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4.1. Creating a Macro with the Macro Wizard

The Macro Wizard is a quick and easy way to create any of the three types of macros (Text, Key, or Launch). It walks you through each step necessary to create a macro. Simply make your selections/entries in each window and click **Next** to move to the following window. Once you have completed each step, click **Finish** and your new macro is added!



To access the Macro Wizard, either

Select **Macro Wizard** from the **Tools** menu.

- or -

Click the **Macro Wizard** button on the toolbar.

Use the Macro Wizard to walk you step by step through the process of creating a macro:

Action

Choose the action your macro will perform. It can carry out simple commands, open an application, work with web pages, send email, display a QuickList (see [QuickLists](#)), modify windows, work with files, work with folders, or open administrative applications such as Control Panel items.

Macro

Define the macro in this step, either by typing commands or by using the Insert Command button, which allows you to select from all commands that are available for the type of macro you chose in the first step. (See [Macro Properties](#) for detailed descriptions of the options in this step.)

Name and Description

Name your macro in the name field. Your macro must have a name so that you can reference it later. You can enter a description or notes in the description field.

Properties

Enter any shortcuts that you would like to use to run this macro. (See [Macro Properties](#) for detailed descriptions of the options in this step.)

Folder

Choose the folder in which to save this macro.

Finished

Click Finish to create and save this macro, Back to return to any of the previous screens, or Cancel to discard this new macro.

4.6. Creating Special Command Macros

4.6.1. Creating QuickLists

A QuickList is a special macro that opens a window containing a list of other macros. In other words, a QuickList is a stand-alone menu of macros.

QuickLists are especially useful if you have a set of macros that you use often or that you tend to use together, you don't want to assign and remember shortcut keys for each macro, and you don't want to open the AIM Keys editor each time you need to run one of those macros.

For example, if you have several macros that you use every day, you could build a "Most-used Macros" QuickList that contains each of those macros. You can use a shortcut to open the "Most Used Macros" QuickList, then easily run the macros in it by double-clicking them or hitting their hotkeys. (See "Hotkey playback" in [QuickList Properties](#) below.) You even have the option of closing the QuickList automatically once you choose a macro to run. (See "Remain open after selection" in [QuickList Properties](#) below.)

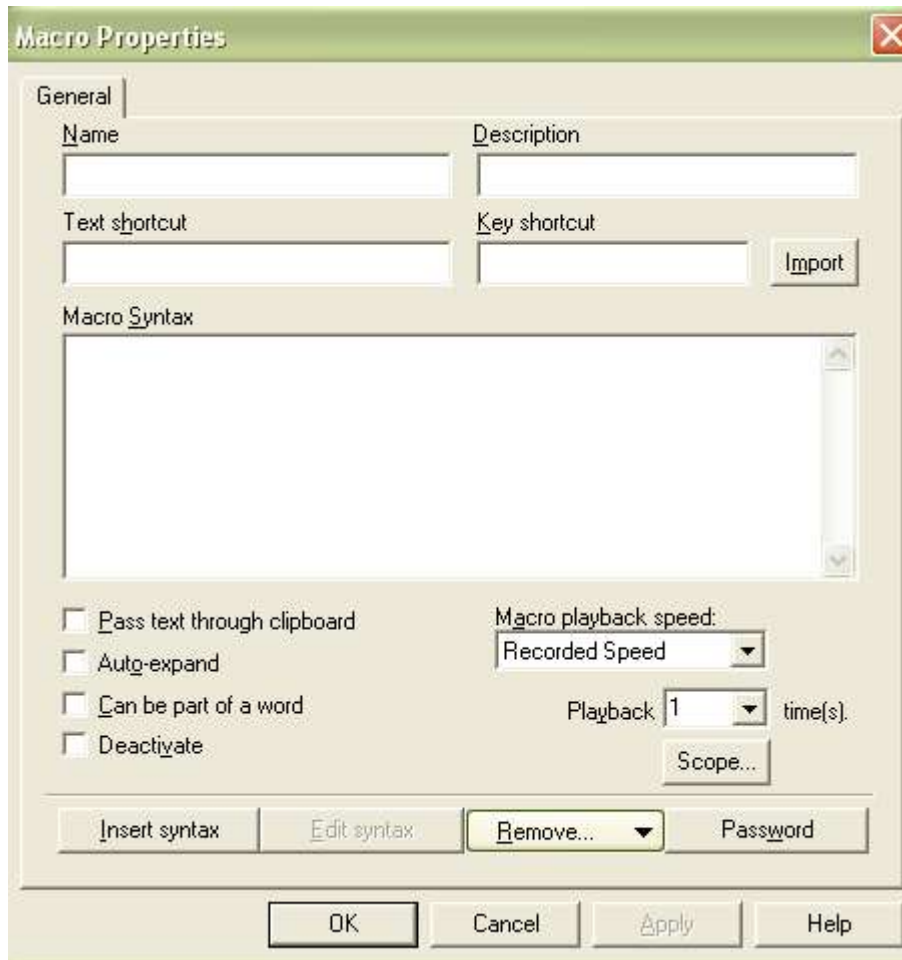
4.6.1.1. Creating a QuickList

1. In the Folder Pane of the file window, select the folder where you want to add a new QuickList.

TIP: To avoid confusion, we recommend putting QuickList macros in a separate folder, such as a Special Commands folder.

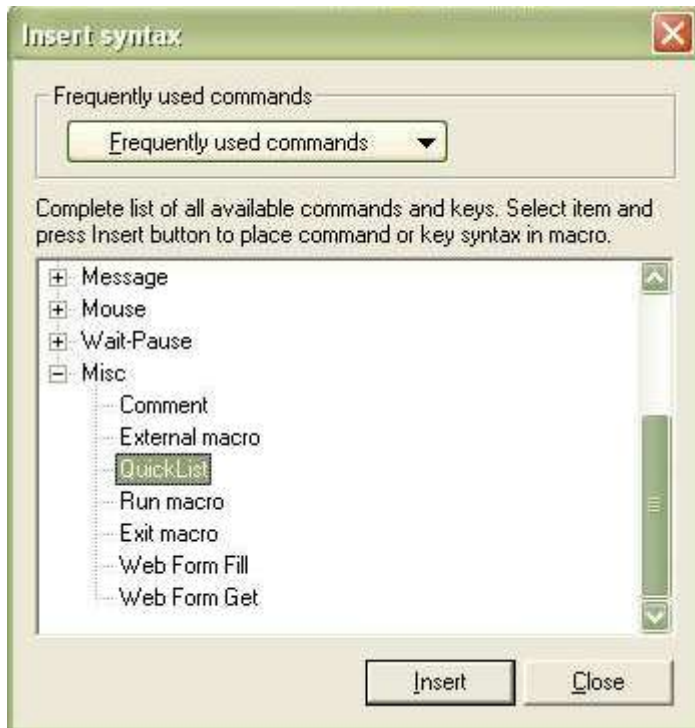
2. Do one of the following to display the Macro Properties dialog box:
 - From the **Insert** menu on the menu bar, select **Add Macro**.
 - Click the **Add Macro** button on the toolbar.
 - Press CTRL+I.
 - Right-click in the Macro Pane and select Add Macro.

The Macro Properties dialog box appears.



3. Enter a name for the macro in the Name field.
4. With the cursor in the Macro Syntax field, click the Insert Syntax button.

The Insert Syntax dialog box appears.



5. In the Insert Syntax dialog box, click **Misc**. and do one of the following:
 - Select **QuickList** and click Insert.
 - Double-click **QuickList**.

6. The Insert QuickList dialog box appears. Specify the [properties](#) for the new QuickList.

Name	Text ...	Key Shortcut	Description
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7. Click the Insert button.
8. The QuickList syntax appears in the Macro Syntax field.
9. Set the desired properties for the macro (see [Macro Properties](#) for full details).
10. Click OK.
11. Click **Save** on the Macro Manager toolbar to save the file.

Like other macros, QuickLists can be edited through the [Macro Properties](#) dialog.

NOTES:

The items in the QuickList are checked for validity each time the QuickList is modified. If an item has been deleted from the current .akm file, it will automatically be removed from the QuickList.

The AIM Keys 5.0 QuickList macro uses a new syntax, so older versions of AIM Keys cannot run 5.0 QuickLists. AIM Keys 5.0 can run QuickLists that were built in previous versions, but it is recommended that you update the format of your older QuickLists by opening the QuickList for editing (via the Edit Syntax button of the Macro Properties dialog), which automatically converts it to the new format.

4.6.1.2. QuickList Properties

Name	Text ...	Key Shortcut	Description
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Window desired title

Type a name for the QuickList macro. When you run the QuickList, this will also be the text displayed in the title bar of the QuickList window.

Help text

You can modify this Help text, which will be displayed at the top of your QuickList.

Items

This is the list of items the QuickList will display. You can modify the Items list using the Add, Remove, Up, and Down buttons.

Add

Opens a dialog box that will let you choose a macro to add to the Items list.

Remove

Removes the selected macro from the Items list.

Up

Moves the selected item up within the Items list. This is useful because the QuickList will allow you to use numeric shortcuts based on a macro's position in the list.

Down

Moves the selected item down within the Items list.

Position: Exact

You can specify an absolute initial screen position for the QuickList by specifying X and Y coordinates, in pixels.

Position: Use mouse position

Select this option to have the QuickList appear where the mouse cursor is pointing when the QuickList macro is triggered.

Position: Center screen

Select this option to center the QuickList on the screen when it first appears.

Initial height

Use this field to set the number of items visible in this QuickList by default.

Initial width

Use this field to set the width of the QuickList window.

Always on top

Check this box if you want this QuickList window to remain on top of all other windows on your screen.

Remain open after selection

Check this box if you want this QuickList to stay open after you have selected a macro to play back. If this box is not selected, the QuickList window will automatically close after you have triggered a macro from it.

Visible columns

Select which macro attributes should be visible in the QuickList window.

Hotkey playback

These options determine how the QuickList will identify the macros listed in it. If you choose numerical identifiers, for example, then you will be able to use the number 1 to trigger the first macro in the list.

4.6.2. Creating Internet Form Filling Macros

The Internet Form Filling Macro (new in AIM Keys 5.0) can be used to autofill web forms in Internet Explorer.

This type of macro allows you to quickly and automatically fill out and even submit web forms. For example, if your inventory system is accessed via browser and you need to enter 100 new items, but the basic information about each item is the same, you can use a form-filling macro to automatically insert the basic information into the corresponding fields in the web form. You need only enter the information that is unique to each item before submitting the form.

Since you can also use an existing macro to define the content of a field (see description under "Current item" in [Form Filling Macro Properties](#) below), you can auto-fill date and time, pull data from a spreadsheet, or use just about any other data source you can imagine. For example, if every Friday you use a particular web site to check the week's history for a particular stock, you can define a macro that will automatically fill in the stock's identifier, fill in the start date to be four days ago (Monday) and the end date to be today, and submit the form.

4.6.2.1. Creating an Internet Form Filling Macro

1. In the Folder Pane of the main window, select the folder where you want to add a new macro.
2. Do one of the following:
 - Select **Add Macro** from the **Insert** menu.
 - Click the **Add Macro** button on the toolbar.
 - Press CTRL+I.
 - Right-click in the Macro Pane and select Add Macro.

The Macro Properties dialog box appears.

Macro Properties

General

Name Description

Text shortcut Key shortcut Import

Macro Syntax

Pass text through clipboard
 Auto-expand
 Can be part of a word
 Deactivate

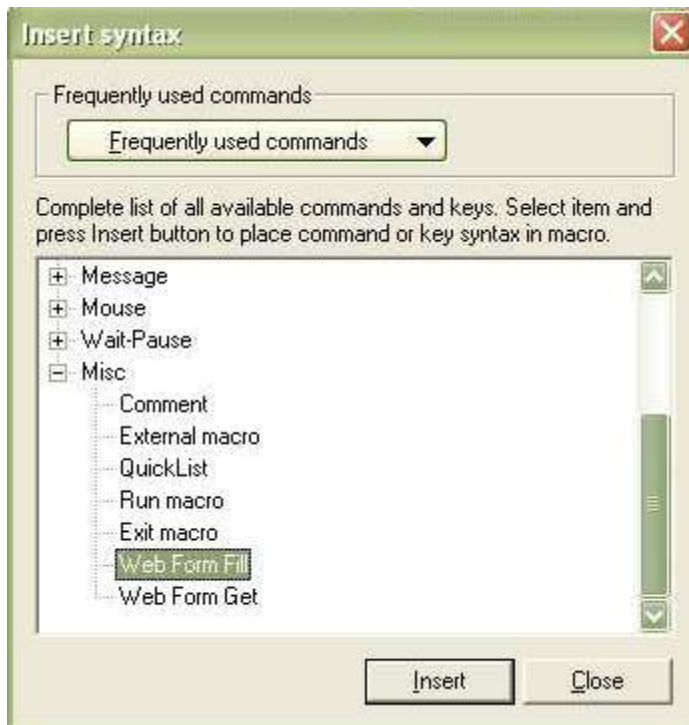
Macro playback speed:
Recorded Speed

Playback 1 time(s)
Scope...

Insert syntax Edit syntax Remove... Password

OK Cancel Apply Help

3. Enter a name for the macro in the Name field and (optionally) add a description in the Description field.
4. With the cursor in the Macro Syntax field, click the Insert Syntax button.



5. In the Insert Syntax dialog box, click **Misc** and double-click **Web Form Fill**, or select **Web Form Fill** and click Insert.
6. The AutoFill Form dialog box opens and provides the options in the next section.

4.6.2.2. Internet Form Filling Macro Properties

The screenshot shows a dialog box titled "AutoFill Form". It has a close button in the top right corner. The dialog is divided into three sections:

- Website:** A text input field with the instruction: "Enter the URL, as it appears in IE address bar, for the website which you wish auto completion."
- Operations:** Two buttons: "Open" (with the text "an Internet Explorer window with the above website.") and "Autodetect" (with the text "all forms and their elements from the page (this will erase any previous entered data!).").
- Forms data:** Three labels: "Available forms:", "Available items:", and "Current item:". Below "Available forms:" and "Available items:" are two empty list boxes. "Current item:" is followed by an empty text field.

At the bottom right, there are "OK" and "Cancel" buttons.

Website

Enter the URL (internet address) of the page where this macro will fill in form information. Be sure to enter the full address (beginning with "http").

Open

Click this button to open an Internet Explorer window to the page entered above. You can use this function to double-check the URL.

Autodetect

Click this button to import all the form information, including form and field names, from the web page entered above. If an item has a default value, that value will be imported.

If you have already imported and edited this information, clicking this button will overwrite the previous information.

Available Forms

This list displays all the forms on the page. Select one to display its available fields.

Available Items

This list displays all items or fields in the currently selected form. (Hidden fields are not displayed.)
Select an item to edit its properties.

Current Item

This section allows you to edit the current item's contents directly. It also offers the "bind to a macro" option, which allows you to use a macro to define the item's contents.

Note that this section will look like a text box, list box, button, or other form element to reflect the field type of the current item.

5.3. Macro Scoping

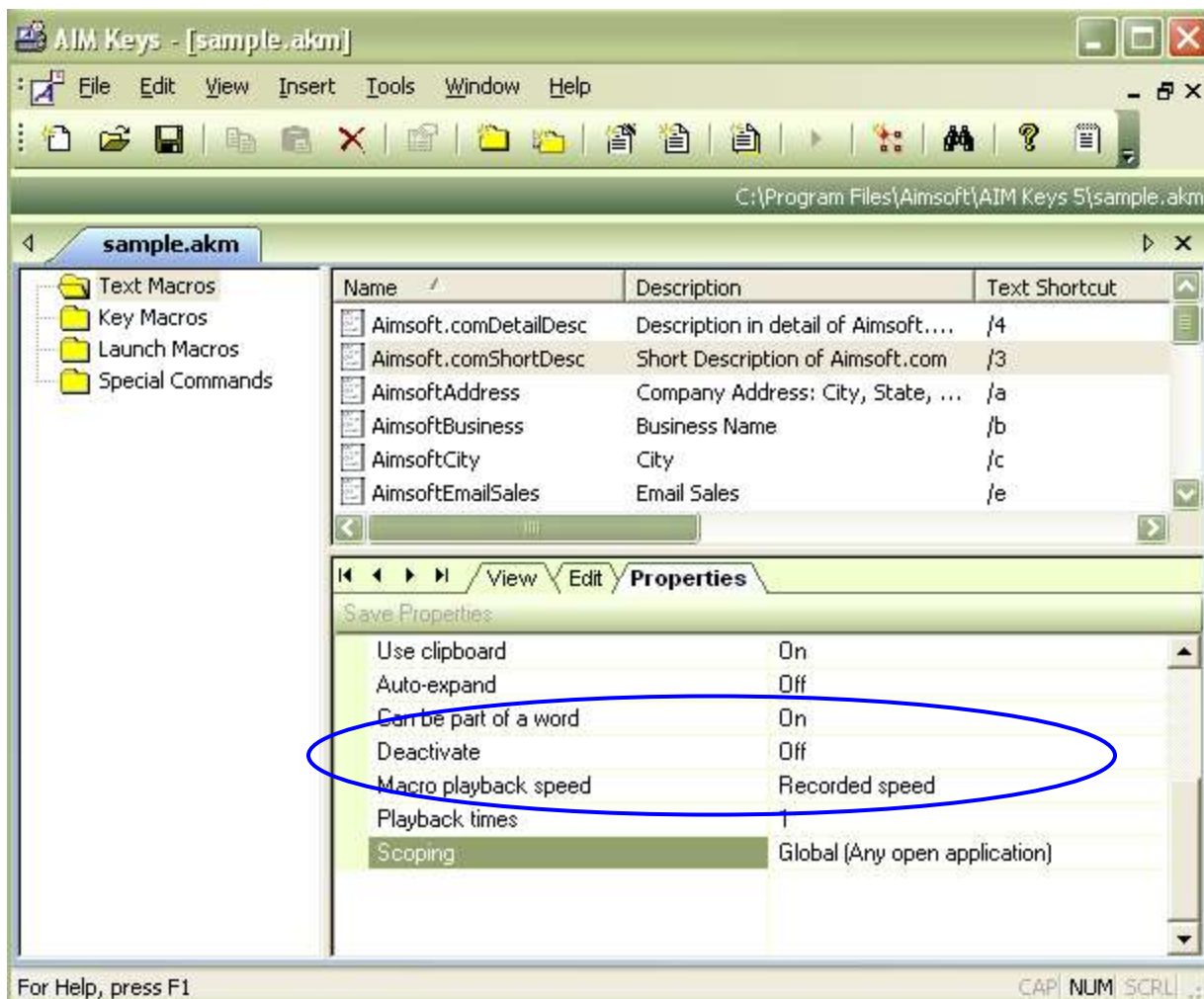
Macro scoping (new in AIM Keys 5) allows you to specify where a macro can run.

For example, if you have a macro that is designed specifically for your spreadsheet application but that might cause problems in other programs, you can specify that this macro is only allowed to run in your spreadsheet application. (See "[Only within these applications](#)" in the list below.)

You can also allow a macro to run everywhere except in specified applications, which is useful when a macro is effective in most programs but has unintended results in others. (See "[All applications except these](#)" in the list below.)

Using macro scoping, you can even have one shortcut trigger different macros, depending on which application is in focus. As a simple example, you might want to insert short dates in your spreadsheet application, but long dates in your word processor. You can write one macro that only runs in the spreadsheet program and inserts a short date, and a second macro that only runs in the word processor and inserts a long date. By assigning the same shortcut to both macros, you only have to remember one shortcut, and AIM Keys remembers which date format to enter in which application.

To view the current scope of a macro from the main AIM Keys window, select the macro in the top pane and open the Properties tab in the bottom pane.



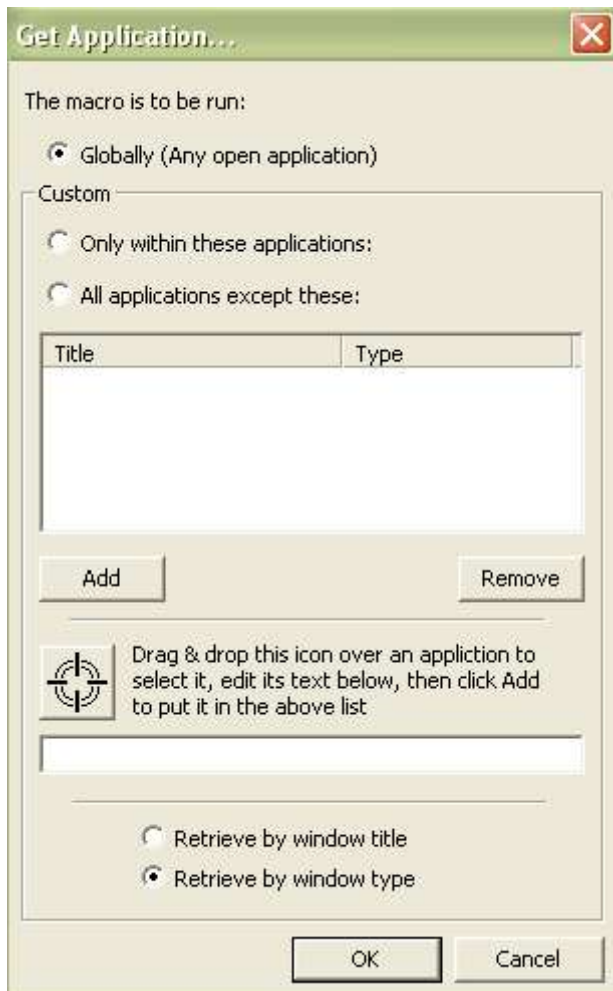
To define the scope of an individual macro, access the Macro Scoping dialog by clicking the Scope button in the Macro Properties dialog.

To define the scope of all the macros in a folder, access the Macro Scoping dialog by clicking the Scope button in the Folder Properties dialog.

NOTES: Folder scope settings override individual macro scope settings. If you change the scope settings on a folder that contains macros with a non-default scope, AIM Keys will warn you before saving the folder scope settings.

The addition of the scope feature to AIM Keys 5.0 required changes to the .akm file format. Older versions of AIM Keys are not able to open .akm files produced with the 5.0 version.

Use the following options to define the scope of your macros:



Globally

This default option allows the macro to run anywhere.

Only within these applications:

This option allows the macro to run within the specified applications only.

All applications except these:

This option allows the macro to run anywhere except the specified applications.

Add

Click this button to add an application to the list (see Target Icon Button and Edit Box below).

Remove

Click this button to remove the selected application from the list.

Target Icon Button

Use this button to select applications to add to the inclusion/exclusion list. First, open the application you wish to select. Then drag the Target icon and drop it onto that application. This automatically fills in the name of the application in the Edit box (below).

Edit box

Type the name of the application you wish to add to the inclusion/exclusion list, and click the Add button. Application titles that are chosen using the Target Icon appear here, and can be edited before clicking the Add button.

Retrieve by window title

Choose this option if you want AIM Keys to identify applications based on window title (the text in the bar at the top of the application window). This option can be used to differentiate between instances of the same application.

Retrieve by window type

Choose this option if you want AIM Keys to identify applications based on the application type. Use this option when the title of an application changes often, or does not contain a useful identifier. This option matches all instances of an application.