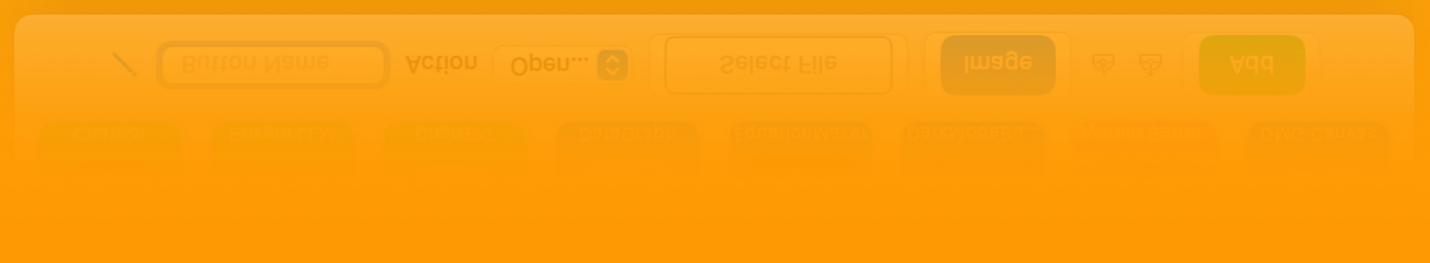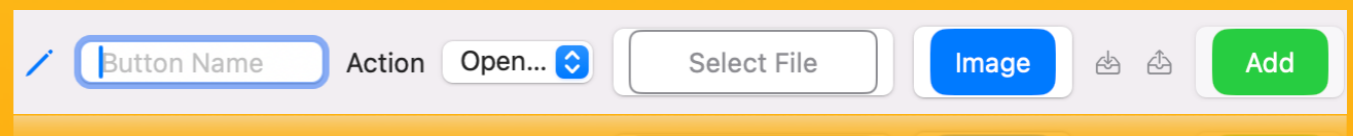# QUICKKEYS

User Manual

Chapter 1

Getting started

What you will learn:

• How to get the app

• How to install the software on your Mac

• Get your self familiar with the layout

If you have not yet acquired QuickKeys, please click here to obtain your copy. Upon purchasing the software from the App Store, it will automatically download and install on your Mac. Once the installation is complete, you can launch the application. A blank interface will be displayed, featuring the following elements from left to right at the bottom of the app: Edit tool, Button name field, Action field, Select field, Image, Save setting, Recover setting, and Add.

The subsequent pages will guide you through the usage of each feature.

Chapter 2

Add an App

What you will learn:

• How to add an app

In the Action section, choose "Add App." Click on the "Select File" box to open Finder, allowing you to choose the desired app to be placed under the button. In the left box labeled "Button Name," enter the name you wish to display within the button's perimeter. You may also add an image; while SVG or PNG formats are recommended for icons, other image formats are also supported. Additionally, you have the option to click the edit button to modify the button's color. It is advisable to select your colors thoughtfully, as they enhance navigation efficiency.

Chapter 2

Add a
Document

What you will learn:

• **How to add a document**

The process for linking a document or file to a button remains consistent with the previous step although one needs to select "open document" instead.

However, it is crucial to understand that upon the initial use of the button, you must navigate the same path and select the same file once more, followed by granting access. This ensures that QuickKeys retains access to that particular file for future use, thereby negating the necessity to grant access to the entire system.

Chapter 3

Add a Website

What you will learn:

• How to add a webpage

To link a URL to a button, simply repeat the previous steps, but choose "open website" this time. In the "Enter URL" field, input the complete web or server address, starting with http:// or https:// followed by the remaining part of the URL. An example of a valid link is https://www.enlightenment.school.

Additionally, please note that links to servers can also be created using this method.

Chapter 4

Extra functions

What you will learn:
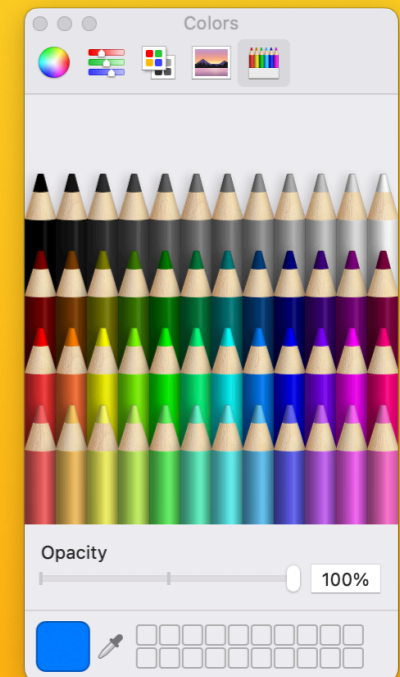
• **How to change the order of buttons**

• **How to delete a button**

• **How to change color**

• **Backup & Restore**

Buttons can be reordered by right-clicking on them or through the edit menu.

To delete a button, right-click on it and select the delete option.

The button color can be modified in the edit section by clicking on the colored rectangle labeled "Select Color," which will open a popup allowing you to choose your desired color.

To back up and restore your layout, use the left button to save your layout and the right button to restore it.

Contact

Helpdesk

Should you require additional assistance, please remember that a representative is available to help you. Visit our [contact page](#) for exceptional support.