

Notice in Figure 80 that you must specify commas, colons, dashes, slashes, and spaces in your formats if you want to use them in your custom format. Click OK in the Custom Date/Time Builder window when you are finished. Your new format displays in the Sample field of the Action Properties dialog.

If you combine these custom formats in the Custom Date/Time Builder...	Your Date/Time Action types something similar to this...
Full month name+space+Day of month+space+Two digit year+space+slash+space+Hour in 12hr format+space+Minute as number	October 04 98 / 03 45
Full weekday name+colon+space+Abbreviated month name+space+Day of month+colon+space+Four digit year	Sunday: Oct 04: 1998
Hour in 12hr format+colon+Minute as number+colon+Second as number+space+AM/PM indicator+space+slash+space+Time zone	03:51:27 PM / Central Daylight Time

Standard Formats—This radio button is available in the Setup Wizard. The scroll list displays the formats you can choose from when you create a Date/Time Action. When you select a format, a sample of how that format will look displays at the bottom of the wizard screen.

DELETING TYPE DATE/TIME ACTIONS

To delete a Type Date/Time 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 cleared from the Actions list.

TYPING TEXT

The Type Text Action is useful when you want to type frequently-used text with a simple trigger. For example, you can use this Action to type your signature line in E-mail messages or to enter common information into databases.

SETTING UP TYPE TEXT ACTIONS

There are four ways to create QuicKeys Type Text Actions: use the Setup Wizard, use the Action Properties dialog, use drag-and-drop functionality, or cut and paste.

Using the Setup Wizard

To use the Setup Wizard, select the Setup Wizards tab in the QuicKeys Editor and click the Type Text button. Read the pages of each wizard dialog and follow the instructions. At the beginning of the Setup Wizard, you are presented with options to Create an Action, Edit an Action, or Delete an Action. The setup for each of these options is explained within the Setup Wizard.

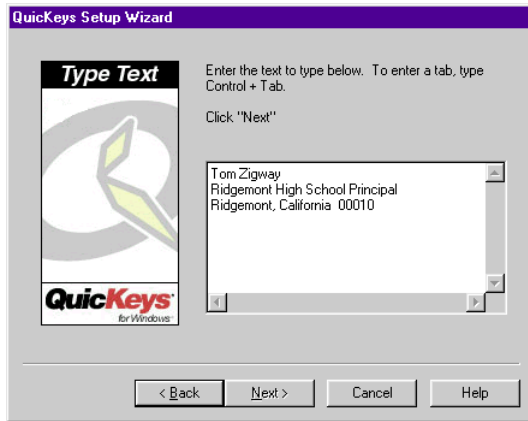


FIGURE 81: This dialog appears when you click the Type Text button in the Setup Wizards tab and choose to create or edit a Type Text Action.

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 My Actions tab to create or edit a Type Text Action, follow these steps:

1. Select Create>Text Tools>Type Text.
2. Type the text you want to use when you trigger this Action.
 - ❖ Press Ctrl+Tab to insert a tab in the text you type.
 - ❖ The text box can hold up to 10 KB of text, or up to 10,000 characters.

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 type a different one.

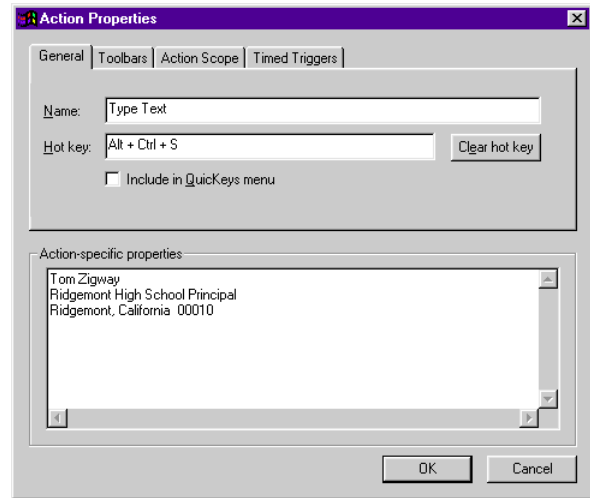


FIGURE 82: The Type Text Action Properties dialog appears when you select the Type Text Action from the Create menu, or when you double-click an existing Type Text Action in the My Actions tab.

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 Alt key, the Control key, and the S key simultaneously.
5. Click OK. Your new Action appears in the My Actions tab.
6. Close the QuicKeys Editor and open your E-mail program. Position your cursor in the document and press the hot key or other trigger you assigned to this Action. The text you specified is typed into the open document.

Using Drag-and-Drop Functionality

You can select text from one window and drag-and-drop it in the QuickKeys Editor to create a Type Text Action. When you drop the selected text onto one of the Editor tabs, the Action Properties dialog (shown in Figure 82) appears. The text you dropped onto the QuickKeys Editor appears in the Action-specific properties area of the dialog. You can edit the text in this dialog or you can assign the Type Text Action a trigger, such as a hot key or a place on an existing toolbar. Click OK in the Action Properties dialog when you are finished creating your Type Text Action.

Cutting and Pasting Text

You can cut selected text from one window and paste it into the Setup Wizards, My Keyboard, or My Actions tabs of the QuickKeys Editor.

To create a Type Text Action using cut and paste:

1. Select a block of text.
2. Copy it to the Clipboard.
3. Right-click in the Setup Wizards tab, the My Keyboard tab, or the My Actions tab of the QuickKeys Editor and select Paste from the context menu that appears.

A new Type Text Action appears in the My Actions tab of the QuickKeys Editor. You must assign the Type Text Action a trigger before you can use it.

EDITING TYPE TEXT ACTIONS

To edit a Type Text Action:

1. Select the My Actions tab in the QuickKeys Editor.
2. Double-click the Action you want to edit.
3. Make the necessary changes in the Action Properties dialog and click OK.

DELETING TYPE TEXT ACTIONS

To delete a Type Text Action:

1. Select the My Actions tab in the QuickKeys 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 cleared from the Actions list.