

## Features of RapidKey

RapidKey for Windows 9x,ME,NT,2000,XP provides you with a new Windows functionality:



Autotext



Macros



Fast access on the desktop



Fast access to frequently needed folders

Autotexts and macros are in all\* Windows applications at your disposal. RapidKey is very small and fast, saves time, memory and resources.

\* AutoText function only partly works in some Word and Outlook versions and in some software suites.



### Autotext

Autotext is a feature that allows you to store text you use frequently. You can quickly insert long text passages into any documents like emails, letters or source codes without retyping or copying and pasting. You can use Autotexts in all\* Windows applications.

It's very easy to create and use Autotext entries. You only need to make a mental note of one key combination. Press that key combination after you type a shortcut and with lightning speed the shortcut is replaced by the full text passage.



Creating an AutoText entry



Using an AutoText entry



Editing an existing AutoText entry



Searching for an AutoText entry



Deleting an AutoText entry

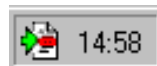


Changing the Autotext key combination

\* AutoText function only partly works in some Word and Outlook versions and in some software suites.

### Note

- If no matching shortcut is found, then RapidKey suggests you existing Autotext entries which have
  - similar shortcuts
  - contain the entered shortcutSo you find the correct Autotext fast, even if you remember only one word which is contained in the Autotext.
- So that the Autotext function is at your disposal, please start RapidKey. Then the RapidKey icon will be visible on the taskbar.



### What is an Autotext entry?

For example, you can store a text passage that you use often, a standard contract clause, or a mailing address. Each text selection is recorded as an Autotext entry and is assigned a single name (shortcut). You only need to type that shortcut and press a key combination. RapidKey does the rest. Autotext entries are also known as Glossary entries.

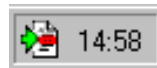
Shortcut	Result
dear [Ctrl+Q]	Dear Sir or Madam,
	we thank you for your letter.
link [Ctrl+Q]	<A HREF=" "> </A>
for [Ctrl+Q]	for (i = 0; i < NUM_STATES; i++) {
	}
	else {
	}


In the examples the key combination is Ctrl+Q.

### To change the Autotext key combination

To use Autotext entries you only to have to make a mental note of one key combination. Press that key combination after you type the shortcut. Then the shortcut will be replaced by the full text passage.

- 1 On the taskbar click the RapidKey icon.




- 2 Click  **Autotext....**
- 3 Click in the box **Replace shortcut with text by.**
- 4 Press a key combination you want to use for Autotext.
- 5 Click the **Ok** button.

### To create a new Autotext entry

You can create a new Autotext entry in any Windows application.

- 1 Select the text passage you want to store as an AutoText entry.
- 2 Press the Autotext key combination.  
The new Autotext appears in the Autotext dialog box.
- 3 Type a shortcut for the Autotext entry.
- 4 Click the **Ok** button.

### Note

- To enter a new Autotext entry in the Autotext dialog box directly, click the entry <shortcut> which you find at the bottom of the list of available Autotext entries.
- To edit an existing Autotext entry, click  **Edit.**

### To use Autotext entries

The Autotext function is in all Windows applications at your disposal.

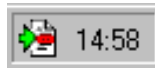
- 1 Type a shortcut.
- 2 The cursor is now behind the shortcut.
- 3 Press the Autotext Key combination.
- 4 The shortcut will be replaced by the full text passage automatically.

**Note**

- If no matching shortcut is found, then RapidKey suggests you existing Autotext entries which have similar shortcuts or contain the entered shortcut.
- If no matching shortcut is found, you can create a new Autotext entry.
- Autotexts can contain tags, which will be replaced by the current date and time.

**To edit existing Autotext entries**

- 1 On the taskbar click the RapidKey icon.



- 2 Click  **Autotext....**

- 3 Click  **Edit.**

You can insert the following at any place in the Autotext:

**Fields**

- Current date and time
- Current contents of a text file
- Current contents of the clipboard

**Special character****To search for Autotext entries**

To search for an Autotext entry that shortcut you don't remember, you don't need to close the Windows application just opened. It's enough to know one of the words which is included in the Autotext (full text passage).

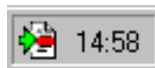
- 1 Type a word that is included in the searched Autotext or resembles an existing shortcut.
- 2 The cursor is now behind the shortcut.
- 3 Press the Autotext Key combination.
- 4 RapidKey will show all found Autotext entries that match.

**Tip**

- To get fast to an Autotext entry, please type the first letter of the shortcut.

**To delete an Autotext entry**

- 1 On the taskbar click the RapidKey icon.




- 2 Click  **Autotext....**

- 3 Click  **Delete.**

**Note**


- RapidKey will ask you if you really want to delete the Autotext entry.

### Current contents of a text file

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click **Text file**.
- 3 Choose the desired text file.


**<insert textfile c:\...\xxx.txt>** will be insert at the current cursor position. The contents of the chosen text file appears later in this place. You can edit or copy that field.

### Current contents of the clipboard

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click **Clipboard**.

**<insert clipboard>** will be insert at the current cursor position. The text just being in the clipboard appears later in this place. That is useful for address or subject lines.

### To insert special char

- 1 In the Edit windows click  **Special Char**.
  - 2 In the list click the desired character.
- The chosen ANSI code character will be insert at the current cursor position.

### Date and time in Autotexts

- 1 In the Edit windows click  **Insert field**.
- 2 Then in the context menu click the desired date or time format.

**<insert time format>** will be insert at the current cursor position. Date or time in the chosen format appears later in this place. You can adapt the format:

**Date:** **<insert time d-m-yy>**

Date: 24-1-98

**on <insert time mmmm d> in <insert time yyyy>**

on January 2 in 1998

**at <insert time h.nn.ss>**

at 14.30.50

**We will start on <insert time mmmm d yyyy> at <insert time h> o'clock.**

We will start on May 1 1998 at 14 o'clock.

Character like points, colons, dashes and commas are allowed in the field. The letters **d, m, y, h** means day, month, year, hour. The number of letters decides the format.

<b>data</b>	<b>Output result</b>
d	day (1-31)
dd	day (01-31)
ddd	day (Sun-Sat)
dddd	day (Sunday - Saturday)
m	month (1-12)
mm	month (01-12)
mmm	month (Jan - Dec)
mmmm	month (January - December)
yy	year (00-99)
yyyy	year (0000-9999)
h	hour (0-23)
hh	hour (00-23)
n	Minute (0-59)
nn	Minute (00-59)
s	Second (0-59)
ss	Second (00-59)
. : , -	Character like points, colon, points, colons, dashes and commas are allowed

## ● Macros

Macros are in all Windows applications at your disposal.

It's easy to create and use macros. You only need to make a mental note of one key combination. After pressing that key combination, it doesn't matter which program is open, a context menu appears. Click the desired macro or click **Macro...** to record a new one.



Recording a new macro



Playing back macros



Editing an existing macro



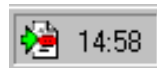
Deleting a macro



Changing the macro key combination

### Note

- So that the macro function is at your disposal, please start RapidKey. Then the RapidKey icon will be visible on the taskbar.

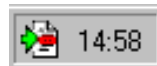




### What is a macro?

The word 'macro' denotes the record of keystrokes and mouse actions. You can use macros in all Windows applications. You only need to press a key combination. A context menu appears and you can choose the desired macro.

### To record a new macro

- 1 On the taskbar click the RapidKey icon.



- 2 Click  **Macro....**
- 3 Click  **New.**
- 4 In addition to name and description of the macro you can check the following:
  - Keystroke
  - Mouse clicks
  - Mouse movements
  - System messages
  - Beep when recording events
- 5 Click the **Ok** button.
- 6 To stop the record click **STOP** button or press **Ctrl + ESC** or **Ctrl + Pause**.

### Note

- You can record a new macro in any Windows application. To do this press the macro key combination and the click **Macro....**
- You can edit the playback Speed and number of repeats after recording the macro.

### To play macro back

You can use your macros in all Windows applications.

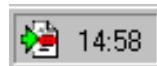
- 1 Press the macro key combination.
- 2 A context menu appears with the names of all macros.
- 3 Click the macro you want to play back.



#### Note

- Instead of step 3 you can press the corresponding key. That's faster.

### To edit an existing macro

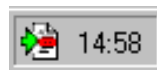
- 1 On the taskbar click the RapidKey icon.



- 2 Click  **Macro....**
- 3 Click  **Edit.**
- 4 In addition to name and description of the macro you can edit:
  - playback speed
  - repeat count

### To delete a macro

- 1 On the taskbar click the RapidKey icon.



- 2 Click  **Macro....**
- 3 Click  **Delete.**

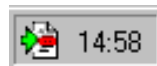
#### Note


- RapidKey will ask you if you really want to delete the macro.

### To change the macro key combination

To use a macro you only have to make a mental note of one key combination. When you press that key combination a context menu will appear and you can run an existing macro.

- 1 On the taskbar click the RapidKey icon.




- 2 Click  **Macro....**
- 3 Click in the box **Quick access to macro by.**
- 4 Press a key combination you want to use for macros.
- 5 Click the **Ok** button.

### To access objects on the desktop

- 1 On the taskbar click the RapidKey icon.



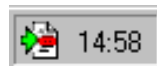
- 2 Click  **Desktop**.
- 3 Click the desired document or program.


#### Note

- The RapidKey list shows all programs, documents and folders on the desktop. The list is updated at every start. If you want to update the list at any time please click **Refresh menu**.
- RapidKey starts automatically when Windows starts. So all functions are at your disposal. If you close RapidKey by clicking the **Close** item, RapidKey asks you if you want to start it automatically the next time Windows starts.

### To access folders needed frequently

- 1 On the taskbar click the RapidKey icon.



- 2 Click  **Favorite folders**.
- 3 Click the desired folder. That folder will be opened with the Explorer.

#### Note

- To add a folder to the list of existing favorite folders, click **Manage favorites...** after step 2. Then drag and drop the folder you want to add from the Explorer to the folder list.

### To contact us

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If you contact us, please tell us your registration number (see Info...).

### To uninstall RapidKey

- 1 Click Start-Settings-Control panel.
- 2 Click **Software**.
- 3 Click the **Remove** button to delete RapidKey from your Computer.

#### Note

- You can also run `uninstal.exe` in the RapidKey directory.

**To change language**

Generally RapidKey autodetect you language (English or German). But if you want to use another language please do following:

- 1 In the RapidKey directory open the file rapidkey.ini with your editor.
- 2 Below the [Options] line add the line  
Language=D (for German language) or  
Language=E (for English language).
- 3 Save the file.