Welcome to Picklist

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Overview

Picklist is one the smallest utilities you may come across, yet may prove to be one of the most powerful - it allows you to assign text items for fast insertion into any Windows application. It is especially useful for inserting repetitive phrases and long words or sentences into any wordprocessing package. It can store upto 100 text items. In addition, Picklist has a host of commands that allow it to run files,   macros and access menu commands via successive keystroke output.

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Using Picklist

Picklist is very easy to use. To begin with, click on the various regions of diagram shown:
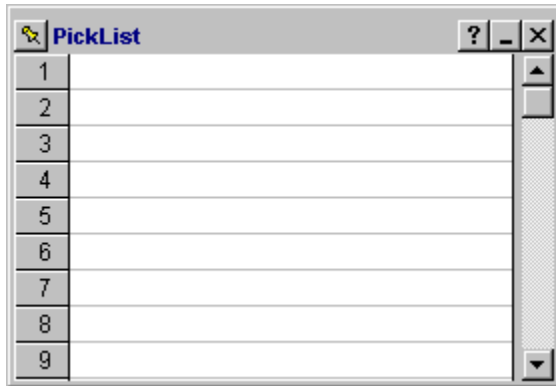
To Enter a Text Item into PickList
To enter a text item, highlight and double click the row where you wish to assign to the text.

To Enter a Command into PickList
In addition to entering alphabetic and numeric characters, Picklist is also capable of accepting commands to enable you to run files and send menu keystrokes.
To enter these commands, highlight and double click the row where you wish to assign to the command. You can then press F5 or click on the ellipses that appear rightmost to activate the Command Wizard.

See Picklist Command Set.

To retrieve a Text Item or a Command from PickList
Once you have assigned a chunk of text or a command into a Picklist slot, you can apply the text or the command to your moving the mouse cursor to the first column, the item number column.

An icon appears at the row nearest to the position of the cursor. If you click on the icon, PickList will output the contents of the corresponding row to the currently active window (the window whose name appears in Picklist's titlebar).

Close
This quits Picklist and saves the current settings.

Minimise
This minimises the window to an icon.

Titlebar

This has the title of the previous window that had the focus. Any attempts to retrieve the text in the list below the titlebar will result in the output being aimed at the window whose title appears in the titlebar.

Item Number
This column displays the reference number for each text item shown in the next column. If you click on this column, you output the contents of the second column to the window shown on the titlebar.

Text Item
This column displays the text items or commands you enter.

Command Set

To view this topic, maximize this help window.

The command set is a series of keywords, enclosed in curly brackets, **{ }**, which define an action that this application makes. The actions vary from simple character entry to invoking menu commands and running files.

To help you use the command set easily, a Command Wizard has been incorporated into this application. To start the Command Wizard, activate the command textbox and press the function key **F5** while in edit mode or the button with the ellipses that appears on the right hand side. The Command Wizard dialog box then appears.

Select the command you wish to use from the drop down listbox. Read the instructions in the bottom panel to see if you need to input any text in the textbox that appears below the drop down listbox. Enter your text if required and click OK once you have finished. The Command Wizard will insert a **formatted** instruction into the table.

For most purposes, the Command Wizard should suffice, however, you may want to inspect the instructions below if you wish to enter a command underlined manually.

Below are notes describing the various commands syntax.

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Entering Text

To specify a single keyboard character, use the character itself.   For example, to represent the letter A, use "A".   If you want to represent more than one character, append each additional character to the one preceding it.   To represent the letters A, B, and C, use "ABC".

_____

Special Keyboard Characters

To specify characters that are not displayed when you press a key (such as Enter or Tab) and keys that represent actions rather than characters, use the codes shown below:

Key	Code	Key	Code
Backspace	{BKSP}	Break	{BREAK}
Caps Lock	{CAPS}	Clear	{CLEAR}
Del	{DEL}	Down Arrow	{DOWN}
End	{END}	Enter	{ENTER}
Esc	{ESC}	Help	{HELP}
Home	{HOME}	Insert	{INS}
Left Arrow	{LEFT}	Num Lock	{NUM}
Page Down	{PGDN}	Page Up	{PGUP}
Print Screen	{PRTSC}	Right Arrow	{RIGHT}
Scroll Lock	{SCR}	Tab	{TAB}
Up Arrow	{UP}	F1	{F1}
F2	{F2}	F3	{F3}
F4	{F4}	F5	{F5}
F6	{F6}	F7	{F7}
F8	{F8}	F9	{F9}

F10	{F10}	F11	{F11}
F12	{F12}	F13	{F13}
F14	{F14}	F15	{F15}
F16	{F16}		

Keyboard Modifiers

To specify keys combined with any combination of Shift, Ctrl, and Alt keys, precede the regular key code with one or more of the following codes:

Key	Code
Shift	{SHIFT}
Control	{CTRL}
Alt	{ALT}

To specify that Shift, Ctrl, and/or Alt should be held down while several other keys are pressed, enclose the keys' code in parentheses.   For example, to have the Shift key held down while E and C are pressed, use "{SHIFT}(EC)".   To have Shift held down while E is pressed, followed by C being pressed without Shift, use "{SHIFT}EC".

Note: You cannot send keystrokes to an application that is not designed to run in Microsoft Windows.

Menu Commands

To specify menu commands, you use the menu shortcut keys.
e.g.
Typically, to open a file in a windows application, you employ the keystokes: **Alt**, **f**, **o** {alt, File and Open). This can be invoked by enetring the following:

{Alt}fo

Similarly, to save a file in a windows application, you employ the keystokes: **Alt**, **f** , **s** {alt, File and Save). This can be invoked by enetring the following:

{ALT}fs

When entering menu command keystrokes, use lower-case letters.

Activate {ACTIVATE x}

This command scans and looks for the window with a title containing the word or words specified by x. Use this command to shift focus from one window to another whilst executing successive commands. e.g., you can activate notepad by using :

{ACTIVATE Notepad}

Beep Sound {BEEP}

This sounds a beep from the PC's internal speaker.
eg. To output the word **HELLO** and then sounds a beep enter:

Hello{BEEP}

———————————————————————

Close {CLOSE x}

This command scans and closes the window with a title containing the word or words specified by x. e.g., you can close notepad by using :

{CLOSE Notepad}

———————————————————————

Close All {CLOSE-ALL}

This command scans and closes all the currently opened windows. e.g.,

{CLOSE-ALL}

———————————————————————

Current Date {DATE dd/mm/yy}

This enters the current system time using the format provided.
To output the days use:
    d - for the numeric date
    dd - for the numeric date, appending a zero prefix if necessary.
    ddd - for abbreviated day, eg. Mon, Tue etc.
    dddd - for the full day eg. Monday, Tuesday etc.
To output the month use:
    m - for the numeric month
    mm - for the numeric month, appending a zero prefix if necessary.
    mmm - for abbreviated month, eg. Jan, Feb etc.
    mmmm - for the full month eg. January, February etc..
To output the year use:
    yy- for the numeric year eg. 97
    yyyy - for the full numeric year eg. 1997.
eg., the following will output the date in its entirety into your document:

{DATE dd-dddd-mmmm-yyyy)

———————————————————————

Current Time {TIME hh:mm:ss}

This enters the current system time using the format provided.
To enter the hours use h or hh (adds a zero prefix if necessary).
To enter the minutes use m or mm (adds a zero prefix if necessary).
To enter the seconds use s or s (adds a zero prefix if necessary).
eg.   To output **The time is** and the current system time enter:

The time is {TIME hh:mm:ss}

———————————————————————

Maximize {MAXIMIZE x}

This command scans and maximizes the window with a title containing the word or words specified by x.
e.g., you can maximize notepad by using :

<div align="center">

{MAXIMIZE Notepad}

</div>

_____

Maximize All {MAXIMIZE-ALL}

This command scans and maximizes all the windows in the current windows session.

<div align="center">

{MAXIMIZE-ALL}

</div>

_____

MessageBox {MSG x}

This shows a message box containing a sentence specified by the x component.
e.g., to show a simple message box that displays 'Hello' :

<div align="center">

{MSG Hello}

</div>

When the message box is displayed it has an OK and a Cancel button. If you press OK, then subsequent commands will be executed. If you press Cancel, command execution will stop at the message box.
For example, you can setup a messagebox that responds to your decision.

<div align="center">

{MSG Notepad will be started}{RUN C:\WINDOWS\NOTEPAD.EXE}

</div>

When the messagebox appears, if you press Cancel, then Notepad will not be executed.

_____

Minimize {MINIMIZE x}

This command scans and minimizes the window with a title containing the word or words specified by x.
e.g., you can minimize notepad by using :

<div align="center">

{MINIMIZE Notepad}

</div>

_____

Minimize All   {MINIMIZE x}

This command scans and minimizes all the windows in the current session.

<div align="center">

{MINIMIZE-ALL}

</div>

_____

Pause {PAUSE x}

This introduces a pause specified by a the x component.
eg., to introduce a pause of 10 seconds to before executing a command, type:

<div align="center">{PAUSE 10}</div>

Reboot PC {REBOOT}

Use this command to reboot your PC. e.g.

<div align="center">{REBOOT}</div>

Restart PC {RESTART}

Use this command to restart Windows 95. e.g.

<div align="center">{RESTART}</div>

Restore {RESTORE x}

This command scans and restores the window with a title containing the word or words specified by x.
e.g., you can restore notepad by using :

<div align="center">{RESTORE Notepad}</div>

Restore All {RESTORE-ALL}

This command scans and minimizes all the windows in the current session.

<div align="center">{RESTORE-ALL}</div>

Run a file/application {RUN x}

This runs the file specified by the x component.
e.g., to run notepad, type:

<div align="center">{RUN C:\WINDOWS\NOTEPAD.EXE}</div>

To run a document, type the filename and the extension e.g. type:

<div align="center">{RUN C:\README.TXT}</div>

Shutdown Computer {SHUTDOWN}

Use this command to shut down your PC. eg.

<div align="center">{SHUTDOWN}</div>

Appendix

NOTE:the commands you enter using the command set can be appended to each other. Eg. to open notepad, enter the date & time and the sentence 'This document refers to the meeting between: ' type:

{RUN C:\WINDOWS\NOTEPAD.EXE}{DATE dd/mm/yy} - {TIME hh:mm}

Topmost

This is a toggle button. In the down position, the PickList window float above all the other windows. In the up position, the window behaves normally.

Order Form

Register this software by completing the relevant details shown.
- To view this order form, maximise this help file window.
- To print this order form, click on Print Topic in the File pull-down menu. Do not forget to keep a copy of your order.

Product	Quantity	Unit Cost	Total Cost
ClockWork		*£8.99*	
DeskTAB		*£8.99*	
KlickBoard		*£8.99*	
Magic Menu		*£8.99*	
PickList		*£8.49*	
PowerBar		*£8.99*	
Shortcut Plus		*£8.99*	
PowerUser Suite 95		***£27.99***	

Sub Total £

Post & Packing £ ___1 . 50___

TOTAL £

Note:
- Prices shown are in Pounds Sterling.
- **PowerUser Suite 95 is the full edition of ClockWork, DeskTAB, KlickBoard, Magic Menu, PickList, PowerBar and Shortcut Plus in one package at a substantial discount.**
- Discounts are available for site licenses and bulk purchases. Details available upon request.

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To order by cheque send this order form and a cheque made payable to SOFTECH RAD at the address shown:

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