

## Badia LiveKeys 2.0 Light and 2.0 Pro for QuarkXPress 7 User's Guide

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### System Requirements

QuarkXPress 7 and Mac OS X 10.4.2 or later.

### Installation

Remove any previously installed version of Badia LiveKeys. Place the file **Badia LiveKeys 2.X.xnt** into the XTensions folder of your QuarkXPress 7 folder and restart QuarkXPress. By installing Badia LiveKeys, you agree to the Terms and Conditions listed in the License Agreement document.

### How to Upgrade to LiveKeys Pro

Badia LiveKeys 2.0 will run as the “Light” version when it’s first installed. Under this mode, only the Menu and Style Sheet shortcuts are available to customize, and other features, such as loading and saving custom sets, are not available. To remove these restrictions, click the **Upgrade to LiveKeys Pro** button. Simply follow the instructions shown on screen to complete the registration process and convert the light version into the Pro version. The number of licenses that you purchase determines the exact number of computers that you are allowed to register this software.

### User Guide

Badia LiveKeys 2.0 allows you to fully customize keyboard shortcuts for all menus, tools, style sheets and special commands, employing a simple yet powerful user interface. LiveKeys lets you experiment with different shortcuts, offering options to assign, remove, undo or go back to the default keyboard equivalents, and to manage sets of shortcuts for different projects or easy distribution within the workplace. In addition, LiveKeys warns you about any possible conflicts with shortcuts already assigned to other commands.

Keyboard shortcuts – also known as keyboard equivalents, keyboard commands or simply shortcuts – are a combination of certain keys, such as a letter or F-key, with or without any of the modifiers ⌘, ⌥, ⇧, ⇧. Shortcuts significantly reduce the time spent traveling through menus, selecting tools or performing repetitive procedures. With this new ability to assign and change all program shortcuts, you are no longer limited to the standard – sometimes hard-to-remember – QuarkXPress keyboard equivalents.

To access the LiveKeys interface, type ⌘ ⌥ L (Command+Control+L) or select **Badia LiveKeys** from the **Utilities** menu.



The command list allows you to see all the shortcuts currently assigned to menus, tools, style sheets and hidden commands. Once you click on any command, its current and default shortcuts are shown.

Type a new keystroke to change this current command shortcut. The **Previous Shortcut** field now displays the old command shortcut. You can use the **Delete\*** button to delete the current shortcut, or any of the **Set as Current\*** buttons to change the current shortcut to either the previous or the QuarkXPress default keystrokes.

**NOTE 1** Certain keyboard shortcuts may conflict with those that the operating system shares with all applications. You should avoid using those shortcuts, or remove them first using the System Preferences panel.

**NOTE 2** The keys **F1**, **F2**, **F3** and **F4** are also used by QuarkXPress as alternate keyboard equivalents for the **Clear**, **Cut**, **Copy** and **Paste** commands. Although LiveKeys allows you to use those keys for custom shortcuts, you should always add a modifier (i.e. **Shift** key) to avoid a possible conflict with those editing commands.

**NOTE 3** (QuarkXPress Passport only) You must quit and then restart QuarkXPress when changing the program language to let LiveKeys load the proper language resources and default shortcuts.

## The Menus Tab

The menus tab displays a list of all QuarkXPress menus and submenus in the order of their appearance.

Menubar menus (File, Edit, etc.) and menu items that open submenus are displayed in bold with a disclosure triangle to the left of their title names. Click on any of these triangles to expand a menu or submenu and view menu items along with their currently assigned shortcuts. Click again on the menu title to contract them.

Some submenus, such as Font or Color, are grayed out. They cannot be expanded.

**NOTE** The current version of LiveKeys does not support menus added on the menubar by third-party XTensions.

**IMPORTANT** Menu commands that have a different meaning when pressing the Option key, such as Revert to Saved (which changes to Revert to Auto Saved) behave differently if the shortcut contains the Option key. In this example, if the shortcut for Revert to Saved contains Option, then pressing that key combination will dispatch the Revert to Auto Saved command instead.

## The Tools Tab\*

The tools tab displays a list of QuarkXPress tools with their icons and names. You can now apply shortcuts to these tools to avoid repeated trips to the tool palette with the mouse.

**IMPORTANT** If you use the Option key as part of a tool shortcut, pressing that key combination will keep the tool selected after using it. You would have gotten the same result if you had clicked on the tool with the mouse while pressing the Option key.

## The Style Sheets Tab

Although QuarkXPress allows you to assign shortcuts to style sheets one at a time, LiveKeys offers a more convenient and safer way to do so. Not only can you now see and change them all in a breeze, but LiveKeys also checks for possible conflicts with menus or other shortcuts in real time.

**IMPORTANT** Style sheets are different for every document you open. This means that if a document contains style sheet shortcuts created with the QuarkXPress editor, they may conflict with other LiveKeys shortcuts. The safer way is always to create style sheet keyboard equivalents with LiveKeys.

## The Hidden Tab\*

Hidden commands are those not displayed anywhere in QuarkXPress, such as “increase leading” or “scroll to start of document”.

You can now refresh your memory about these hidden shortcuts, change them at will, and even discover commands and shortcuts you weren’t aware of.

If an entry has a default shortcut that is not the correct one (for example, certain keyboard layouts define the “Increment Leading” shortcuts differently under different languages), you can correct it using the **Change Default\*** button: Enter first the correct keyboard combination under “Current Shortcut”. Press the Change Default button. Enter then the new keyboard shortcut you wish to assign to the command under “Current Shortcut”.

For commands not listed, you can use any of the 9 **User Shortcuts** that show at the top of the list. To create a custom shortcut follow these steps:

- Enter the QuarkXPress command shortcut in the “Current Shortcut” field. **This is the shortcut that comes with QuarkXPress as default.**
- Press the “Change Default” button.
- Enter the new shortcut you wish to assign to the command in the “Current Shortcut” field.

## Shortcut Rules

As you attempt to assign keystrokes to commands, you may notice that not all keyboard combinations are allowed. For example, you can’t assign **Shift+ L** to a menu command. These restrictions are either imposed by the operating system or QuarkXPress. To further understand which combinations are allowed and which are not, LiveKeys introduces **Shortcut Rules**. When an invalid key combination is entered, a message is shown in the dialog along with a help button. Click on this button to view the rules.

Shortcut rules are different for each type of command (menus, tools, style sheets or hidden). Shortcut rules determine valid and invalid keys and key combinations.

## Shortcut Conflicts

Shortcut conflicts occur when attempting to assign to the current command a keystroke already in use by another command. LiveKeys checks for conflicts not only in the current list, but in the others as well. This means that a menu shortcut may conflict with a hidden command shortcut, for example. Because no two commands can share the same shortcut, one of them needs to change the shortcut or lose it. At this point, you have two options:

If you **want** to assign the shortcut to the current command, simply continue, select another list command, switch tabs, or click the OK button. The conflicting command will automatically lose its shortcut.

If you **don’t want** to assign the shortcut to the current command, type another keystroke, hit the previous or default Restore buttons, or cancel the dialog.

**NOTE** Because style sheet shortcuts change as you open different documents, there might already be some conflicts between some of them and the menu, tool or hidden shortcuts.

## Resetting Shortcuts\*

LiveKeys allows you to reset some or all shortcuts to their QuarkXPress defaults. You do this by clicking on the **Reset All** button. You can select which type of command you wish to reset. Note that tools and style sheet shortcuts will be deleted (this is the “default” in QuarkXPress).

## Loading and Saving Sets\*

With LiveKeys, you can save and later on load sets of shortcuts. This way you can maintain sets for different projects or operators, or sets that match other applications you commonly use. They also allow you to quickly set up different machines running QuarkXPress and LiveKeys with the same shortcuts around your workplace.

**NOTE** Because style sheets belong to a certain document, their shortcuts are not saved by LiveKeys. Only menus, tools and hidden shortcuts can be loaded and saved within sets.

**Saving** a set creates a file in the folder you choose that matches all the shortcuts currently assigned to all commands, except style sheets.

**Loading** a set brings back all the command shortcuts you previously saved with a set. After you OK the LiveKeys dialog, those shortcuts will become active. They will also override the LiveKeys preferences set.

## LiveKeys Preferences File

LiveKeys maintains the current set of shortcuts within its preferences file called “**Badia LiveKeys.prf**”, located in the QuarkXPress 7 preferences folder (**Users/<User Name>/Libraries/Preferences/Quark/QuarkXPress 7**).

This preferences file is automatically updated every time you press the OK dialog button and it's loaded each time you restart QuarkXPress, so all the custom shortcuts you previously assigned are still there. You can delete this file to revert to all QuarkXPress defaults.

*\*Feature available in LiveKeys 2.0 Pro only.*

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