplicate this clip, delete this clip, create an insert clip shortcut that inserts this specific clip, create an abbreviation that inserts this specific clip, convert this clip to a text clip, or convert this clip to an image clip.
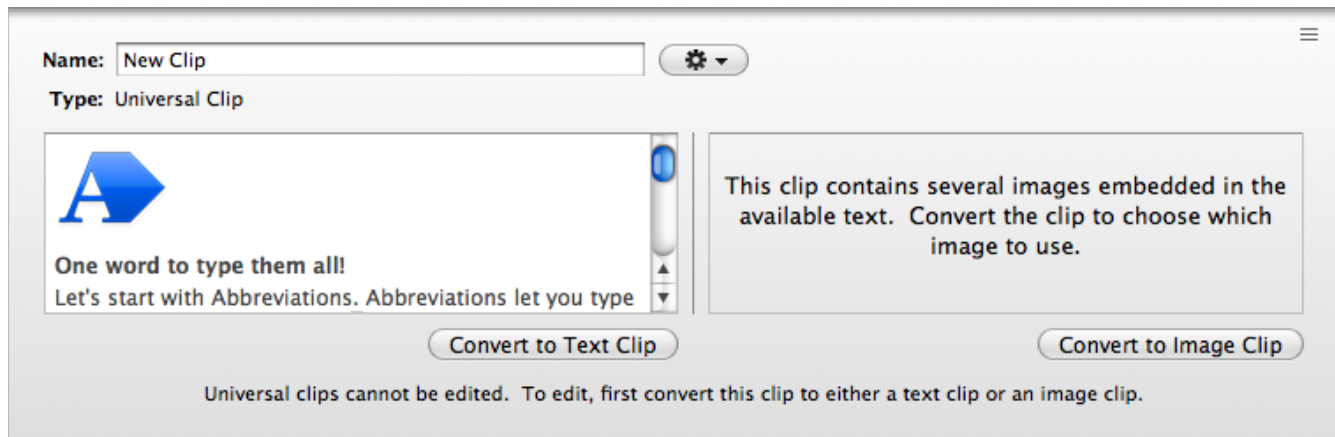
Universal clips cannot be edited, but they can be converted.

Click Convert to Text Clip to permanently change this clip to a text clip. (If you need to retain the original universal clip, duplicate the clip first.) Formatting and images can be retained in a rich text format text clip. However, universal clips may have extra application specific information included with them. This information is discarded in the conversion process.

Click Convert to Image Clip to permanently change this clip to an image clip. (If you need to retain the original universal clip, duplicate the clip first.) All data except the image will be discarded. If the universal clip contained more than one image, you will be prompted to choose which image to use.

Create New Clip

Clips can be created with a Create Clip shortcut (covered later in the section) or in the Clips Manager (covered here).
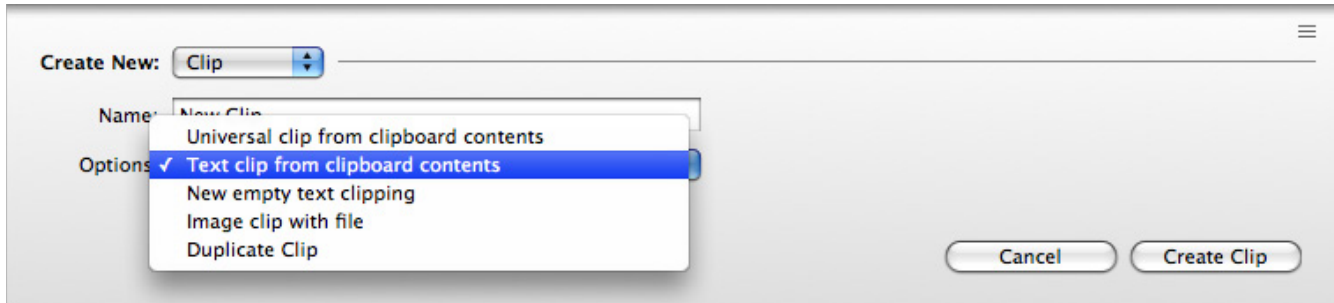
Click the Add Item (+) button on the footer. Use the Name field to assign a name to your new clip. Then use the options menu to select which type of clip to create.

- Universal clip from clipboard contents – The current contents of the system clipboard will be displayed for your review. You can change the contents of the clipboard and the field will automatically update.

- Text clip from clipboard contents – This option works the same as the one above, but creates a text clipping instead.

- New empty text clipping – Select this option to create a new empty text clipping. Then enter and format your text.

- Image clip with file – Select this option and then drag an image file into the well or click the Choose Target button to navigate to it.

- Duplicate Clip – This option only appears if a clip is selected in the upper half of the Clips Manager. Selecting this will duplicate that clip.

Click Create Clip to save your new clip.

Clips Actions and Shortcuts

There are two QuicKeys actions you can use to work with clips in your shortcuts: Create Clip and Insert Clip. These are covered in Chapter 12.

QuicKeys 4 comes with two pre-made shortcuts which use these actions: Clips – Gather\Manage and Clips – Insert\Type. Understanding how these two shortcuts work can help you understand how to get the most out of your own clips shortcuts.

Clips – Gather\Manage

The Clips – Gather\Manage shortcut has just one step: a create clip action.

Other than the action itself (create clip) and the compatibility setting, all of the options in the step specify the default behavior of the shortcut and can be changed when the shortcut is played. If you have not made a selection at the time you trigger the shortcut, there will be a delay and then you will be prompted to use the contents of the clipboard or cancel.

If you have a selection in the front application when the shortcut is triggered, the Create Clip window will open.

Use the Clip Name field to assign a name to this new clip. You can change the Source and Saved Clip Type if you wish. If the group specified by the shortcut is not the want you want, select a different group. Click Save to save your new clip.
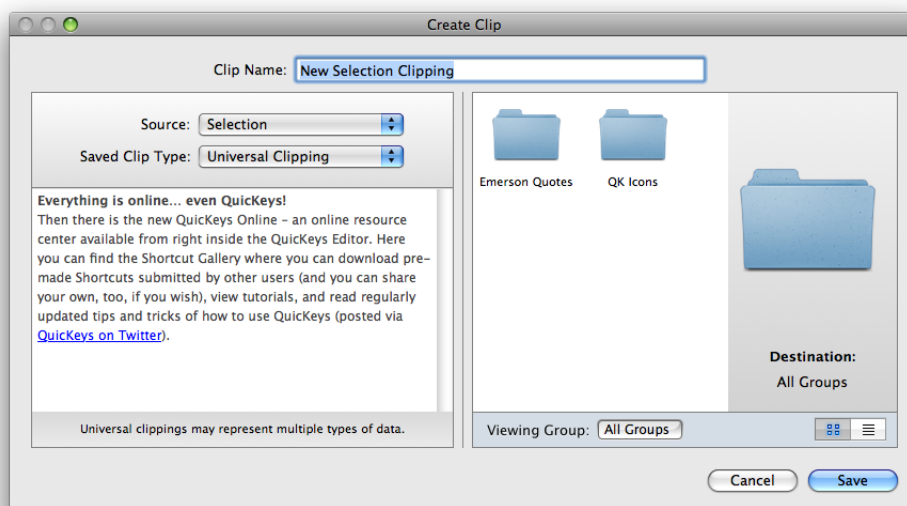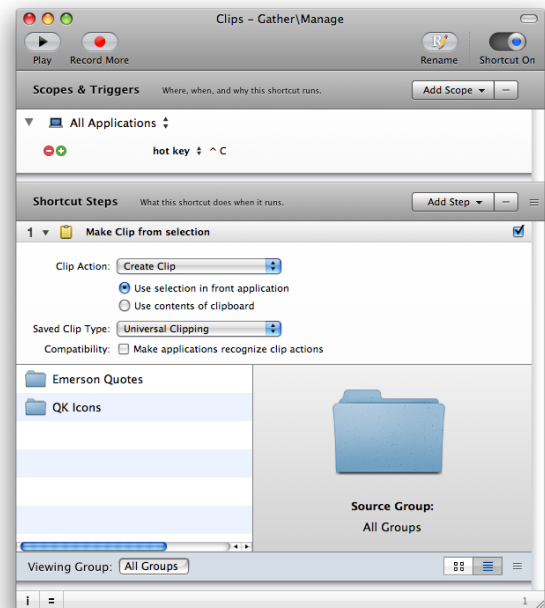
Clips – Insert\Type

The Clips – Insert\Type shortcut has just one step: an insert clip action.

Other than the action itself (insert clip), all of the options in the step specify the default behavior of the shortcut and can be changed when the shortcut is played. If a specific clip where selected, this shortcut would insert that clip using the settings from the shortcut and not prompt you.

Place your cursor where you want your clip inserted and trigger the shortcut.

Select the clip you wish to insert. You can change the paste/type and compatibility options if you need to. Click Insert to insert your clip.

scope). This will cause the Duplicate Scope sheet to appear where you should verify the Current Scope then select the application you'd like for the New Scope.

Note: The Duplicate Scope sheet also allows you to duplicate subscopes. This use is covered under "Subscope" later in this section.

Deleting Scopes

You can delete a scope from a shortcut when you have the Shortcut Editor window open. However, if you want to delete all shortcut triggers for a particular application, there is an easier way. This can be useful when you no longer use an application.

In the QuicKeys Editor all of your scopes are listed in the Scopes section of the source list. Select the scope you want to delete and select Delete Scope from the File menu (or right-click the scope. Shortcuts that are left without any scopes assigned will be "unscoped" and can be located by selection Unscoped Items from the source list.

Unscoped Items

Unscoped shortcuts have no functioning trigger. However, they can be used in other shortcuts with the insert shortcut action, in abbreviations, and on toolbars.

Subscope

Creating Subscopes

Subscopes can only be created from within a Shortcut Editor window. And, advanced features must be turned on in the QuicKeys Preferences Appearance pane (see Chapter 3). If you wanted to create a subscope in Mail, for example, you'd need to open a shortcut scoped to the Mail application. In the shortcut's Scopes & Triggers area, to the right of the Mail scope is the Subscope pop-up list.

Clicking on the Subscope pop-up list will reveal all of the subscopes available in the parent scope, Mail. You can instantly create a new subscope by selecting Other Subscope from the list and typing in the name of the new subscope you want created.

Subscope Interaction

Subscopes obey these simple rules:

* If you subscope a shortcut trigger, it will only trigger when that subscope is active.

* The "All parts of <application>" subscope is universal when that application is front-most. In other words, all shortcuts with a subscope set to "All parts of <application>" will be active if that application is in the front.

Using Subscopes

You can change the subscope that is active from the Subscopes submenu of the QuicKeys Menu or by using a Switch Subscope shortcut.
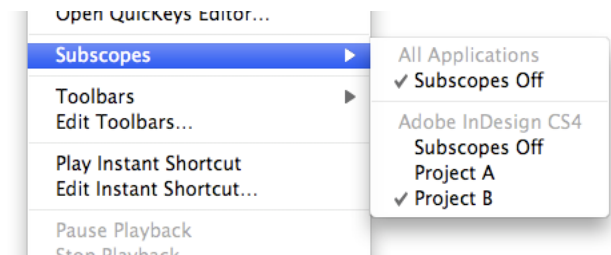
Reassigning Subscopes

You can reassign the subscope of a shortcut trigger when you have the Shortcut Editor window open. However, if you want to reassign all shortcut triggers there is an easier way.

In the QuicKeys Editor all of your subscopes are listed in the Scopes section of the source list. Select the subscope you want to reassign and select Reassign Scope from the File menu (or right-click the scope). This will cause the Reassign Scope sheet to appear where you should verify the Current Subscope then select the application you'd like for the New Subscope.

Duplicating Subscope

You can duplicate all shortcut triggers to another subscope.

In the QuicKeys Editor all of your subscopes are listed in the Scopes section of the source list. Select the subscope you want to duplicate and select Duplicate Scope from the File menu (or right-click the scope). This will cause the Duplicate Scope sheet to appear where you should verify the Current Subscope then select the application you'd like for the New Subscope.

Deleting Subscopes

You can delete a subscope from a shortcut when you have the Shortcut Editor window open.

Scope Exceptions

You may have a shortcut trigger or an abbreviation scoped to all applications, but there are applications that you don't want it work in.

For a shortcut, select the scope in the Shortcut Editor and then select Add Scope Exception from the Shortcut menu.
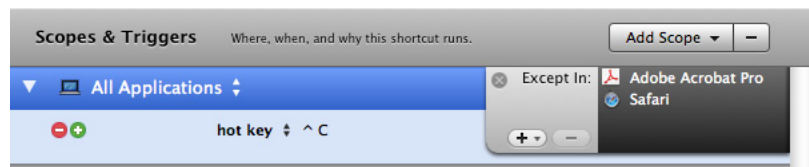
For an abbreviation, select the abbreviation in the Abbreviation List and then select Add Scope Exception from the Shortcut menu.

Click the add (+) button and select an application to add it to the list. To remove an application from the list, select it and click the remove (-) button.

Excluded Applications Window

You may have an application that you simply don't want any of you shortcuts to fire in. Or, if you do want some shortcuts in that application, you plan to scope those shortcuts to that application.

The Excluded Applications window allows you to exclude applications from the all applications scope. In other words, anytime you use the all applications scope, it really means "all applications except the applications in the excluded applications list." You can still have an application-specific scope for any of these applications.

Access the Excluded Applications window by selecting it from the Window menu (or by right-clicking the All Applications scope in the QuicKeys Editor source list). Click the add (+) button and select an application to add it to the list. To remove an application from the list, select it and click the remove (-) button.
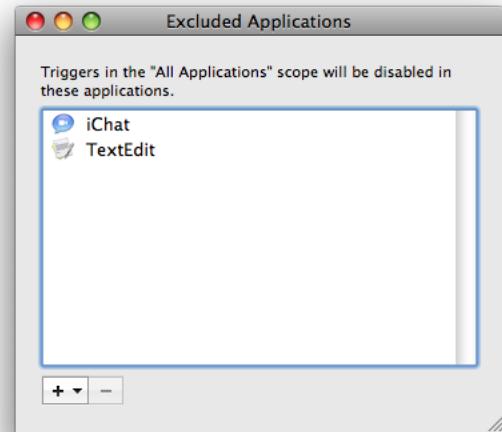
Variables

QuicKeys variables can be of great assistance in multi-step shortcuts to hold, modify, and retrieve information as the shortcut plays. They are also of use in shortcuts and abbreviations where you want to insert information which changes over time.

The Variables and Functions Editor

The QuicKeys Variables and Functions Editor contains all of the variables you have created, plus the built-in variables, and all of the functions you have created, plus the built-in functions. Functions are covered in the next section of this chapter.

Note: Built-in variables cannot be edited.
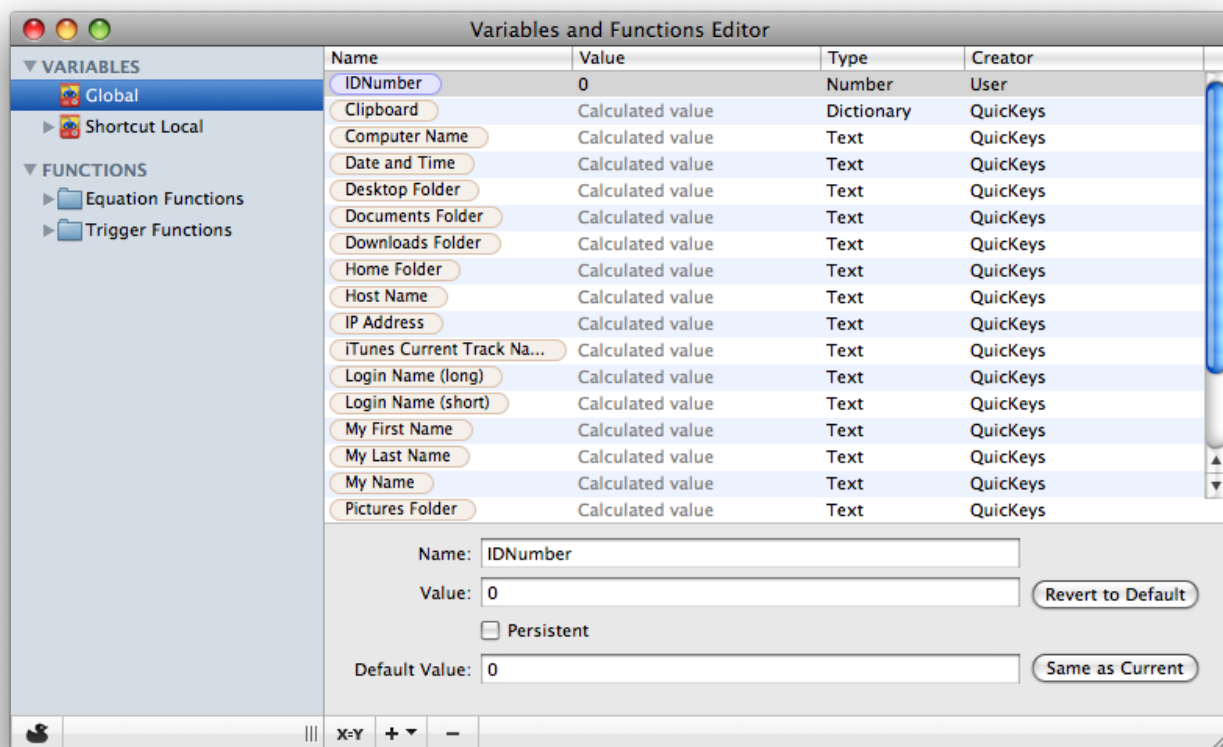
Source List

The source list has two categories: Variables and Functions. Select an item in either of these categories or their subcategories to change the content in the content area.

Note: Functions will be covered in the next section of this chapter.

Global – This subcategory lists all the global variables — variables available to any shortcut or abbreviation. This includes the built-in variables and any global variables you have created.

Shortcut Local – This subcategory lists all the variables that are specific to a shortcut. Select this item to view all local shortcuts, or click the reveal triangle and select a shortcut to see only the variables for that shortcut.

Content Area

Select any variable to display its details in the details area.

Name – The Name column shows the names of your variables. Double-click on the variable name to edit it.

Value column – The Value column shows the contents of each variable. You can manually change the value of a variable by double-clicking it and editing it. "Calculated value" means that you cannot set a value; it will be calculated. If you wish, you can force it to calculate with the equation tester (covered below).

Type column – The Type column shows the type of data contained in a variable. Common data types are number and text.

Variable Details Area

This area is only present when viewing variables.

Name – This field contains the name of the selected variable. You can change it here.

Value – This field shows the current value of the selected variable. You can change it here.

Revert to Default – Sets the value of a selected variable to that variable's default value.

Persistent – Select this option to have the value stored in the variable remain even if QuicKeys is restarted. With this option unselected, the variable will be set to its default value whenever QuicKeys is launched.

Default Value – The default value of a variable is automatically loaded into a variable whenever QuicKeys is launched.

Same as Current – Click this button to designate a selected variable's current value as the new default. The default value of a variable is automatically loaded into a variable whenever QuicKeys is launched.

Equation Tester

The equations tester is always available by clicking the "x = y" button on the Variables and Functions Editor footer.
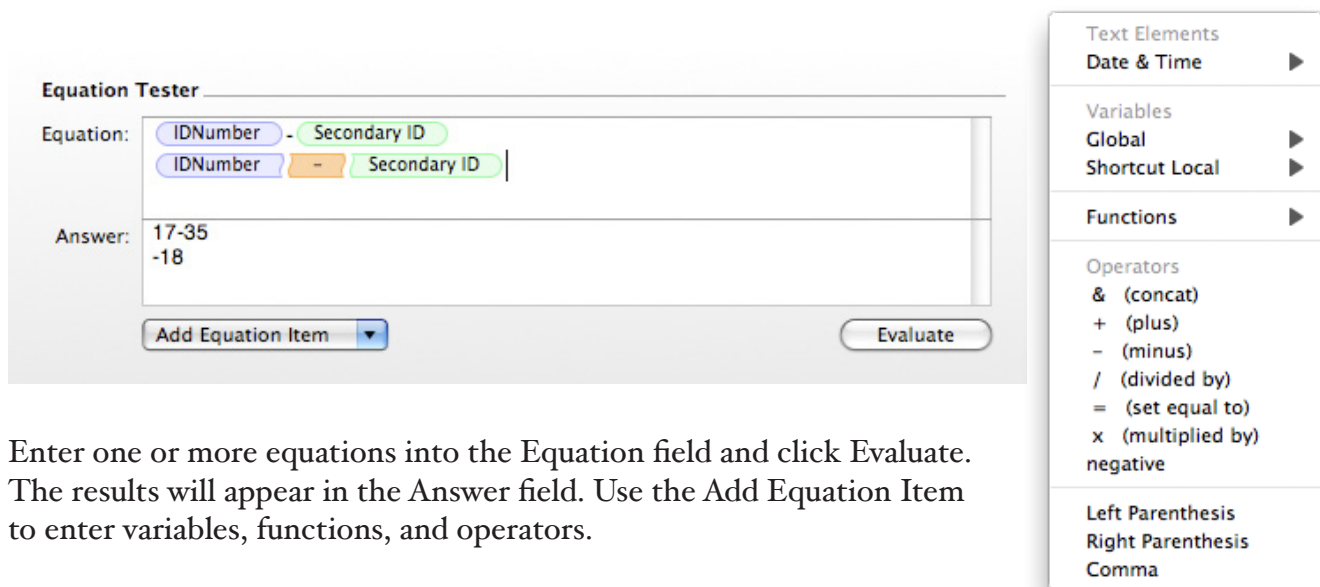
Enter one or more equations into the Equation field and click Evaluate. The results will appear in the Answer field. Use the Add Equation Item to enter variables, functions, and operators.

Footer
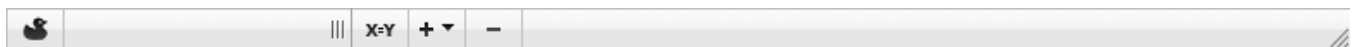
Duck – Click her to make QuicKeys Variables and Functions Editor float above all other windows so you can watch the values of your variables change as your shortcuts play back.

Resize – Click and drag to change the size of the source list.

Equation Tester – Click the "X=Y" button to open the equation tester.

Add – Click the button with the plus sign (+) to access the new item menu. Select Create New Variable, New Equation Function, New Trigger Function, or Install Default Functions.

Delete – Click the button with the minus sign (-) to delete the selected variable or function.

Creating and Editing Variables

New variables can be created in the Variables and Functions Editor by clicking the Add button on the footer and choosing Create New Variable. The can also be created in the variables pane of the Shortcut Editor by clicking the Add button in its upper right corner. Variables can be renamed in either location, too.

The value of a user created variable can be changed by the action of a shortcut or by manually changing it in the Variables and Functions Editor. The values of the built-in variables are calculated and cannot be changed directly; e.g., the value of the date variable will change when the date changes.

Variables Actions

There are three main "variables actions" and other actions which make use of variables. When working with variables in a shortcut, use the variables pane of the Shortcut Editor to manage the variables referenced by the shortcut. It's interface is covered in Chapter 4.

The Assign Variable action (Create > QuicKeys > Variables > Assign Variable) is used to move data into your variables during playback of your shortcuts. With this action you can set the variable to a specific value, the value of another variable, or the result of an equation, or have the shortcut prompt the user for a value or variable/equation.

The Compare Variable action (Create > QuicKeys > Variables > Compare Variable) is the tool you use to test the contents of a variable and translate it into step results. You can compare the variable to a specific value, the value of another variable, or the result of an equation, or have the shortcut prompt the user for a value or variable/equation. You can test to see if it is equal to, greater than, contains text, is empty, or more. The result of the comparison will always be true or false, which directly translates to step results of success or failure.

The Use Variable action (Create > QuicKeys > Variables > Use Variables) is what you use to retrieve the contents of a variable and type or insert it into document or display it on your screen.

Repeat Loop (Create > QuicKeys> Repeat Loop) can use the value of a variable to determine how many times the loop should repeat.

The AppleScript action (Create > Scripting > AppleScript) can assign the script result to a variable. Combine this with a Compare Variable step in a powerful multi-step shortcut.

Web Actions (Create > Internet & Network > Web Actions) make use of variables, as well. Elements that QuicKeys can retrieve a value from can store that value in a variable for later use. Some elements can have their value set to the value of a variable.

Variables in Abbreviations

Abbreviations can be used to insert variables very much like the Use Variable action in a shortcut. The completion field of a text abbreviation has an Extras menu with all the same options as found in the Add Equation Item menu of the Equations Tester and the Assign, Compare, and Use Variable actions.

Variables in Triggers

File system triggers let QuicKeys fire shortcuts based on changes to the contents of a folder or other file system related reasons. QuicKeys can record the change that occurred in a variable. When you are creating the trigger, simply select which variable should be used.

Then, in that shortcut you may include a compare variable or use variable step that includes one of the file system trigger functions to process that data.

Functions

Functions are scripts you can use to extend QuicKeys functionality in several places. They can be used in variables actions, abbreviations, and function triggers. You can create and edit your own functions in the Variables and Functions Editor.

The Variables and Functions Editor

As covered in the previous section, the QuicKeys Variables and Functions Editor contains all of your variables and functions. Variables are covered in the previous section of this chapter.
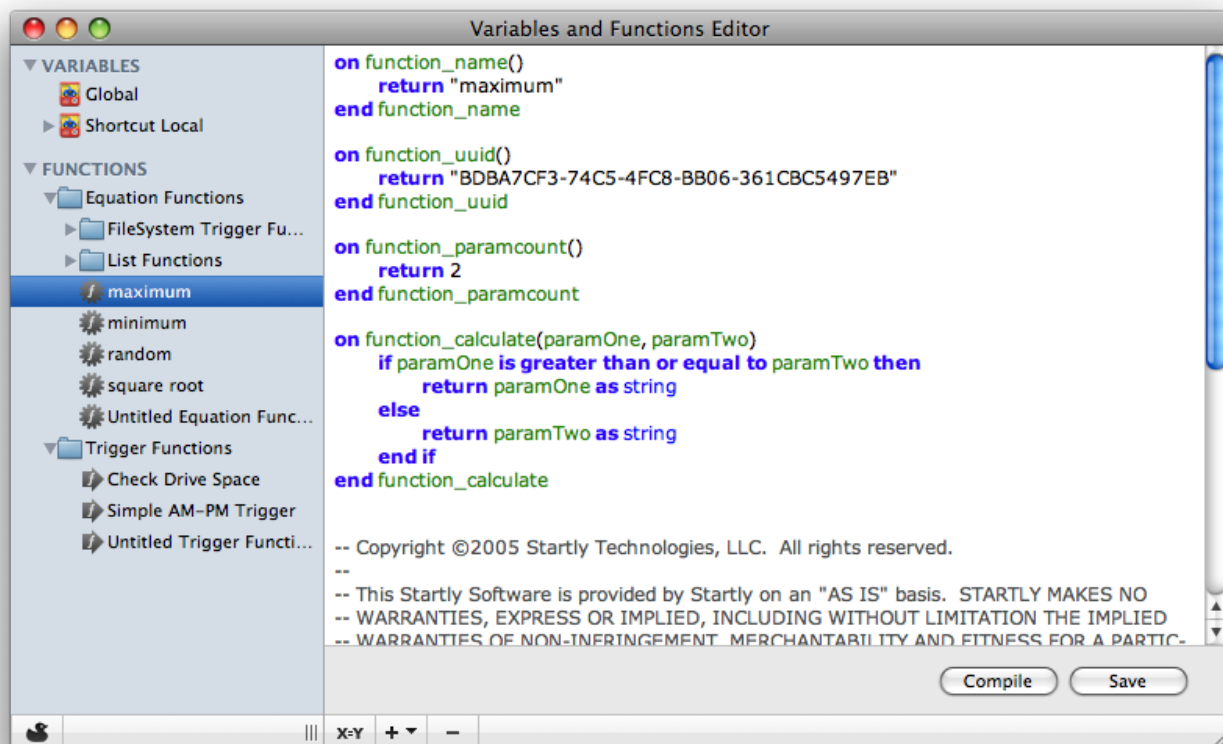
Source List

The source list has two categories: Variables and Functions. Select an item in either of these categories or their subcategories to change the content in the content area.

Note: Variables were covered in the previous section of this chapter.

Equation Functions – QuicKeys includes many pre-built functions for manipulating data. For more information on individual functions, select each function and refer to the notes. FileSystem Trigger Functions allow you to work with data stored in a variable by a file system trigger. List Functions apply specifically to lists.

Trigger Functions – These are functions that can be used to trigger your shortcuts. For information on using them, refer to the Triggers section in Chapter 4.

Content Area

Select any function to display the script in the editor area. You can edit function here using the AppleScript language.

Compile – Click compile to check your function script to make sure it contains valid syntax.

Save – Click Save to check your function script and save your changes.

Creating and Editing Functions

New functions can be created in the Variables and Functions Editor by clicking the Add button on the footer and choosing New Equation Function or New Trigger Function. Functions are renamed in the script itself.

The Add button also allows you to choose Install Default Functions. This option allows you to install any Startly provided functions that were made available after you installed QuicKeys.

Functions in Variables Actions

You can use equation functions in the variables actions — Assign Variable, Compare Variable, and Use Variable — to extend the abilities of these actions.

Functions in Abbreviations

You can use equation functions in text type abbreviations to make sophisticated completions that are dynamic each time they are used.

Function Triggers

Function triggers allow you to use your own custom AppleScripts as triggers so that almost anything can become and QuicKeys trigger.

Only trigger functions, not equation functions, can be used as triggers.

Refer to the Triggers section in Chapter 4 for information on using them.

Chapter 8 – Actions: Files
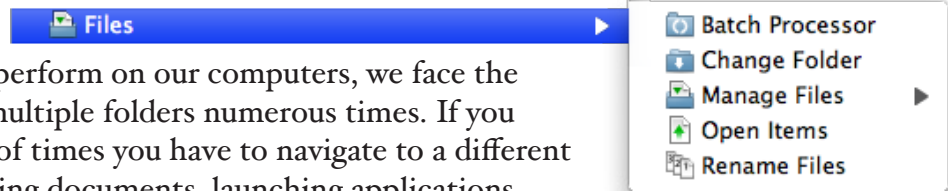
With nearly every task we perform on our computers, we face the necessity of navigating to multiple folders numerous times. If you keep a tally of the number of times you have to navigate to a different folder when opening or saving documents, launching applications, and copying or moving files, you would be surprised by just how much time you spend doing this time-consuming but unavoidable activity. QuicKeys can significantly increase your efficiency in this area with the Batch Processor, Change Folder, Manage Files, Open Items, Rename Files actions.

Batch Processor

Create > Files > Batch Processor

Batch Processor actions let you repeatedly run a shortcut that performs actions for all the files in a particular folder.
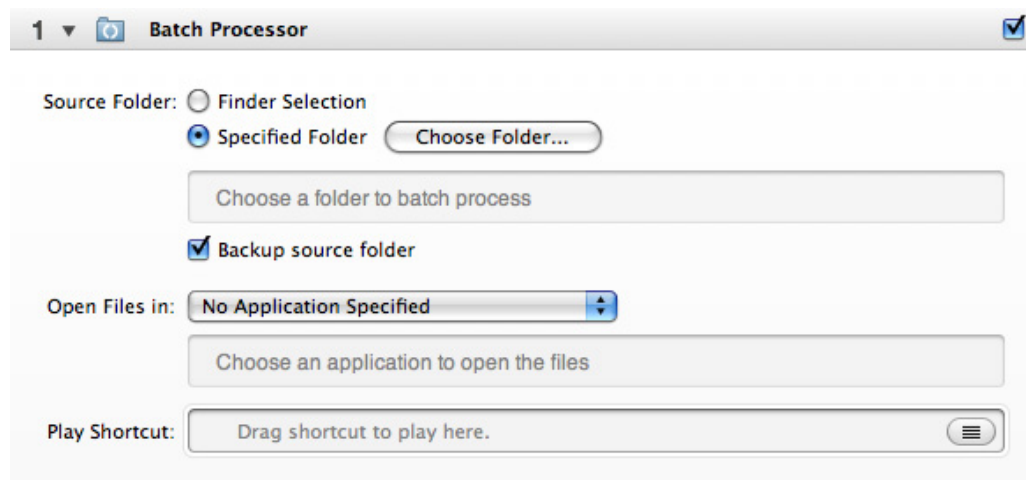
Source Folder – Specify whether the source folder for this action should be the one selected in the Finder (at the time the shortcut runs) or a specific folder. Click Choose Folder and navigate to it, or drag it into the well. The path will then display there.

Backup source folder – Select this option to have QuicKeys create a backup of your source folder before it begins processing. The back up will be named "<sourcefoldername> backup" and be found in its parent folder.

Open Files in – Select an application to open the files. Select it from the menu or drag it into the well. The path will then display there.

Play Shortcut – Drag the shortcut to be played into the Play Shortcut well. Click the Shortcut Actions Palette button ▤ to open the palette. This gives you a list to drag the shortcut from.

Change Folder

Create > Files > Change Folder

The Change Folder action enables you to switch to a previously specified folder in any standard Open or Save dialog, or in the Finder. This lets you jump to frequently used folders with the touch of a key rather than clicking around. This shortcut behaves differently depending on the context under which it is triggered:

- Open/Save Dialog: Changes the open/save location to the specified folder.

- Finder Window: Changes the front-most Finder window to the specified folder, or may open the designated folder in a new window depending on Finder Preferences settings.

- In the Finder: If no windows are open, creates a new window opened to the specified folder.
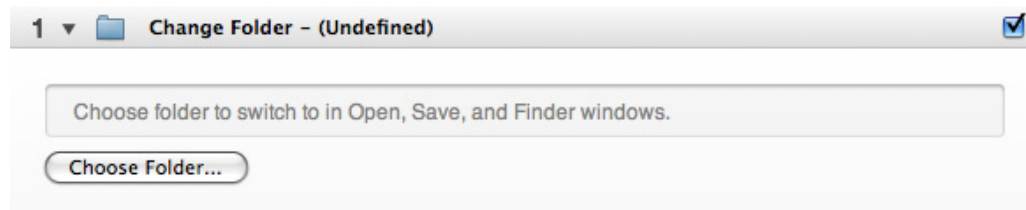
Click Choose Folder and navigate to the folder you wish to specify, or drag it into the well. The path will then display there.

Manage Files

Create > Files > Manage Files

The Manage Files action will copy or move files from one location to another for you. For example, you can use this shortcut to move files from one folder to another on your hard drive, to a USB or Firewire drive, or to a network drive. Triggered by a hot key when desired, or by a timer on a schedule, it can act as a quick and dirty file backup system.

Copy Files

Create > Files > Manage Files > Copy Files
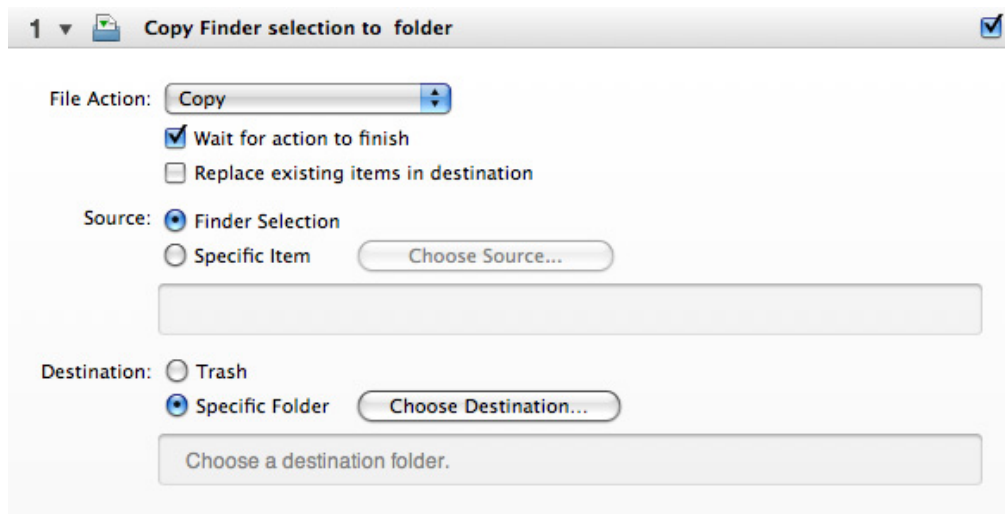
File Action – Choose copy to copy the source to the destination.

Wait for action to finish – Select this option to force QuicKeys to wait for this action to finish before proceeding to the next step of your shortcut.

Replace existing files – If you check this box, files that you copy will overwrite any files of the same name in the destination folder. Use with care!

Source – Specify whether the source for this action (the item to be copied) should be the one selected in the Finder (at the time the shortcut runs) or a specific item. Click Choose Source and navigate to it, or drag it into the well. The path will then display there.

Destination – Specify whether the destination for this action (the place to which the item is copied) should be the Trash or a specific folder. Click Choose Destination and navigate to it, or drag it into the well. The path will then display there.

Move Files

Create > Files > Manage Files > Move Files
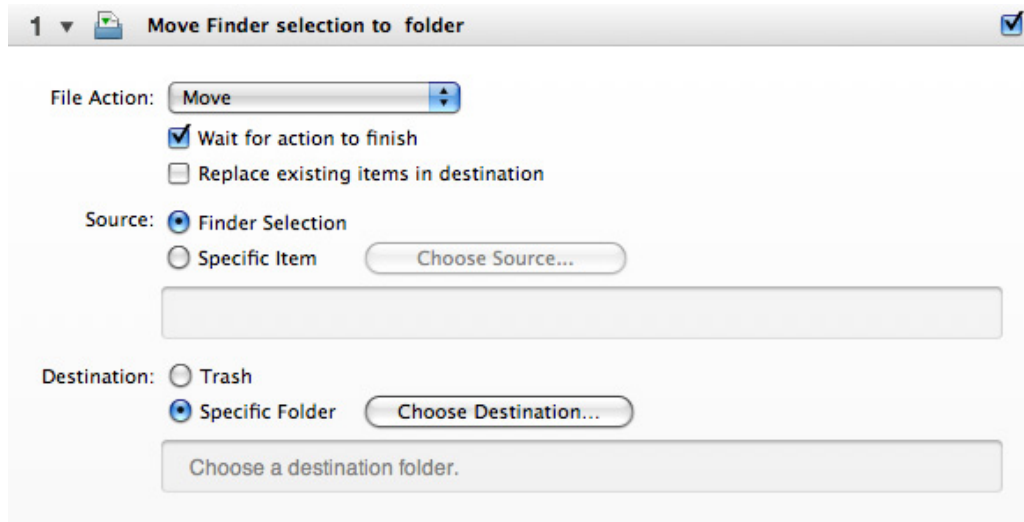
File Action – Choose Move to move the source to the destination.

Wait for action to finish – Select this option to force QuicKeys to wait for this action to finish before proceeding to the next step of your shortcut.

Replace existing files – If you check this box, files that you move will overwrite any files of the same name in the destination folder. Use with care!

Source – Specify whether the source for this action (the item to be moved) should be the one selected in the Finder (at the time the shortcut runs) or a specific item. Click Choose Source and navigate to it, or drag it into the well. The path will then display there.

Destination – Specify whether the destination for this action (the place to which the item is moved) should be the Trash or a specific folder. Click Choose Destination and navigate to it, or drag it into the well. The path will then display there.

Open Items

Create > Files > Open Items

The Open Items action will open any file, folder, or application you specify. For example, you can create an Open Items shortcut for each of your most frequently used applications, putting them at your fingertips in a flash.
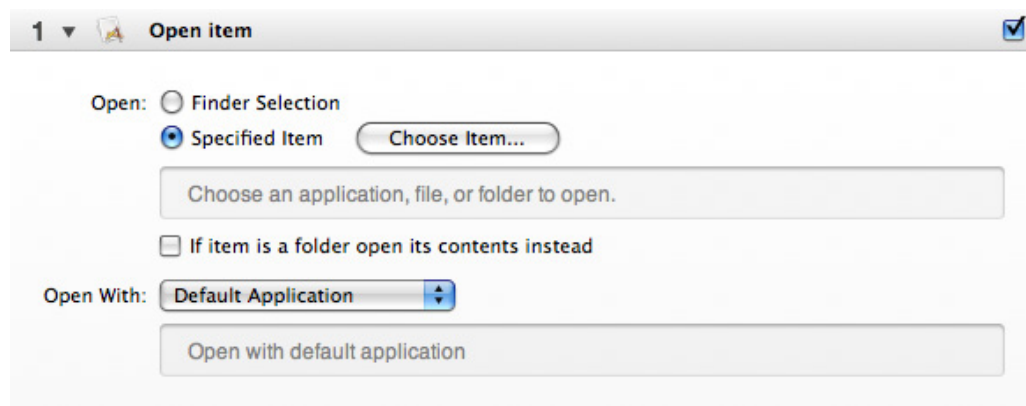
Open – Specify whether the item to be opened should be the one selected in the Finder (at the time the shortcut runs) or a specific item. Click Choose Item and navigate to it, or drag it into the well. The path will then display there.

If item is a folder open its contents instead – Select this option to open all the items within the folder rather than the folder itself.

Open With – Select an application to open the files. Select it from the menu or drag it into the well. The path will then display there.

There are other ways to create open items shortcuts:

- Drag and drop a file, folder, or application onto the shortcut list in the main QuicKeys Editor window.

- Drag and drop a file, folder, or application onto a QuicKeys toolbar.

Rename Files

Create > Files > Rename Files

The Rename Files actions provide sophisticated batch renaming of files.

All Rename Files actions begin with the same options for the target file(s). And all have the same example section.

Target – Specify whether the item to be renamed should be the one selected in the Finder (at the time the shortcut runs) or a specific item. Click Choose Target and navigate to it, or drag it into the target file or folder well. The path will then display there.

If item is a folder rename its contents instead – Select this option to rename all the items within the folder rather than the folder itself.

Example – The before column contains some made of filenames. The after column changes dynamically based on your selections to show you the effects of those settings.

Add Prefix

Action – Choose Add Prefix to append text to the beginning of the filename(s).

Text – Enter the text you would like added to the filename(s).

Sequence – To number (or letter) your files in order, select Alphabetical, Numerical, or None. The options for alphabetical and numerical are the same.

>   **Starting value** – This is the value the will be added to the first file, typically 1 or A.

>   **Step by** – This is how much greater the next value will be. For example, 6 step by 1 becomes 7.

>   **Pad to length** – This is the minimum length of the sequence. For example, 7 padded to 3 is 007.

>   **Ordering** – Chose Text First or Sequence First to control how the text you may have entered and the sequence will be added to the filename.

>   **Presort** – To control which files receive which sequence values, you can direct QuicKeys to sort the files by filename, creation date, modification date, or file size before appending the sequence.

>   **Add space after sequence** – Select this option to add a space after the sequence character(s).

Add Suffix

Action – Choose Add Suffix to append text to the end of the filename(s).

All of the options for Add Suffix are the same as for Add Prefix, with one exception. If you are using a sequence, the "Add space after sequence" option becomes "Add space before sequence

Find and Replace

Action – Choose Find and Replace to find certain text the filename(s) and replace or delete it.

Action:	Find and Replace ▼	
Example:	Before	After
	Florida Vacation.jpg	Florida Vacation.jpg
	3rd Quarter earnings report.DOC	3rd Quarter earnings report.DOC
	Excessive spaces file .txt	Excessive spaces file .txt
	bea_arthur_as_femputer.aif	bea-arthur-as-femputer.aif
Find:	_	☑ Ignore case
Replace:	–	
	☐ Treat as Regular Expression (Validate Expression)	

Find – Enter the text you wish to find. Select "Ignore case" to ignore the case of the text you enter. Clear this option to have QuicKeys only consider it a match if the case also matches.

Replace – Enter the text you want to replace the found text. Leave blank to delete the found text.

Treat as Regular Expression – Select this option to process the find field as a regular expression (regex). (Regular Expressions are beyond the scope of this manual.) With this option selected, the Validate Expression button will be enabled. Click it to verify you have entered a valid expression.

Convert Case

Action – Choose Convert Case to change the capitalization of the filename(s).

Options – Select "UPPER CASE" to convert the filename(s) to all capital letters. Select "lower case" to convert the filename(s) to all lower case letters. Select "Title Case" to capitalize the first letter of each word.

Include file extension – Select this option to include the file extension in the conversion.

Fixed Name

Action – Choose Fixed Name to change the filename(s) to a specific name.

New name – Enter the name you would like the select file's name changed to.

Preserve file extension – Select this option to leave the original file extension unchanged.

Trim Whitespace

Action – Choose Trim Whitespace to remove spaces from the filename(s).

Options – Select From start of filename, From end of filename, From both ends, or All whitespace.

Include file extension – Select this option to include the file extension in the conversion.

Chapter 9 – Actions: Internet & Network
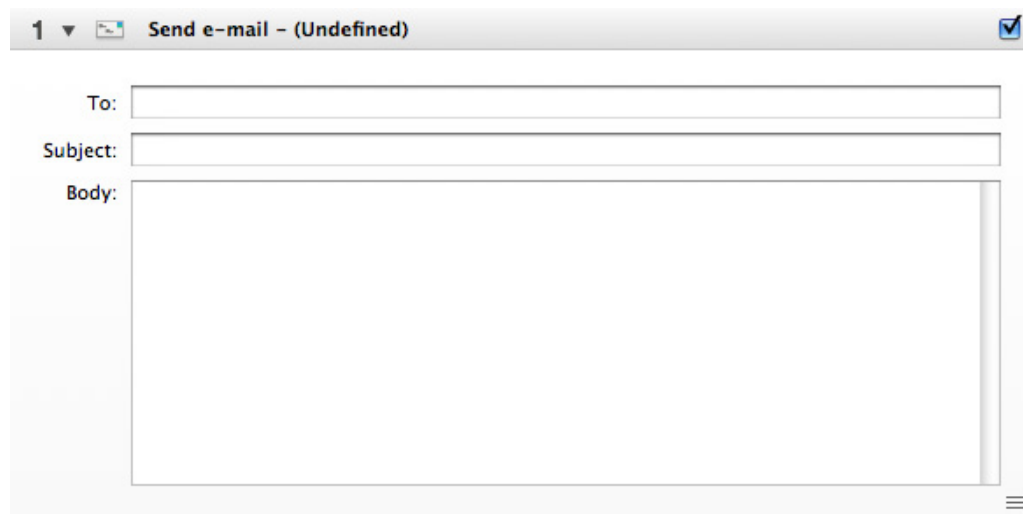
The actions discussed in this chapter require an internet connection or access to another networked computer to be of use. For those with such connections, there are several tasks QuicKeys can help you with. These tasks include preparing e-mail messages, opening or automating web pages, and mounting server volumes or shared hard drives.

E-mail

Create > Internet & Network > E-mail

The E-mail action lets you predefine the address, subject, and body of an e-mail message for creation in your default e-mail application. Use it to create templates for frequent messages you write. Use it as a fast way to start a new message addressed to your most common recipients. It will even launch your e-mail application if it isn't running.
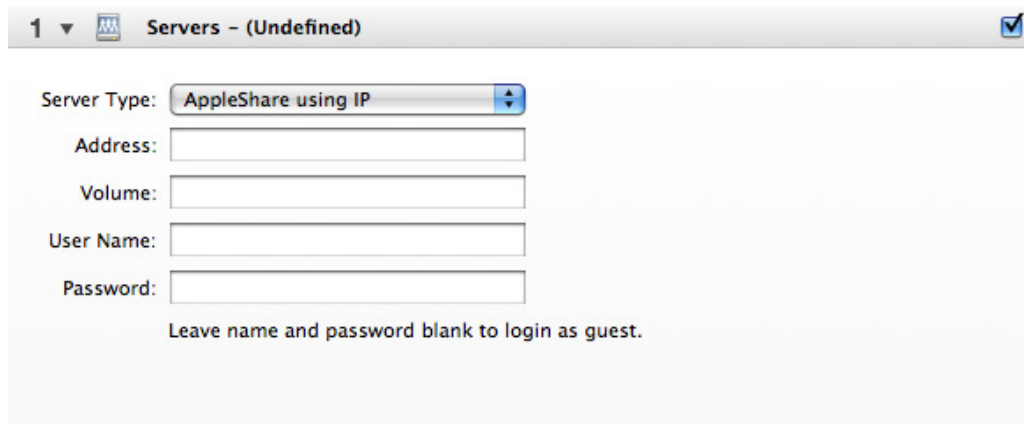
To create an E-mail shortcut, just fill in the To, Subject, and Body fields as you would when creating a message in your e-mail application.

Note: You can put multiple addresses separated by commas in the To field.

Servers

Create > Internet & Network > Servers

The Servers action is a major time saver for anyone needing to frequently mount network volumes. QuicKeys stores the particulars of the desired server volume and your login information, allowing you to connect and gain access to your data almost instantly. As part of a morning startup routine, or the first step in a build-your-own backup routine, the Servers shortcut is indispensable.

Server Type – Choose whether the server uses the "AppleShare using IP" or the "AppleShare using AppleTalk" file sharing method.

Address – (Only present with AppleShare using IP) Enter the IP address (e.g., 192.168.1.100) or DNS entry (e.g.,server.company.com) of the server you want to access.

Zone – (Only present with AppleShare using AppleTalk) Enter the AppleTalk zone of the server you want to access.

Server – (Only present with AppleShare using AppleTalk) Enter the name of the AppleTalk server you want to access

Volume – Enter the volume (hard drive or partition) name you want to access on the server.

User Name – Enter a user name which has access to the server. Leave blank to log in as guest.

Password – Enter the password that goes with your user name on the server. Leave blank to log in as guest.

Web Actions

Create > Internet & Network > Web Actions

Web Actions work in Safari to give you amazing control of most web sites and the ever growing number of web applications.

Web Actions require that an add-on be installed. This add-on allows communication to occur between QuicKeys and Safari's implementation of WebKit. If you add a step with a web action but have not yet installed this add-on, a message with a Manage Web Action Add-On button will appear. Click this button to open QuicKeys Preferences to the Add-Ons pane.

For information on the Add-Ons pane, see page 46. Click the Add-Ons button 🧩 to go directly to that pane at any time.
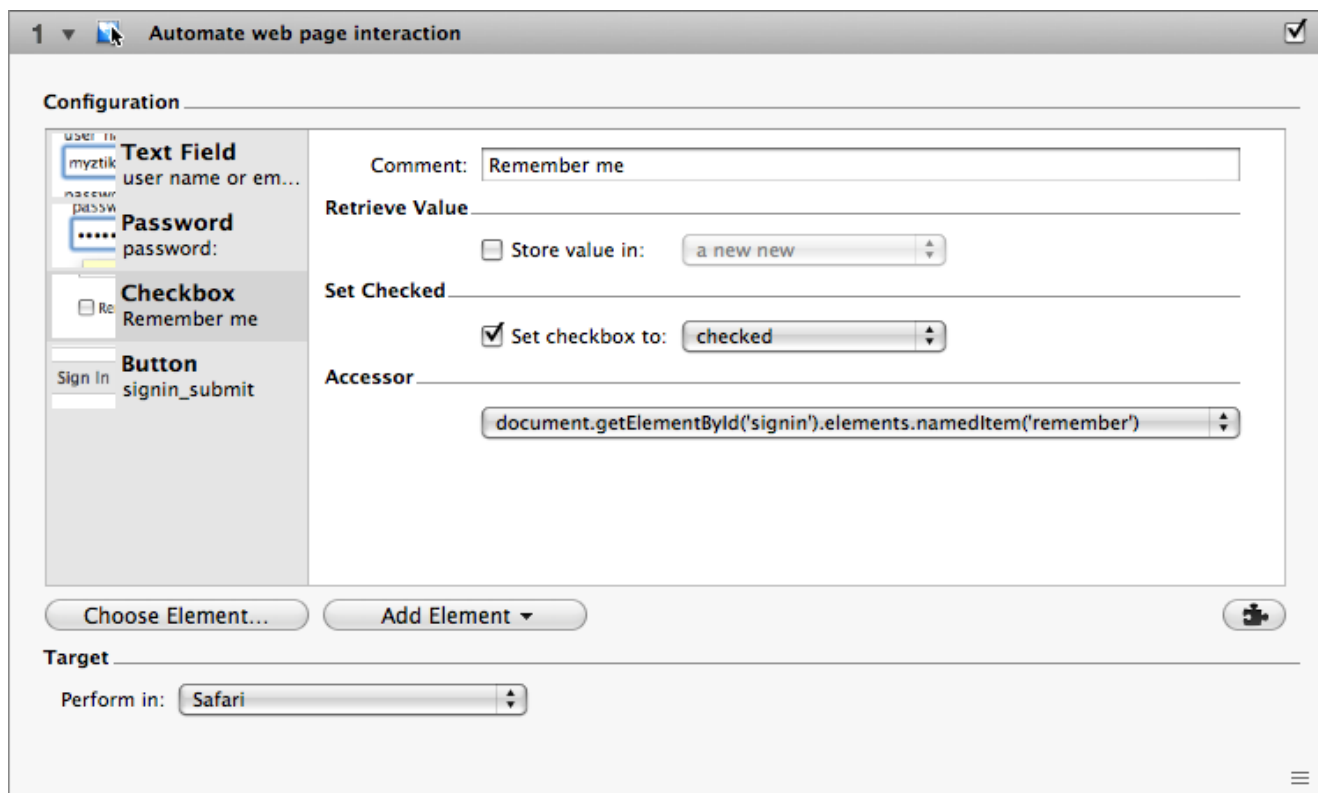
Configuration

One web actions step can have many elements within it (similar to the way one shortcut can have many steps). All the elements of your web action are listed in the left side of the Configuration field and will be played in the order they are listed. Click an element and drag it up or down to change the order. Select an element to see its details on the right.

Web actions work best by showing QuicKeys what elements to interact with. Click the Choose Element button to open the QuicKeys Web Element Locator. This also brings Safari to the front.

Place your mouse over an item on a web page. Then press the Caps Lock or fn key to select it. If this is an element QuicKeys is able to interact with, the QuicKeys Web Elements Locator will display details of the element, and you can click Add to add it to your web action.
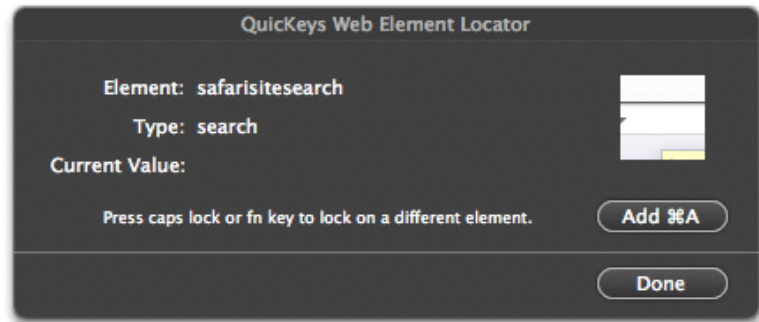
Alternately, but rarely used except for the wait element, you can manually add elements with the Add Element menu. In fact, this is the only way to add a wait element.

- Button – Any type of clickable button, including images that act like buttons.

- Text Field – Single-row input fields, like those most commonly found in web forms.

- Password Field – Like text fields, only these obscure their input.

- Radio Button – A specific type of button used when a single selection is possible in a group.

- Checkbox – A specific type of button used to allow multiple selections in a group, or used to toggle state.

- Select (single value) – Pop-ups that allow a single selection of its items.

- Select (multiple values – Pop-ups that allow selection of multiple of its items

- Textarea – Larger than text fields, these allow for more lines of input and usually are free-formed.

- Anchor – A clickable link.

- Wait – Not part of any website. The wait element in a web action corresponds to a pause step in a shortcut.

Each element can have three possible events: Retrieve Value, Set Value, and Action. Not all elements support all events. Elements can also have comments and an accessor.

Comments – This is not used in playback. You can change it to whatever you would like. The comments appear with the element type in the list of elements so that you can distinguish one button from another, or one text field from the next, etc. Every element type has a comment field.

Retrieve Value – If the element is something that QuicKeys can retrieve a value from, you can store that value in a variable for later use. QuicKeys will not retrieve values from password elements.

Set Value – If the element can have it's value changed, you can have the web action "fill out" that element. For example, text elements can have text filled in, and radio buttons can have their selection set. Some elements allow one or more of the following options: custom value (typed into the web action itself), prompt for value (prompt appears at playback), and use variable (select which variable to use). Buttons and links do not support setting of values.

Action – If the element can accept a click or a return, you can have the web action perform that action. Links and buttons support click actions. Text fields have an action as well: simulating pressing "return" to submit a form. A wait element's action is to wait.

Accessor – Each element (except for wait) has an accessor. The accessor will likely never need to be changed. The following information is provided for users who are expert in Document Object Model hierarchy.

> The accessor is the Document Object Model (DOM) key path that allows QuicKeys to access the element. When QuicKeys is shown the element through the Choose Element button, it builds a list of all available DOM accessor key paths and automatically selects the one most likely to work reliably. This is almost always correct, but in some situations may not work. You can choose other accessors (if there are any) or enter your own.

Target

Perform in –

- Safari – Choose Safari to have this web action play back in the browser window. This is the typical method.

- QuicKeys Internal WebView – Some web interaction doesn't need to pull up Safari to do its playback (e.g., getting the value of a link, changing your clock in/out status in a web based time clock). Using the internal target, you can possibly automate web sites without ever having to see them. When you select this option, you will need to enter the URL.

Note: Not all playback will work with the internal target, and it's best to test/construct the step with Safari first. Then simply try to see if it works internally. Also, any steps that need user interaction will need to target Safari.

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Web Launcher

Create > Internet & Network > Web Launcher

While all web browsers store bookmarks for you, you still have to launch your browser, open the bookmarks, find what you want, and click on it to get where you want to go. QuicKeys cuts to the chase, launching your browser if it isn't running, and sending it straight to the web address you specified in your shortcut.

Note: The web address does not necessarily have to be an HTTP address. FTP and SSH are examples of other types of URLs that will work with these actions. In the cases of FTP and SSH, your default FTP application and the Terminal, respectively, would be launched/targeted rather than your web browser.

Open URLs

Action – Select "Open URLs" to open a specific URL (or URLs).
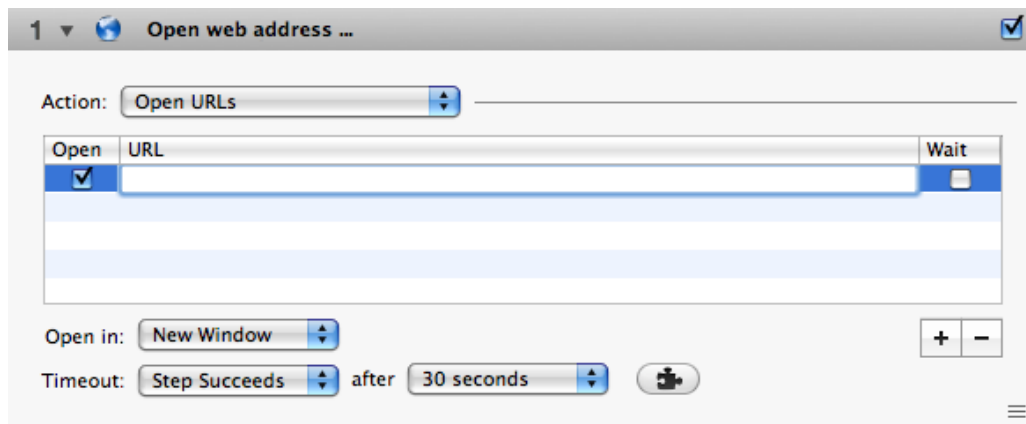
URL – Click the plus (+) button to create a new line. Enter the URL you wish to open. Use plus to continue to add URLs. Click the minus (-) to delete URLs.

> **Open –** Only selected URLs will be opened.

> **Wait –** Select this option to force QuicKeys to wait for this action to finish before proceeding to the next step of your shortcut.

Open in – Select whether the URLs should each open in a new window or new tab.

Timeout – Select Step Success or Step Failure to control the playback of this shortcut if the actions does not succeed within a the period of time you specify. This option is only available if the proper add-on is installed. For information in the Add-Ons pane, see page 46. Click the Add-Ons button to go directly to that pane.

Open Selected Text as URL

Action – Select "Open selected text as URL" to assume the text selected at the time the shortcut is played is a URL and attempt to open it.
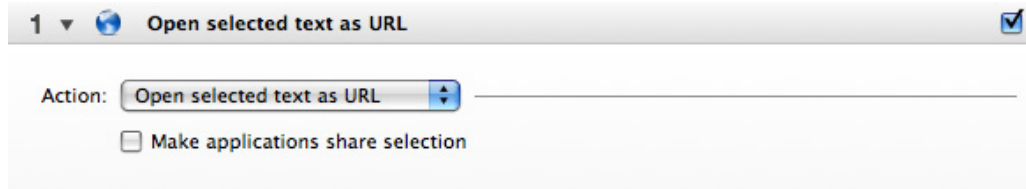
Make applications share selection – Some applications do not normally share their selections to the system clipboard, which can cause problems when QuicKeys tries to copy the selected text. Selecting this option will force all applications to make their selections available. It is not always necessary to select this option,

Chapter 10 – Actions: QuicKeys
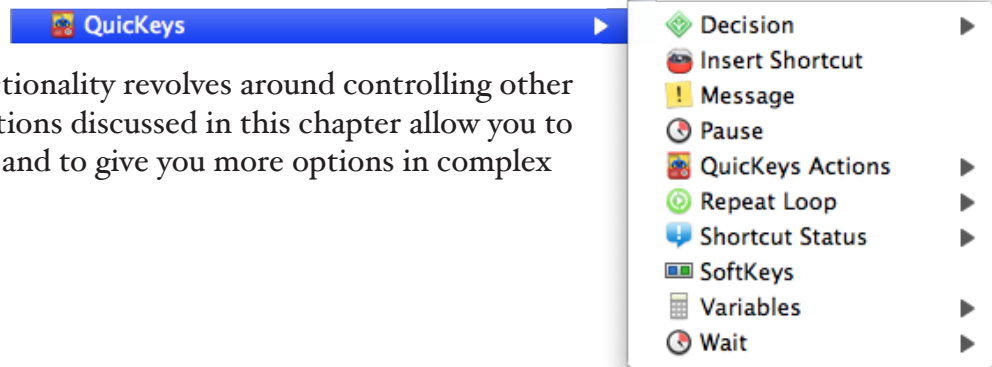
Most of QuicKeys' functionality revolves around controlling other applications, but the actions discussed in this chapter allow you to control QuicKeys itself and to give you more options in complex multi-step shortcuts.

Decision

Create > QuicKeys > Decision

The decision action lets you incorporate logical tests into your multi-step shortcuts; this can be very powerful. Decision can test for a wide variety of conditions and determine if that test has passed or failed. Once the results of the test are known, step results are then used to control what action occurs next, allowing QuicKeys to react to the current state of your computer.

This illustration diagrams the flow of a simple multi-step shortcut containing a decision action. This example assumes there are several windows open in an application, and looks for a specific window before typing the date and time:

1. Cycle the next window to the front.

2. Check the name of the window. If the window name is "Report," proceed to the next step, otherwise go back to step 1.

3. Type the date and time in the window named "Report."

4. Enter the keystroke "Tab" and the shortcut ends, ready for user input.
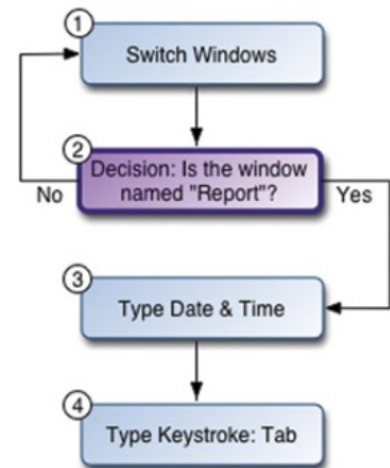
This simple branching ability can turn a useful multi-step shortcut into a much more powerful automation action. The need to baby sit your computer while QuicKeys works is drastically reduced by this sort of decision making capability.

Step Results

Step results allow you to control the flow of a multi-step shortcut depending on whether or not a step succeeds or fails. QuicKeys' response to a step's failure or success is user-defined. You can specify different behavior for the success and failure of each step.

On either success or failure, the shortcut can jump to a step or can stop. If you choose jump to a step, you can specify any step in the shortcut. If you choose stop, you can specify a notification method: none, dialog, e-mail, Growl, or run script.

Controls for step results are found on the Step Results tab of the Information pane in the Shortcut Editor. If you do a lot of work with step results, you can add convenient control buttons to every step by selecting "Show advanced features" on the QuicKeys Preferences Appearance pane.

Types of Decision Actions

There are five types of decisions: Check for Application, Button, Date & Time, Menu, and Window.

When you look at the contents of the Create > Decision submenu you'll note that five types of decision actions are listed. But when you look at the "Check for" pop-up list while editing a decision step, you'll see only four. The missing item is Check for Menu. Check for Menu is very closely tied to the Menu Selection action, and as such there are engineering reasons why it will not work well to make it an option in the "Check for" pop-up.

Check for Application

Create > QuicKeys > Decision > Check for Application

Check For – Select Application to test whether a specific application is running, not running, front most, not front most, hidden, or not hidden.
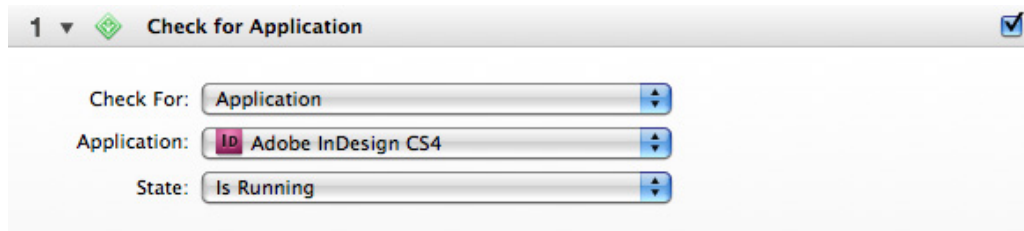
Application – Choose from the list of running applications, or choose "Select Application…" and navigate to the desired application.

State –

- Is Running – QuicKeys looks for the specified application. If that application is running, the step result is "success." If it is not running, the step result is "failure."

- Is Not Running – QuicKeys looks for the specified application. If that application is not running, the step result is "success." If it is running, the step result is "failure."

- Is Front Most – If the specified application is in front, the step result is "success." Otherwise the step result is "failure."

- Is Not Front Most – If the specified application is not in front, the step result is "success." Otherwise the step result is "failure."

- Is Hidden – If the specified Application is hidden, the step result is "success." If it is not hidden, the step result is "failure."

- Is Not Hidden – If the specified Application is not hidden, the step result is "success." If it is hidden, the step result is "failure."

Check for Button

Create > QuicKeys > Decision > Check for Button

Check For – Select Button to test to see if a specific button exists or does not exist, is enabled or is not enabled, is selected or is not selected, and what type of window it is in.

Button Name – QuicKeys looks for a button whose name is, contains, starts with, or ends with the text you enter.

 Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences when trying to locate your button.

Button Number – If more than one button that matches your naming criteria exists, QuicKeys needs to be told which of those buttons it should be looking at.

Exists – QuicKeys needs to be told what attribute of that button should be tested. Primarily you will want QuicKeys to test whether or not the specified button Exists.

Enabled – QuicKeys can test to see if a button is enabled or disabled (grayed out), or you may not care which state it is in.

Selected – Check boxes and radio buttons are testable too! This pop-up list lets QuicKeys check to see whether or not a particular radio button or check box is checked.

Button Window – When looking for the desired button, QuicKeys can be instructed to find it in a particular type of window such as, palette, document, sheet, or drawer. Only the front window can be tested.

Check for Date & Time

Create > QuicKeys > Decision > Check for Date & Time

Check For – Select Date & Time to check the current date and time to see if it is before or after the date and time you specify.
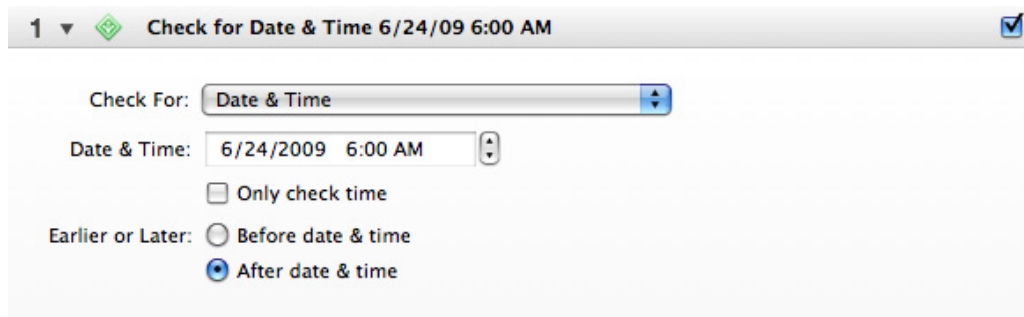
Date & Time – Enter the Date and Time you would like QuicKeys to compare the current date.

> **Only check time –** Enable this option if you are not concerned with the date and want QuicKeys to only check the current time.

Earlier or Later – Before date & time / After date & time – These radio buttons tell QuicKeys to test to see if the current date & time is before or after the date & time you entered.

Example: If you want a multi-step shortcut to react differently before 5:00 PM than after 5:00 PM every day, you can set the Time field to 5:00 PM and select the "After date & time" radio button. When the shortcut runs, if it is after 5:00 PM the decision step will report back "Success" as its step result. If it is before 5:00 PM, the step result will be "failure."

Check for Menu

Create > QuicKeys > Decision > Check for Menu

The check for menu action tests to see if a specific menu or menu item exists or does not exist, is enabled or is not enabled, is checked or is not checked.

The options for this action are more similar to Wait for Menu (covered in the "Wait" section of this chapter) and Select Menu (covered in the "Menus" section of Chapter 14) than it is to the other decision actions.

Menu for Action – You can click the Set Menu for Action button, and QuicKeys will prompt you to select the menu and menu item (including any submenus) and automatically fill in the fields, or you can fill in the fields manually. Click plus (+) to add additional lines as necessary. Details buttons allow you to further refine the target menu details.

Note: Some applications may provide QuicKeys one set of menus when a shortcut is created, but display another set upon playback. If the menu item you need is not presented by QuicKeys, you will need to type the menu item's name manually.

Is system menu on right side of menu bar – select this options to enable QuicKeys to access these menus.

In Application – Select the application QuicKeys should look in for the menu.

Item is Checked – A menu item will sometimes have a check mark beside it indicating that whatever part of the application it controls is turned on. QuicKeys can test a menu item for the

presence of a check mark. If you set this pop-up to "Yes" QuicKeys will return "success" as the step result if the target menu item is indeed checked.

Item Exists – Have QuicKeys check to see if the specified menu item exists or does not exist. If you select "Yes" then the step result for this shortcut step will be "success" if that menu item is found.

Item is Enabled – Menu items that are enabled or active show up in black text, those that are Disabled or inactive use gray text. QuicKeys can test for this and the shortcut step result will return as "success" if you set Enabled to "Yes" and that menu item is found to be active.

Show menus while performing menu action – Some applications do not build their menus until you click on them with your mouse, and they cease to exist once they close. This means QuicKeys will have to actually open the desired menu to get it to draw its contents and make them accessible. Also, it is often impossible to test a menu item to see if it exists, is checked, or is enabled unless its menu is opened. For this reason, this option will have to be checked for almost every Wait for Menu and Check for Menu shortcut you build.

Perform as alternate menu action using modifier keys – The names of some menu items change if you open the menu and hold down a modifier key. (Open Safari's File menu and press the option key, you should see Close Window change to Close all Windows.) With this option checked, QuicKeys simulates pressing the modifier key while checking for the desired menu item's presence.

Check for Window

Create > QuicKeys > Decision > Check for Window

Check For – Select Window to test to see if a specific window of a specific type exists or does not exist, is front-most, or is not front-most.

Use this test to examine the state of a window and make a decision based on the step results. Typically you'll want QuicKeys to be checking for the existence of a specific window name, but specifying the window type (such as document window or a palette) may be desired or necessary at times.

Window Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

Window Type – In cases where you may have more than one window with the same name (a document named Font and a palette with the same name for example), QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

- Any Type of Window
- Document Window
- Palette Window
- Sheet on Any Type of Window
- Sheet on Document Window
- Sheet on Palette Window
- Drawer on Any Type of Window
- Drawer on Document Window
- Drawer on Palette Window

A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Window Is –

- Main Window – The main window is essentially the most important window on your screen at any given time. This is often a document or list window. By testing for the Main window you can often avoid needing to specify the window name.

- Focused Window – The focused window is the often where your text insertion point is, or possibly where you have selected a control or object. This is often but not necessarily a document window; it could also be a palette or toolbar for example.

- Frontmost/Any Level – The level at which the desired window currently resides can also be specified for testing by QuicKeys. Your choices are Front-most and Any Level. If you simply want to know if the window is open, use Any Level. But if, for example, you need QuicKeys to perform operations inside the front window, you'd want to specify Frontmost. In this case

if the window is open and in front, the step result is "success." However if the window is open and not in the front, the step result is "failure."

Window State –

- Exists – QuicKeys tries to find the window you specified with the first three pop-ups. If that window exists, the step result is "success." However, if that window does not exist, it is "failure."

- Does Not Exist or Closes – If the specified window does not exist, the shortcut step result is "success." However, if that window does exist, it is "failure."

Insert Shortcut

Create > QuicKeys > Insert Shortcut

Insert shortcut allows you to insert existing shortcuts inside your multi-step shortcuts. This is useful for recycling shortcuts you've made, saving you the time of having to recreate them when you need them again as part of a larger multi-step shortcut.

Imagine you have three shortcuts (A, B, and C) that you run every night, each consisting of 3-5 steps. At some point you decide to put them all into one big multi-step shortcut. Rather than copying and pasting all of the steps from each shortcut into the larger shortcut of twelve steps, You can create a new shortcut which consists of three Insert shortcut steps, each triggering your original shortcuts A, B, and C.

Insert Shortcut imparts new power to step results, allowing you to build a very simple framework inside a multi-step shortcut that calls out to other shortcuts as determined by the Decision's step results.
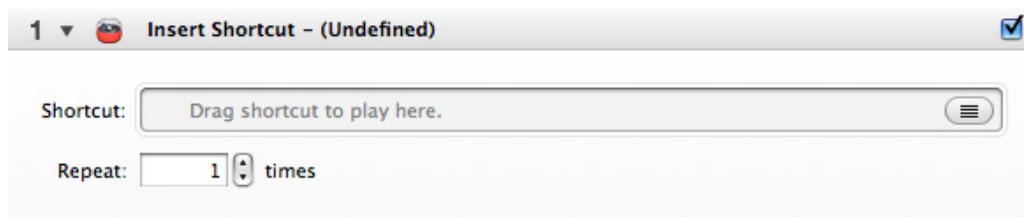
Shortcut – Drag a shortcut from the list in the QuicKeys Editor or the Shortcut Actions Palette onto the drop-well in the Insert Shortcut step. Click the Shortcut Actions Palette button ▤ to open the Shortcut Actions Palette.

Repeat – Specify how many times you want the shortcut repeated.

Message

Create > QuicKeys > Message

Use the Message shortcut to create a custom text dialog, play a sound, speak text, or do a combination of all three. It is useful as a stand-alone reminder, or can be set up to activate at a designated point in a multi-step shortcut.

Title – Enter a title for your message.

Message – Enter the text of your message.

Display message –

- In window – Select this when you want the provided message text to appear in the QuicKeys Message window

    Display cancel button – Click this check box when you want a Cancel button to appear in the QuicKeys Message dialog. Clicking on the cancel button during playback of a multi-step shortcut will cause that shortcut to fail.

    Step automatically continues/cancels – Specify if the shortcut should continue or cancel after displaying the QuicKeys Message window and how long you want QuicKeys to wait before closing the window.

- With Growl – Select this to use Growl to display the message.

    Growl Priority – Set the priority of the Growl message: very low, moderate, normal, high, emergency.

    Stay On Screen – Select this option to have the message stay on screen until you click, rather than fading off.

Speak message – Click this check box to direct your computer to speak the text or your message.

Play sound – Check the play sound and pick a sound from the list box if you want a system sound instead of, or to accompany the message when it is triggered.

Pause

Create > QuicKeys > Pause

Use the Pause shortcut to pause a multi-step shortcut for a specified amount of time. Pauses are especially helpful when multi-step shortcut playback needs to be slowed down so the operating system can make necessary items available.
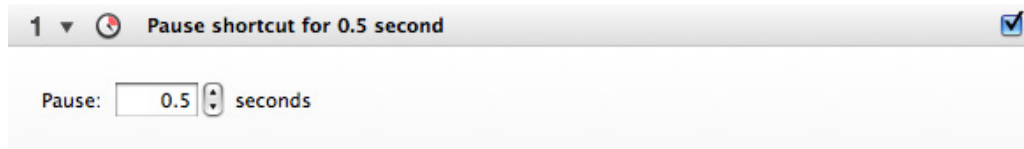
Pause – You must specify how many seconds you want QuicKeys to pause.

QuicKeys Actions

Create > QuicKeys > QuicKeys Actions

You can use the QuicKeys Actions shortcut to control parts of QuicKeys itself. These shortcuts perform a variety of tasks such as opening the QuicKeys Editor; pausing or continuing the playback of a shortcut; and showing/hiding QuicKeys toolbars.

The only shortcuts that can be played while another shortcut is running are single-step shortcuts that control shortcut playback.
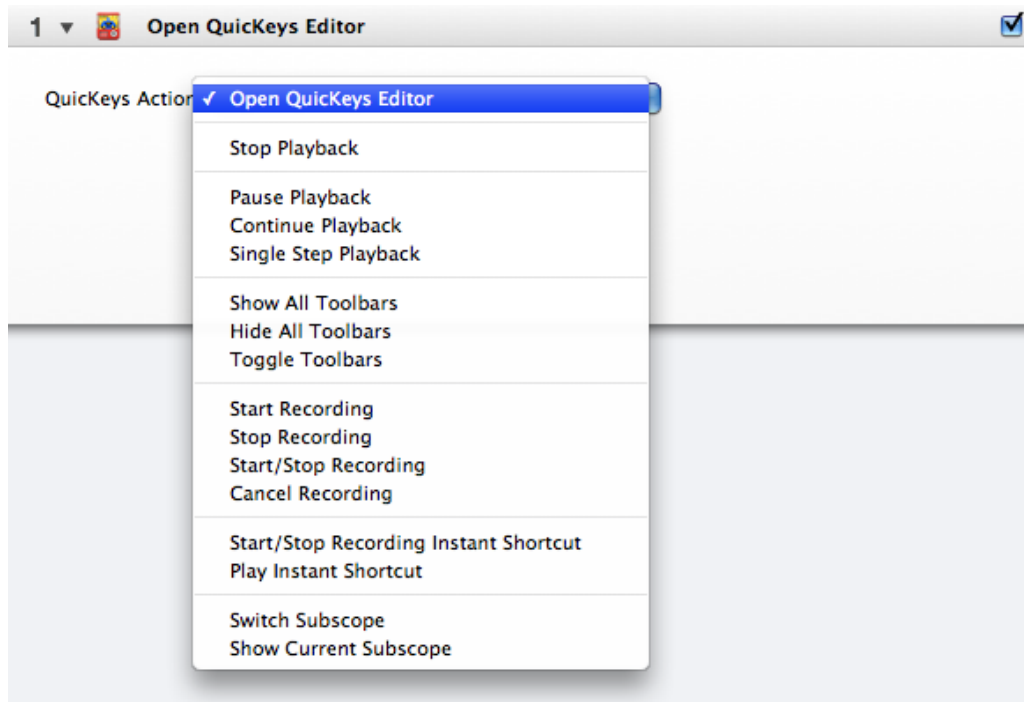
Open QuicKeys Editor

Create > QuicKeys > QuicKeys Actions > Open QuicKeys Editor

This action opens the QuicKeys Editor window.

Stop Playback

Create > QuicKeys > QuicKeys Actions > Stop Playback

This action stops playback of the shortcut.

Pause Playback/Continue Playback

Create > QuicKeys > QuicKeys Actions > Pause Playback

Create > QuicKeys > QuicKeys Actions > Continue Playback

These actions pause and continue playback of shortcuts.

Single Step Playback

Create > QuicKeys > QuicKeys Actions > Single Step Playback

Create a single step shortcut with this action. You can then use it to step through a paused or debugged shortcut one step at a time.

Show Toolbars/Hide Toolbars/Toggle Toolbars

Create > QuicKeys > QuicKeys Actions > Show All Toolbars

Create > QuicKeys > QuicKeys Actions > Hide All Toolbars

Create > QuicKeys > QuicKeys Actions > Toggle Toolbars

These actions control QuicKeys toolbars you have created by showing or hiding them. Use the Toggle Toolbars option to alternately show and hide multiple toolbars with the same trigger. Show All Toolbars will only reveal toolbars that are scoped to the application which is front most.

Start/Stop/Toggle/Cancel Recording

Create > QuicKeys > QuicKeys Actions > Start Recording

Create > QuicKeys > QuicKeys Actions > Stop Recording

Create > QuicKeys > QuicKeys Actions > Start/Stop Recording

Create > QuicKeys > QuicKeys Actions > Cancel Recording

Use Start Recording to start QuicKeys recording your actions. Stop Recording will finish and create the newly recorded shortcut. Start/Stop Recording toggles recording on/off. Cancel Recording will stop recording and not save the recording.

Start/Stop Recording Instant Shortcut

Create > QuicKeys > QuicKeys Actions > Start/Stop Recording Instant Shortcut

This action toggles recording of the instant shortcut on and off.

Cancel Recording Instant Shortcut

Create > QuicKeys > QuicKeys Actions > Cancel Recording Instant Shortcut

This action cancels recording of the instant shortcut.

Switch Subscope

Create > QuicKeys > QuicKeys Actions > Switch Subscope

Each shortcut scope can have multiple subscopes, allowing for different actions to be triggered by the same hot keys but at different times. By creating a shortcut to switch subscopes, you can turn on/off whole groups of shortcuts assigned to those subscopes with a single keystroke. Use of subscopes is covered in Chapter 7.
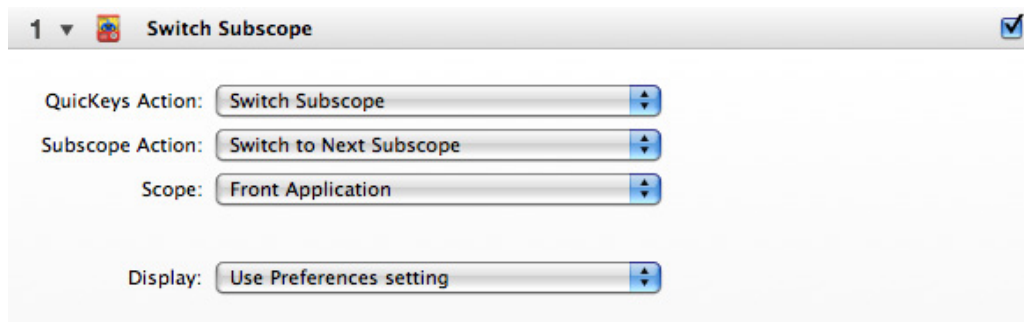
Subscope Action –

- Switch to Next/Previous Subscope – Switch to the next/previous subscope within a scope.

- Switch to Specific Subscope – Switch to a specific subscope of a designated scope. Choose a scope from the Scope pop-up and the Subscope pop-up will appear below it so you can choose the desired subscope. For example, if you have subscopes of "composing" and "filing" within your Mail scope, you can switch directly to either of those scopes.

Scope – Select which Scope is having its Subscope switched.

- All Applications – This option will activate the specified subscope within the All Applications scope.

- Front Application – This option will activate the specified subscope within the front most application of that subscope exists.

- Choose one of your application-specific scopes from the list.

Subscope – If the Subscope Action is set to switch to a specific subscope, choose the desired subscope.

- Subscope List – Select the desired subscope from the list of subscopes associated with the scope chosen above.

- Subscopes Off – Rather than choose a specific subscope, have QuicKeys turn off any custom subscopes in the active scope.

Display – Select whether the subscope should display using the Preferences setting, show in window, show using Growl, or do not show.

Show Current Subscope

Create > QuicKeys > QuicKeys Actions > Show Current Subscope

The Show Subscope action presents a display on screen that shows the currently active subscope in QuicKeys.
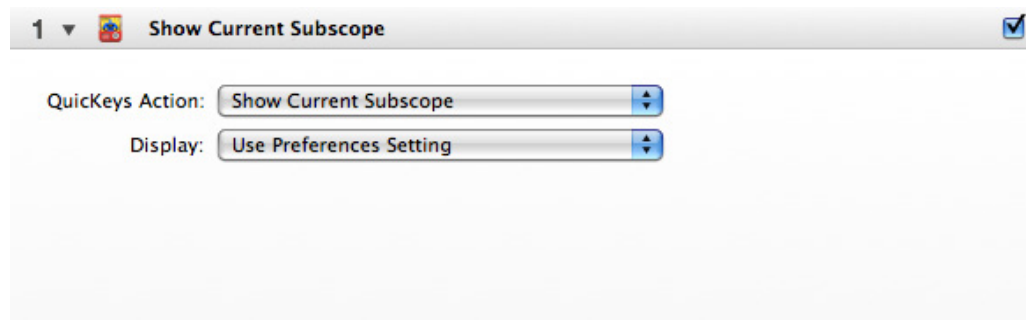
Display – Select whether the subscope should display using the Preferences setting, show in window, or show using Growl.

Repeat Loop

Create > QuicKeys > Repeat Loop

You can use the Repeat Loop action to replay steps in a multi-step shortcut. Rather than having to cut and paste several iterations of a series of steps within a shortcut, you can reiterate those steps easily with a repeat loop.

Repeat Loop requires both a Begin and an End step to work. You'll need to sandwich the desired steps below the Begin Repeat Loop step and above the End Repeat Loop step.

Begin Repeat Loop

Create > QuicKeys > Repeat Loop > Begin Repeat Loop
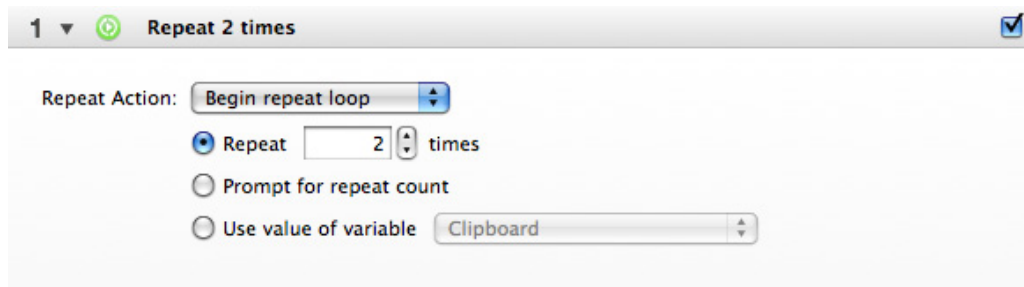
Repeat Action – Select "Begin repeat loop" to repeat the steps between the begin repeat loop step and the end repeat loop step.

Repeat X times – Select his option and specify how many times you want the loop to repeat.

Prompt for repeat count – Select this option if you want QuicKeys to display a prompt asking you to choose how many times you want the shortcut steps to repeat at runtime.

Use value of variable – Select this option if you want a variable to determine how many times the loop should repeat. Then specify which variable.

End Repeat Loop

Create > QuicKeys > Repeat Loop > End Repeat Loop

Repeat Action – Select End repeat loop to terminate a Begin Repeat Loop shortcut.

Shortcut Status

Create > QuicKeys > Shortcut Status

Shortcut Status is a way to consolidate the way a shortcut notifies you of how it is running. You can have other steps jump to this step for their success or fail behaviors in order to do more sophisticated reporting of why they succeeded or failed.

Dialog Box Notification

Create > QuicKeys > Shortcut Status > Dialog Box Notification
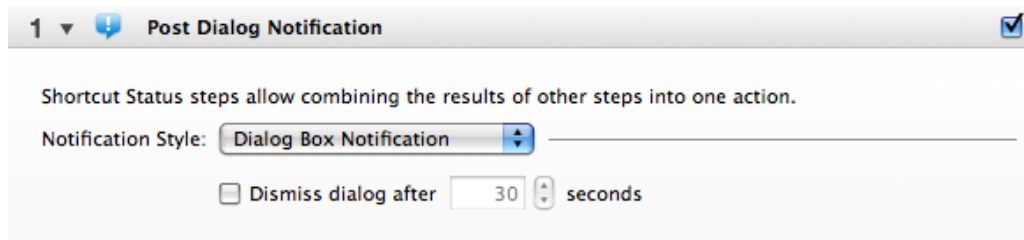
This action shows a dialog window on screen describing the results of the step that ran immediately before this step.

Dismiss dialog – Select how long the dialog should remain on screen. Leave this option unselected to have the notification remain until you manually dismiss it.

E-mail Notification

Create > QuicKeys > Shortcut Status > E-mail Notification
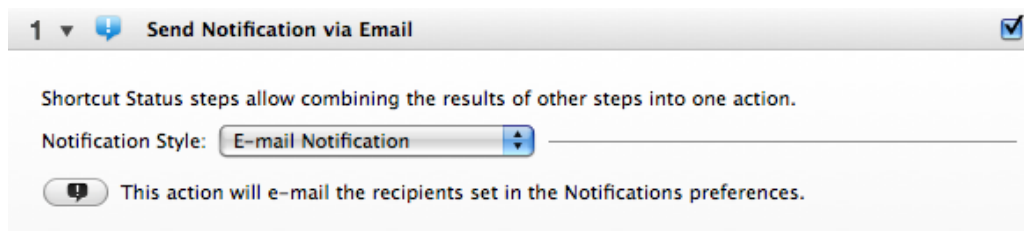
This action sends an e-mail to the accounts specified in the Notifications preference pane describing the results of the step that ran immediately before this step.

Click the notifications button to open the Notifications pane and enter or review the e-mail accounts.

External Script Notification

Create > QuicKeys > Shortcut Status > External Script Notification
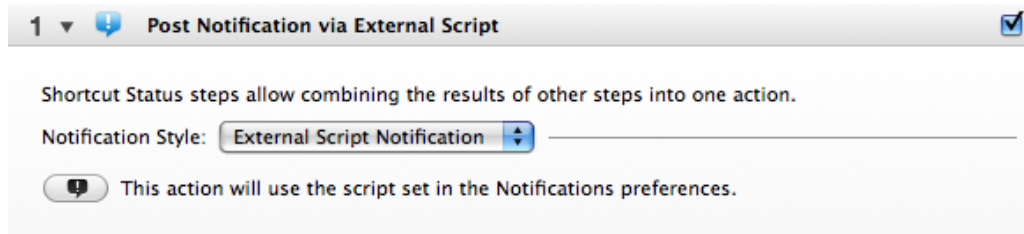
This action runs the notification script that was specified in the QuicKeys Preferences Notifications pane.

Click the notifications button ⊕ to open the Notifications pane and enter or review the script.

Growl Notification

Create > QuicKeys > Shortcut Status > Growl Notification
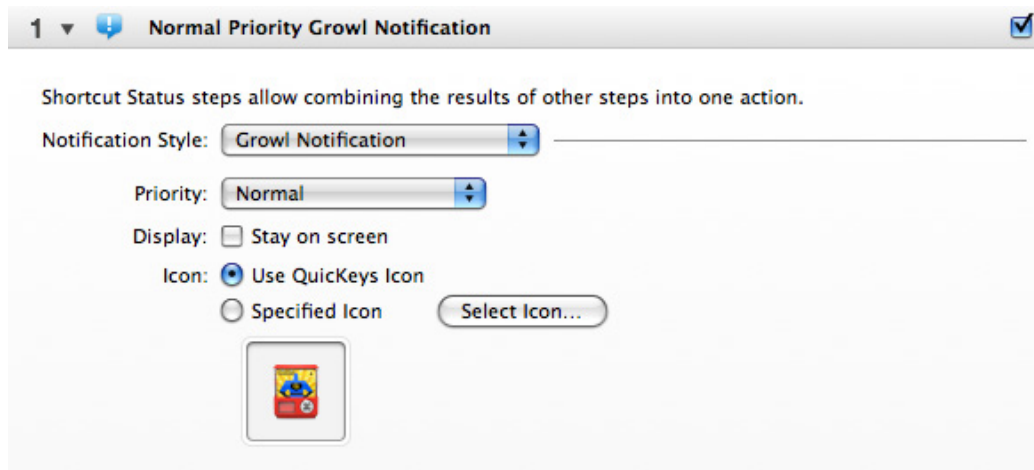
Sends a Growl notification describing the results of the step that ran immediately before this step.

Priority – Select the priority of this message.

Display – Select "Stay on screen" to have the message stay on screen until you click, rather than fading off.

Icon – Choose what icon to display in the Growl notification.

Softkeys

Create > QuicKeys > Softkeys

SoftKeys are special kind of toolbar that shows a list of shortcuts. The Each SoftKey toolbar is only temporarily shown until a selection is made from it.
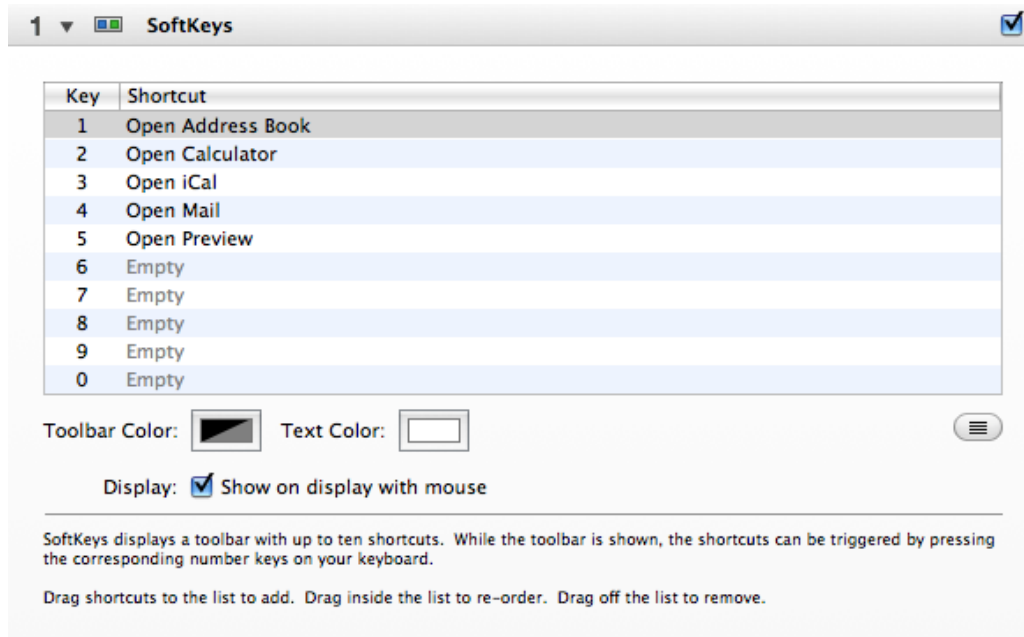
Shortcut List – The Shortcut list shows you the Shortcuts that will be shown on the SoftKey toolbar.

Toolbar Color – Specifies the background color of the toolbar.

Text Color – Specifies the color the text on the toolbar.

Show on display with mouse – When selected the SoftKey toolbar will be shown on the screen that the mouse cursor is on.

Open Actions Palette button – Click ☰ the Shortcut list in Shortcut Action Palette. You can drag shortcuts from the palette into the list in the SoftKey editor.

Variables

Create > QuicKeys > Variables

Variables allow you to store, compare, and use information gathered on the fly in a multi-step shortcut. These variables can be set to remember their values even if you quit and re-launch QuicKeys or reboot your computer. Alternately they can be told to reset to a specific defined value whenever QuicKeys is launched.

Variables, including how to create variables other than the System Clipboard, are covered in Chapter 7.

Assign Variable

Create > QuicKeys > Variables > Assign Variable

The Assign Variable action lets you assign new values to variables while a shortcut is playing. The value you assign can be a plain number or text, the contents of another variable, or the result of an equation you build.
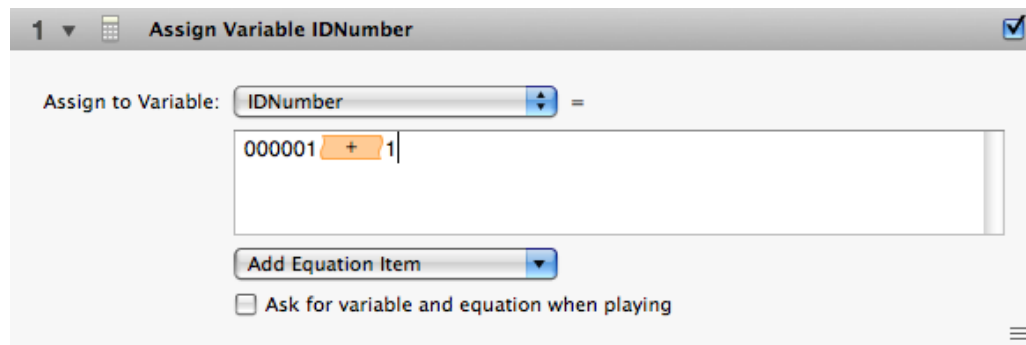
Assign to Variable – Choose the variable you want to work with from this list. If you have created no variables of your own, the only one in the list will be the System Clipboard.

Value/Equation field – Put the value you want to assign to the chosen variable here. This field is more than just a text/numerical entry field though! You can build equations in this field that incorporate mathematical operators and make use of the data from other variables.

Add Equation Item – This list contains all of your variables and functions, a list of mathematical operators, and a few other items helpful for building your equation in the equation field.

Ask for variable/equation when playing – Rather than predetermining what variable value or equation you want to use, you can determine it at run time. If you check this box, QuicKeys will pause playback when this step is reached and ask you for the variable or equation you want to use.

Compare Variable

Create > QuicKeys > Variables > Compare Variable

The compare variable action lets you compare the contents of a variable with another value. The entire point of this shortcut type is to test a variable's value then use the results in conjunction with step results to branch the flow of your shortcut. For example, you might test to see if the value of a counter variable you have created has reached a value of "o." If that value has not been reached, jump back to step 1 of your multi-step shortcut. If zero has been reached, terminate playback of the shortcut.
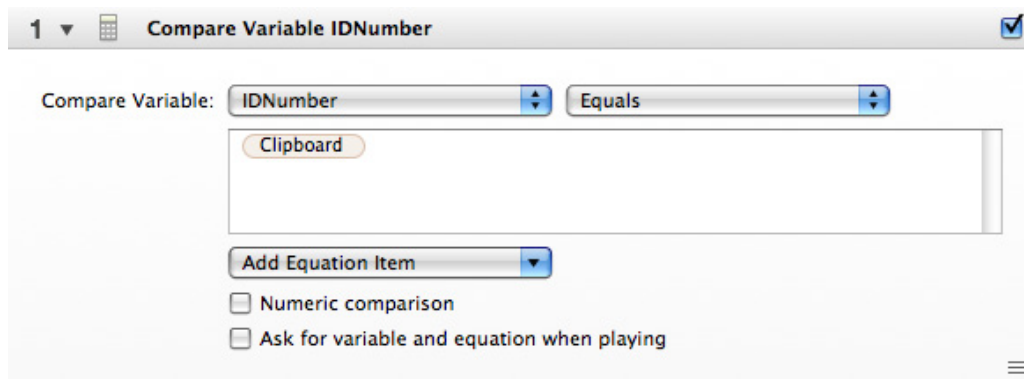
Compare Variable – Choose the variable whose contents you want to compare from this list. The comparison pop-up contains a 14 different methods of comparing the contents of the selected variable with the value in the next field.

- Equals
- Does Not Equal
- Is Less Than
- Is Greater Than
- Is Less Than or Equal
- Is Greater Than or Equal

- Contains Text
- Does Not Contain Text
- Is Type
- Is Not Type

- Is Text
- Is Not Text
- Is Empty
- Is Not Empty

Comparison equation field – Enter a value or build an equation to compare against the value of the variable selected in the variable pop-up list.

Add Equation Item – This list contains all of your variables and functions, a list of mathematical operators, and a few other items helpful for building your equation in the equation field.

Numeric comparison – Check this box if you want to force a numeric comparison of the values of your variable and the equation field. For example, one of the items you are comparing may contain the string "3.0" rather than a numeric "3." To force the 3.0 to evaluate as a numeric 3, you would need to check this box.

Ask for variable/equation when playing – Rather than predetermining what variable value or equation you want to use, you can determine it at run time. If you check this box, QuicKeys will pause playback when this step is reached and ask you for the variable or equation you want to use.

Use Variable

Create > QuicKeys > Variables > Use Variable

The Use Variable action lets you extract the contents of a variable while a shortcut is playing. The contents can be typed or pasted by QuicKeys into a document or displayed on your screen.
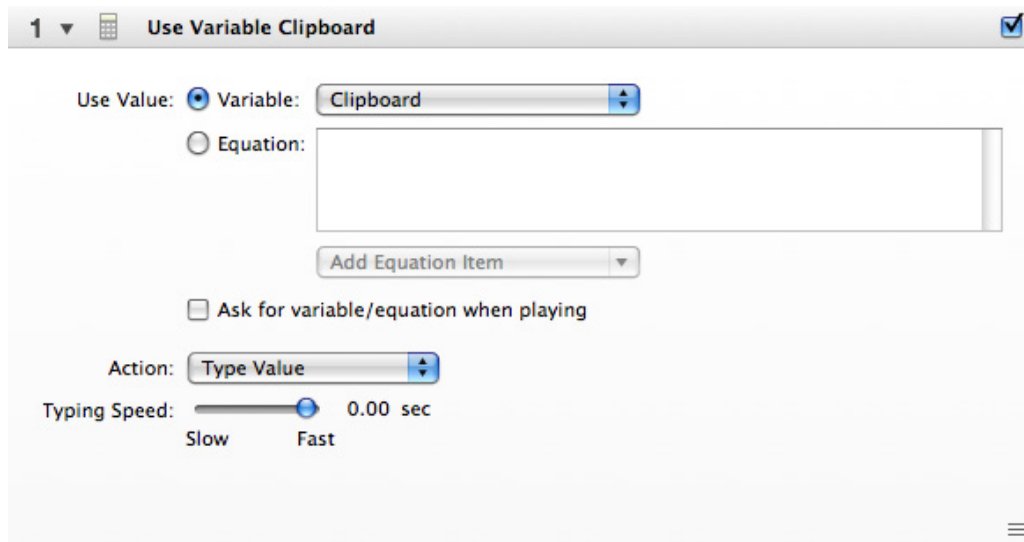
Use Value: Variable – Choose the variable whose contents you want to use from this list. The contents will be outputted in the manner you choose for the Action portion of this shortcut.

Use Value: Equation – Rather than simply pull the contents from one of your variables, you can create an equation consisting of variables and operations upon them. The results of the equation are determined and then outputted in the manner you choose.

Add Equation Item – This list contains all of your variables and functions, a list of mathematical operators, and a few other items helpful for building your equation in the equation field.

Ask for variable/equation when playing – Rather than predetermining what variable value or equation you want to use, you can determine it at run time. If you check this box, QuicKeys will pause playback when this step is reached and ask you for the variable or equation you want to use.

Action – Select the desired radio button to choose the method of output you want QuicKeys to use. Typing and Inserting into documents will quickly dump the contents of a variable or the results of an equation into a document for you. Displaying the value lets you OK/Succeed or Cancel/Fail the step. You can also select and copy the results from the Equation Value window.

Make applications accept insert – Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting this option will force all applications to check with the system clipboard for any changes before inserting.

Wait

Create > QuicKeys > Wait

The Wait action puts a multi-step shortcut on hold while it waits for a certain condition to occur. Once that condition is met, the shortcut will proceed to the next step. This is an excellent way to keep your shortcut playback in sync with what is happening on your computer. Where a strict pause of X seconds may end up waiting too long or not long enough, the wait shortcut has no such concern.

Types of Wait Actions

There are six types of things QuicKeys can wait for: Wait for Application, Button, Date & Time, Menu, User, and Window.

When you look at the contents of the Create > Wait submenu you'll note that six types of wait actions are listed. But when you look at the "Wait For" pop-up list while editing a wait step, you'll see only five. The missing item is Wait for Menu. Wait for Menu is very closely tied to the Menu Selection action, and as such there are engineering reasons why it will not work well to make it an option in the "Wait For" pop-up.

Wait for Application

Create > QuicKeys > Wait > Wait for Application

Wait For – Select Application to wait for the state of a specific application to change to running, not running, front-most, not front-most, hidden, or not hidden.
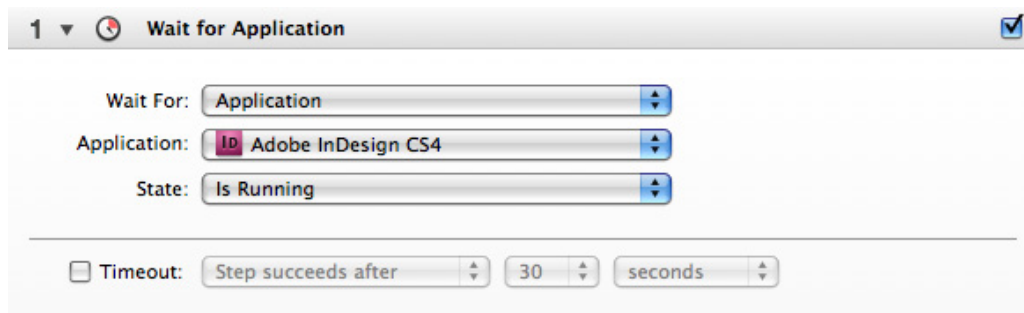
Application – Choose from the list of running applications, or choose "Select Application…" and navigate to the desired application.

State –

- Is Running – QuicKeys checks to see if the specified application is running. If the application isn't running, QuicKeys pauses playback of the shortcut until it is.

- Is Not Running – QuicKeys looks for the specified application. If that application is running, playback of the shortcut is paused until it quits.

- Is Front Most – If the specified application is not in front, QuicKeys pauses the shortcut until that application moves to the front.

- Is Not Front Most – If the specified application is in front, the shortcut is paused until that is no longer the case.

- Is Hidden – If the specified application is not hidden, QuicKeys pauses playback of the shortcut until it becomes so.

- Is Not Hidden – If the specified application is hidden, the shortcut is paused until it is no longer hidden.

Timeout – Select this option to have QuicKeys wait only a certain amount of time for the application. Then select whether this should be considered a success or failure and how long QuicKeys should wait.

Wait for Button

Create > QuicKeys > Wait > Wait for Button

Wait For – Select Button to wait for a specific button to appear or go away, become enabled or not enabled, become selected (checked) or is not selected. Buttons can be differentiated by not only name but also what type of window they are in.

Button Name – QuicKeys looks for a button whose name is, contains, starts with, or ends with the text you enter.

Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences when trying to locate your button.

Button Number – If more than one button that matches your naming criteria exists, QuicKeys needs to be told which of those buttons it should be looking at.

Exists – QuicKeys needs to be told what attribute of that button should be tested. Primarily you will want QuicKeys to test whether or not the specified button Exists.

Enabled – QuicKeys can test to see if a button is enabled or disabled (grayed out), or you may not care which state it is in.

Selected – Check boxes and radio buttons are testable too! This pop-up list lets QuicKeys check to see whether or not a particular radio button or check box is checked.

Button Window – When looking for the desired button, QuicKeys can be instructed to find it in a particular type of window such as, palette, document, sheet, or drawer. Only the front window can be tested.

Timeout – Select this option to have QuicKeys wait only a certain amount of time for the button. Then select whether this should be considered a success or failure and how long QuicKeys should wait.

Wait for Date & Time

Create > QuicKeys > Wait > Wait for Date & Time

Wait For – Select Date & Time to check the current date and time to see if it is before or after the date and time you specify.

Date & Time – QuicKeys will pause playback of the shortcut until the current time matches the Date and Time you specified.

Only check time – Enable this option if you are not concerned with the date and want QuicKeys to only check the current time.

Wait for Menu

Create > QuicKeys > Wait > Wait for Menu

The wait for menu action waits to see if a specific menu or menu item comes into existence or does not exist, becomes enabled or disabled, becomes checked or unchecked.

The options for this action are more similar to Check for Menu (covered in the "Decision" section of this chapter) and Select Menu (covered in the "Menus" section of Chapter 14) than it is to the other wait actions.

Menu for Action – You can click the Set Menu for Action button, and QuicKeys will prompt you to select the menu and menu item (including any submenus) and automatically fill in the fields, or you can fill in the fields manually. Click plus (+) to add additional lines as necessary. Details buttons allow you to further refine the target menu details.

Note: Some applications may provide QuicKeys one set of menus when a shortcut is created, but display another set upon playback. If the menu item you need is not presented by QuicKeys, you will need to type the menu item's name manually.

Is system menu on right side of menu bar – select this options to enable QuicKeys to access these menus.

In Application – Select the application QuicKeys should look in for the menu.

Item is Checked – A menu item will sometimes have a check mark beside it indicating that whatever part of the application it controls is turned on. QuicKeys can test a menu item for the presence of a check mark. If you set this pop-up to "Yes" QuicKeys will pause playback of the shortcut until the specified menu item becomes checked.

Item Exists – Have QuicKeys check to see if the specified menu item Exists or does not Exist. If you select "Yes" then QuicKeys will pause playback until that menu or menu item exists. If you select "No" then QuicKeys will pause playback until that menu or menu item no longer exists.

Item is Enabled – Menu items that are Enabled or active show up in black text, those that are Disabled or inactive use gray text. QuicKeys can test for this condition and the shortcut playback will be paused until the selection you specify here is met.

Show menus while performing menu action – Some applications do not build their menus until you click on them with your mouse, and they cease to exist once they close. This means QuicKeys will have to actually open the desired menu to get it to draw its contents and make them accessible. Also, it is often impossible to test a menu item to see if it exists, is checked, or is enabled unless its menu is opened. For this reason, this option will have to be checked for almost every Wait for Menu and Check for Menu shortcut you build.

Perform as alternate menu action using modifier keys – The names of some menu items change if you open the menu and hold down a modifier key. (Open Safari's File menu and press the option key, you should see Close Window change to Close all Windows.) With this option checked, QuicKeys simulates pressing the modifier key while checking for the desired menu item's presence.

Wait for User Action

Create > QuicKeys > Wait > Wait for User Action

Wait For – Select User Action to pause playback of the shortcut until the user interacts in a particular way as defined in advance.

User Action – Select which user action QuicKeys should wait for before continuing to the next step.

- Press Main Mouse Button
- Press Second Mouse Button
- Press Third Mouse Button
- Press Any Key
- Press Return
- Press Enter
- Press Space
- Press Escape
- Press Tab
- Typed Words

- Release Main Mouse Button
- Release Second Mouse Button
- Release Third Mouse Button
- Release Any Key
- Release Return
- Release Enter
- Release Space
- Release Escape
- Release Tab

Typed Words – If the user action is Typed Words, enter the text QuicKeys should wait for you to type.

   Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

Timeout – Select this option to have QuicKeys wait only a certain amount of time for the user. Then select whether this should be considered a success or failure and how long QuicKeys should wait.

Wait for Window

Create > QuicKeys > Wait > Wait for Window

Wait For – Select Window to tell QuicKeys to pause a shortcut until a window matching the conditions specified exists (or no longer exists).

Window Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

> **Ignore Case –** If you check this box, QuicKeys will ignore upper/lower case differences.

Window Type – In cases where you may have more than one window with the same name (a document named Font and a palette with the same name for example), QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

- Any Type of Window
- Sheet on Any Type of Window
- Drawer on Any Type of Window

- Document Window
- Sheet on Document Window
- Drawer on Document Window

- Palette Window
- Sheet on Palette Window
- Drawer on Palette Window

A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Window Is –

- Main Window – The main window is essentially the most important window on your screen at any given time. This is often a document or list window. By testing for the Main window you can often avoid needing to specify the window name.

- Focused Window – The focused window is the often where your text insertion point is, or possibly where you have selected a control or object. This is often but not necessarily a document window; it could also be a palette or toolbar for example.

- Frontmost/Any Level – The level at which the desired window currently resides can also be specified for testing by QuicKeys. Your choices are Front-most and Any Level. If you simply

want to know if the window is open, use Any Level. But if, for example, you need QuicKeys to perform operations inside the front window, you'd want to specify Frontmost. In this case if the window is open and in front, the step result is "success." However, if the window is open and not in the front, the step result is "failure."

Window State –

- Exists – QuicKeys tries to find the window you specified with the first three pop-ups and pauses the shortcut until it can.

- Does Not Exist – If the specified window does not exist, the shortcut does not pause. If it does exist, QuicKeys pauses the shortcut and waits for the specified window to close.

- Changes Order – QuicKeys takes note of the current level of the specified window, pausing the shortcut until the level changes.

- New – Waits for a new window matching the criteria to be shown.

Timeout – Select this option to have QuicKeys wait only a certain amount of time for the window. Then select whether this should be considered a success or failure and how long QuicKeys should wait.

Chapter 11 – Actions: Scripting

QuicKeys can enhance your AppleScripts by tying them to QuicKeys triggers. Conversely, AppleScripts can become steps in a QuicKeys multi-step shortcut, providing more flexibility in how you manipulate your work environment.

AppleScript

Create > Scripting > AppleScript

AppleScript is a programming language designed for controlling applications via Apple Events. It provides simple commands you can use to customize and automate your Mac. QuicKeys harnesses this additional power by allowing you to either enter AppleScripts as text directly into a shortcut, or by reaching out to an already compiled script to execute it as part of a multi-step shortcut.

For example, iTunes is equipped with a handy set of scriptable features. In chapter 3 of this manual, one of the tutorials shows you how to build shortcuts to manipulate several of iTunes' more frequently used features.

Note: When QuicKeys executes an AppleScript step, it is intelligent enough to wait for that script to finish before continuing on to the next step in the multi-step shortcut.

Script File

Create > Scripting > AppleScript > Script File
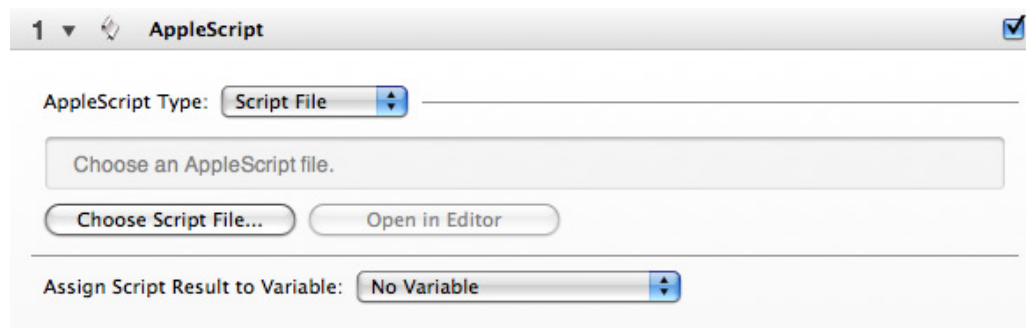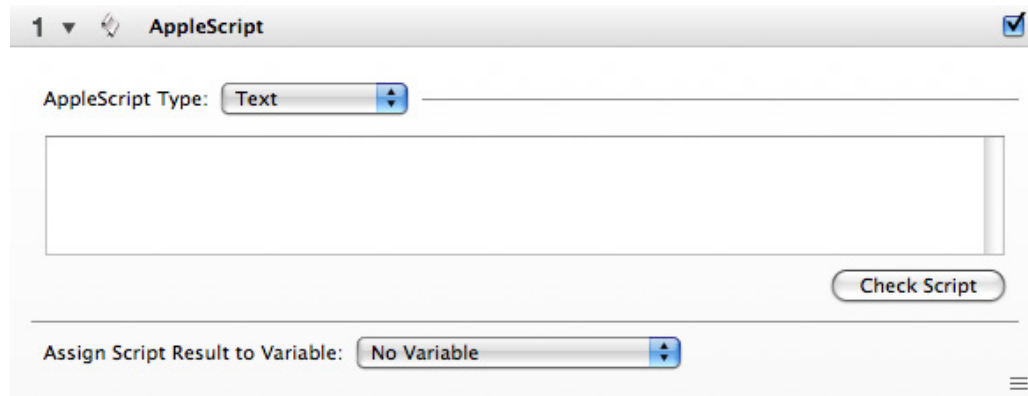
Choosing the Script File option reveals a Choose Script File... Button. Click this button to reveal a standard open file window and navigate to a previously created AppleScript file, then click Choose. Alternately, you can drag a file into the file well.

Assign Script Result to Variable – AppleScripts can return success or failure or some other value depending on how they are written. You can have QuicKeys place the script results inside one of your QuicKeys Variables (see Chapter 7 for more on Variables), just choose the desired variable

from this pop-up list. If you have not set up any variables in QuicKeys, this pop-up will contain only "Clipboard" as an option, allowing you to send the script results to the system clipboard.

Text

Create > Scripting > AppleScript > Script Text

Choosing the Text option provides a text box where you can type in your AppleScript. It also reveals a Check Script button which checks the syntax of the script you entered..

Assign Script Result to Variable – AppleScripts can return success or failure or some other value depending on how they are written. You can have QuicKeys place the script results inside one of your QuicKeys Variables (see Chapter 7 for more on Variables), just choose the desired variable from this pop-up list. If you have not set up any variables in QuicKeys, this pop-up will contain only "Clipboard" as an option, allowing you to send the script results to the system clipboard.

Workflow

Create > Scripting > Workflow

This action plays an Automator workflow. Workflows can be made using Apple's Automator application.
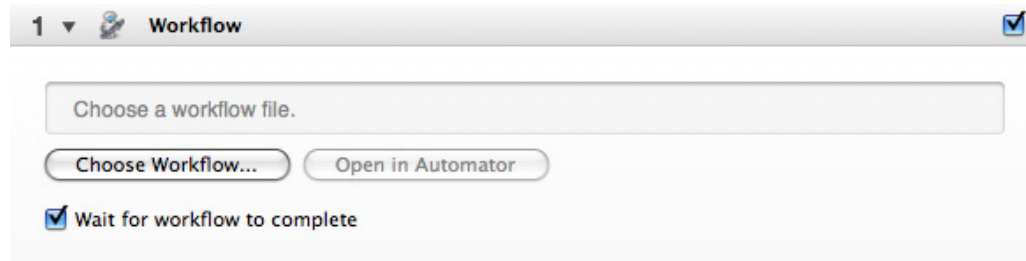
Choose Workflow – Click Choose Workflow and navigate to the workflow you want to play, or drag it into the well. The path will then display there.

Open in Automator – Click here to open the workflow in Automator.

Wait for workflow to complete – Select this option to have QuicKeys wait for the workflow to complete before proceeding to the next step. With this option unselected, QuicKeys will simply start the workflow and then proceed to the next step.

Chapter 12 – Actions: System

QuicKeys System Tools cover a wide array of functions, from collecting and retrieving text and graphics clips, to shutting down your computer, to switching applications and running terminal commands.
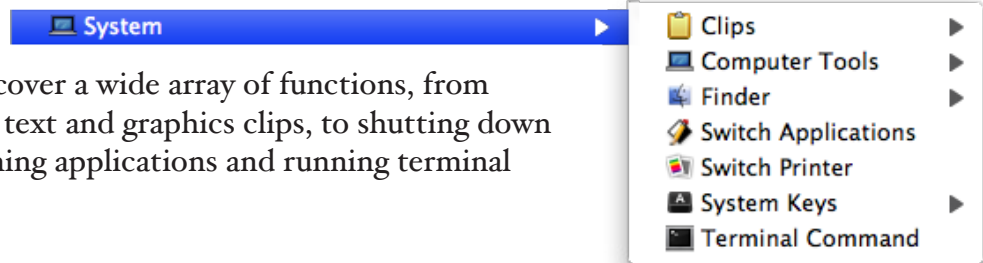
Clips

Create > System > Clips

The Clips actions enable you to gather and store clips of text or graphics in clips groups. The Clips feature is a bit like the system clipboard, but with a memory. Unlike items on your system clipboard, QuicKeys clips are saved even if you restart your computer or quit QuicKeys. It is a permanent collection of boilerplate text (formatted or unformatted) and/or graphics that you can retrieve at any time to paste or type into a document.

In addition to these two Clips actions, QuicKeys 4 has a Clips Manager which allows you to create and edit your clips. The Clips Manager is covered in Chapter 7.

Create Clip

Create > System > Clips > Create Clip
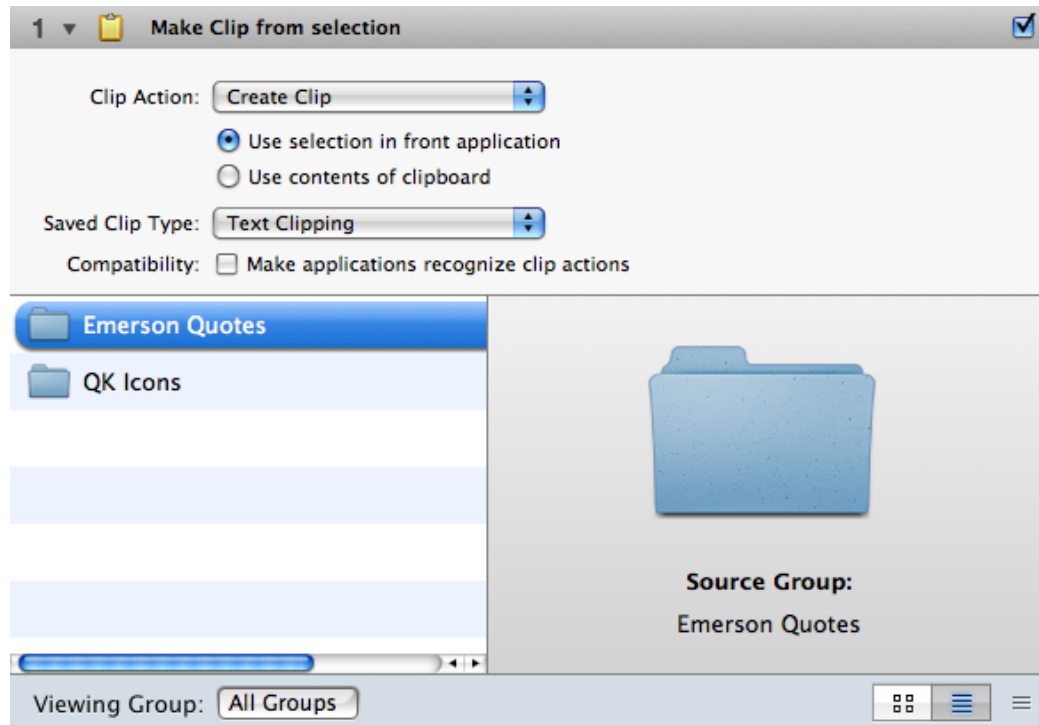
Clip Action –

>**Use selection in front applications –** This option will copy whatever text or graphics you currently have highlighted/selected in your application, and turn it into a clip for later retrieval.

>**Use contents of clipboard –** This option will copy whatever text or graphics are currently on your system clipboard, and turn it into a clip for later retrieval. This is useful if you've cut or copied data to the system clipboard, closed the document, and subsequently decide that data would make a good clip for your collection.

Saved Clip Type – Specify how QuicKeys should handle the data that's been collected.

- Text Clipping – QuicKeys will save the text, and some images. If there is text with colors and styles or any images, the clip will be saved in rich text format; otherwise it'll just be saved as plain text.

- Image Clipping – QuicKeys will save only images, and discard any text. If there are multiple images in the data, you will be prompted to select which image to use.

- Universal Clipping – QuicKeys creates a clip that's an exact replica of the data. This the most compatible as it retains all data. However, a clip of this type not directly editable in the Clips Editor. This clip type also consumes a lot of disk space, especially if there's a lot of large graphics in the clip.

Compatibility – Selecting Make applications recognize Clip actions may help if you have problems pasting a Clip into a particular application.

Groups – You do not need to create clips groups, but they are useful for managing large numbers of clips. If you would like to save this new clip to a specific group, select the appropriate group.

Details on using clips shortcuts and using the Clips Manager can be found in Chapter 7.

Insert Clip

Create > System > Clips > Insert Clip

This action can either insert a specific clip or retrieve a list of all the clips in your collection so you can choose during playback.
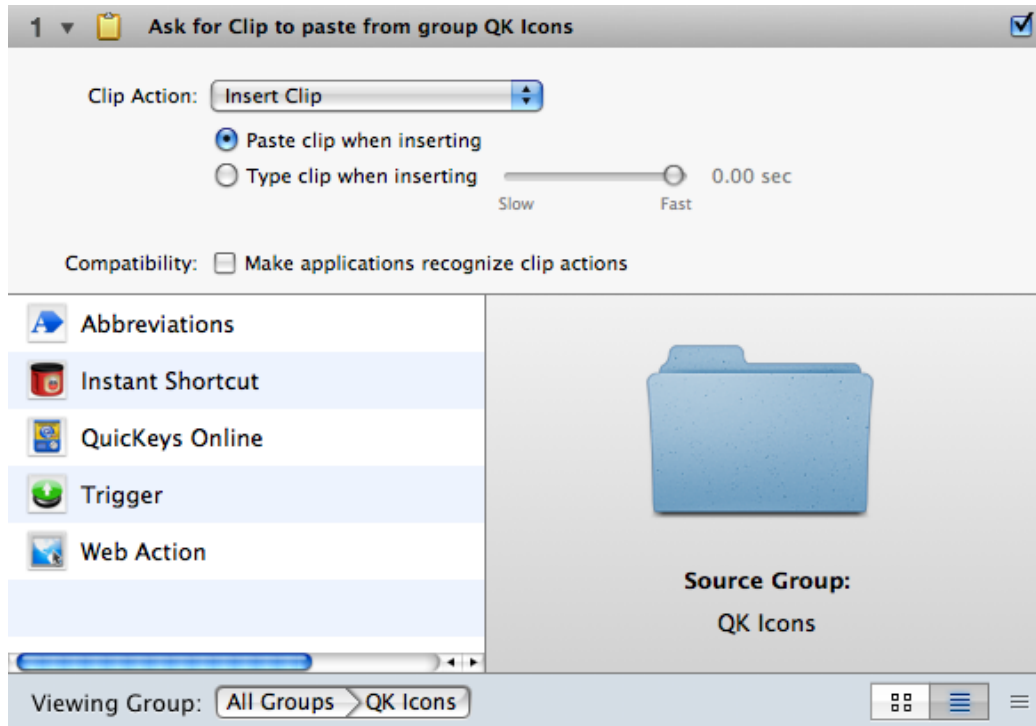
Clip Action –

> **Paste clip when inserting** – This option behaves much like pressing Command+V and pasting something from your system clipboard. This is the fastest and most common way to insert your clips into your documents.

> **Type clip when inserting** – This option simulates the keyboard typing the clip data into your document. This only works with text clips, graphics clips cannot be "typed." Having QuicKeys type the clip as text might be necessary if the target application cannot accept paste/insert actions.

Compatibility – Selecting Make applications recognize Clip actions may help if you have problems pasting a Clip into a particular application.

Clips list – If you do not select a specific clip, you will be prompted when the shortcut is run. This is useful if you would like a generic insert clips shortcut. To have this shortcut insert a specific clip, select it from the list.

Details on using clips shortcuts and using the Clips Manager can be found in Chapter 7.

Computer Tools

Create > System > Computer Tools

The Computer Tools actions lets you automate the process of logging out, putting your computer to sleep, and showing and hiding applications, among other things.
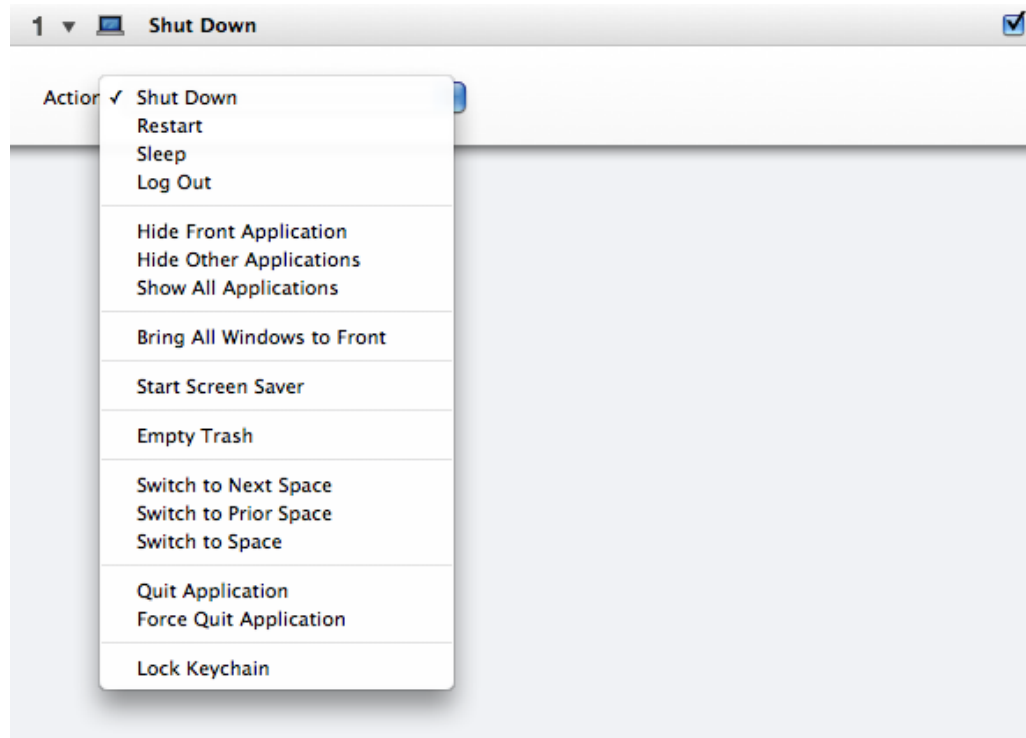
Shut Down

Create > System > Computer Tools > Shut Down

This action shuts down your computer immediately with no "Are You Sure?" warning. You will still be prompted to save any unsaved documents.

Restart

Create > System > Computer Tools > Restart

This action restarts your computer immediately with no "Are You Sure?" warning. You will still be prompted to save any unsaved documents. Your shortcut can continue to play until the system quits QuicKeys. The shortcut will not resume.

Sleep

Create > System > Computer Tools > Sleep

This action puts your computer in sleep mode.

Log Out

Create > System > Computer Tools > Log Out

This action logs out of the current user account.

Hide Front Application

Create > System > Computer Tools > Hide Front Application

This action hides the front most application.

Hide Other Applications

Create > System > Computer Tools > Hide Other Applications

This action hides all but the front most application.

Show All Applications

Create > System > Computer Tools > Show All Applications

This action reveals all open, previously hidden applications.

Bring All Windows to Front

Create > System > Computer Tools > Bring All Windows to Front

This action brings all of the windows of the front-most application to the front.

Start Screen Saver

Create > System > Computer Tools > Start Screen Saver

This action starts the user's screen saver as specified in System Preferences.

Empty Trash

Create > System > Computer Tools > Empty Trash

This action empties the system trash without the need to switch to the Finder or click on the Dock.

Note: This shortcut bypasses the system's "are you sure you want to empty the trash" warning so use it with care.

Switch to Next Space

Create > System > Computer Tools > Switch to Next Space

Switches to the next Mac OS X Space after the current Space.

Switch to Prior Space

Create > System > Computer Tools > Switch to Prior Space

Switches to the prior Mac OS X Space before the current Space.

Switch to Space

Create > System > Computer Tools > Switch to Space

Switches to a specific Mac OS X Space.
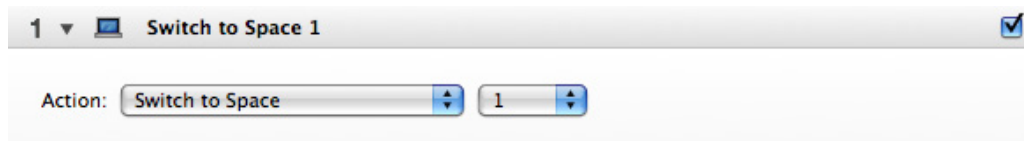
Specify the number of the space you wish to switch to.

Quit Application

Create > System > Computer Tools > Quit Application

Quits the front most application or a specified application. The user may be asked to save any modified documents.

Specify which application should be quit. Choose "Front Application," choose from the list of currently running applications, or choose "Select Application..." and navigate to the desired application.

Force Quit Application

Create > System > Computer Tools > Force Quit Application

Force Quits the front most application or a specified application. The user will not be given the chance to save any modified documents. Any changes to documents will be lost.

As with the quit application action, specify which application should be quit.

Lock Keychain

Create > System > Computer Tools > Lock Keychain

Locks the specified keychain. QuicKeys Keychains can be managed in the Security pane of QuicKeys Preferences, while Mac OS X Keychains are managed via the Keychain Access application.
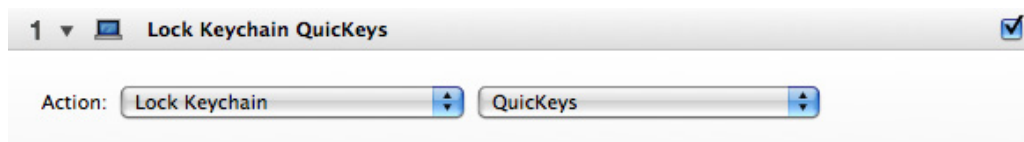
Specify which keychain to lock.

Finder

Create > System > Finder

QuicKeys allows you to automate tasks in the Finder.

Apply Label

Create > System > Finder > Apply Label

The Apply Label action let you set or remove the label on files.
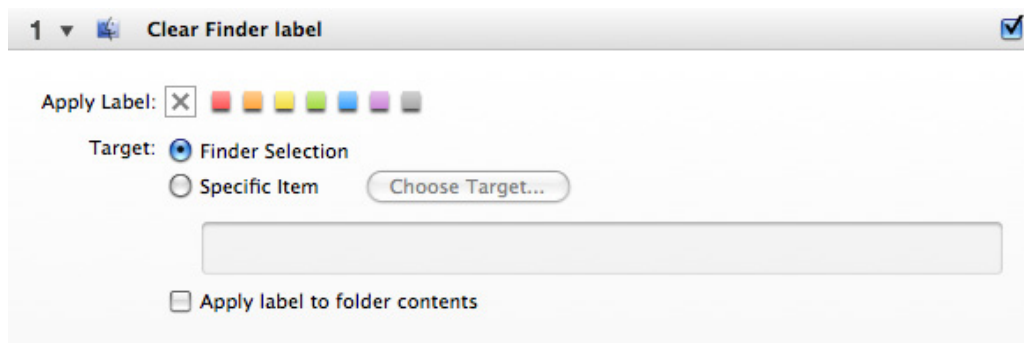
Apply Label – Select which label to apply.

Target – Specify whether the item to be labeled should be the one selected in the Finder (at the time the shortcut runs) or a specific item. Click Choose Target and navigate to it, or drag it into the well. The path will then display there.

Apply label to folder contents – Select this option to apply the label to all the items within the folder as well as the folder itself.

Switch Views

Create > System > Finder > Switch Views

The Switch Views action enables you to adjust the appearance of Finder windows.
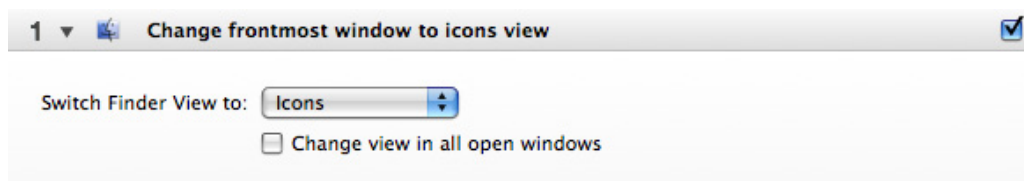
Switch Finder View To – You can choose to view windows in the Icons view, List view, Columns view, or Cover Flow view.

Change view in all open windows – Select this option if you want your switch views step to change the view of all your open Finder windows. If you do not select this, QuicKeys will only change the display of the active Finder window.

Switch Applications

Create > System > Switch Applications

The Switch Applications action enables you to switch between applications with a hot key (or other trigger) rather than having to use mouse clicks. You can create shortcuts to switch directly to specified applications, or switch between open applications. As well as being a great stand-alone shortcut, Switch Applications is a staple of many multi-step shortcuts you may want to build.
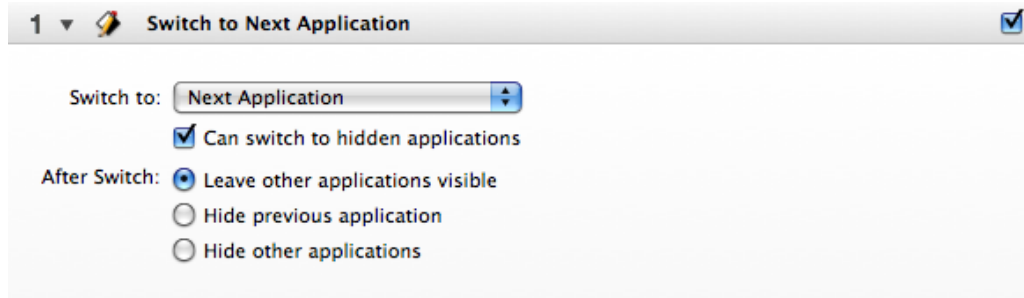
Switch to – Select which application to switch to.

- Next Application
- Previous Application

  Switching to the next or previous application is based on the order in which the applications where launched.

  Can switch to hidden applications – Select this option to include hidden applications.

- Last Application – Switches to the last application that was front most before a prior QuicKeys switch application step was run.

- Select Application – To switch to a specific application, select any open application from the list or select Select Application and navigate to the desired application.

  Open if not running – Select this option to open the application if it is not already.

After Switch – Select whether to hide other applications.

Leave other applications visible – This is what the operating system does naturally when you use Command+Tab to switch to another application. No application windows are hidden in this case.

Hide previous application – This option completely hides the previous application from view after the switch is made. Hidden applications can be revealed by clicking on their Dock icon.

Hide other applications – This options hides all applications other than the one switched to.

Switch Printer

Create > System > Switch Printer

The Switch Printer action changes your default printer without you having to manually do so in the print dialog. Print jobs can be easily scripted and printing to multiple printers can be done more efficiently with this action.

The Switch Printer action is handy as a stand-alone shortcut, but really shines when combined with a simple File > Print Menu Selection shortcut. For example, to quickly print to your black and white draft printer you could make a two-step shortcut that does a Switch Printer (to the b&w draft printer) then select Print from the File menu.

Give it a hot key of Command+P and you'll always print to your draft printer when you press Command+P.

For color printing you might instruct the Switch Printer shortcut to select your high quality color printer before selecting Print from the File menu. Assign Command+Shift+P to this shortcut and you'll always print to your color printer when you press that key combination.

Note: The Switch Printer action should be run while an application's print dialog is closed. If you invoke an application's print dialog and subsequently trigger a Switch Printer shortcut, the printer selection will not change until after you close and re-open the print dialog.
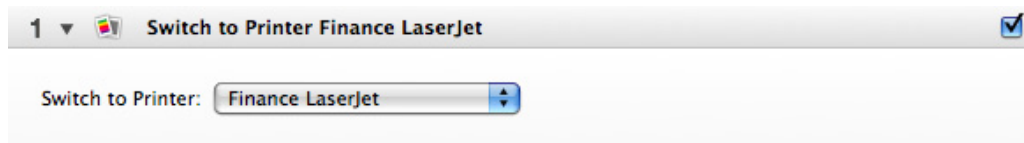
Switch to Printer – This pop-up list contains printers that are already set up for use in your system. You can define more printers with the Printer Setup Utility found in your /Applications/Utilities folder.

System Keys

Create > System > System Keys

System Keys actions are simply one set of Type Keystroke actions. Other than being more convenient to access, creating them in this way is no different than as Type Keystroke. See "Type Keystroke" in Chapter 14 for details.

Terminal Command

Create > System > Terminal Command

The Terminal Command action executes UNIX commands without the need to open the Terminal application. You type in the command you want executed, and QuicKeys feeds it to the operating system behind the scenes.
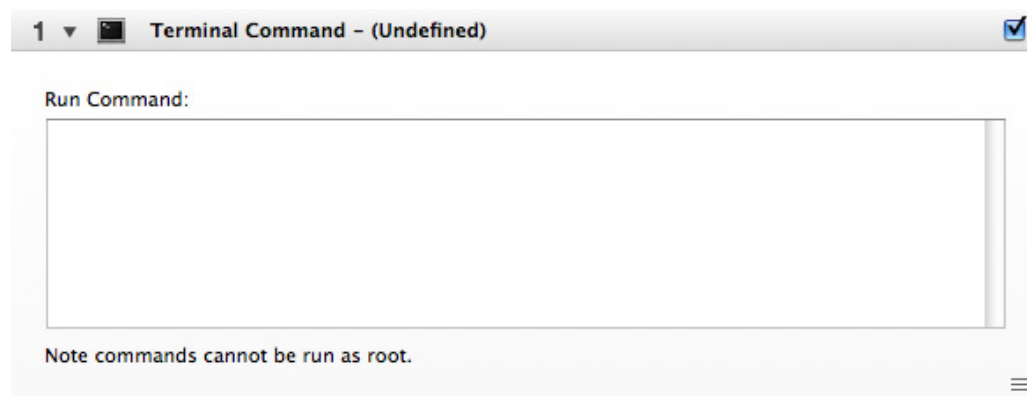
Run Command – To create this step you simply type the desired command into the Run Command text box. When you trigger the shortcut the action takes place out of view; no windows or dialog boxes of any type open. This is a very powerful feature, but it also means you cannot interact with what your command has set in motion. If, for example, you used this type of shortcut to send a "sudo" command, you would not be given any way to enter the required password.

Chapter 13 – Actions: Text
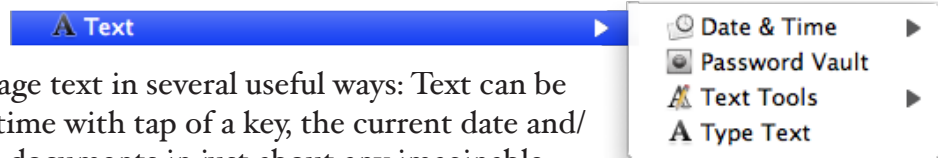
QuicKeys Text actions manage text in several useful ways: Text can be stored and retrieved at any time with tap of a key, the current date and/or time can be inserted into documents in just about any imaginable format, and a password can be injected into multi-step shortcuts with a more secure form of text storage.

Date & Time

Create > Text > Date & Time

The Date & Time action is pretty straight forward in its uses. You can insert it into documents you are working on, put it in a multi-step shortcut along with formatted text for up-to-the-minute boilerplate letterhead, use it to adjust web page "last edited" information, and more.

All date & time actions have some options in common.

Adjust by – Rather than inserting the current date or time, you can adjust the date plus or minus any number of years, months or days, and adjust the time plus or minus any number of hours, minutes or seconds.

Example – This field changes dynamically based on your selections to show you the effects of those settings.

Insert Text – Select this option to Insert/Paste the date and time rather than have QuicKeys simulate typing it into your document. Inserting is faster but typing works when insert may not.

> **Make applications accept insert** – Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting this option will force all applications to check with the system clipboard for any changes before inserting.

Type Text – Select this option to have QuicKeys simulate typing the date and time rather than using the Insert method.

> **Slow/Fast Typing Slider** – Set the typing speed. On slower systems QuicKeys may type faster than the system's typing buffer; adjust this slider to prevent that from happening.

Short Date

Create > Text > Date & Time > Short Date

Type – Select Short Date to insert the date in numerical format.

Format – Select which elements should be a part of the date and what order they should be in.

- Month/Day/Year
- Day/Month/Year
- Year/Month/Day
- Month/Year/Day
- Day/Year Month
- Year/Day/Month

- Month/Day
- Day/Month
- Year/Month
- Month/Year

- Month
- Day
- Year

Separator – Type a character to separate the elements of the date.

Leading zero for day – A leading zero for the day, makes all days two digits: e.g., 2 becomes 02.

Leading zero for month – A leading zero for the day, makes all days two digits: e.g., 6 becomes 06.

Show century – Showing the century makes all years four digits instead of two; e.g., 09 becomes 2009.

Abbreviated Date

Create > Text > Date & Time > Abbreviated Date

Type – Select Abbreviated Date to insert the date with abbreviated words.

Prefix – Enter text to appear before the date. In the remaining text fields enter text to appear between the elements.

Weekday/Month/Day/Year – From each of these menus, select an element or none to control which elements should be a part of the date and what order they should be in

Leading zero for day – A leading zero for the day, makes all days two digits: e.g., 2 becomes 02.

Show century – Showing the century makes all years four digits instead of two; e.g., 09 becomes 2009.

Long Date

Create > Text > Date & Time > Long Date

The options for Long Date are exactly the same as Abbreviated Date, but the result has any words spelled out instead of abbreviated.

Time

Create > Text > Date & Time > Time

Type – Select Abbreviated Date to insert the time.

Time Format – Select either 24-hour clock (7:40 PM becomes 19:30) or 12-hour clock

Noon & Midnight – (Only available with 12-hour format) Specify whether noon and midnight are displayed as "0:00" or "12:00."

Include seconds – Select this option to type the time in a format that includes seconds.

Before/After Noon indicators – Provide a designation for morning or afternoon. Leave blank for no AM/PM designation.

Separator – Enter the character you want to use to separate the hour from the minutes from the seconds.

Use leading zero for hour – Selecting this option puts a "0" in front of the hour if the hour is a single-digit number. For example, "7:45" becomes "07:45."

Password Vault

Create > Text > Password Vault

Password Vault differs from Type Text only in that it stores the text in a more secure way. By encrypting and hiding the text you enter, prying eyes can be kept away from any sensitive data you might want to place in a shortcut.
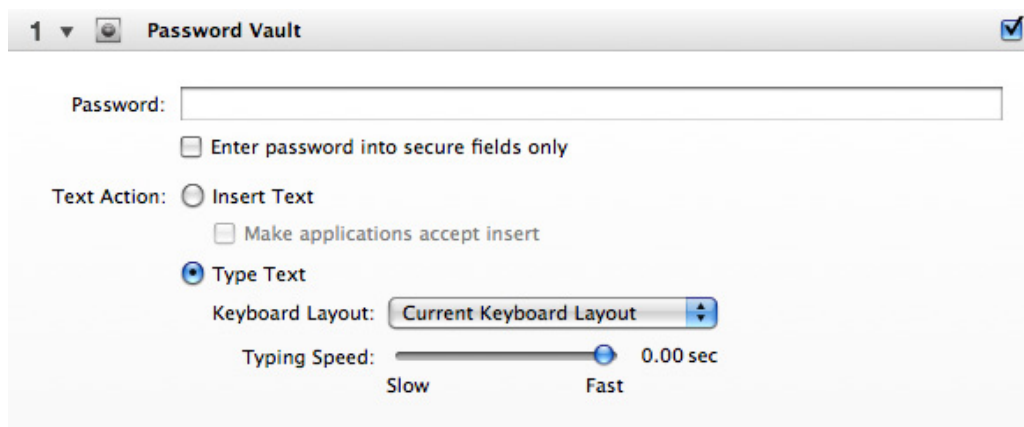
Password – Enter the text you want QuicKeys to insert or type for you.

Enter password into secure fields only – Select this option to prevent QuicKeys from typing your sensitive information in clear text.

Text Action –

> **Insert Text** – Select this option to Insert/Paste the text rather than have QuicKeys simulate typing it into your document. Inserting is faster but typing works where insert may not.

>> **Make applications accept insert** – Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting this option will force all applications to check with the system clipboard for any changes before inserting.

> **Type Text** – Select this option to have QuicKeys simulate typing your text rather than using the insert method.

>> **Keyboard Layout** – Specify what keyboard layout will be used to type characters. When QuicKeys simulates typing text it tries to be behave as much as possible to a user typing on an actual keyboard. If the text is in a specific language, it may be best to use the keyboard layout the corresponds to that language.

>> **Typing Speed** – Set the typing speed. On slower systems QuicKeys may type faster than the system's typing buffer; adjust this slider to prevent that from happening.

Text Tools

Create > Text > Text Tools

Text Tools actions are a collection of useful text formatting operations. They allow you to quickly clean up superfluous white space, turn styled text into plain, change case, and more.
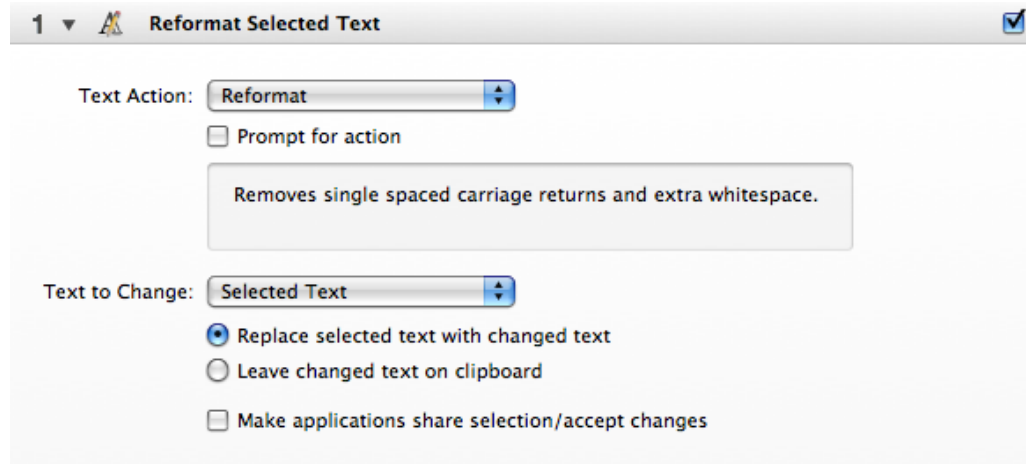
Text Action – Select which action to perform.

- Reformat – removes single spaced carriage returns and extra white space
- Remove Styles – removes all formatting information such as font and color
- Remove E-mail Quotes – removes e-mail quotes of the form ">"
- Upper Case – MAKES ALL TEXT UPPER CASE LIKE THIS TEXT
- Lower Case – makes all text lower case like this text
- Title Case – Capitalizes The First Character Of Each Word Like This Text.

Prompt for action – Rather than setting up individual shortcuts for each reformatting option, you can check this box so when ever you trigger your Text Tools shortcut it will ask you which type of reformatting you'd like to do.

Text to Change –

- Selected Text – perform the desired reformatting on the text currently selected at the time the shortcut is run.
- Text on Clipboard – perform the desired reformatting on the text on the system clipboard.

Replace selected text with changed text / Leave changed text on clipboard – These radio buttons let you tell QuicKeys to replace the selected text with the newly reformatted text, or you can choose to leave the original text in place and move the reformatted text to the clipboard.

Make applications share selection/accept changes – Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting this option will force all applications to check with the system clipboard for any changes before inserting.

Type Text

Create > Text > Type Text

The Type Text action is great for quickly inserting often-used blocks of text, such as e-mail signatures or mailing addresses. Within multi-step shortcuts, Type Text often takes over your job of repeatedly filling out forms.

Password Vault differs from Type Text only in that it stores the text in a more secure way. By encrypting and hiding the text you enter, prying eyes can be kept away from any sensitive data you might want to place in a shortcut.
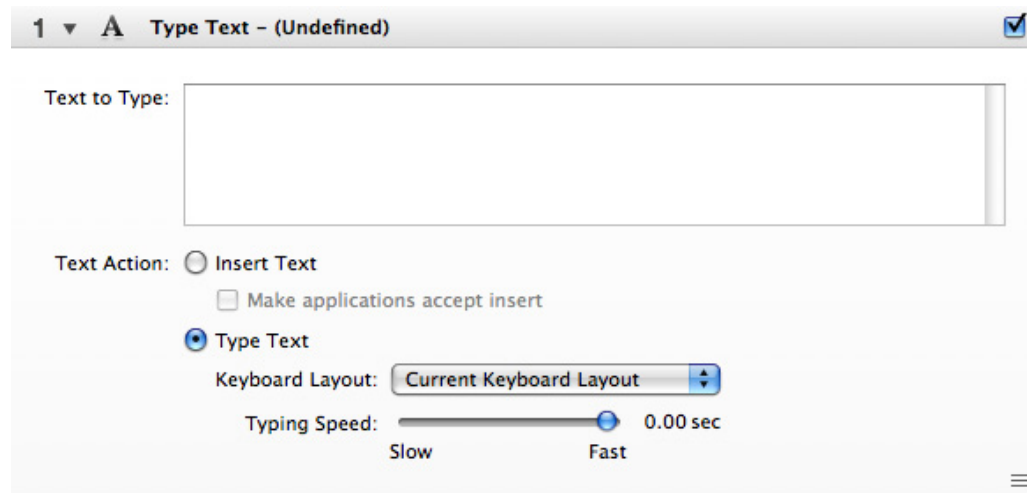
Text to Type – Enter the text you want QuicKeys to insert or type for you. You can drag-and-drop a text selection from any application into this field.

Note: You can drag-and-drop a text selection from any application onto QuicKeys' main editor window to instantly create a Type Text shortcut.

Text Action –

> **Insert Text –** Select this option to Insert/Paste the text rather than have QuicKeys simulate typing it into your document. Inserting is faster but typing works where insert may not.

> > **Make applications accept insert –** Some applications are unaware of changes to the contents of the system clipboard, which can cause problems with insert operations. Selecting this option will force all applications to check with the system clipboard for any changes before inserting.

> **Type Text –** Select this option to have QuicKeys simulate typing your text rather than using the insert method.

Keyboard Layout – specify what keyboard layout will be used to type characters. When QuicKeys simulates typing text it tries to be behave as much as possible to a user typing on an actual keyboard. Sometimes it can be hard to act like real keystrokes for some text. If the text is in a specific language, it may be best to use the keyboard layout that corresponds to that language

Typing Speed – Set the typing speed. On slower systems QuicKeys may type faster than the system's typing buffer; adjust this slider to prevent that from happening.

Chapter 14 – Actions: User Actions
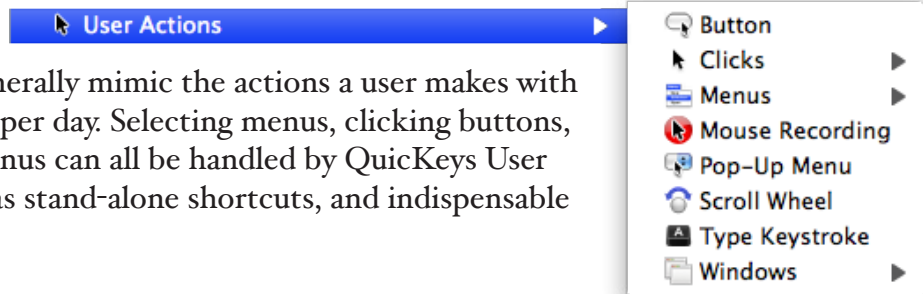
The actions in this group generally mimic the actions a user makes with their mouse dozens of times per day. Selecting menus, clicking buttons, and manipulating pop-up menus can all be handled by QuicKeys User Actions instead; very useful as stand-alone shortcuts, and indispensable in multi-step shortcuts.

Button

Create > User Actions > Button

The Button action clicks buttons, check boxes, and radio buttons that appear in windows and dialogs. Some buttons have common keyboard equivalents by default (Command+D for "Don't Save" and esc for "Cancel" for example), but many do not. For example, you can create a shortcut that clicks the "Add" button in a dialog when you press Control+A, or one that clicks the "Replace" button when you press Control+R.
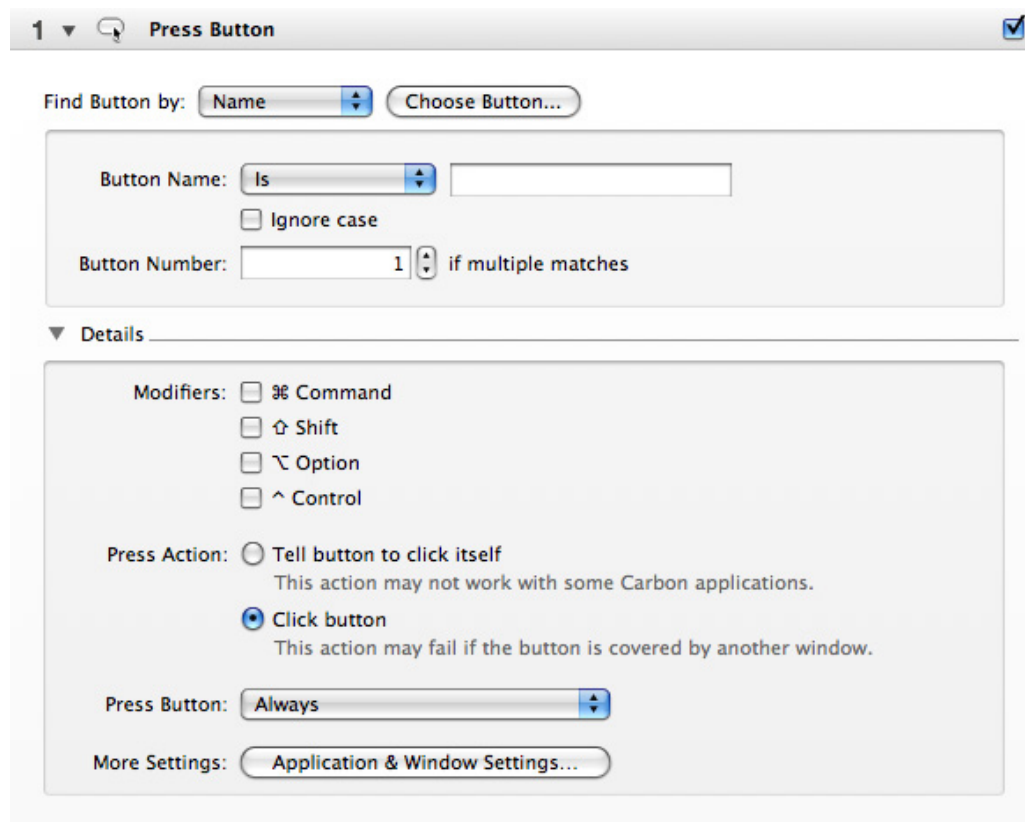
Find Button by – Indicate how QuicKeys should find the button: by name or by location. You can click the Choose Button button, and QuicKeys will prompt you to select the button and automatically fill in the fields, or you can fill in the fields manually.

- Name –

   Button Name – QuicKeys looks for a button whose name is, contains, starts with, or ends with the text you enter.

      Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences when trying to locate your button.

   Button Number – If more than one button that matches your naming criteria exists, QuicKeys needs to be told which of those buttons it should be looking at.

- Location – Some buttons, check boxes, and radio buttons simply do not identify themselves by name.

   Horizontal/Vertical – Enter the coordinates of the button relative to the corner of the window.

   Window Corner – Select the corner of the window the coordinates are relative to.
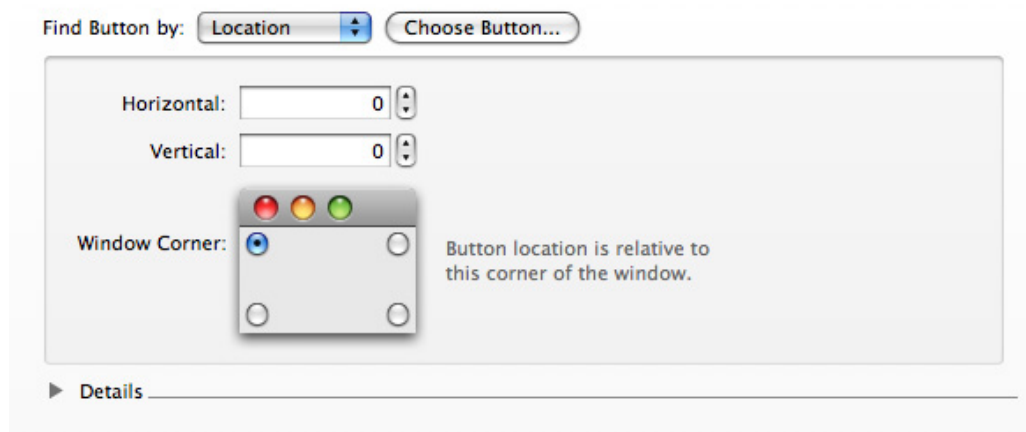
Choose Button – Choose Set Button… to automatically set the name or coordinates of the target button A Select Button window appears and each time your cursor hovers over a button, the button and accompanying text are highlighted. When the desired target button is highlighted, press the Caps Lock key or fn to set the location and click the OK button in the Select Button dialog to save the button selection. If the desired item does not register a name, you may need to use the Location option.
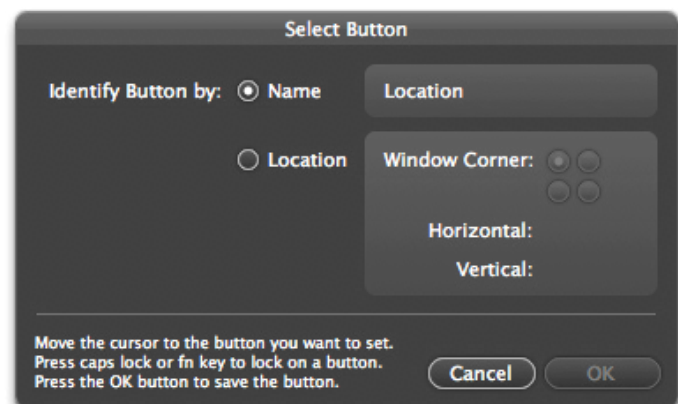
▼ **Details**   To further refine the action, click Details and set the following options:

Modifiers – Select a modifier key to press while clicking the target button. Modifiers allow clicks to perform different functions.

Press Action –

> **Tell Button to click itself –** QuicKeys can direct the target button to activate itself instead of simulating a click. This method works even if the target button is obscured from view.
>
> **Click button –** If the application you are targeting does not support the "Tell button to click itself" option, use the "Click button" option to simulate a click on the button.

Press Button – Choose the conditions under which the Button shortcut operates:

- Always – QuicKeys selects the designated button regardless of whether it is on or off.

- When button is on – QuicKeys selects the designated button only when it is on.

- When button is off – QuicKeys selects the designated button only when it is off.

Note: The standard button doesn't have an on/off state; this distinction is meant for check boxes and radio buttons. For example, you could have QuicKeys only click on a check box if it is unchecked or "off," thus preventing QuicKeys from unchecking the check box you wanted it to turn on.

More Settings – If necessary, click the Application & Window Settings button and choose the specifications for the window that will contain the target button.

> **Application –** Choose "Front Application," choose from the list of running applications, or choose "Select Application…" and navigate to the desired application.
>
> > **Show if Hidden –** With a specific application, select this to show this application before performing the action.

Identify Window by –

- Main Window – QuicKeys will work with whichever window the application considers to be its main window. This is almost exclusively the application's document window.

- Focused Window – QuicKeys will work with the window which currently has focus. The key or focus window of an application is dynamic and can change depending on such factors as your mouse location, text insertion point, or tabbing around an application's interface.

- Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

  Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

  Window Number – If more than one window that matches your naming criteria exists, QuicKeys needs to be told which of those windows it should be looking at.

- Frontmost – If you choose Frontmost from the pop-up list, QuicKeys looks for the front-most window on your screen.

- Level – QuicKeys identifies window level from front to back, so Level 1 would be the front-most window. Depending upon the application and how it handles windows, you may have to tweak the window level when you use this shortcut option. For example, Some applications identify palettes as windows so you may need to experiment with window level.

Window Type – In cases where you may have more than one window with the same name (a document named Font and a palette with the same name for example), QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

- Any Type of Window
- Document Window
- Palette Window
- Sheet on Any Type of Window
- Sheet on Document Window
- Sheet on Palette Window
- Drawer on Any Type of Window
- Drawer on Document Window
- Drawer on Palette Window

A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Clicks

Create > User Actions > Clicks

The Click and Multiple Clicks shortcuts enable you to mimic mouse click(s) with QuicKeys. These actions are especially helpful when buttons, menus, and other interface objects won't listen to QuicKeys and there is no keyboard equivalent for the item you want to select.

Note: The shortcut types "Click" and "Multiple Clicks" might sound like they are differentiating between single-clicking and double-clicking with the mouse, but both types of shortcut are capable of simulating single-clicks and double-clicks. The distinction between the two is made by how many locations are clicked in succession.

Click

Create > User Actions > Clicks > Click

Use click if you want QuicKeys to click or click and drag a single target item or location. This step can simulate a single-click of the mouse, a double-click, or more. (The number of clicks can even be set to zero if you only want to move the mouse.) The click point can be separately designated from the release point, creating a click and drag event.

Click/Release Location – The click location is the mouse cursor location when the button pressed down. The release location is the mouse cursor location when the button is released. The two locations will often be the same. For a click and drag action, they will be different.

Horizontal/Vertical – You can click the Set Location button, and QuicKeys will prompt you to select the location and automatically fill in the coordinates, or you can fill in the fields manually.

Set Location – Click the Set Location button and the Set QuicKeys Click Location window will appear. The the mouse cursor will change to a target. Position the circle where you want QuicKeys to click, and press the Caps Lock key to lock the Click target into place. Then, click the OK button in the Set QuicKeys Click Location dialog to save the Click location.

Set Location For – You can use the window to set the location for the click, the release, or the click and the release simultaneously.

Relative To – Set the click relative to the display or a window.

Corner – Choose one of the four corners on the screen example to click relative to the display/window from the that corner.
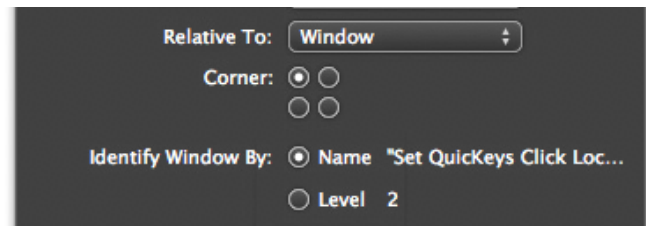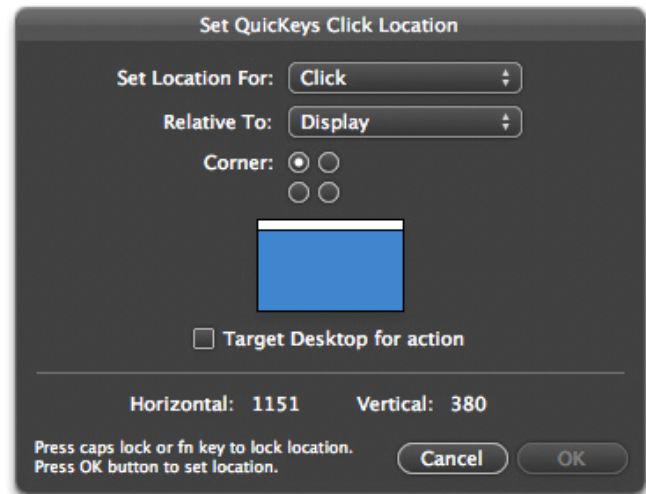
Target Desktop for action – (Only present with Display) To specifically click on the desktop select this option.

Identify Window By – (Only present with Window) QuicKeys automatically displays the name and level of the window above which you move the target cursor. Select name or level, depending on which you believe will accurately describe the desired window at the time the shortcut is run.

Click Relative To – You can manually set the click relative to the display, a window, or the mouse.

- Display – Choose one of the four corners on the screen example to click relative to the display from the that corner. If you have multiple displays, the click location is set relative to the display in which the mouse is currently located. Select Click on Desktop if you want to target the desktop.
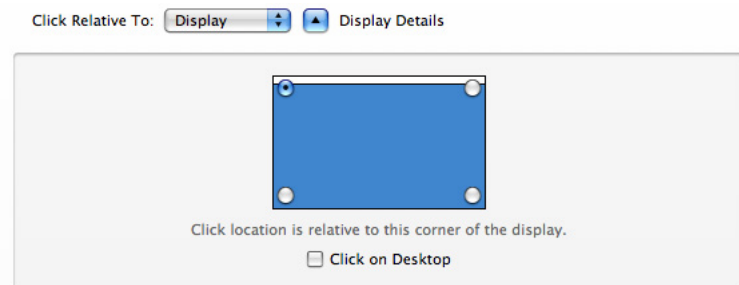
- Window

  Application – Choose "Front Application," choose from the list of running applications, or choose "Select Application…" and navigate to the desired application.

  Window Type – In cases where you may have more than one window with the same name (a document named Font and a palette with the same name for example), QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

• Any Type of Window	• Document Window	• Palette Window
• Sheet on Any Type of Window	• Sheet on Document Window	• Sheet on Palette Window
• Drawer on Any Type of Window	• Drawer on Document Window	• Drawer on Palette Window

  A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Identify by –

- Main Window – QuicKeys will work with whichever window the application considers to be its main window. This is almost exclusively the application's document window.

- Focused Window – QuicKeys will work with the window which currently has focus. The key or focus window of an application is dynamic and can change depending on such factors as your mouse location, text insertion point, or tabbing around an application's interface.

- Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

  Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

  Window Number – If more than one window that matches your naming criteria exists, QuicKeys needs to be told which of those windows it should be looking at.

- Frontmost – If you choose Frontmost from the pop-up list, QuicKeys looks for the front-most window on your screen.

- Level – QuicKeys identifies window level from front to back, so Level 1 would be the front-most window. Depending upon the application and how it handles windows, you may have to tweak the window level when you use this shortcut option. For example, Some applications identify palettes as windows so you may need to experiment with window level.

- Mouse – If you choose to click relative to the Mouse, you are telling QuicKeys to click wherever the mouse cursor happens to be when you trigger the click shortcut. A good example of a time when you might want to use lick relative to mouse is when you have to repeatedly hold a difficult set of modifier keys while clicking on an object. Rather than pretzel your fingers, you can simply hover your mouse over the target and hit a hot key trigger. QuicKeys can click the mouse and simulate holding down any combination of modifier keys in the process.

Copy Settings – If you want the click and release location to be the same (not a click and drag action) and you have made changes to one location, you can copy your settings to the other location.

▼ **Details** To further refine the action, click Details and set the following options:

Clicks & Buttons tab –

    Clicks – The mouse will click a specified number of times in the same place. For example, you can use this option to mimic a double-click by setting it to 2.

    Click With – Choose the mouse button(s) to use. Chose from any combination of left/primary, right/secondary, or third. Select which, if any, of these buttons should remain pressed until the end of the shortcut (or another step releases them)

Modifiers tab – Modifier keys allow clicks to perform additional functions depending on the application you are using. Choose from any combination of the Command, Shift, Option and Control keys. Select which, if any, of these keys should remain pressed until the end of the shortcut (or another step releases them).

Timing tab – If you want QuicKeys to slow down during a click, specify whether the delay should occur after the click, during the drag, before release, or any combination of those. Then specify how long the delay(s) should last.

Other Behavior tab –

Bring all windows to front for click – Selecting this option makes all open windows active for click actions. This ensures any hidden windows are made available for clicking.

Restore mouse location after click – The cursor will move to its original location if you choose this option. Uncheck this option to leave your cursor at the release point when the step finishes.

Multiple Clicks

Create > User Actions > Clicks > Multiple Clicks

Multiple Clicks automatically creates a multi-step shortcut consisting of a series of click steps. Each click step corresponds to a click location recorded when you used the Multiple Clicks feature and can be edited just like any Click shortcut.

When you use Multiple Clicks, the Set QuicKeys Clicks Locations window immediately appears with instructions on how to proceed. Move your cursor to the click locations you want to set, pressing the caps lock key or fn key to set each click point. A green target with a number below it appears, tracking the order of your click locations.

Note: You can delete a target icon by Control+clicking it and selecting Delete Location.

Click the OK button in the Set QuicKeys Clicks Locations window to stop designating click points; QuicKeys will automatically create a shortcut consisting of multiple click steps for the locations you designated.

When you set your click points, QuicKeys records them as single click and release actions relative to your display. If you need to do anything more elaborate, you will need to edit the steps QuicKeys created for you.

Menus

Create > User Actions > Menus

The Menus shortcut category is intended to free you from taking your hands off of the keyboard repeatedly to use your mouse to select menus. Most application menus communicate their contents to the operating system, which allows QuicKeys to activate menus by simply calling their name. Some applications, however, do not provide sufficient information about their menus to the operating system, so QuicKeys must resort to simulating actual clicks on those menus.

To these ends, QuicKeys contains two menu shortcut types: Menu Selection — for those well behaved menus which can be called by their names — and Menu Clicks — for those not-so-friendly applications needing simulated clicks to operate their menus.

Menu Clicks

Create > User Actions > Menus > Menu Clicks

Menu Clicks select menus by making a series of clicks. In some applications, it is simply impossible to access a menu by its name and so QuicKeys must resort to clicking just like a user would, only faster and with no risk of getting a Repetitive Stress Injury.

When you use Menu Clicks, the Set QuicKeys Menu Clicks Locations window immediately appears with instructions on how to proceed. Move your cursor to the click locations you want to set, pressing the caps lock key or fn key to set each click point. A green target with a number below it appears, tracking the order of your click locations.

Note: You can delete a target icon by Control+clicking it and selecting Delete Location.
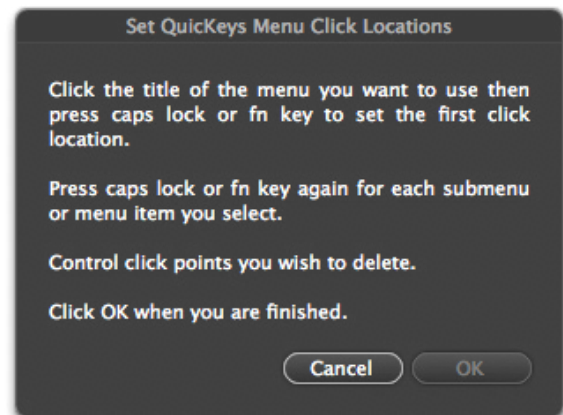
Click the OK button in the Set QuicKeys Menu Clicks Locations window to stop designating click points; QuicKeys will automatically create a shortcut consisting of multiple click steps for the locations you designated.

Menu Selection

Create > User Actions > Menus > Menu Selection

When you create a Menu Selection action, you have the option of hand typing the menu name and menu item directly into the fields provided. This is a quick way to build the shortcut if you know exactly which menu you want.

Menu for Action – You can click the Set Menu for Action button, and QuicKeys will prompt you to select the menu and menu item (including any submenus) and automatically fill in the fields, or you can fill in the fields manually. Click plus (+) to add additional lines as necessary. Details buttons allow you to further refine the target menu details.

Note: Some applications may provide QuicKeys one set of menus when a shortcut is created, but display another set upon playback. If the menu item you need is not presented by QuicKeys, you will need to type the menu item's name manually.

Is system menu on right side of menu bar – select this options to enable QuicKeys to access these menus.

In Application – Select the application QuicKeys should look in for the menu.

Item is Checked – QuicKeys can test a menu item for the presence of a check mark.

Show menus while performing menu action – Some applications do not build their menus until you click on them with your mouse, and they cease to exist once they close. This means QuicKeys will have to actually open the desired menu to get it to draw its contents and make them accessible.

Perform as alternate menu action using modifier keys – The names of some menu items change if you open the menu and hold down a modifier key. (Open Safari's File menu and press the option key, you should see Close Window change to Close all Windows.) With this option checked, QuicKeys simulates pressing the modifier key.

Mouse Recording

Create > User Actions > Mouse Recording

QuicKeys makes two methods of recording your actions available to you. One is interpretive, following your actions and building a sequence of shortcut steps as it interprets what you are doing. This interpretive method is discussed in Chapter 4. The other recording method is the Mouse Recording action that records exactly what your mouse, and only your mouse, is doing. This entire recording is saved as one step in your shortcut.
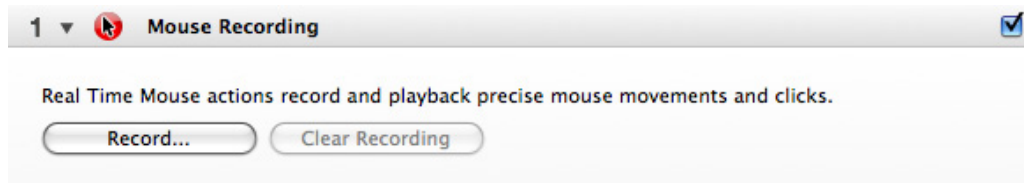
Record –

Click the Record button to display the Ready for Mouse Recording window. Press the Caps Lock or fn key to begin mouse recording. When you are finished recording, press the Caps Lock or fn key again.

You won't see information about your recording session in the Shortcut Editor, but you will see two buttons (Record More and Clear Recording) that only appear when a recording already exists.

Record More –

Click the Record More button to add to your recording. This allows you to build a complex mouse recording in bursts rather than all at once.

Clear Recording –

Click Clear Recording to delete the contents of the recording step.

Pop-Up Menu

Create > User Actions > Pop-Up Menu

The Pop-up Menu action is used to select pop-up menu items from various windows and dialogs. It is flexible in that it can locate pop-up menus by their name or by their location on a window.

Find Pop-Up Menu by – Indicate how QuicKeys should find the pop-up menu: by name or by location. You can click the Choose Pop-Up Menu button, and QuicKeys will prompt you to select the menu and automatically fill in the fields, or you can fill in the fields manually.

- Name –

   Menu Name – QuicKeys looks for a pop-up menu whose name is, contains, starts with, or ends with the text you enter.

      Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences when trying to locate your menu.

   Menu Number – If more than one pop-up menu that matches your naming criteria exists, QuicKeys needs to be told which of those menus it should be looking at.

- Location – Finding the correct pop-up by name is dependent on whether or not the target application is telling the operating system the location. If the application doesn't report this information to the operating system, QuicKeys has no access to it either. In these cases you will need to locate the desired pop-up menu by its location..

  Horizontal/Vertical – Enter the coordinates of the button relative to the corner of the window.

  Window Corner – Select the corner of the window the coordinates are relative to.

Choose Pop-Up Menu – Choose Set Pop-Up Menu to automatically set the name or coordinates of the target menu. The Select Pop-Up Menu window appears and each time your cursor hovers over a pop-up menu, the menu is highlighted. When the desired target is highlighted, press the Caps Lock key or fn to set the location and click the OK button in the Select Pop-Up Menu window to save the selection. If the desired item does not register a name, you may need to use the Location option.
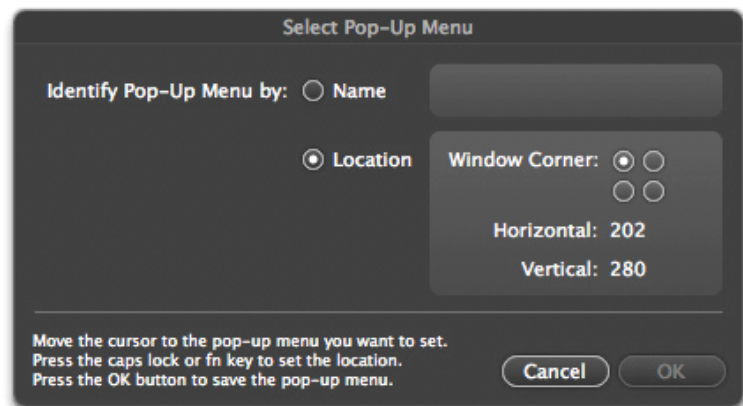
Select Menu Item by – Indicate how QuicKeys should find the menu item: by name or by position.

- Name – You can select the menu item by name just as you can find the menu by name.

- Position – To select a menu item by position enter the position number in the Item Position field.

▼ **Details**   To further refine the action, click Details and set the following options:

Modifiers – Select a modifier key to press while clicking the target button. Modifiers allow clicks to perform different functions.

More Settings – If necessary, click the Application & Window Settings button and choose the specifications for the window that will contain the target button.

  Application – Choose "Front Application," choose from the list of running applications, or choose "Select Application…" and navigate to the desired application.

    Show if Hidden – With a specific application, select this to show this application before performing the action.

Identify Window by –

- Main Window – QuicKeys will work with whichever window the application considers to be its main window. This is almost exclusively the application's document window.

- Focused Window – QuicKeys will work with the window which currently has focus. The key or focus window of an application is dynamic and can change depending on such factors as your mouse location, text insertion point, or tabbing around an application's interface.

- Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

 **Ignore Case –** If you check this box, QuicKeys will ignore upper/lower case differences.

  Window Number – If more than one window that matches your naming criteria exists, QuicKeys needs to be told which of those windows it should be looking at.

- Frontmost – If you choose Frontmost from the pop-up list, QuicKeys looks for the front-most window on your screen.

- Level – QuicKeys identifies window level from front to back, so Level 1 would be the front-most window. Depending upon the application and how it handles windows, you may have to tweak the window level when you use this shortcut option. For example, Some applications identify palettes as windows so you may need to experiment with window level.

Window Type – In cases where you may have more than one window with the same name (a document named Font and a palette with the same name for example), QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

• Any Type of Window	• Document Window	• Palette Window
• Sheet on Any Type of Window	• Sheet on Document Window	• Sheet on Palette Window
• Drawer on Any Type of Window	• Drawer on Document Window	• Drawer on Palette Window

A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Scroll Wheel

Create > User Actions > Scroll Wheel

The Scroll Wheel action enables you to create shortcuts that simulate the scroll wheel on a mouse, even if you don't have a scroll wheel. If an application supports scroll wheel input in some way, a scroll wheel shortcut can fill that role. This goes beyond simply scrolling a web page up and down. Some applications make use of the scroll wheel for zooming or for volume control for example.
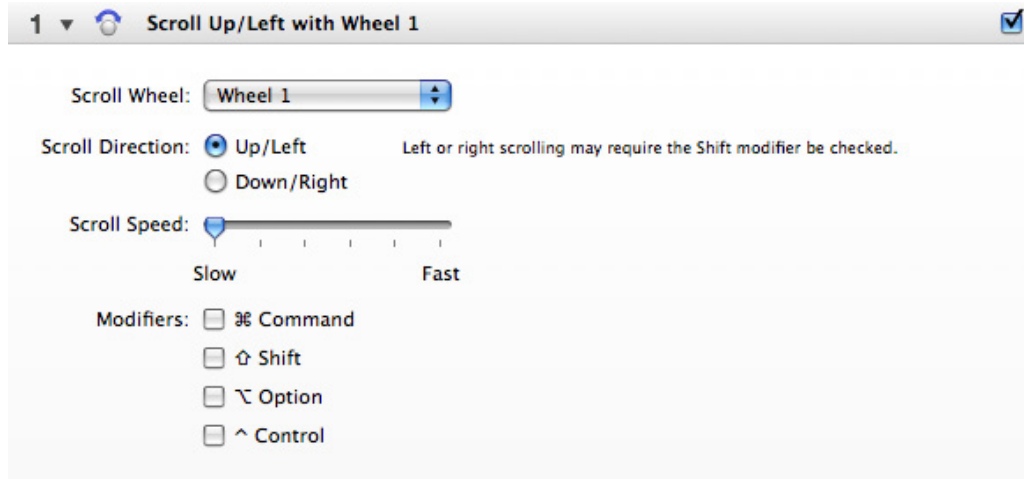
Scroll Wheel – Most users will use Wheel 1 to simulate the scroll wheel commands. However, there are applications, such as CAD programs, which support multiple scroll wheels. Users who have up to three scroll wheels at their disposal can specify which they intend to use.

Scroll Direction – Indicate whether you want to simulate the scroll wheel scrolling up/left or down/right. Up/Left and Down/Right are paired up on radio buttons; to differentiate between the two you would need to select the Shift modifier for use in most applications. For example, scrolling to the left with a scroll wheel is usually accomplished by holding the shift key and moving the scroll wheel upward.

Scroll Speed – Use the slider to set how fast QuicKeys should scroll.

Modifiers – Modifiers allow scroll wheels to perform different functions. Choose from any combination of the Command, Shift, Option, and Control keys.

Type Keystroke

Create > User Actions > Type Keystroke

Type Keystroke is one of the simplest yet one of the most versatile actions QuicKeys provides. You can remap almost any key combination, including modifier keys, but its uses go way beyond changing your keystrokes. Think about what you do with your keyboard each day... You hit the Enter key to acknowledge OK buttons; you use the escape key to cancel dialogs; you hit key combinations to activate menu items (like ⌘ S to Save); you use arrow keys to navigate lists. The keyboard is most people's primary input device. Being able to remap keys and emulate keyboard actions within multi-step shortcuts is thus a very important part of what QuicKeys can do to help automate your daily tasks.
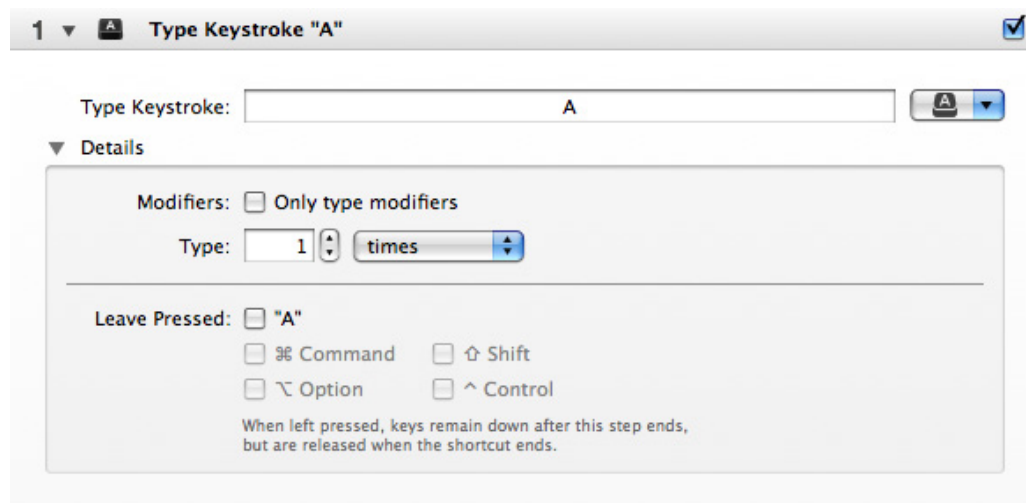
Type Keystroke – The Type Keystroke field must be active to enter a key or key combination. Click in that field to make it active. When the Keystroke field is active, all QuicKeys hot key triggers are turned off, so that no other shortcuts will accidently fire.

Keys pop-up list – There are some situations where it is impossible to enter the desired keystroke into the Keystroke field. For example, a key on your keyboard may not be readable by QuicKeys, or you may be using a smaller keyboard that is actually missing some keys that your larger keyboard has. For these types of issues, you can select the keystroke you want QuicKeys to send via the Keys pop-up menu. The upper half of this menu contains the keys you can have QuicKeys press, while the bottom half is a list of modifier keys which can be toggled on and off by selecting them.
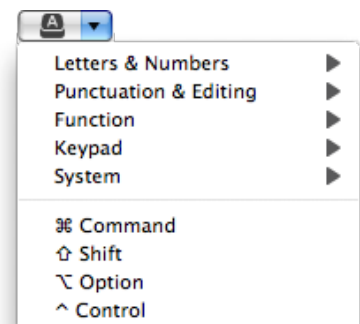
▼ **Details**   To further refine the action, click Details and set the following options:

Modifiers – Select "Only type modifiers" to make modifiers the only keys in this step. Combine this with the "Leave Pressed" option and use it in a multi-step shortcut.

Type – Select how many times the keystroke should be typed or for how many seconds it should be held down.

Leave Pressed – Select which, if any, of these keys should remain pressed until the end of the shortcut (or another step releases them).

Windows

Create > User Actions > Windows

Windows Actions and Windows Arrangement actions are useful for controlling the appearance and behavior of the windows that appear on your screen.

Windows Actions

Create > User Actions > Windows > Windows Actions

Types of Windows Actions

There are six types of Windows Actions: Bring All Windows to Front, Close, Minimize, Unminimize, Zoom, and Toggle Toolbar.

When you look at the contents of the Create > User Action > Windows > Windows Actions submenu you'll note that all six types are listed. But when you look at the "Window Action" pop-up list while editing a windows actions step, you'll see only five. The missing item is Bring All Windows to Front.

Bring All Windows to Front – This action brings all of the windows of the front-most application to the front. This is the same Bring All Windows to Front action as Create > System > Computer Tools > Bring All Windows to Front. It does not have the same options as the other windows actions.

Close – The Close action will close the specified window.

Minimize – The Minimize action will collapse the specified window to the Dock. You can reopen the window by selecting it from the Dock or by using an Unminimize Windows shortcut.

Unminimize – The Unminimize action will display a window that has been minimized.

Zoom – The Zoom action changes the size of the specified window.

Toggle Toolbar – Use the Toggle Toolbar action to show/hide the toolbar of a window.

Windows Options

Window Action – Choose Close, Minimize, Unminimize, Zoom, or Toggle Toolbar.

Window Type – QuicKeys can differentiate by window type. Choose the type if you need to be specific, or leave it set to Any Type of Window if the type does not matter.

- Any Type of Window
- Sheet on Any Type of Window
- Drawer on Any Type of Window

- Document Window
- Sheet on Document Window
- Drawer on Document Window

- Palette Window
- Sheet on Palette Window
- Drawer on Palette Window

A drawer requires you to also specify a drawer number and which side (left, right, top, or bottom) which side of the window it is one.

Identify by –

- Main Window – QuicKeys will work with whichever window the application considers to be its main window. This is almost exclusively the application's document window.

- Focused Window – QuicKeys will work with the window which currently has focus. The key or focus window of an application is dynamic and can change depending on such factors as your mouse location, text insertion point, or tabbing around an application's interface.

- Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

  Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

  Window Number – If more than one window that matches your naming criteria exists, QuicKeys needs to be told which of those windows it should be looking at.

- Frontmost – If you choose Frontmost from the pop-up list, QuicKeys looks for the front-most window on your screen.

- Level – QuicKeys identifies window level from front to back, so Level 1 would be the front-most window. Depending upon the application and how it handles windows, you may have to tweak the window level when you use this shortcut option. For example, Some applications identify palettes as windows so you may need to experiment with window level.

In Application – Choose "Front Application," choose from the list of running applications, or choose "Select Application..." and navigate to the desired application.

▼ **Window Details**   To further refine the action, set the following options:

Window Action –

Tell Window to do action itself – Select this option when you want QuicKeys to direct the window to perform the specified action. Using this method to complete window actions is more reliable. For example, if the window is partially hidden by another window, using "Tell window to do action itself" will still work because it doesn't matter that the window is partially obscured.

Click to perform action – In contrast, if you choose "Click to perform action" the step might fail if the window is partially obscured. However, some cases (e.g., when using modifiers) may work better with this option.

Modifiers – Modifiers can be used in combination with window actions. For example, holding your Option key while you click the minimizing a Finder window will minimize all Finder windows

Windows Arrangement

Create > User Actions > Windows > Windows Arrangement

Types of Windows Arrangement Actions

There are three types of Windows Arrangement actions: Cascade Windows, Resize Windows, and Tile Windows.

Cascade Windows – This action cascades the specified windows. It is the simplest windows arrangement action.

Tile Windows – This action tiles the specified windows. It has one additional option compared to cascade windows.

Resize Windows – This action moves and resizes a specified window. It has the most options.
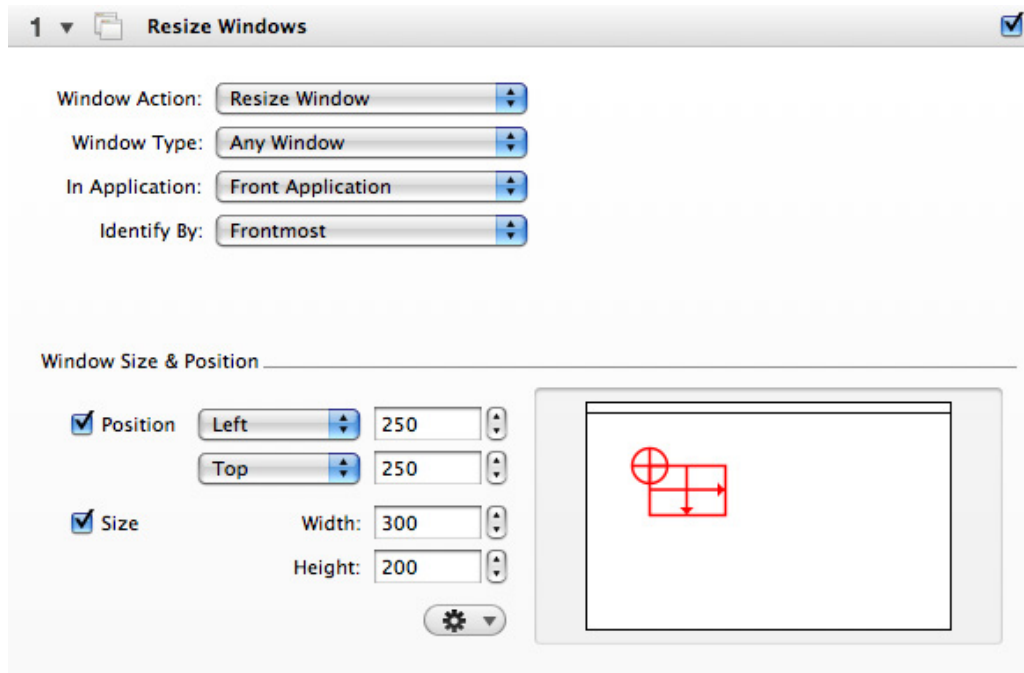
Windows Arrangement Options

Window Action – Choose Resize Windows, Cascade Windows, or Tile Windows.

Window Type – Select Any Window, Document, or Palette.

In Application – Choose "Front Application," choose from the list of running applications, or choose "Select Application..." and navigate to the desired application.

Tile Windows – (Only present with Tile Windows) Select either Vertically or Horizontally.

Identify By – (Only present with Resize Window)

- Main Window – QuicKeys will work with whichever window the application considers to be its main window. This is almost exclusively the application's document window.

- Focused Window – QuicKeys will work with the window which currently has focus. The key or focus window of an application is dynamic and can change depending on such factors as your mouse location, text insertion point, or tabbing around an application's interface.

- Name – Choose from Is, Contains, Starts with, and Ends with, and enter the name of the Window for which you are testing.

  Ignore Case – If you check this box, QuicKeys will ignore upper/lower case differences.

  Window Number – If more than one window that matches your naming criteria exists, QuicKeys needs to be told which of those windows it should be looking at.

- Frontmost – If you choose Frontmost from the pop-up list, QuicKeys looks for the frontmost window on your screen.

- Level – QuicKeys identifies window level from front to back, so Level 1 would be the frontmost window. Depending upon the application and how it handles windows, you may have to tweak the window level when you use this shortcut option. For example, Some applications identify palettes as windows so you may need to experiment with window level.

Window Size & Position – (Only present with Resize Window)

The preview to the right dynamically shows the effects of your size and position changes.

Position – If you wish to move the window, select this option. Then select which corner will be the target corner and input the desired coordinates for this corner.

Size – If you wish to resize the window, select this option and input the desired width and height of the window.

Alignment Options – To assist you in determining the desired coordinates for your position, the alignment options popup menu ⚙ ▾ is enabled whenever Position is selected.

If you enter coordinates in the position fields, the preview automatically updates. Selecting an option from popup menu aligns the "window" with a corner of the "screen" in the preview, and the coordinates automatically update.

Note: If both Position and Size are selected the alignment options menu will allow you to choose and corner of the screen. If only Position is selected, QuicKeys does not know the size of the window; therefore, the only option in that case is the one to align the "window" to the corner of the "screen" matching the target corner of the window.

Appendix A – QuicKeys Online

QuicKeys Online gives you even more resources for getting the most out of QuicKeys 4.

- Browse the Shortcut Gallery to learn about and download shortcuts you can use right now.

- View helpful Tutorials for beginner, intermediate, and expert users.

- Do you need technical help? Visit the QuicKeys Support website.

- Visit the QuicKeys Community to chat about all things QuicKeys with other users.

To access QuicKeys Online, click QuicKeys Online is the source list of the QuicKeys Editor. Internet access is required.
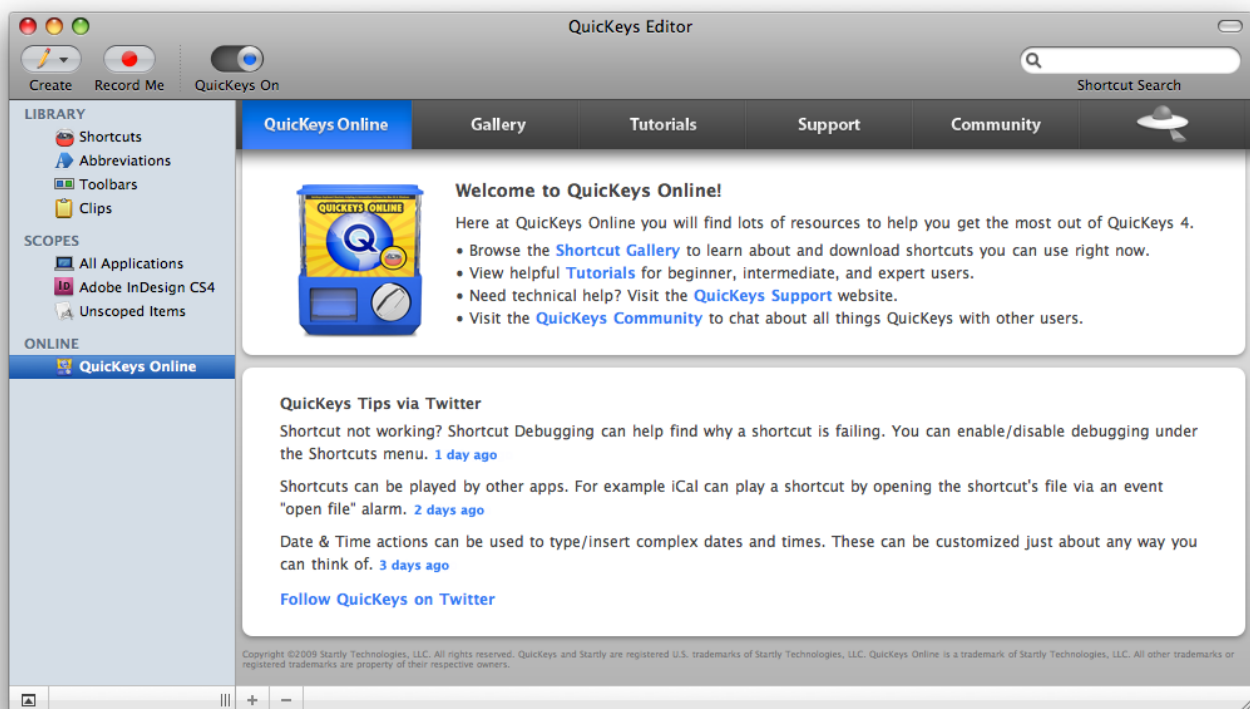
Shortcut Gallery

In the Shortcut Gallery you will find shortcuts contributed by other QuicKeys users. Browse through all the shortcuts available or use the search field to narrow the list. Download the ones you want, and then use these shortcuts as-is or edit them if you need. After downloading simply set the triggers you want to use and you are all set.

If you have some great shortcuts others would find useful, you can submit them to the Shortcut Gallery! In the QuicKeys Editor shortcut list, select the shortcuts to share and choose "Submit to Shortcut Gallery" from the Shortcuts menu.

Note: All submitted shortcuts will be reviewed before they are added to the gallery. Some shortcuts may not be accepted or may be edited before being added. All submitted shortcuts become the property of Startly, but you can receive attribution if you wish.

Note: Startly does not provide any guarantee of the usefulness, appropriateness, or correct behavior of any of the shortcuts provided here. You should evaluate each shortcut you download for its appropriateness to your needs before using.

Tutorials

In the Tutorials section you will find movies on a variety of QuicKeys topics from overviews to demonstrations of specific features.

If you can't find one on the subject you need, use the QuicKeys Feedback page to tell us what you would like to know more about. The most requested topics will get their very own tutorials. You can also visit our Support or Community sites (covered below) if you need help right now.

Support

Clicking Support opens the Startly Support page in your web browser. In addition to information on e-mail and telephone support, this page has FAQs and links to report a lost activation key or serial number, register your software, and provide feedback.

Community

Clicking Community opens the Startly Community Forum in your web browser. Create an account and join the discussions!

Appendix B – Device Triggers
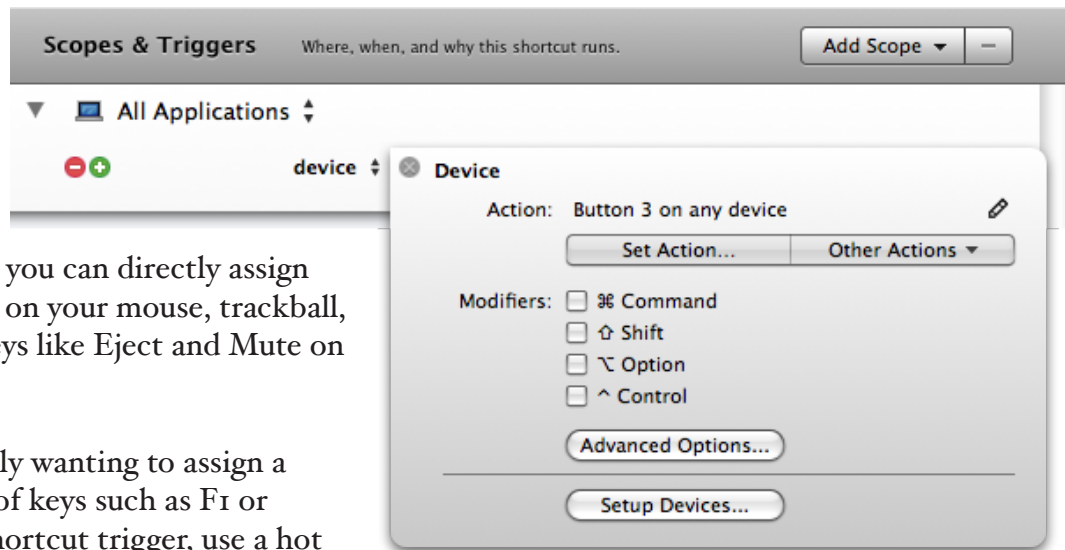
With device triggers you can directly assign shortcuts to buttons on your mouse, trackball, joystick, and even keys like Eject and Mute on your keyboard.

Note: If you are simply wanting to assign a key or combination of keys such as F1 or Command+M as a shortcut trigger, use a hot key trigger.

Devices Setup

Before you can create device triggers, you must use the devices window to control what devices connected to your computer can be used for device triggers.

Select Devices from the Window menu.
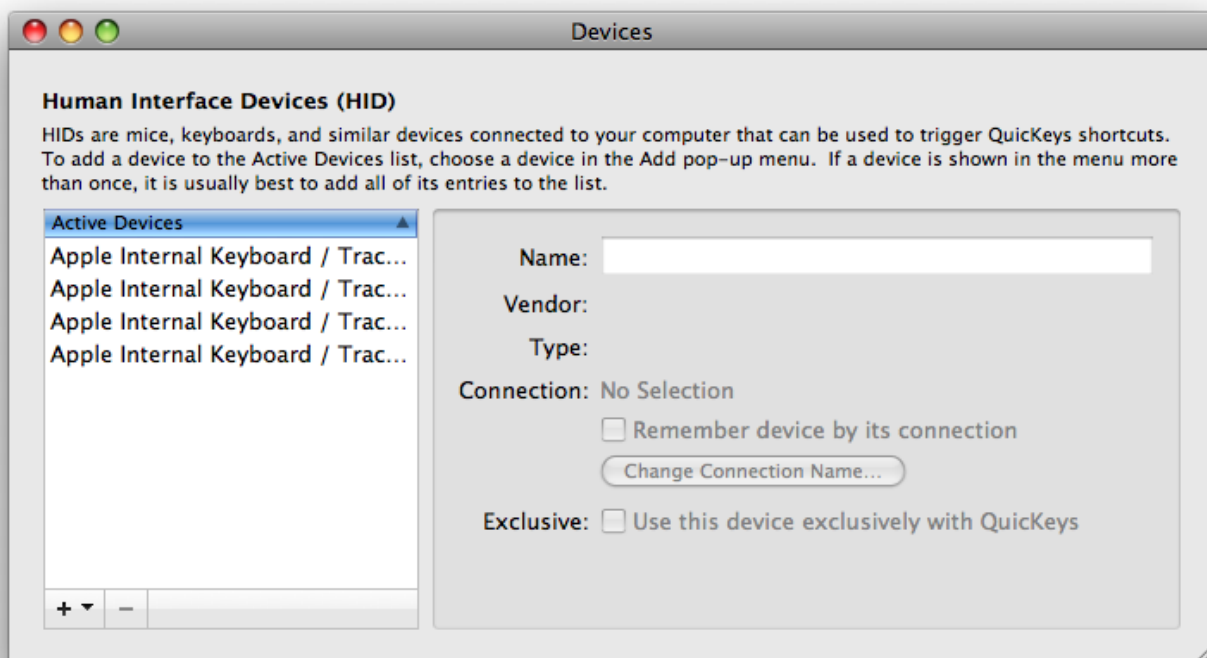
Active Devices – This list shows the devices that are currently enabled for use in QuicKeys for device triggers

Plus pop-up – Shows the devices that are still available for adding to the active device list

Minus button – Removes the device selected in the Active Devices list from use in QuicKeys

Name – Shows the default name for the selected device. You can edit this to be whatever you want.

Vendor – Shows the manufacturer of the device

Type – Shows the type of device. Common types are USB Keyboard or Bluetooth Mouse

Connection – Shows the device connection name and whether the device is currently connected or not

Remember device by its connection – This makes it easier to have more than one device of the same kind attached to your computer. Some devices cannot be uniquely identified simply by name alone, QuicKeys may need to also keep track of how it is connected in order to uniquely identify it.

Note: If this is checked and you unplug the device and then plug it back into another port, QuicKeys will most likely see it as a different device. As a result, any triggers specific to this device will need to be recreated.

Change Connection Name – By default a connection name will be a number. You can change the name to be more user friendly. For example you could give it a name of "right front USB port"

Note: Some connections names are reused for other devices and depending on how the device is connected. Sometimes you may plug in a device to an already named port but QuicKeys will show you a number instead. That means that device may have its own internal connection name. You can change the name for that connection, but it may only persist for that particular device.

Use this device exclusively with QuicKeys – When checked all input from this device will only go to QuicKeys; no other application can use this device. For example if the device is a mouse it will no longer move the mouse cursor. It the device is a keyboard it will not type in your documents. Also if the device is a keyboard you may be asked for an admin user name and password before the device can be used exclusively.

Note: A device that is set to be used exclusively with QuicKeys cannot be used for hot key triggers.

Advanced Options

On the edit trigger window is an Advanced Options button. It opens the Advanced Device Trigger Options window.

The edit trigger window is shown on the first page of this appendix and is covered in the Triggers section of Chapter 4.

Action Name – You can provide a more descriptive name for the Action

Device – Shows the device that was associated with this trigger.

Element – Shows the device element that was associated with this trigger.

Element HID Usage Page & Element HID Usage – These display the technical identifier of the particular element of the device. You would rarely need to edit these.
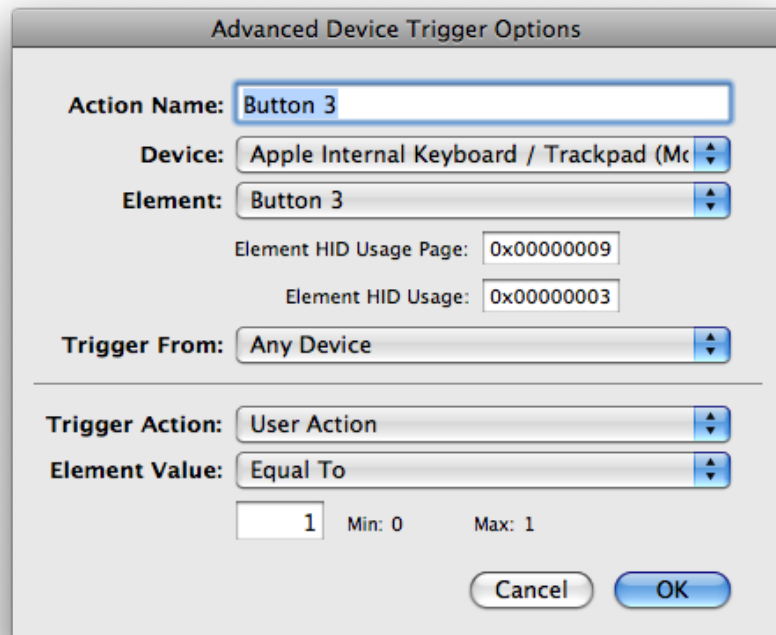
Trigger From – Lets you specify how QuicKeys relates this trigger back to the device in the Device pop-up above when trying to fire this trigger

Trigger Action – Lets you specify what causes the trigger to fire.

- User Action – An action such as pressing a button.

- Value Changes – Used for device elements that have a variable value. If the value changes the trigger can fire.

- Value Check -Periodically checks the value of the specified element on the specified device.

Element Value – Specifies the method of checking values for the Trigger Action pop-up

Appendix C – QuicKeys Anywhere

QuicKeys Anywhere is an application you can install on your iPhone or iPod Touch that lets you run shortcuts back on your Mac from wherever you are—if you have a phone data connection or WiFi connection.

Before you can use this feature, remote control must be enabled. Check "Allow remote control" in the Remote pane in the QuicKeys Preferences window as covered in Chapter 3.

To allow control from your "remote," your copy of QuicKeys on your computer has to be paired with the copy of QuicKeys Anywhere on your iPhone/iPod Touch.

To pair them, you must first be in "Add Host" mode in QuicKeys Anywhere. Your iPhone/iPod Touch must be on the same WiFi network as your computer. (Pairing does not occur over the USB cable.) QuicKeys must be running on your computer with the QuicKeys Editor open.

When the above conditions are met, you will see a Remotes category in source list of the QuicKeys Editor. Select your device from this category and you will see the Add QuicKeys Anywhere Remote pairing screen. Then, simply enter the Pair Key numbers shown in QuicKeys Anywhere on your iPhone/iPod Touch.
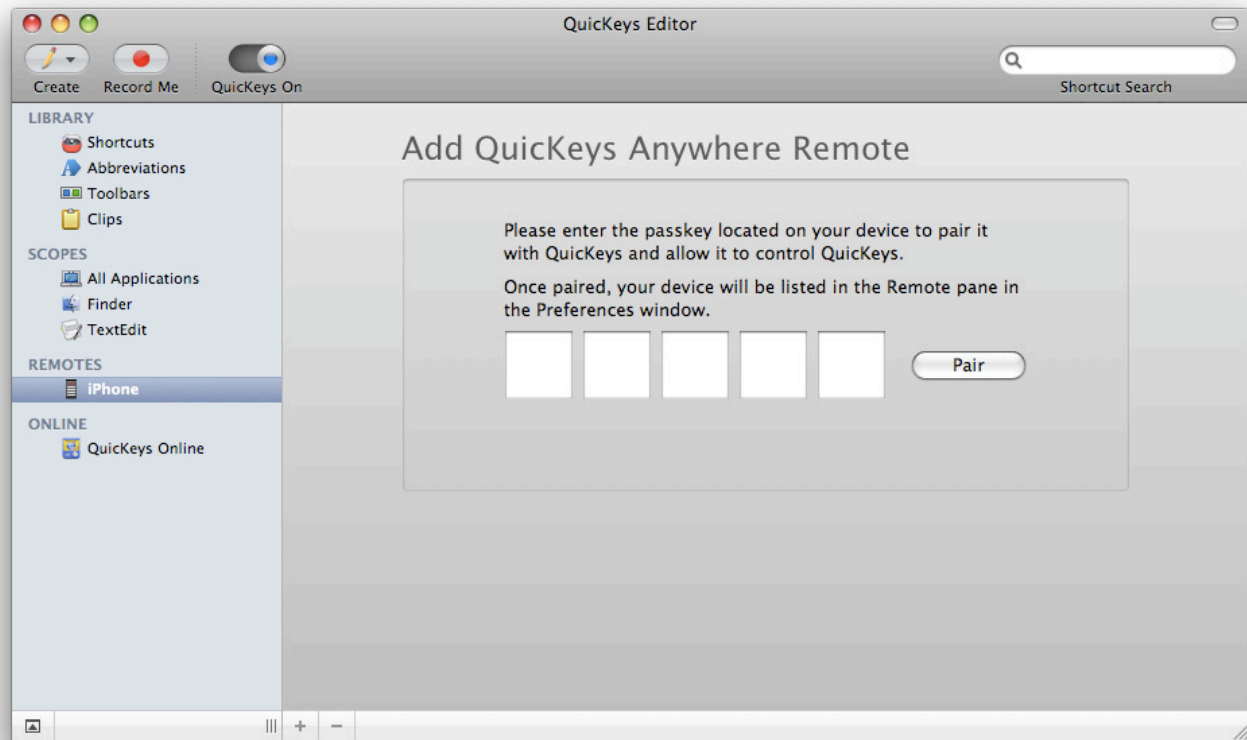
Once paired, QuicKeys Anywhere will exit the Add Host mode and the device will then no longer appear on the Remotes list in the QuicKeys Editor. All the iPhones and iPod Touches you have

paired will be listed in the Remote pane in the QuicKeys Preferences window. If necessary, you can remove devices that have been paired by clicking the remove (-) button.

Note: If you have a firewall on your home/office network and you will be connecting from outside your firewall, you will need to configure your firewall to allow access on the Network Port specified in the Remote pane of the QuicKeys Preferences window.
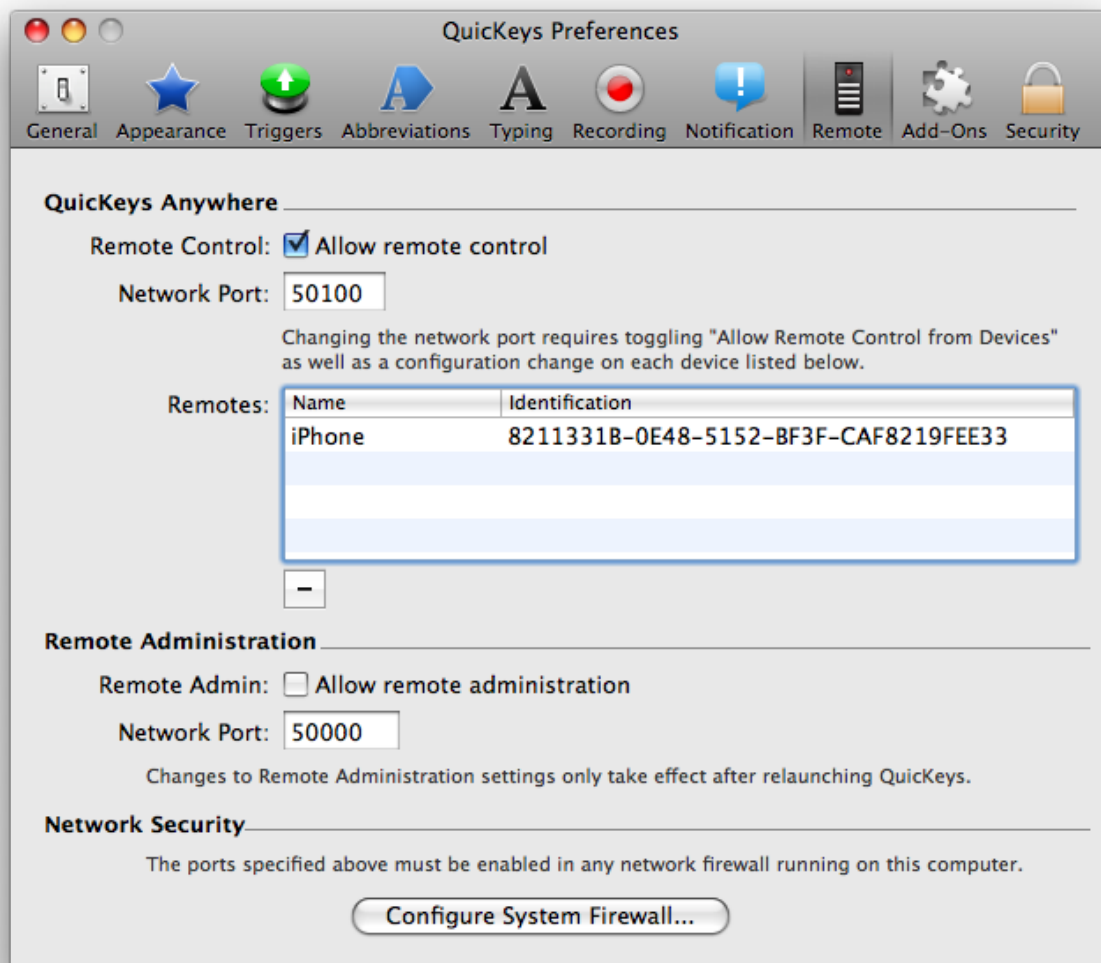
Appendix D – QuicKeys & AppleScript

QuicKeys can be directed to play a shortcut by its name using AppleScript. QuicKeys can also be directed to set or get variables with AppleScript. The AppleScript code must be written in the following ways to make these things happen.

Triggering Shortcuts

Play shortcut by name

The following three lines of script tell QuicKeys to play the shortcut named "Open TextEdit". Any shortcut name can be substituted.

```
tell application "QuicKeys"
    play shortcut named "Open TextEdit"
end tell
```

Play shortcut remotely

AppleScript can be used to trigger a QuicKeys shortcut residing on a remote machine. While working on machine A, you can trigger a QuicKeys shortcut on machine B. You can put AppleScript code like this into a QuicKeys AppleScript type of shortcut, or save it as an AppleScript applet.

Preparation

You must prepare the remote/target machine in advance to accept these types of events by doing the following:

- Open System Preferences

- Select the Sharing pane, Services tab.

- Check the box named "Remote Apple Events" to turn on this feature

Play remote shortcut by name

```
tell application "QuicKeys" of machine "eppc://xxx.xxx.xxxx.xxx"
    play shortcut named "Shutdown"
end tell
```

Where xxx.xxx.xxx.xxx is the IP Address of the target machine. Running/compiling this script should bring up a window asking for user name and password for the remote machine with the option to "add to keychain." Once the login and password information is accepted the shortcut on the remote machine should activate.

Using Variables

Set variable

The following three lines of sample script set the value of a QuicKeys variable named "QKVariable" to the value of "something." You can use any variable name you like.

```
tell application "QuicKeys"
    set value of variable named "QKVariable " to "something"
end tell
```

Get variable

The following three lines of sample script set the value of an AppleScript variable named "ASVariable" to the contents of a QuicKeys variable named "QKVariable." You can use any variable names you like. Data passed into QuicKeys or set within QuicKeys can be retrieved by AppleScript in this way.

```
tell application "QuicKeys"
    set ASVariable to the value of variable named "QKVariable"
end tell
```

Appendix E – Backing Up QuicKeys Data

QuicKeys maintains your shortcuts, toolbars, abbreviations, and clips in one location and your preferences settings in another. You can drag these items to a second hard drive, a network storage location, or burn them to a CD to back them up. They can easily be restored by copying them back to their original locations.

Backing Up Your QuicKeys Data

1. Quit the QuicKeys application.

2. Navigate to <user>/Library.

3. Locate the QuicKeys folder inside and copy it to your backup location.

Backing Up Your QuicKeys Preferences

1. Quit the QuicKeys application.

2. Navigate to <user>/Library/Preferences.

3. Locate "com.quickeys.quickeys.plist" and copy it to your backup location.

4. Locate "com.quickeys.quickeysbackgroundengine.plist" and copy it to your backup location.

Restoring Your QuicKeys Data

1. Quit the QuicKeys application.

2. Copy your archived QuicKeys folder into <user>/Library.

Important Note: Overwriting one QuicKeys data folder with another will destroy all of the shortcut toolbar, abbreviation, and clip data in the folder being overwritten. If you need to merge archived data with current data, use the methods discussed in Appendix F, Sharing Shortcuts.

Restoring Your QuicKeys Preferences

1. Quit the QuicKeys application.

2. Copy your archived QuicKeys preferences files into <user>/Library/Preferences.

Note: Restoring your QuicKeys preferences file will not restore your activation code. If you've done a fresh reinstall of your operating system or if you are moving your data to a new machine you will need to reenter your activation key.

Appendix F – Sharing Shortcuts

QuicKeys stores your shortcuts in the folder <user>/Library/QuicKeys/Shortcuts. Each new shortcut is saved in this location as a separate file whose name matches the name you gave the shortcut. If you remove a shortcut file from this folder, the next time you run QuicKeys that shortcut will not load.

Conversely, if you drag additional shortcut files (or folders containing shortcut files) into that folder, those shortcuts will be available next launch. You can also share shortcuts by exporting and importing them, or subscribe to folders full of shortcuts placed on public file servers and shared drives.

Using Others' Shortcuts

There are three methods to get other users' shortcuts to load into QuicKeys:

Import Shortcuts

Both shortcuts that have been exported from QuicKeys and actual shortcut files can be imported by another user. Importing makes the new shortcuts immediately available.

1. From within QuicKeys, select the menu item, File > Import Shortcuts.

2. Navigate to the QuicKeys export file (or shortcut file) and click Open.

3. Your new shortcuts are ready to use.

Subscribe to Public Shortcuts

If you have access to a file server or shared workstation whose owner has made QuicKeys shortcuts available to the public or selected users, you can easily subscribe to those shortcuts.

1. Log into the server or workstation that is home to the repository of shortcuts to which you want to subscribe. You need to be able to navigate to the target folder to be able to subscribe to it.

2. From within QuicKeys select Subscribe to Shortcuts from the File menu. In the resulting window, click on the [+] button to add a new location from which to load shortcuts.

3. Navigate to the folder containing the shared shortcuts and click Open. Any shortcuts in that folder, or inside other folders located inside the target folder, will be loaded into QuicKeys for your use.

Note: Subscriptions to shortcuts are not live. QuicKeys loads the shortcuts from the designated location at only two times: 1) when you subscribe, and 2) when you quit and relaunch QuicKeys. If the owner changes the shortcuts in a folder to which you have subscribed, your copy of QuicKeys

will not update with the new shortcuts until you either quit and relaunch QuicKeys, or unsubscribe and subscribe to that shared folder again.

Download Shortcuts From QuicKeys Online

In the Shortcut Gallery you can browse and download shortcuts contributed by other QuicKeys users. You can then use these shortcuts as-is or edit them if you need.

1. Within the QuicKeys Editor, select QuicKeys in the source list. Then select Gallery.

2. Review the available shortcuts. When you see a shortcut or collection of shortcuts you would like, click the Download button and follow the prompts.

3. Review each shortcut prior to use.

Making Your Shortcuts Available to Others

There are four ways to share your shortcuts with other users:

Export Your Shortcuts

1. Within the QuicKeys Editor, highlight the shortcuts you want to export in the shortcuts list and select File > Export Shortcuts.

2. Navigate to the desired destination and click the Save button.

3. Pass this exported file on to anyone you wish. They will need to follow the Import Shortcuts instructions found earlier in this appendix.

Distribute Your Shortcut Files

1. Locate your shortcuts in the <user>/Library/QuicKeys/Shortcuts folder and copy any that you want to share out to another location.

2. Pass these copies on to whomever you wish. They will need to follow the Import Shortcuts instructions found earlier in this appendix.

Make Your Shortcuts Public

There is no mechanism within QuicKeys to enable file sharing or act as a shortcut server per se. What QuicKeys can do, however, is subscribe to shortcuts that are outside of its default <user>/Library/QuicKeys/Shortcuts folder.

To make your shortcuts available to the public you need only move copies of your shortcut files to an accessible location. Be it a file server or a shared location on your workstation's hard drive, if users are allowed to log in and access that location, their copy of QuicKeys can load shortcuts from it.

Share Your Shortcuts on QuicKeys Online

If you have some great shortcuts others would find useful, you can submit them to the Shortcut Gallery.

1. Within the QuicKeys Editor, highlight the shortcuts you want to export in the shortcuts list and select Shortcuts > Submit to Shortcut Gallery.

2. Fill out the form and click Upload.

3. All submitted shortcuts will be reviewed before they are added to the gallery. Some shortcuts may not be accepted or may be edited before being added. All submitted shortcuts become the property of Startly, but you can receive attribution if you wish.

Read/Write Permissions

QuicKeys has the ability to load shortcuts from numerous sources outside of its default data location. QuicKeys must, like any other application, obey the Read/Write permissions of the user that logged in.

Note: QuicKeys will always try to write an edited shortcut back along the path from which it was loaded. New shortcuts are always saved to <user>/Library/QuicKeys/Shortcuts. These behaviors cannot be altered.

Shortcut File Permissions Effects

Permissions	Load & Run Shortcuts?	Edit Shortcuts?	Save Shortcuts?
Read Only	Yes	Yes*	No
Read & Write	Yes	Yes	Yes

Note: Editing shortcuts loaded with Read-only permissions caches the changes within QuicKeys, but those changes will be lost when QuicKeys is quit.

Read-Only Permissions for All Shortcuts

Some administrators may find it desirable to prevent users from editing or creating new shortcuts at all times. This can be accomplished by setting the QuicKeys shortcut data folder to Read-only.

Symbolic Linking

The QuicKeys shortcut data folder can be replaced with a symbolic link using the Terminal application if so desired.

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