

CHAPTER 11

USING NETWORK TOOLS

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If your computer does not have access to other computers or the Internet, the information in this chapter will probably not be applicable to you. If, however, your computer *is* on a network, there are several network tasks that QuicKeys can help you with. These tasks include choosing printers and network drives, as well as selecting Microsoft's Dial-Up Networking settings.

CHOOSE PRINTER

The Choose Printer Action is useful if you frequently switch printers on your network. For example, this Action can be extremely useful in QuicKeys Sequences when you want to send a fax and switch back to your regular printer once the fax is sent.

SETTING UP THE CHOOSE PRINTER ACTIONS

There are two ways to create and edit QuicKeys Choose Printer Actions: use the Setup Wizard or use the Action Properties dialog.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the Choose Printer button. Read each of the dialogs in the Setup Wizard and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to Create an Action, Edit an Action, Delete an Action, or Create/edit multiple Actions. The setup for each of these options is explained within the Setup Wizard.

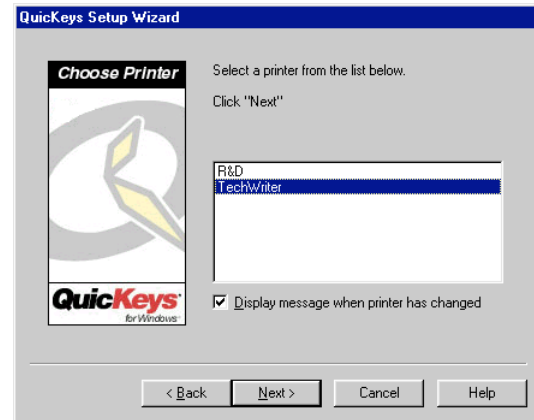


FIGURE 147: This dialog appears when you click the Choose Printer button in the Setup Wizards tab and choose to create or edit a Choose Printer Action.

Using the Action Properties Dialog

The following instructions assume you have the Always use Setup Wizards for editing check box cleared in the Options dialog. See page 30 for more information.

To use the Action Properties dialog to create or edit a Choose Printer Action, follow these steps:

1. Select Create>Network Tools>Choose Printer.
2. Choose a printer from the Action-specific properties pane of the dialog.
3. In the General tab of the Action Properties dialog, a name is automatically assigned to the Action. You can use the assigned Action name or you can type a different name.
4. If you want to choose a hot key to trigger this Action, click in the Hot key box and press the key(s) you want to use. For example, press the Shift key, the Alt key, the Control key, and the 0 key simultaneously.

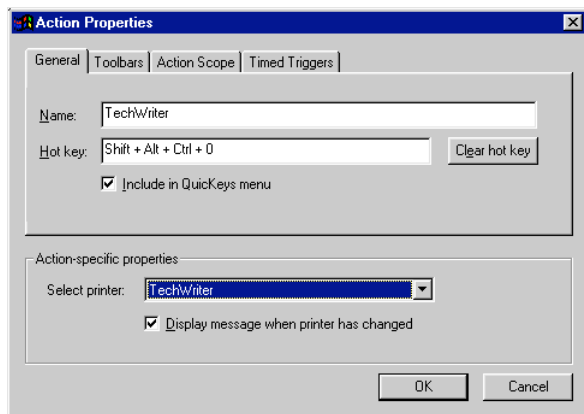


FIGURE 148: The Action Properties dialog

5. Click OK. Your new Action immediately appears in the My Actions tab.
6. Close the QuicKeys Editor and press the hot key or other trigger you assigned to this Action. The printer you selected should immediately become the default printer.

CHOOSE PRINTER OPTIONS

Below is a description of the Action-specific properties available with the Choose Printer Action:

Select printer—Displays a list of all the printers to which you have access. You can add more printers to this list by selecting the Printer Control Panel and choosing the Add Printer option.

Display message when printer has changed—Displays a message when your default printer has been changed.

DELETING CHOOSE PRINTER ACTIONS

To delete a QuicKeys Choose Printer Action:

1. Select the My Actions tab in the QuicKeys Editor.
2. Right-click the Action you want to delete.
3. Select Delete from the context menu that appears.
4. Choose Yes at the Confirm Delete prompt. The Action is immediately cleared from the Actions list.