QuicKeys Help Index

This Index lists the Help topics available for <u>QuicKeys</u>.   Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Commands

<u>Edit Menu Commands</u>

Procedures

<u>Specifying the Book to Search</u>
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Edit Menu Commands

The Edit Menu contains this command:
Preferences

Preferences

Lets you change the way QuicKeys appears when you first run it. It also lets you decide whether or not to open a new instance of Viewer for each different book you search.

Related Topics
Setting Preferences

QuicKeys Procedures

Searching using QuicKeys involves the following main steps:
  * select a book to search with Viewer
  * specify a QuicKeys combination to activate searches in that book
  * specify whether to use index or full-text searching for that book

The Procedure topics give you step-by-step instructions for using QuicKeys. Use the scroll bar to see more topics.

To learn how to use Help, press F1 or choose using Help from the Help menu.

Specifying the Book to Search
Specifying the QuicKeys Combination
Specifying the Search Method
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QuicKeys

An application that calls Viewer to perform full-text-searching on text selected in a Windows application.

Specifying the Book to Search

You must first specify which book you want to search for a given QuicKeys combination.

To specify the book to be searched:

*   Select the book's name from the list box labeled "Select a book, then choose a key combination."

Related Topics
Specifying the QuicKeys Combination
Specifying the Search Method

Specifying the QuicKeys Combination

Once you select a book, the QuicKey and Look Up Using options become active. Use the QuicKey option to select a keystroke combination. This keystroke combination activates the search in the book you have selected.

To specify the QuicKeys combination:

1   Select any combination of the CTRL, SHIFT, and ALT check-box options.You can also leave all three check boxes blank.

2   Press any key except one of the following keys: any arrow key, BACKSPACE, CAPS LOCK, DEL, END, ENTER, HOME, INS, PAUSE, PAGE DOWN, PAGE UP, PRT SC, SCROLL LOCK, or any other key on the numeric keypad.

   Or select a key name from the Key list. The keyname appears in the Key box.

   If you did not select a key combination in step 1, or if you selected only the SHIFT key, this second key must be one of the function keys (F1 through F12) on your keyboard.

3   Choose the Add button.

   The QuicKeys combination appears next to the book name in the list box labeled "Select a book, then choose a key combination."

Related Topics
Specifying the Book to Search
Specifying the Search Method
Changing a QuicKeys Combination
Removing a QuicKeys Combination

Specifying the Search Method

Once you select a book, the QuicKey and Look Up Using options become active. Select a Look Up Using option to specify what type of search the QuicKeys combination carries out.

To specify the type of search the QuicKeys combination will perform:

*   Select one of the option buttons in the Look Up Using area.

Select Index Facility to use an index search.

Select Search Facility to use a full-text search.

Related Topics
Specifying the QuicKeys Combination
Specifying the Book to Search

Carrying Out the Search

Once you set up a QuicKeys combination, you can use QuicKeys to search the book assigned to that combination.

To search using a QuicKeys combination:

1   Make sure QuicKeys is running.

2   Open the Windows application and select the text you want to search for.

If you are using an index search, the text you select must be defined in the index for the book you are searching.

If you are using a full-text search, the text you select is treated as the search query. Viewer searches for topics containing any word in the selected text.

3   Press the keys for the QuicKeys combination you have defined.

Viewer opens the book you selected and searches for the text you selected in the Windows application. Viewer uses the search method you defined for the QuicKeys combination.

Related Topics
Specifying the QuicKeys Combination
Specifying the Book to Search
Specifying the Search Method

Changing a QuicKeys Combination

To change the QuicKeys combination for a book:

1   Select the book name from the list box labeled "Select a book, then choose a key combination."

2   Select a new <u>QuicKeys combination</u> or search method.

3   Choose Add.

Related Topics
<u>Specifying the QuicKeys Combination</u>
<u>Specifying the Search Method</u>
<u>Removing a QuicKeys Combination</u>

Removing a QuicKeys Combination

To remove the QuicKeys combination for a book:

1   Select the book name from the list box labeled "Select a book, then choose a key combination."

2   Choose Delete.

Related Topics
Specifying the QuicKeys Combination
Changing a QuicKeys Combination

Setting Preferences

The QuicKeys Edit menu has a single command: Preferences. Use this command to specify preferences for running QuicKeys.

To minimize QuicKeys each time you open it:

 * Select Minimize QuicKeys When Opened.

To run QuicKeys in a window each time you open it:

 * Leave the Minimize QuicKeys When Opened check box unchecked.

To search all books using the same instance of Viewer:

 * Select Use One Viewer Window Only.

To open a separate instance of Viewer for each book you search:

 * Leave the Use One Viewer Window Only check box unchecked.

Related Topics
Edit Menu Commands

Quitting QuicKeys

You quit QuicKeys as you would any other Microsoft Windows application.

To quit QuicKeys:

1   Click the Control box to open its menu.
2   Choose Close.

QuicKeys combination

A keystroke combination that tells Viewer to search a book in the title using an index or full-text search.

search query

Text that the Viewer full-text search utility searches for in the selected book.