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HotKeyManager v.1.0



User Manual



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General Description

HotKey Manager Software gives user a possibility to create and edit keyboard shortcuts in order to optimize one's work with the computer. This is very comfortable especially if you would like to use mostly keyboard instead of mouse.

Compatible Devices

HotKey Manager is compatible with Windows 2000/XP/2003

How to register HotKey Manager

Trial Version of HotKey Manager is fully functional with the exception it will stop working in 14 days.

In order to register your HotKey Manager Software you have to enter your registration code in the required field and press "Register".

Registration Code you will obtain in course of 2 business days after the Product Purchase.

How to install HotKey Manager

Please run setup.exe in order to install the software. Follow the installation instructions during the installation process.

Working with HotKey Manager

How to start

HotKey Manager Application can be opened in following ways:

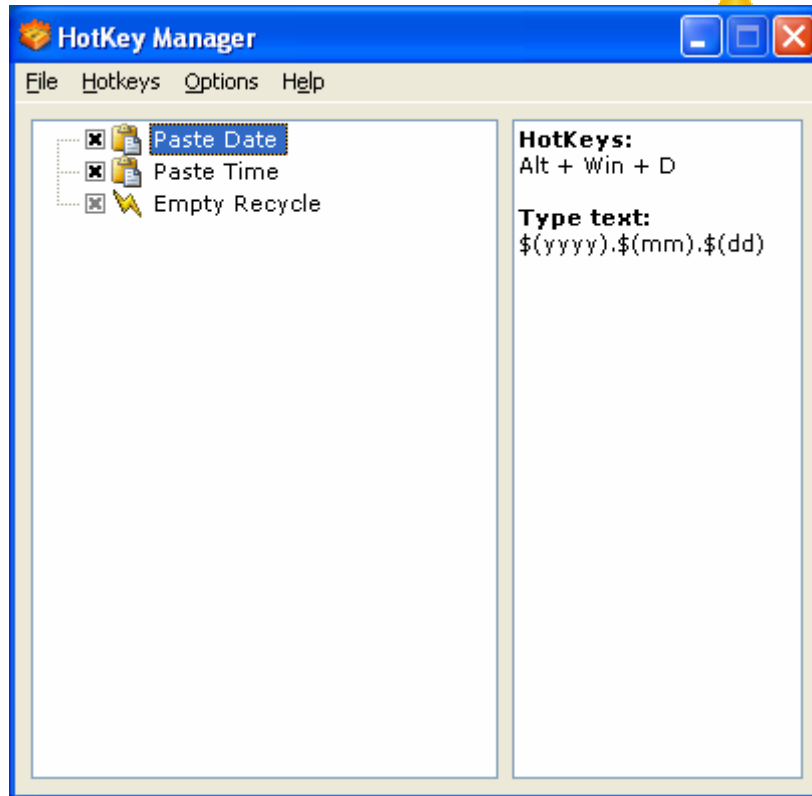
- Double click on HotKey Manager desktop icon
- Go to Start → All Programs → HotKey Manager → HotKey Manager
- Select HotKey Manager in Quick Launch menu
- Make a shortcut for HotKey Manager launch

Application Features

General information

HotKey Manager assumes all your repetitive work on the computer. With the help of this program you can greatly speed up your rate of work. Pressing hot keys you can paste frequently used text, launch applications, open folders, favorite web-pages, dial-up connections, quickly change sound volumes with press of predefined shortcuts.

Main screen of HotKey Manager application looks like follows. After installation it contains some predefined shortcuts which can be edited any time.

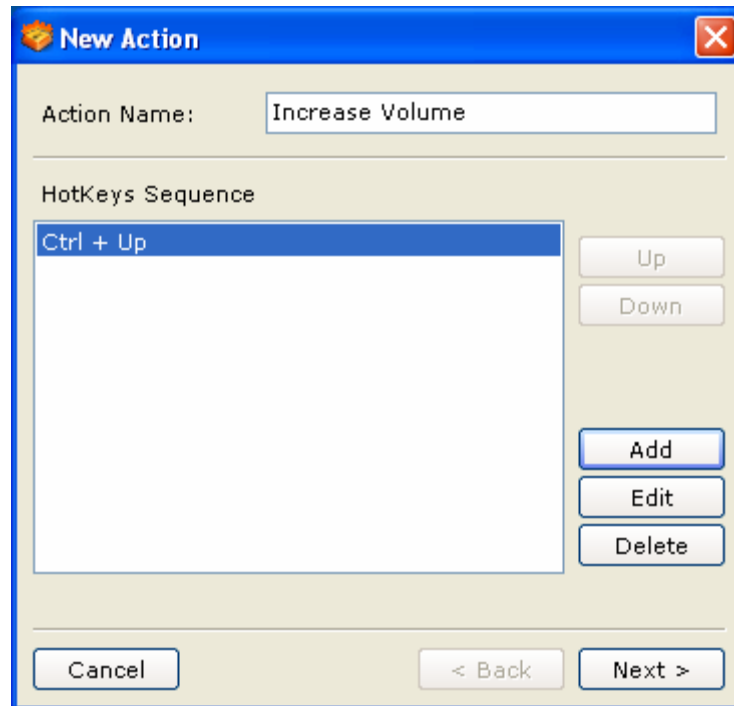




New Action

New Shortcut can be created in two ways:

- One click on the Ins button on the keyboard
- In the Toolbar (Menu) which is situated in the top part of the main window one can choose button Hotkeys → Add.



To make a new shortcut user has to fill out:

- Action Name, where the user indicates name of the shortcut
- HotKeys Sequence, in which user can see the sequence of keys of the definite action, which he has added or edited



The HotKey Sequence can be added with the Add button. One shortcut can contain more than one key sentence, to change the key combinations order the buttons Up and Down are used.

New Action

Action Name:

HotKeys Sequence

- Ctrl + Up
- Alt + Up

Up
Down

Add
Edit
Delete

Cancel < Back Next >

New Action

Action Name:

HotKeys Sequence

- Ctrl + Up
- Alt + Up

Up
Down

Add
Edit
Delete

Cancel < Back Next >

Also there are possibilities to:

- Add button for creating New Actions
- Edit button for changing already existing Actions
- Delete button for deleting Actions



- Cancel and Next buttons for moving between the windows

To check whether the needed combination of keys is available or not, user can click button Edit → Refresh in the Toolbar (Menu) which is situated in the top part of the main window.

New HotKey

Every action confers to the definite HotKey combination. New HotKey screen of HotKey Manager application looks like follows:



New HotKey can be created with one click on the Add button on the New Action field.

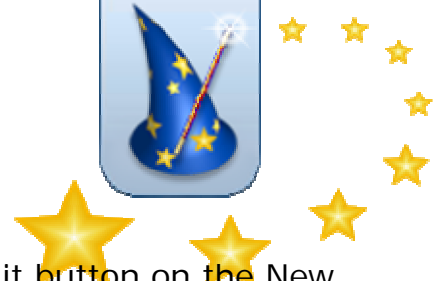
To make the HotKey combination in the checking box user ticks one of the given buttons and in the blank field on the right one can point any of the numbers from the pad for entering numbers, or it may also be arrow buttons (e.g. Ctrl+Up, Shift+Alt+Num5).

To confirm New HotKey combination – click OK button, otherwise Cancel.

Edit HotKey

Any existing action can be changed any time by the user. Edit HotKey screen of HotKeyManager application looks like follows:





Edit HotKey form can be opened with one click on the Edit button on the New Action field.

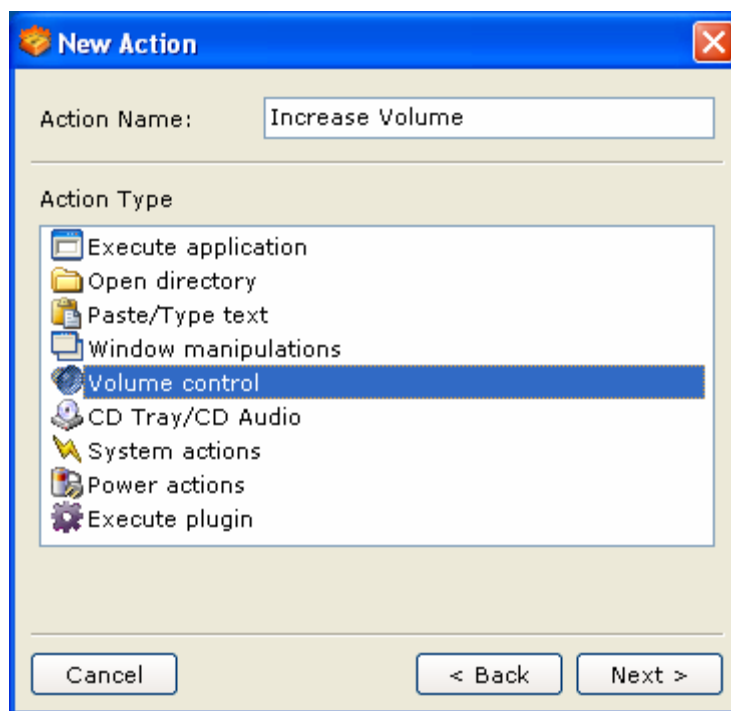
To edit the existing HotKey combination one has just to tick additional button to add it to the previous one or change it at all in the checking box and/or point any other number from the pad for entering numbers arrow buttons.

Delete HotKey

To delete one of the existing HotKey combinations one has to mark it and click the Delete button on the New Action field.

Selecting Action Type

One has to choose Action Type when adding and editing HotKey combination.

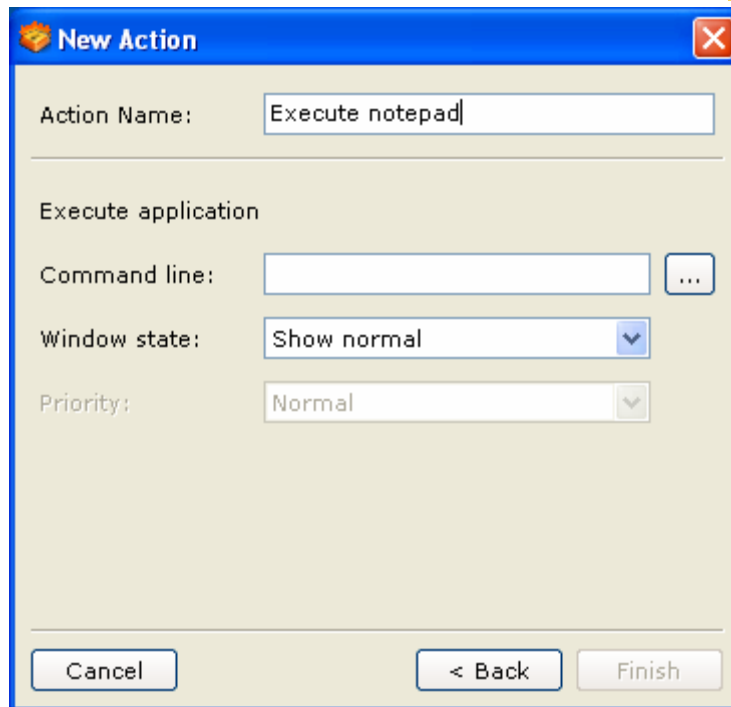


There are such types of actions as:

1. Execute application
2. Open directory
3. Paste/Type text
4. Window manipulations
5. Volume control
6. CD Tray/CD Audio
7. System actions
8. Power actions
9. Execute plugin



1. Execute application



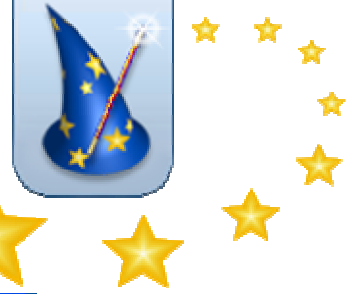
Here user chooses the executive file he wants to be opened with the definite HotKey combination. After one has chosen the file it is registered in the Command line.

It is very comfortable for user to choose the window size of the file. There are 3 possibilities of starting up:

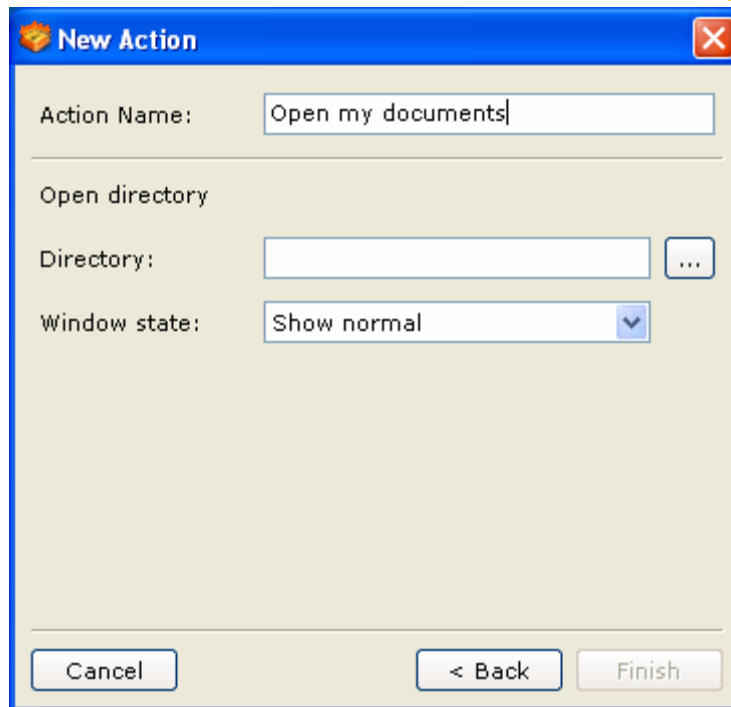
1. Show normal
2. Show minimized
3. Show maximized

When choosing exe. files one has to select Priority parameter from the list:

1. Real Time
2. High
3. Normal
4. Idle



2. Open directory



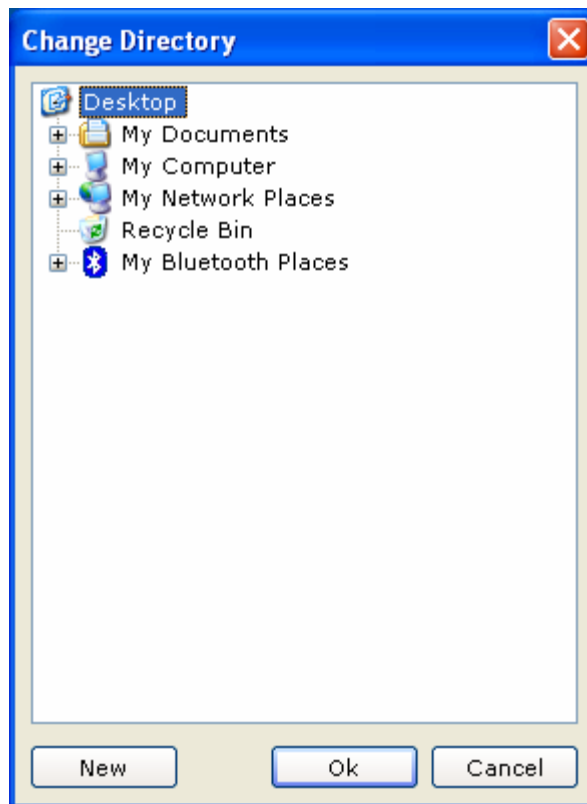
Here user chooses the directory he wants to be opened with the definite HotKey combination. After one has chosen the directory it is registered in the Directory line.

It is very comfortable for user to choose the window size of the directory opened. There are 3 possibilities of starting up:

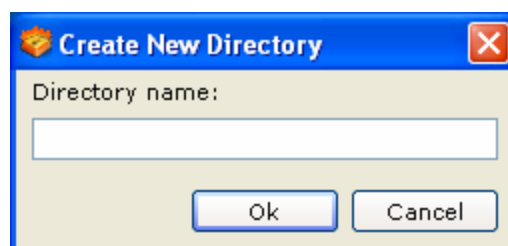
4. Show normal
5. Show minimized
6. Show maximized



It is possible to Change directory, clicking the button which is situated next to the Directory field:

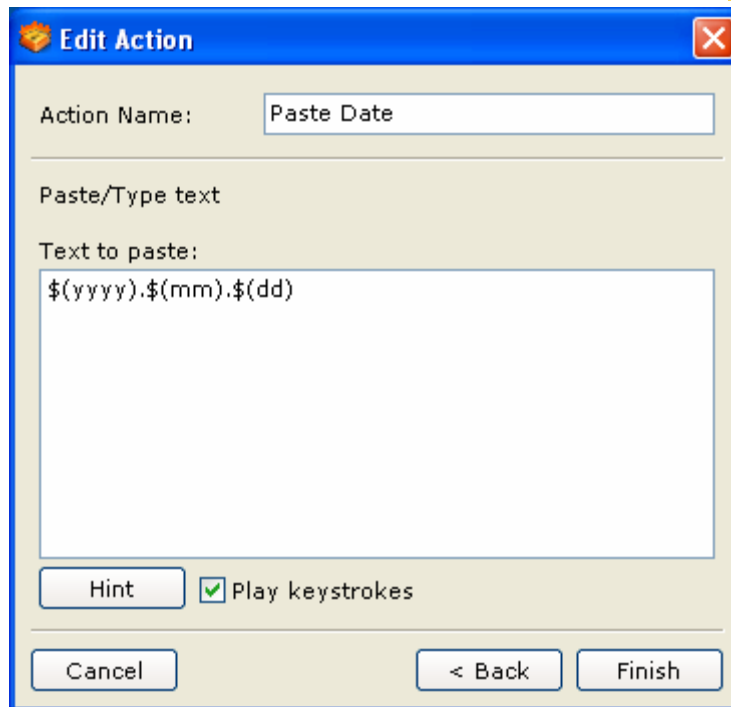


To Create New Directory user has to click the button which is situated next to the Directory field → New, and insert Directory name.





3. Paste/Type text



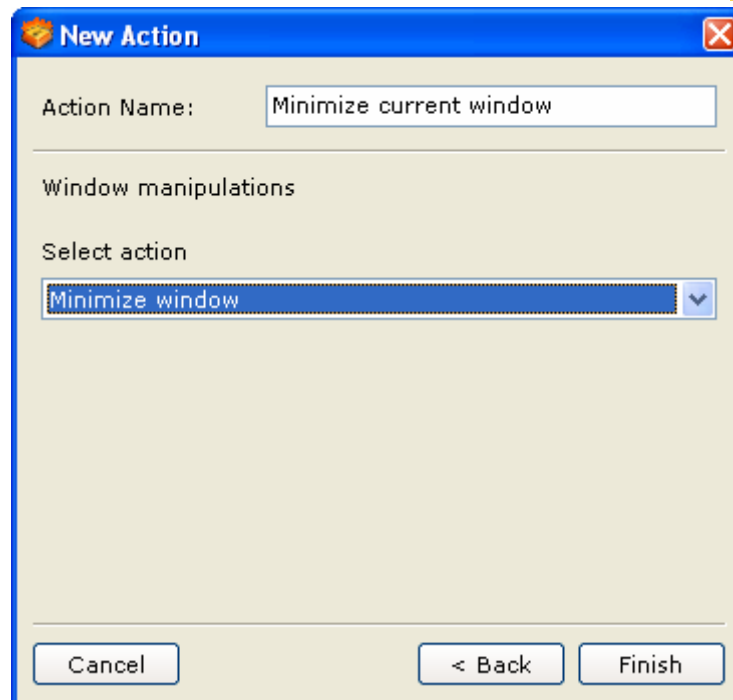
To make one's work more pleasant user can programme definite keys of one's keyboard under the text (or piece of text, some numbers, date etc). The needed text should be written in the Text to paste field.

For user's convenience there is a list of ready-made Hints, which one can use.

Code	Description
\$(d)	Type the day as a number without a leading zero (1-31)
\$(dd)	Type the day as a number with a leading zero (01-31)
\$(ddd)	Type the day as an abbreviation (Sun-Sat) using the strings given by the ShortDayNames global variable
\$(dddd)	Type the day as a full name (Sunday-Saturday) using the strings given by the LongDayNames global variable
\$(ddddd)	Type the date using the format given by the ShortDateFormat global variable
\$(ddddd)	Type the date using the format given by the LongDateFormat global variable
\$(m)	Type the month as a number without a leading zero (1-12)
\$(mm)	Type the month as a number with a leading zero (01-12)
\$(mmm)	Type the month as an abbreviation (Jan-Dec) using the strings given by the ShortMonthNames global variable
\$(mmmm)	Type the month as a full name (January-December) using the strings given by the LongMonthNames global variable
\$(yy)	Type the year as a two-digit number (00-99)
\$(yyyy)	Type the year as a four-digit number (0000-9999)
\$(h)	Type the hour without a leading zero (0-23)
\$(hh)	Type the hour with a leading zero (00-23)
\$(n)	Type the minute without a leading zero (0-59)
\$(nn)	Type the minute with a leading zero (00-59)
\$(s)	Type the second without a leading zero (0-59)
\$(ss)	Type the second with a leading zero (00-59)
\$(z)	Type the millisecond without a leading zero (0-999)
\$(zzz)	Type the millisecond with a leading zero (000-999)
\$(t)	Type the time using the format given by the ShortTimeFormat global variable
\$(tt)	Type the time using the format given by the LongTimeFormat global variable



4. Windows manipulations

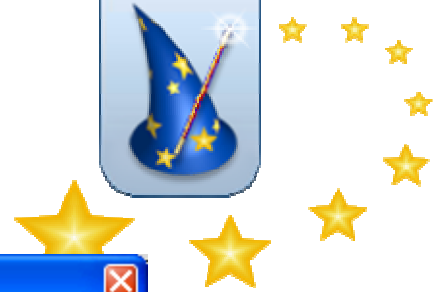


For user's convenience there are several actions for Windows manipulations, they are:

- Close window
- Minimize window
- Maximize window
- Restore window
- Start screen saver
- Bounce window to Top of screen
- Bounce window to Bottom of screen
- Bounce window to Right Side of screen
- Bounce window to Left Side of screen
- Set window position
- Activate specific window

In case of setting up window position action one should fill in such Action Parameters as:

1. Left
2. Top
3. Right
4. Bottom



New Action

Action Name: 1

Window manipulations

Select action

Set window position

Action Parameters

Left: 55

Top: 50

Right: 300

Bottom: 200

Cancel < Back Finish

In case of Activate specific window action one should choose from the drop-down menu such Action Parameter as Window Title.

New Action

Action Name: 1

Window manipulations

Select action

Activate specific window

Action Parameters

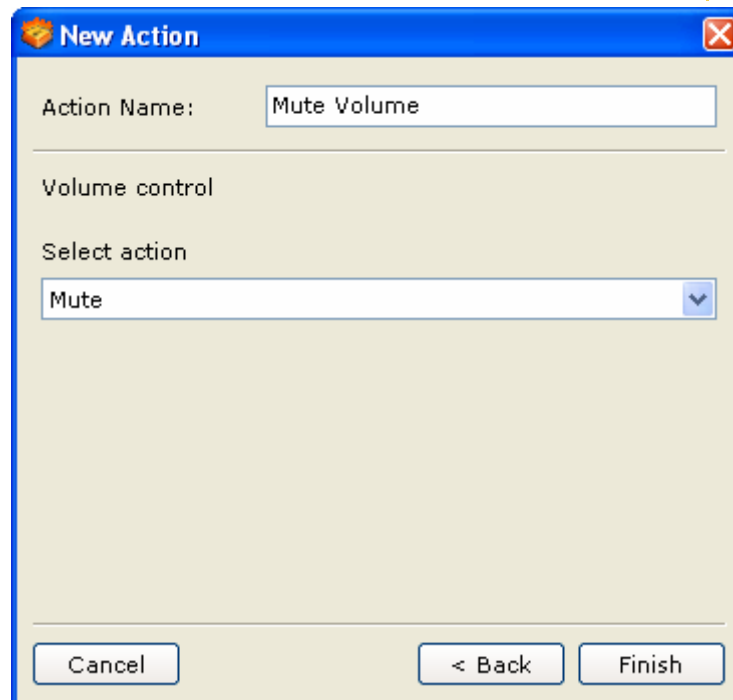
Window title:

HotKey Manager

Cancel < Back Finish



5. Volume control



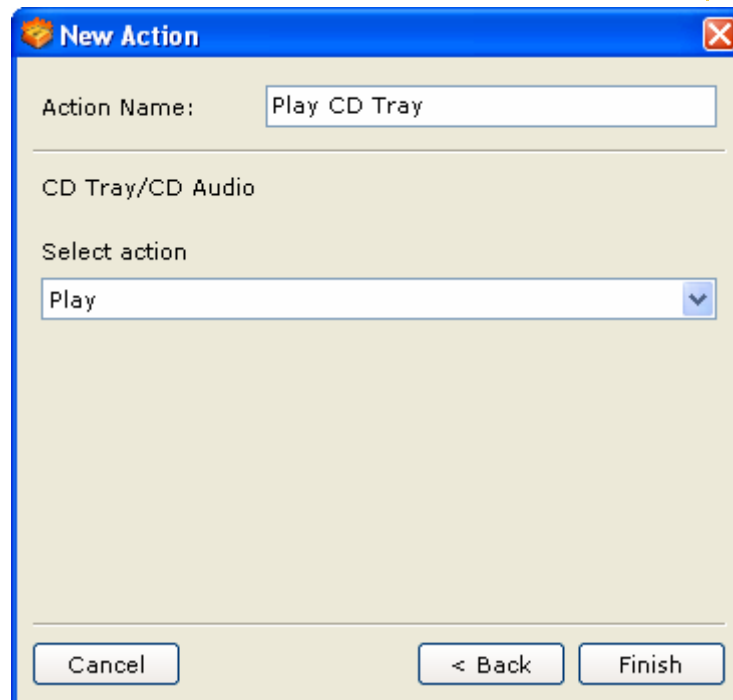
To regulate volume on the computer, one can just programme this action and do it with the help of keyboard buttons.

Here exist 3 types of action:

1. Mute
2. Volume Up
3. Volume Down



6. CD Tray/CD Audio

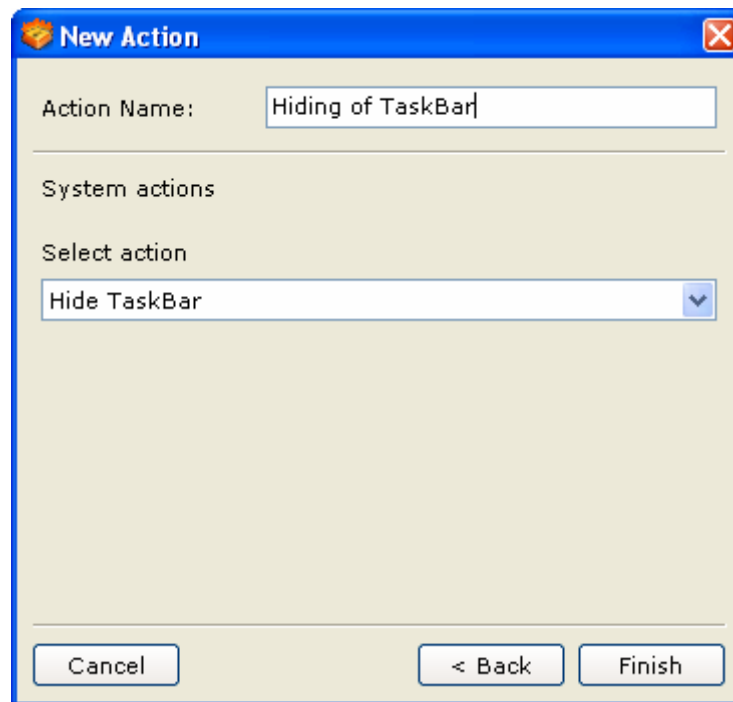


To control CD Tray/CD Audio one can just use one or two programmed keys and such actions will be performed as:

- Open CD tray
- Close CD tray
- Stop
- Play
- Pause/Resume
- Next Track
- Previous Track
- Go to First Track
- Go to Last Track



7. System actions

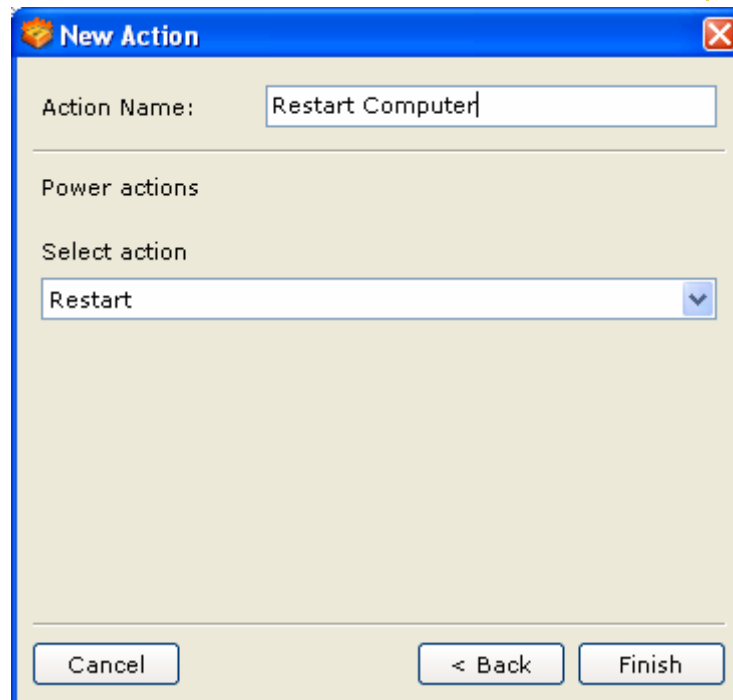


To control System actions one can just use one or two programmed keys and such actions will be performed as:

- Empty Recycle Bin
- Open Default Web Browser
- Open Default Mail Client
- Open Control Panel
- Open Display Properties
- Hide Taskbar
- Show Taskbar



8. Power actions

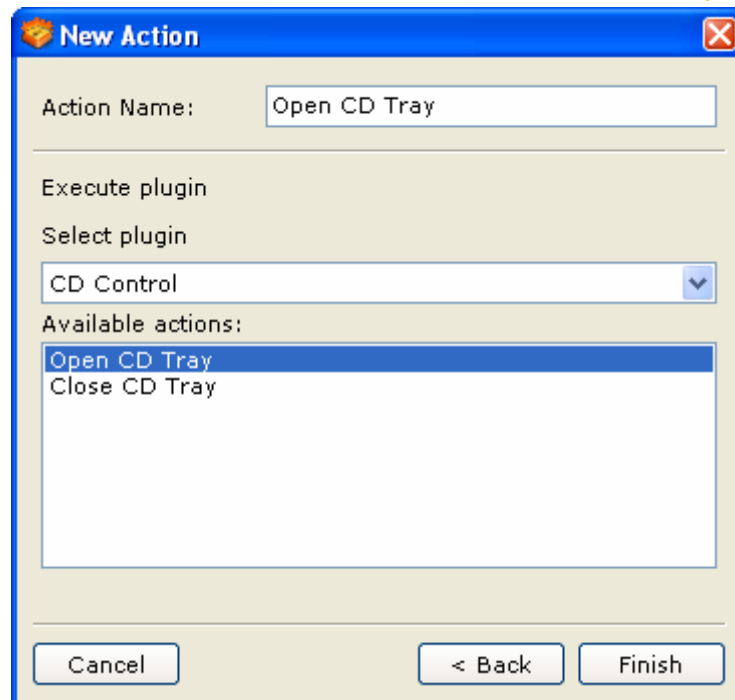


To control Power actions one can just use one or two programmed keys and such actions will be performed as:

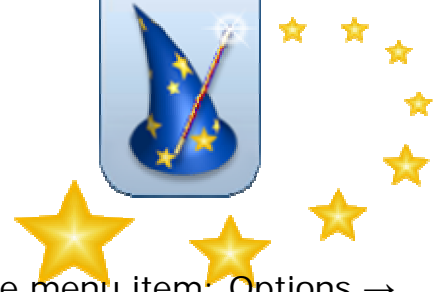
- Log Off
- Shut Down
- Restart
- Display Switch Off
- Display Switch On



9. Execute plugin

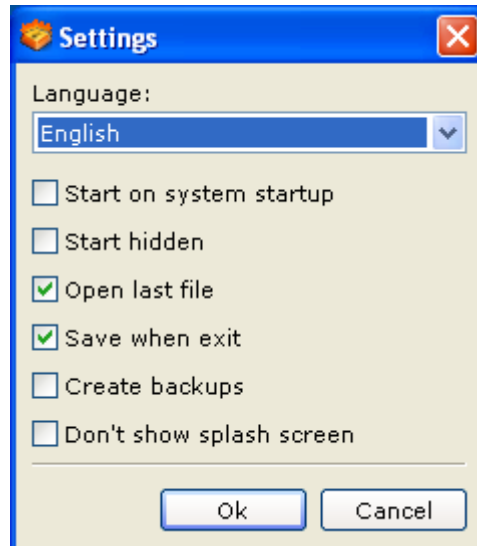


For experienced users there is a possibility to create new libraries with a list of actions, which are not in the already existing types of actions.



Settings of HotKey Manager

User can access Settings of HotKey Manager choosing the menu item: Options → Settings



Settings Field consists of several subfields:

Drop-down menu:

- Language

Checking-Box:

- Start on system startup
- Start hidden
- Open last file
- Save when exit
- Create backups

Drop-down menu **Language** - one can choose the language of HotKey Manager Application

from the list. Currently the following languages are available: English, German. The default language is English.

Start on system startup – the program automatically starts, when switching on the computer

Start Hidden – after being started the Application at once appears as an icon on the Tray Icon.

Open last file – opens the last file the user has been working with before closing the application.

Save when exit – saves all files without additional actions of the user when exiting.



Create backups – creates backups (i.e. reserve copies) of the database, in case the user accidentally deletes it and wants to restore it. Only three previous backups will be preserved in the folders, others will be automatically deleted. Backups are located in the same folder with last saved database.

How to uninstall HotKey Manager

In order to uninstall HotKey Manager please go to the Control Panel, choose the Hotkey Control Application and uninstall it in the usual way.