KeyCue™

User's Guide

Version 8.4
May 2017

© 2017 Ergonis Software

Contents

License agreement

Note: If you use KeyCue under the terms of a site license, the following statements do not apply for you. Please ask your system administrator about the terms and conditions of the site license agreement.

Ergonis Software grants the customer a non-exclusive and non-transferable license to use KeyCue™ (the "software") as long as the customer complies with the terms of this agreement. With a single-user license, you (the customer) may use two copies of the software on two computers that are owned by you. A multi-computer license may be purchased to allow the software to be used on more than two computers. A family pack license allows you to install and use the software on up to five computers as long as those computers are used only by family members living in the same private household. A family pack license does not extend to business or commercial users. The KeyCue™ documentation and the software are copyrighted and all rights are reserved. The software and the information in the manual are subject to change without notice. The manual and the software may not, in whole or in part, be copied, photocopied or reproduced without written consent from Ergonis Software, although you may make copies of the software for backup purposes only. You may not loan, rent or license the software or the manual.

Limited warranty

Ergonis Software makes no warranties, either express or implied, that the software will meet your requirements, that operation of the software will be uninterrupted or error free, or that all software errors will be corrected. In no event will Ergonis Software or the author be liable for direct, indirect, special, incidental, or consequential damages resulting from any defect in the software or manuals, even if they have been advised of the possibility of such damages.

Contact

If you have any questions about this product please contact us at:

> Ergonis Software GmbH
> Herrenstraße 20
> 4320 Perg / Austria

Fax: +43 720 348424

e-mail: keycue-support@ergonis.com   for technical support
           keycue@ergonis.com   for orders / license keys

WWW: http://www.ergonis.com   about the company

© 2017 Ergonis Software GmbH. All rights reserved.

About KeyCue

In a typical OS X application, the most frequently needed menu items have keyboard short-cuts that let you access these menu items faster. Many applications have 40 or more menu shortcuts. Mail, for example, can have 80 or more keyboard shortcuts, depending on the current situation. Menu shortcuts may be convenient to use, but you first need to memorize them, and you must remember all of them correctly in order not to make mistakes that may lead to undesired results.

KeyCue helps you find, remember and learn keyboard shortcuts for menu items. Just hold down the command key for a while to see a table of all currently available menu shortcuts.

You don't even have to remember which key to press to invoke KeyCue; when you want to type a keyboard shortcut, you'll press the command key, anyway. If it takes longer as usual before you type the key, KeyCue comes to help and shows you which shortcuts are available right now. When you have found the desired shortcut in the KeyCue table, just type it and continue working as usual. The KeyCue window will disappear automatically until you need help about shortcuts again.

When you use KeyCue for a while, you will be surprised about the multitude of menu short-cuts in many applications. Since some of these shortcuts are buried in submenus, you may

not even be aware that they exist. KeyCue will help you learn what applications can do and how to use them more effectively.

KeyCue can also display a number of system-wide shortcuts provided by OS X. You can choose whether you want to see a single large table that contains both menu shortcuts and system-wide shortcuts, or you can use different activation keys to show them in separate tables. See the sections *System-wide Shortcuts* and *Custom Modifiers* for more information.

When you have Keyboard Maestro (3.0 or newer), QuicKeys (4.0 or newer) or iKey (2.5 or newer) installed, KeyCue can also display a cheat sheet for the keyboard macros defined in these utilities. See the section on *KeyCue and Macro Utilities* for more information.

In addition to shortcut tables, KeyCue also has a function for quickly accessing your favorite URLs (e.g, web sites or e-mail addresses) with a click or key combination.

System requirements

KeyCue requires Mac OS X 10.6 or newer.

Installation

Installation of KeyCue is easy. Download the disk image from our web server:

  http://www.ergonis.com/downloads/

Mount the disk image and double-click the KeyCue icon in the Finder window that opens. KeyCue helps you with the installation by copying itself to the Applications folder and launching the installed copy.

KeyCue is now active, although it does not show up in the dock. Whenever you hold down the command key, KeyCue displays a table of shortcuts.

KeyCue uses a feature of OS X to check for available shortcuts in the active application. Per default, this feature is turned off, so you need to enable it when you use KeyCue for the first time: In System Preferences, select "Security & Privacy", switch to the "Privacy" tab and activate the checkbox next to KeyCue. If this option is turned off, KeyCue will tell you and help you to open the corresponding section in System Preferences. Please note that you need administrator privileges to enable this checkbox. If you do not have the necessary privileges, ask your system administrator to enable this option for your Macintosh.

Using KeyCue

Using KeyCue is rather straightforward: Press the command key[1] (and keep it pressed without moving the mouse or pressing another key), and KeyCue will display a table of all currently available menu shortcuts. When you press other modifier keys (such as option or

---

[1] Pressing the command key is the default trigger for the shortcut table. You can change it in KeyCue's Settings. See the section on *Triggers and actions* for more information.

shift) while the KeyCue table is visible, KeyCue highlights the matching menu items or dims those items that do not match the currently pressed modifier keys.

To activate a shortcut, just press the corresponding key combination or click the item on the screen. When you activate a shortcut or release the command key, the KeyCue table disappears automatically.

As an alternative to keyboard activation, you can configure KeyCue to show its icon in the menu bar. You can then open the shortcut table with a simple click. For more information about this feature, see the section *Triggers and actions*.

System-wide shortcuts

OS X comes with a set of useful shortcuts for keyboard navigation, taking screen snapshots, zooming, activation of Spotlight, Exposé, Dashboard, and more.

You can decide whether the system wide shortcuts should appear together with the menu shortcuts in a single large table or in a separate table, as shown in the following snapshot:

These shortcuts have system-wide meaning and are generally active in any application. You can modify and disable shortcuts in the "Keyboard Shortcuts" section of the System Preferences panel "Keyboard & Mouse". KeyCue detects your changes and displays the correct keyboard combinations that are currently active.

The flat aluminum keyboards by Apple have some of these system-wide functions assigned to the "F keys" in the top row:

The functions (like Exposé or Mission Control for F3 and Dashboard or Launchpad for F4) are hard-wired and cannot be changed. The actual meaning of these keys may therefore not match your settings in System Preferences. KeyCue does not know which keyboard is attached to your computer and can therefore only display the system-wide shortcuts as defined in System Preferences. To avoid misleading information in KeyCue's shortcut table, we recommend that you manually change the settings in the "Keyboard Shortcuts" section of the System Preferences panel "Keyboard" ("Keyboard & Mouse" in older versions of OS X) to match the function keys on your aluminum keyboard.

KeyCue and macro utilities

Macro utilities are software tools that let you define your own shortcuts for many different types of operations – simple menu commands as well as complex sequences of actions. KeyCue works together with three popular macro utilities, Keyboard Maestro (version 3.0 or newer), QuicKeys (version 4.0 or newer), and iKey (version 2.5 or newer). The combination of KeyCue with a macro utility takes your productivity to a new level: You define macros for common tasks, assign keyboard shortcuts to them and use KeyCue to display a list of macros, so you don't need to memorize all these keyboard combinations.

To display the available macros with their keyboard shortcuts, Keyboard Maestro, QuicKeys or iKey must be installed and active. When certain macros are defined to be active only in certain applications, KeyCue will display only those macros that are enabled in the current situation.

Keyboard Maestro and iKey arrange their macros in named groups. If you do not want to see one or more groups in the KeyCue table, add a trailing minus sign to the group name (such as "Secret Macros-").

KeyCue Settings

You can configure many aspects of KeyCue, such as when it should display the shortcut table, which actions should cause the table to disappear, what the table should look like and which shortcuts it should contain. To change these aspects, press the command key and wait until the shortcut table appears. The first item in the "KeyCue" section shows a keyboard shortcut for opening the settings window:
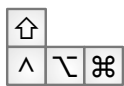
The default shortcut is command-option-K, but different modifier keys may be required if this shortcut is already used by the current application. You therefore must wait for the shortcut table to appear before you can open the settings window with the shortcut.

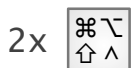As an alternative, you can double-click the KeyCue application icon in the Finder. When KeyCue is already running, it will open the settings window. When you have configured KeyCue to show its icon in the menu bar, you can also right-click or ctrl-click the icon to open the settings window.

Triggers and actions

In the *Activation* section of KeyCue's Settings, you can define the effects of various keys and clicks, according to your working style and personal taste. You can choose among the following triggers:

Any combination of the shift, control, option, command, and "fn" keys, pressed for a configurable time (as specified by the "delay").

A "double-press" of a single modifier key (shift, control, option, or command): Press the key, quickly release it and press it again, keeping it pressed after the second time.
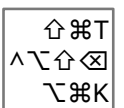
A click on the KeyCue icon in the menu bar. This can be short click, a longer click, or a right-click, and you can also define which modifier keys must be pressed along with the click.

When two or more triggers require similar activities (such as the same combination of modifier keys), KeyCue shows the involved triggers with a yellow background and a conflict symbol. In that case, you need to resolve the ambiguity before you can use these triggers.

Each trigger has a checkbox as a "master switch", which you can use to disable the trigger. You can use this checkbox to experiment with trigger/action assignments and to resolve conflicts.

For each trigger, you can define the desired effect in the "Action" column. Actions can be:

A shortcut table with your choice of the contents (menu shortcuts, system-wide shortcuts, and macro hotkeys).

A table of frequently used URLs. The predefined content is a sample collection of URLs related to KeyCue and Ergonis Software. To populate the table with your personal list of URLs, click the "Edit URLs" button.

A table with Typinator[2] items in a specified set. Clicking an item in the table inserts the expansion in the current application as if you had typed the corresponding abbreviation. You can create multiple triggers for different Typinator sets.
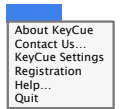
---

[2] Typinator 6.9 or newer is required (see www.ergonis.com/products/typinator/).

A table with recent and/or favorite PopChar[3] characters. Clicking an item in the table inserts the corresponding character in the current application as if you had selected it in plain text insertion mode in PopChar. You can create multiple triggers for recent characters, favorite chacters, or both.

The Settings window for quick access to KeyCue's preferences and configuration options.

A menu for quick access to some of KeyCue's features (such as quitting KeyCue, checking for new versions, and for contacting us). The menu action is available only for clicks on KeyCue's menu bar icon.
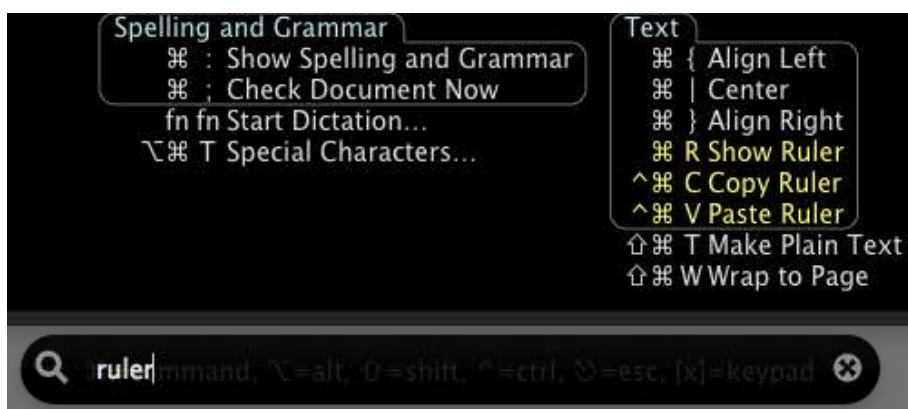
For a table action (shortcuts, URLs or Typinator), you can also choose whether the table should remain open after the trigger. In "hands-free mode", you can release the trigger keys when the table appears, and the table will remain open. To close it, activate an item in the table or discard the table by hitting the ESC key. When you turn hands-free mode off, you must continue pressing at least one modifier key. Releasing all keys automatically closes the table.

Finding shortcuts

When a table of shortcuts or URLs is visible, KeyCue displays a legend that explains the meaning of special symbols that are used for keys:

When you move the mouse pointer into the legend, it turns into a search field. Type part of a command, and KeyCue highlights the matching commands in the shortcut table:
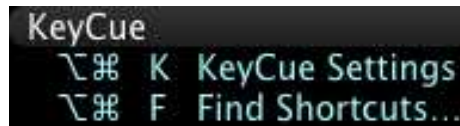

Instead of a command name, you can also type single characters that represent keystrokes. For example, "A" will highlight all commands that can be triggered with any combination that includes the key "A". When you enter multiple characters, separated by spaces, KeyCue

---

[3] PopChar 7.5 or newer is required (see www.ergonis.com/products/popcharx/).

searches for commands with any of these keys. For example, "X C V" highlights all commands that are triggered with the default keys for Cut, Copy and Paste.

Instead of moving the mouse pointer into the search field, you can also use the "Find Shortcuts…" keyboard shortcut in the "KeyCue" section:

As with "KeyCue Settings", the shortcut for the "Find Shortcuts" command depends on the context; KeyCue uses a key combination that is not already used by the current application.

Themes

In the Theme section of the KeyCue Settings window, you can select the preferred appearance of the shortcut table. KeyCue comes with a set of built-in themes, but more themes are available as free downloads from our our Download Extras web page:

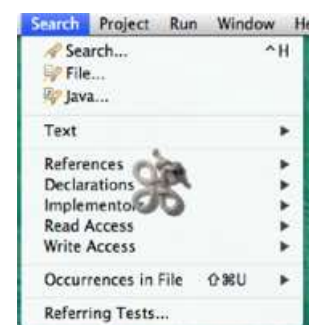> http://www.ergonis.com/downloads/extras/

To install a new theme, download it and double-click the ".ktheme" file. To remove themes, click the "Open Themes Folder" button in the Themes section, then remove theme files that you do not want to use any longer.

You can even create your own themes. Instructions are available our Download Extras web page in the "Creating KeyCue Themes" package. And if you have created a cool theme, please contact us at <keycue-support@ergonis.com>. We will be happy to make your creation available to other KeyCue users.

Learning Mode

KeyCue works well for applications that comply with Apple's guidelines. Unfortunately, some applications use non-standard menu implementations, which prevents KeyCue from automatically detecting menu shortcuts. Examples are Eclipse and all products by JetBrains. As a result, menu commands with shortcuts may be missing in KeyCue, or they may appear with missing or incorrect modifier keys.

To work around these special cases, KeyCue features a "learning mode", where KeyCue memorizes the menu shortcuts of these applications when you manually open a menu by clicking it in the menu bar. When KeyCue has learned new shortcuts, it briefly shows the KeyCue icon on top of the menu. To teach KeyCue the menu shortcuts of, for example, Eclipse, open all menus and submenus. Once KeyCue has "seen" all menus, the shortcuts in the KeyCue table will appear correctly.

Custom shortcut descriptions

The KeyCue Settings window contains a "Custom" section where you can enter additional shortcuts that cannot be detected automatically by KeyCue. For example, some applications accept hard-wired keyboard combinations for certain operations that are not listed in the menus and therefore cannot be found by KeyCue. The Custom section makes it easy to describe additional shortcuts specifically for all your applications.

Note that the Custom section does not allow you to actually *create* new shortcuts; it just lets you *describe* shortcuts that already exist. You can see this as a "cheat sheet" that you can create right inside KeyCue, and KeyCue displays your custom entries along with all the other shortcuts whenever you need them.

Custom shortcuts can be arranged in "groups", just like menu commands are arranged in top-level menus. In the shortcut table, the custom groups normally appear at the end of an application's menus. But if you create a group that has exactly the same name as one of the application's top-level menus (such as "File" or "Edit"), the shortcuts listed in this group are added to the corresponding menu.

You can create four different kinds of custom shortcut descriptions:

- **Key Combination:** This is the default. Custom shortcuts of this type behave like the regular menu shortcuts. Click the cell in the Trigger column, then type the corresponding keys (any key with a combination of the command, shift, alt and ctrl keys).

- **Text only:** This type allows you to enter arbitrary text (such as "click X icon" or "wave hand") to describe the action that triggers a command. The text will stretch over both columns in the shortcut table that are normally reserved for the actual key and the modifier keys. We recommend that you use a very short description, ideally one that fits in the Trigger column.

- **Text w/o keys or Text with ...:** This is a combination of the first two choices and lets you describe an action together with modifier keys. To define the modifier keys, press the desired keys as you select the kind from the pop-up menu (see the yellow note that appears below the table). When you do not press any modifier keys, the item appears as "Text w/o keys". This differs from "Text only", where modifier keys are irrelevant, whereas "Text w/o keys" means that no modifiers must be pressed. Since the text in the Trigger column appears where the shortcut table normally contains only a single character, you should keep the text very short (ideally a single word with a just a few letters). You can use this type of trigger to describe actions like "⇧ click" or "⌥ drag".

- **Omit:** You can use this setting for keyboard shortcuts that you know already; it tells KeyCue that this command should *not* be included in the shortcut table. This reduces the size of the table and helps to find other shortcuts faster. To tell KeyCue that you no longer want to see, for example, the Cut command, create a group with the title "Edit", insert an item "Cut" below the group heading and select Omit in the Kind column. The item's name must exactly match the name of the command, as it appears in the menu, and the group must match the menu title.

  If you add an "Omit" item for a specific application, the command will be suppressed only for that application. This is useful for commands that are specific for a certain applica-

tion. To omit a command from *all* applications, add an "Omit" item to the "System-wide" section. You can use this technique for commands like Cut, Copy, Paste, which have the same appearance and meaning in all applications.

Some menu commands appear with a different wording, depending on the current situation. For example, the title of the Undo command typically also mentions the action that will be reverted, such as "Undo Typing". To describe such cases, you can create items with wildcards. For example, "Undo*" matches all commands whose names begin with "Undo". The wildcard character * can be used as the first and last character of a command name, but not in the middle. if an item consists only of *, it matches all possible commands. You can use this notation to remove a whole menu. For example, if you never want to see the Window menu in KeyCue, create a "Window" group with a single "Omit" item *.

Note that custom shortcuts of the "text" types are not clickable in the KeyCue table. The reason for this is that KeyCue would not know in which way to trigger the command, since the text just contains a human-readable description in natural language.

You can export the complete set of shortcut descriptions for individual applications as files with the extension ".kcustom". These are compact descriptions of the custom keyboard shortcuts that you can import on another Mac or share with other KeyCue users.

You can find shortcut descriptions for some popular applications on our Download Extras web page. Just download these files and double-click them to import the shortcut descriptions into KeyCue. And if you have created a set of shortcut descriptions that may be useful for other users, please contact us at <keycue-support@ergonis.com>. We would be more than happy to publish your contributions on our web pages.

When you plan to add many custom shortcuts to an application, you may find it easier to prepare the command descriptions with a text editor. Create a text file (file extension ".txt") with command titles in separate lines. The text file should be organized in groups like this:

First Heading
Command 1
Command 2

Second Heading
Command 3
Command 4
…

Each group begins with a heading; groups are separated by empty lines. When the text file contains only a single group, the first line will be treated as the group's heading.

In the simplest format, just enter the command names, each in a separate line. When you import such a file, all these commands will appear as "Key combination" but with an empty trigger. You can then go through the list in KeyCue and define the key combinations by simply typing them.

To describe "Text only" commands, use a tab-delimited two-column format with the command name in the first column and the trigger description in the second column, like this:

Edit properties <tab> double-click

To create an item of the type "Omit", use the keyword "omit" in the second column, such as:

 Cut <tab> omit
 Copy <tab> omit
 Paste <tab> omit

For a shortcut of the type "Text w/o keys" or "Text with …", use a three-column format and add a combination of the following in the third column:

 -   no modifiers
 ^   ctrl
 S   shift (⇧)
 A or O alt (option, ⌥)
 C   command (⌘)

For example, the following lines describe three different ways to drag files in the Finder:

 Move file <tab> drag <tab> -
 Copy file <tab> drag <tab> A
 Create alias <tab> drag <tab> CA

Lastly, you can enter a decimal number instead of text to describe a keystroke. This is recommended only when you are familiar with the "virtual key codes" used by OS X. An example would be:

 Delete word to left of cursor <tab> 51 <tab> AS

This corresponds to alt+shift+backspace (51 is the virtual key code of the backspace key).

Once you have such a text file, use the "Import…" button in the Custom section to import the file. The command descriptions show up under the name "IMPORT" in the application list. To assign the descriptions to a specific application, select all items in the list to the right (select one item, then type ⌘A), and drag them to the desired application in the list to the left.

The imported items will initially contain only command titles; you will then need to go through the commands manually to assign the correct keyboard combinations.

Registering KeyCue

If you use KeyCue under the terms of a site license, this section does not apply for you. If KeyCue asks for a license key, ask your system administrator about the proper installation procedure.

KeyCue is distributed on a "try before you buy" basis. Unless you have a license key, KeyCue occasionally displays its registration window instead of the shortcut table. You can order a license key directly on our web pages:

 http://www.ergonis.com/store/

For your convenience, the "Registration" section of the KeyCue settings dialog contains an "Order" button that takes you directly to our online store.

Once you have received your license key, enter it in the "Registration" section of the KeyCue settings dialog and click the "Register" button to unlock KeyCue.

Uninstalling KeyCue

To uninstall KeyCue permanently, perform these steps:

- Open the KeyCue settings window.
- In the "Activation" section, turn "Automatically start at login" off.
- Click the Quit button in the bottom left corner.
- Delete the KeyCue application.

The KeyCue application shortcut interface

Starting with version 5.0, KeyCue can display arbitrary shortcuts found in other applications, but it needs some support by these applications. We have defined a simple interface that allows other applications to tell KeyCue about available keyboard shortcuts. We invite software developers to use this interface. It is easy to implement and leads to an immediate benefit for both application developers and KeyCue users, as arbitrary applications can use KeyCue to display a "cheat sheet", and KeyCue can display all shortcuts found in an application, not only those that are tied to menu commands.

If you are a software developer and wish to use KeyCue's shortcut interface in one of your applications, please contact <keycue-support@ergonis.com> for more information.

Reporting problems

If you have any further questions or wish to report a problem, please send an e-mail message to <keycue-support@ergonis.com> or simply use the "Contact" section in KeyCue's settings window. We also would like to hear from you if you just want to tell us that you like KeyCue or you would like to suggest an improvement or additional feature. In any case, please include the following information in your reports:

- Macintosh model
- OS X version
- Version number of KeyCue

If you wish to report a problem with incorrect shortcuts being displayed for a particular application, please also include

- the version number of the application,
- a detailed description of the situation (what's in the front window, what is selected in the window; where is the insertion point).

If you need to illustrate a problem with a screen snapshot showing the KeyCue table, you can use the Grab application in Applications/Utilities:

- Launch Grab.
- Select "Timed Screen" from the Capture menu.
- Move the "Timed Screen Grab" window into a corner of the screen.

- Click "Start Timer".
- Switch to the application in which you want to use KeyCue.
- Press the command key to display the KeyCue table.
- Wait until Grab beeps; continue pressing the command key until the "Timed Screen Grab" window disappears.
- Save the snapshot as a TIFF file and include it with your problem report.

Thank you for your cooperation. We are looking forward to hearing from you.

Known issues

KeyCue uses a couple of sophisticated techniques to discover the available menu shortcuts within the current application. Although these techniques work well for the vast majority of Macintosh applications, you may come across one of the following deficiencies:

- When KeyCue does not seem to react or it takes extremely long until the shortcut table appears, this may be caused by many entries in the Services submenu. The content of this menu depends on the current situation, so the menu must be created dynamically, which can slow down KeyCue. Excluding the Settings menu can help to make KeyCue react faster. To do this, double-click the KeyCue application icon in the Finder to open the Settings window, select the View tab and disable the option "Include shortcuts in Services menu".
- Some menus and menu items do not contain text. For example, the script menus of some applications have a script icon as the menu title. KeyCue currently cannot display the proper symbols and shows a blank menu header instead.
- If you use a non-US keyboard, you may not be able to type some keyboard shortcuts. For example, a German keyboard does not have keys labeled with "[" and "]". If an application uses these characters for menu shortcuts (such as "command-]"), KeyCue will include them in the shortcut table, although you cannot type these shortcuts. However, you can activate these shortcuts by clicking them.

We are currently investigating these issues and hope to fix them in future KeyCue versions. If you come across anything else that does not work as expected, please let us know by sending a problem report to <keycue-support@ergonis.com>.