

# NCH Software

## FastFox Text Expander Software

This user guide has been created for use with  
FastFox Text Expander Software Version 2.xx

## Technical Support

If you have difficulties using FastFox Text Expander Software please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date FastFox Text Expander Software Online Technical Support at [www.nch.com.au/fastfox/support.html](http://www.nch.com.au/fastfox/support.html)

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

## Software Suggestions

If you have any suggestions for improvements to FastFox Text Expander Software, or suggestions for other related software that you might need, please post it on our Suggestions page at [www.nch.com.au/suggestions/index.html](http://www.nch.com.au/suggestions/index.html).

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

# FastFox Text Expander Software

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# Quick Start Guide

## Creating Shortcuts

FastFox comes with default shortcuts installed as examples of all the types of shortcuts the program is capable of. To test one out, leave FastFox running and open your word processor or email program. Type the letters FMT followed by a space. Your text will expand to say, "This is an example of formatted text," followed by words formatted with different colors and styles.

Now try creating a shortcut for your email signature. In FastFox, click the Add button in the toolbar and select Rich Text Shortcut. In the Shortcut field, type a memorable shortcut, but something not commonly typed—such as the letters ESIG short for email signature, but not something you're likely to ever type in another context. Next, type the text you want the shortcut to expand to in the large field, such as

Kind Regards,

Jill Smith

Human Resources

(555) 555-5555

Now you can select text and add formatting if you wish. Select Jill Smith and make bold, size [10]. When your text is ready, click the OK button to save, then test your shortcut out in another program.

Now you can get started creating your own shortcuts. You may find it useful to create shortcuts for

- email addresses
- mailing addresses
- your company name
- your name
- form letters
- any customer service text you type regularly
- standard introductions
- answers to frequently asked questions
- long words with difficult spellings
- text with the cursor repositioned
- pictures or logos

For more information about each shortcut type see the [Add New Shortcut Submenu](#) topic in this manual.

## Auto Complete

If you don't know which shortcuts you'll need, try the Auto Complete feature. Make sure Auto Complete is enabled by clicking the Auto button on the toolbar. When the dot is green, the feature is on. When it is red, the feature is off.

To test it out, open your word processor and type a phrase such as “Thank you for contacting our company.” FastFox makes a note of the phrase you have typed. The next time you type the same phrase (type it now to see how it works), after a few words you’ll see a suggestion box pop up in the lower right corner of your screen. Press the Ctrl button twice to insert the rest of the phrase. When more than one suggestion is shown, choose the correct suggestion by pressing Alt and the up or down arrow to highlight the suggestion, then press the Ctrl button twice to insert.

The next time you start your computer, FastFox will ask if you’d like to turn any of your Auto Complete phrases into permanent shortcuts.

### Things to Remember

FastFox must always be running in the background, and it will be ready to use whenever you need it, from any program or browser you type in. To run it in the background, you can close FastFox to the system tray using the exit button in the upper corner, and it will stay out of your way.

# Introduction

Thank you for using FastFox.

FastFox is a straight-forward-to-use text expansion utility that can be used with any application such as word processors, Email clients or any other application where you would want the ability to just type a short keyword to be automatically expanded to much longer text.

FastFox allows the user to define keyword and expanded text pairs.

When FastFox sees that a keyword has been typed by the user in any active application, that keyword will then be replaced by the expanded text.

## Features

- Automatically attaches to the active window
- Can attach to any application
- Can play an audio tone when a keyword has been matched and replaced
- Import text from files or paste from the clipboard
- Handles simple text as well as Rich Text Format (RTF)
- Automatic case sensitivity
- Selectable date insertion by hotkey
- Simple and intuitive user interface
- Share shortcuts with other FastFox users within your organization (Business License only)

## System Requirements

- Works on Windows Vista 2000/XP/2003/2008 and Windows 7 and 8
- Mac OS X 10.2 and above
- Pentium 1.5GHz or above with at least 256MB RAM

# Using FastFox

## Overview

FastFox will actively track and replace keywords in all applications as long as it is running, even when it is minimized to the System Tray. For example, when you type the shortcut qbf into an application, FastFox will then replace it with the quick brown fox jumps over the lazy dog

Shortcut keywords are case-sensitive. Please note: Older versions of FastFox did not have case-sensitive keywords, so if you are upgrading FastFox but still using an older abbrev.dat file, you will have to either upper-case the shortcuts you type or edit them if you want to change them to lower-case.

For text shortcuts (both simple text and formatted text), the expansion occurs when a white-space key is entered after the shortcut. But, what if you want an expansion to occur immediately after some text, and without any white space? For example, suppose you have a shortcut called "yo" that expands to "-year-old", and you want to produce the text "7-year-old". If you type "7yo" you get no expansion. But if you type "7 yo" you get "7 -year-old" with a space. You could instead, type "7", then a space, then a backspace, then "yo". This will expand to "7-year-old". An easier way to get the desired result is to define a Command shortcut. Macro shortcuts work without having to type a whitespace key. For example, you could define a Ctrl+Q shortcut to produce "-year-old". This would allow you to avoid typing an extra space and backspace.

## Main window

The main window displays a list of shortcut keyword/expansion pairs. Each pair represents the shortcut keyword that will be matched and the text that will replace it.

## Menus

The menu categories for FastFox are as follows:

- File

Provides options for loading and saving shortcut collections. It also provides access to your Fastfox settings.

- Shortcut

Provides access to the features for creating, editing, and deleting shortcuts.

- Groups

Provides a way to create named categories (groups) of shortcuts. This can help you keep your shortcuts organized. For example, you can use a different set of shortcuts for different applications.

- Help

## Hotkeys

FastFox has several "Hotkeys"

that you can use while your cursor has focus in the FastFox application window. The Hotkeys give you quick access to various settings within FastFox. Although not truly a hotkey, Ctrl+Shift+T is provided by default to insert the current system date into your document.

### Automatic case sensitivity

For this feature to work you must turn on Expansion Casing. To do this open the options dialog, select the "General" tab, find "Expansion Casing" and check the item "Typing shortcut as all caps expands text as all caps". This option only works for Simple Text shortcuts.

If this feature is on Fastfox will automatically upper-case the expansion if you upper-case the shortcut when you type. At the time you create the shortcut, it is not case sensitive, but when it is time to expand it, FastFox will take as its cue whether you upper-case the shortcut when you type it. If you type the first character in upper case, then FastFox will upper-case the first character in the expansion. If you type ALL of the letters in uppercase, then FastFox will upper-case the entire expansion. Please see the page on Automatic Case Sensitivity for a fuller explanation.

# Automatic Case Sensitivity

## Automatic Case Sensitivity

For this feature to work you must turn on Expansion Casing. To do this open the options dialog, select the "General" tab, find "Expansion Casing" and check the item "Typing shortcut as all caps expands text as all caps".

### Simple Text

Fastfox will automatically upper-case the expansion of a shortcut if you upper-case the shortcut when you type it. Shortcuts are not case sensitive when you create them, but they are case-sensitive when you are using them. FastFox will automatically decide whether to upper-case the expansion based on how you type the shortcut. If you type the first character of the shortcut in upper case, then FastFox will upper-case the first character in the expansion. If you type ALL of the letters in uppercase, then FastFox will upper-case the entire expansion. It is recommended that when you create your shortcut expansions that you use all lower case letters. Here is an example:

Suppose you create a shortcut called "qbf" which will expand to "the quick brown fox jumps over the lazy dog".

When you create it, type the shortcut in either upper or lower case. Either way, it will be displayed in all upper case like this: QBF.

Type the expansion in all lower case: the quick brown fox jumps over the lazy dog

Then when you use the shortcut, if you type qbf, it will expand to: the quick brown fox jumps over the lazy dog

If you type the shortcut this way: Qbf, then it will expand with the first letter capitalized like this: The quick brown fox jumps over the lazy dog

But, if you type the shortcut in all caps this way: QBF, then it will expand to all caps like this: THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG

### Rich Text

Does not matter what case you use to create or insert. The same rich text will be inserted no matter what case you use when typing the keyword. Note that when creating the shortcut the keyword will always save in upper-case.

### Picture

Does not matter what case you use to create or insert. The same picture will be inserted no matter what case you use when typing the keyword. Note that when creating the shortcut the keyword will always save in upper-case.

# Managing shortcuts

There are three basic operations for managing shortcuts:

- Add - add a new shortcut/expansion pair
- Delete - remove an existing shortcut
- Edit - edit an existing shortcut and its expansion

These can be accessed by using the Shortcut menu or by right clicking on a shortcut in the main window.

## Adding a new shortcut

To create a new shortcut either click on the Add button, select Shortcut->Add New Shortcut from the menu, or use the appropriate shortcut key combination while FastFox has cursor focus. This will pop up a submenu with three options to add a Simple Text Shortcut, a Rich Text Shortcut, or a Macro Shortcut.

## Deleting an existing shortcut

To delete an existing shortcut, simply select the shortcut and either click on the Delete Shortcut button, select Shortcut->Delete Shortcut from the menu or use the Hot Keys Ctrl+Delete. This will remove the shortcut and its expansion from the list of shortcuts available and stop the detection and expansion of the keyword.

## Changing an existing shortcut

To change the shortcut keyword and/or the expansion text, select the shortcut and either click on the Edit Shortcut button, or select Shortcut->Edit Shortcut from the menu or use the shortcut keys Ctrl+E. This will pop up the appropriate shortcut editor window (Simple Text, Rich Text, or Command) with which you can change the shortcut keyword and the expansion text.

## Backing up your existing shortcuts

You can save your FastFox shortcuts to a data file at any time by selecting Save Data from the File menu. To load saved shortcuts, select Load Data from the File menu. The File menu also contains options to back up and restore your FastFox data. See the topics Backup Data and Restore Data

for more information on how to use the backup feature in FastFox.

We also recommend you use Express Burn CD/DVD burning software or FileFort backup software to back up and store your FastFox shortcuts and other valuable data before rebuilding your PC.

Learn more about Express Burn disc burning software at [www.nch.com.au/burn](http://www.nch.com.au/burn).

Learn more about FileFort backup software at [www.nchsoftware.com/backup](http://www.nchsoftware.com/backup).

# System date insertion

## System date insertion

By default, the macro shortcut Ctrl+SHIFT+T is defined to automatically insert the current system date. You will see in your default shortcut group that the expansion is defined to be this: `kbrd_input "system date YYYY-MM-DD"` There are three other possible formats you can choose instead. To choose a different format, edit the expansion part of the Ctrl+Shift+T command. Here is a table of the four choices and the formats they provide:

Expansion	Resulting format
<code>kbrd_input "system date YYYY-MM-DD HH:MM:SS"</code>	2010-02-09 16:59:52
<code>kbrd_input "system date YYYY-MM-DD HH:MM"</code>	2010-02-09 17:00
<code>kbrd_input "system date YYYY-MM-DD"</code>	2010-02-09
<code>kbrd_input "system date MM/DD/YY"</code>	02/09/10

When you change the format string, you may want to copy-and-paste your selection from the list above to avoid making any typos.

You can also change the command combination. Ctrl+Shift+T is given only as the default.

# Add New Shortcut Submenu

The Add New Shortcut submenu lets you create the four types of shortcuts. This menu is displayed when you click on the Shortcut -> Add New Shortcut... menu or when you click on the Add button. These are the four shortcut types:

- [Add New Simple Text Shortcut...](#)
- [Add New Rich Text Shortcut...](#)
- [Add New Macro Shortcut...](#)
- [Add New Picture Shortcut...](#)

# Groups

The Groups feature provides a way to create named categories of shortcuts. This can help you keep your shortcuts organized. For example, you can use a different set of shortcuts for different applications. The "Add New Group" dialog is accessed from the Groups -> New Group menu. In the dialog, type a name for the new group into the Group Name box. The shortcuts you create in this new group will be stored in a file. You can allow FastFox to give this file a default name or modify the name yourself in the Location box.

FastFox automatically creates a Group named "Default" upon installation with a few example shortcuts of different types.

You can easily change from one group to another by selecting the Groups pulldown menu. Click on the name of the group you want to use and it will be automatically loaded. NOTE: all of the shortcuts from your previous group are automatically saved.

# Auto Complete

FastFox has a feature called 'Auto Complete' that automatically learns your typing patterns and offers suggestions to help you finish your commonly typed phrases, sentences or paragraphs. This feature is activated by default. To disable this feature go to the Auto Complete tab in the options dialog.

## Inserting Items

To select an item while typing use ALT+DOWN or ALT+UP, then hit CTRL twice to insert the selected item. You may also double-click the item in the window to insert it.

## Edit/Remove Items

To edit an entry, right-click on the item and select 'View/Edit' from the context menu. To remove an item select all the items you want to remove, then right-click -> Remove.

## Copy/Move to Shortcuts

To move a suggestion to the static shortcuts library, right-click on the suggestion and select 'Move to Shortcuts' or 'Copy to Shortcuts'. You will have provide a shortcut keyword to identify the new shortcut.

## Memory Usage

In the options for Auto Complete you can indicate how much of the memory you a willing to give up to the Fast-Finish dictionary. Adjust the percent by moving the trackbar.

## Min Entry Length

The minimum length of an entry in the dictionary.

## Max Entry Length

The maximum length of an entry in the dictionary.

## Auto remove after xxx impression and zero clicks

This number indicates when you want an entry with zero clicks to be automatically removed given the amount of times its been shown to the user (impressions).

## Auto remove after xxx keystrokes and zero clicks

This number indicates when you want an entry with zero clicks to be automatically removed given the amount of keystrokes that have been typed since the entry was created.

# Hotkeys Reference

FastFox has several "Hotkeys" that you can use while your cursor has focus in the FastFox application window. Hotkeys give you quick access to the settings within FastFox. It is important not to confuse Hotkeys with Shortcuts. Shortcuts are applied in the document or application you are working in, not in the FastFox application itself. So, while your cursor has focus in the FastFox window, the FastFox Hotkeys will be in effect. But while your cursor has focus in another application or document, your Shortcuts will be in effect, giving you the text expansions that you have defined.

The Hotkeys are as follows:

## Shortcut editing

- Ctrl+Shift+S - Add New Simple Text Shortcut
- Ctrl+Shift+R - Add New Rich Text Shortcut
- Ctrl+Shift+P - Add New Picture Shortcut
- Ctrl+Shift+M - Add New Macro Shortcut
- Ctrl+Delete - Delete Shortcut
- Ctrl+E - Edit Shortcut

## Turn Shortcuts On/Off

- Ctrl+Alt+Space, Ctrl+Alt+Enter, or Shift+Alt+Enter - Depending on what is selected in the options for this.

## Turn Auto Complete On/Off

- Ctrl+Alt+Space, Ctrl+Alt+Enter, or Shift+Alt+Enter - Depending on what is selected in the options for this.

## Shortcut Data file

- Ctrl+L - Load shortcuts file
- Ctrl+S - Save shortcuts file
- Ctrl+P - Search/Print shortcuts

Search/Print shortcuts: This will produce a plaintext file containing all textual data about the local shortcuts and open it with your default text editor. If you have one or more expansions of great length in your shortcuts, this can be useful to allow you to search for specific text within them.

## Program control

- Alt+F4 - Exit (Close to Tray)
- F1 - Help Documentation

- Ctrl+O - Options

# Purchasing and Registering FastFox

FastFox requires purchase and registration of a license for each installation of the software.

There are 2 license types available:

1. Personal/Home - a single user license, does not include shared shortcut support.
2. Business - includes the ability to use shared shortcuts with other FastFox users within your network.

You can view current pricing information at <http://www.nch.com.au/fastfox/register>.

Once you have obtained your registration, select File -> Register Software from the menu, and enter your registration details exactly as provided.

# Software License Terms

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7. Use of statistics collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.
8. The contract arising out of this agreement is governed by the laws and courts of the Australian Capital Territory.

# Screen References - Simple Text Shortcut

**Keyword** Enter the keyword you wish to type into your document or application to mark the place where the expansion will be inserted.

The keyword will be detected when you type a space or punctuation mark before and after the keyword or begin a new line.

The keyword may have any combination of letters and numbers as well as any of the following characters:

`/ \ ~ ` @ # $ % ^ & * _ - = |`

**Import Text:** This button brings up a file browser where you can select a text document to import. The contents of that document will appear in the editing window. **Delete Text:** This button clears all text in the editing window.

**Note:** The keyword is not case sensitive.

## Expansion

"Simple Text" (non formatted) expansions handle plain text replacement, without any form of formatting such as bold or italic characters.

The text may be entered using the dialog directly or pasted in from another document or application or it may be loaded directly from a simple text file.

# Screen References - Rich Text Shortcut

**Keyword** Enter the keyword you wish to type into your document or application to mark the place where the expansion will be inserted.

The keyword will be detected when you type a space or punctuation mark before and after the keyword or begin a new line.

The keyword may have any combination of letters and numbers as well as any of the following characters:

/ \ ~ ` @ # \$ % ^ & \* \_ - = |

**Import Text:** This button brings up a file browser where you can select a text document to import. The contents of that document will appear in the editing window. **Delete Text:** This button clears all text in the editing window.

**Note:** The keyword is not case sensitive.

You may also copy and paste text with its formatting into this window to maintain any formatting you have already applied. If you need to format text before you save the shortcut, however, you can use the bold, italics, underline, strikethrough, and color and font size buttons provided in this window.

## Expansion

"Rich Text" (formatted) expansions handle Rich Text Formatted (RTF) text that can have formatting information such as color, boldness and fonts included.

Formatted text may be pasted in from other documents or applications or it may be loaded directly from a RTF file.

# Screen References - Picture Shortcut

**Keyword** Enter the keyword you wish to type into your document or application to mark the place where the picture will be inserted.

The keyword will be detected when you type a space or punctuation mark before and after the keyword or begin a new line.

The keyword may have any combination of letters and numbers as well as any of the following characters:

`/ \ ~ ` @ # $ % ^ & * _ - = |`

**Note:** The keyword is not case sensitive.

**Import:** This button brings up a file browser where you can select an image to import. Image This is the source image that will be inserted. This must be a valid file on your computer and must be a JPEG, PNG, BMP, or GIF.

**Image Dimensions**

These are the original dimensions of the source image.

**Output Dimensions**

These will be the dimensions of the image when it is inserted into your document.

**Preview Button**

This brings up another window for a better look at the picture you are turning into a shortcut.

# Screen References - Add/Edit Macro Shortcut

This shortcut type allows the user to define a combination of key strokes, using the special keys Ctrl, Alt and Shift.

With this option the user can define a "macro" to do a set of actions within a program.

Note: You must be careful what key combination you pick as it will still do its original function in whatever program you're using.

Import Text: This button brings up a file browser where you can select a text document to import. The contents of that document will appear in the macro editing window. Delete Text: This button clears all text in the editing window.

Steps to create a new shortcut key combination for an input macro:

1. Select the Add New Macro Shortcut... expansion type in the Add New Shortcut dialog.
2. Select the key combination you wish to use in your document or application to mark the place where the expansion will be inserted. There are two ways to define the key combination, which is shown in the Shortcut field at the top left of this window:
  1. You can double-click on the Key code in the "Assignable Key Combinations" list box, the list of shortcuts in the left sidebar. The selected key combination will appear in the Shortcut field.
  2. Another way to do this is directly press the desired key combination while your cursor is in the Shortcut field. The key combination must start with Ctrl. It may also be followed by Shift and/or Alt. It ends with an alphabet key.

To apply the combination, the Ctrl key is pressed and held down while the additional key(s) are also pressed and held down.

The combination of pressed keys will appear in the Shortcut field.

Examples: Ctrl+L for the Ctrl L key combination. Ctrl+Alt+A for the Ctrl Alt A key combination.

3. Enter one of the following commands into the Expansion box of the Add New Shortcut or Edit Shortcut dialog: Note: Any extra parameters are ignored.
  - `kbrd_input`

Syntax: `kbrd_input "<text line>"`

`kbrd_input` simulates a sequence of key presses, the same as normal typing.

Keyboard input also supports special characters and special keys:

`\\, \", \r, \n, \t, \<, \UP, \DOWN, \LEFT, \RIGHT, \INS, \HOME, \DEL, \END, \PGUP, \PGDWN, \CAPS, \ESC, \PRNSCR, \TAB, \ENTER, \F1 - \F12`

\\ inserts an actual \

\" inserts an actual "

\r and \n insert a new line (Enter key)

\t inserts a tab

\< inserts a backspace

- kbrd\_click

Syntax: kbrd\_click <keycode>|<character> [<Ctrl-Alt-Shift mask>]

kbrd\_click simulates a keyboard key press and release, where keycode refers to any of the virtual key codes, including special keys.

'Character' may be any single printable character or space bounded by single quotes.

The optional Ctrl-Alt-Shift mask enables the simulation of adding the special keys Ctrl, Alt, and/or Shift to the 'Character'. If the mask is 100, it means Ctrl is pressed. If the mask is 010, it means Alt is pressed. If the mask is 001, it means Shift is pressed. If the mask is 110, it means that Ctrl and Alt are both pressed ... and so on.

The default Ctrl-Alt-Shift mask is 000 (Ctrl, Alt and Shift are not pressed).

- kbrd\_press

Syntax: kbrd\_press <keycode>|<character> [<Ctrl-Alt-Shift mask>] [<delay>]

kbrd\_press simulates a keyboard key press.

Keycode, 'Character' and Ctrl-Alt-Shift mask all have the same meanings as in the kbrd\_click command.

In addition, there is an optional delay setting which controls the length of time the key will be pressed (in milliseconds). Keys are released after delay milliseconds automatically.

By default, the key is never released. This can be used in conjunction with the kbrd\_release command to simulate a sequence of key presses and releases.

- kbrd\_release

Syntax: kbrd\_release <keycode>|<character> [<Ctrl-Alt-Shift mask>]

kbrd\_release simulates the releasing of a previously pressed key.

This can be used in conjunction with the kbrd\_press command to simulate a sequence of key presses and releases.

`kbrd_release` has no effect if the key is not currently pressed.

- `command`

Syntax: `command "<command line>"`

`command` runs a command line to launch a program.

Anything that can be run from the `C:\` prompt can be used here.

It is necessary to provide full paths to the executable you want to launch and enclose any path with spaces in quotes.

Examples:

- `kbrd_click 'E' 100`

Simulate pressing the Ctrl+E keys

- `kbrd_click 'E' 010`

Simulate pressing the Alt+E keys

- `kbrd_click 'E' 001`

Simulate pressing the Shift+E keys

- `kbrd_click 'E' 110`

Simulate pressing the Ctrl+Alt+E keys

- `kbrd_click 'D'`

Simulate pressing the D key

- `kbrd_input "\ENTER"`

Simulate pressing the Enter key

- `kbrd_input "\F1"`

Simulate pressing the F1 key

- `kbrd_input "The cat."`

Simulate pressing each key of the included text

- `kbrd_input "The cat.\ENTER"`

Simulate pressing each key of the included text with the Enter pressed at the end

- `kbrd_press 'a'`

Simulate pressing down the a key

`kbrd_release 'a'`

Simulate releasing the a key

- `kbrd_press 'x' 000 250`

Simulate pressing x and releasing it after 250 milliseconds without any control keys being pressed

- command `""C:\Program Files\NCH Software\Fling\fling.exe""`

Start Fling (if it is installed)

- command `""C:\Program Files\NCH Software\Fling\fling.exe" -upload C:\example"`

Use Fling to upload the folder C:\example (if it is set up)

- command `""C:\Program Files\NCH Software\Fling\fling.exe" -upload "C:\Directory with space""`

Use Fling to upload the folder C:\Directory with space (if it is set up). The directory must also be enclosed in quotes as it has spaces in it.

## Screen References - Shared Shortcuts Selection

The Shared Shortcuts option is available only with the Business license.

Select the shortcuts file

Private shortcuts

The private shortcuts file contains the shortcuts for your private use.

Shared (network) shortcuts

The shared shortcuts file contains the shortcuts that all FastFox users may use.

# Screen References - Enter Password

This option are only available with the Business license.

Administrator's password

Password:

Enter the Administrator's password for verification.

## Screen References - Delete Group

Use this dialog to delete user created groups. The default group can not be deleted.

Current Groups

Select a group to delete.

## Screen References - Backup Data

Use this dialog to backup the shortcut data for FastFox. Select a destination folder, then click the Backup button.

Select the folder to backup to.

# Screen References - Restore Data

Use this dialog to restore the shortcut data for FastFox. Select a folder to restore from, then click the Restore button.

Select the folder to restore from.

You will be prompted to overwrite the shortcuts in groups which are present in both the backup and the current environment. You can choose to "Overwrite existing groups", "Prompt before overwriting", or "Do not overwrite any existing groups".

## Screen References - View/Edit Suggestion

Use this dialog to update the entry's text in the dictionary. Its click and impression values will stay the same.

# Screen References - Options ~ General

**Startup Run Mode** Run FastFox automatically on startup

This option allows FastFox to start up automatically whenever a user logs onto the computer.

Select the run mode

If the option above is selected, then you can also choose whether you want FastFox to start automatically for all users when they log on or only for you when you log on.

**Shortcut Suggestions**

Monitor keystrokes and suggest shortcuts based on what you type (recommended for new users)

If you are not sure what to use as shortcuts, this option monitors your keystrokes and offers you suggestions for shortcuts.

**Audio**

Play sound when text is expanded

When this option is set then FastFox will play a short notification sound whenever it matches and replaces a shortcut keyword.

**Double-Space**

Insert a period at double-space

When this box is checked, FastFox will insert a period when the space bar is pressed twice consecutively.

**Expansion Casing (Simple Text Only)**

Typing shortcut as all caps expands text as all caps

When this box is checked, FastFox will pay attention to the capitalization of the shortcuts you type and if you type a shortcut in all caps, FastFox will expand the text in all caps as well.

**FastFox Shortcuts On/Off**

Choose a shortcut to turn FastFox shortcuts on and off while working in other programs.

## Screen References - Options ~ Shared Shortcuts

These options are only available with the Business license.

The FastFox shortcuts are stored in an abbreviation file. This file is normally stored on your local computer where you can set up your own personal shortcuts.

If you are using the Business license you may enable the use of a shared abbreviation file to share common shortcuts used in your organization. The file of shared abbreviations may be stored anywhere on your organization's network.

Normally your personal shortcuts will be used in favor of any shortcuts in the shared file that have the same shortcut keyword. You may force the use of the shared shortcuts over those of your personal shortcuts by checking the option at the end of this section.

### Enable shared shortcuts

Check (tick) this option to be able to use a common abbreviation file with other FastFox users within your organization. Shared File:

Enter the network file path for the shared abbreviation file you wish to use.

Note that this file must have been created and maintained by a copy of FastFox.

### Shared shortcuts override personal shortcuts

Check (tick) this option to have the entries in the shared abbreviation file used in favor of the entries in your personal abbreviation file.

When this option has not been selected all the entries in your personal abbreviation file will be used in favor of the entries in the shared abbreviation file.

### Administrator's password

Only Administrators may change the contents of the shared abbreviation file.

Old password:

Enter the current Administrator's password.

New password:

Enter the new Administrator's password.

Confirm password:

Confirm the new Administrator's password.

## Screen References - Options ~ Auto Complete

These are the options for the Auto Complete component of FastFox. This feature will learn your typing patterns and will offer suggestions that you can then select for quick completion of your phrases, sentences or paragraphs.

### Enable Auto Complete

Indicate whether or not you want the Auto Complete feature enabled

### Auto Complete On/Off

Choose a shortcut to turn Auto Complete on and off while working in other programs.

## Screen References - Group Name ~ Group Name

Enter name for new shortcut group

Type a name for the group.

Location:

Enter the network file path for the shortcut abbreviation file you wish to use.

Note that this file must have been created and maintained by a copy of FastFox.

## Screen References - FastFox Setup Wizard ~ General Setup

FastFox can run automatically when you log on to your computer.

## Screen References - FastFox Setup Wizard ~ Auto Complete Setup

Auto Complete is a feature that learns your typing patterns while you are working on your papers, emails, and other documents and then offers suggestion for quick completion.