

Shortcut

When keying in a \LaTeX document - this is true for other work on the computer as well - one encounters oftentimes quite long pieces of code which have to be used several times:

```
\begin{itemize}
\renewcommand{}{}
\subsection{}
The patient was treated for
```

are just a few examples. The WINDOWS program Shortcut facilitates this work.

1 Installation of Shortcut

Shortcut is free for personal use and can be downloaded from

<http://www.typer.de>

As usual double clicking on

sc-setup.exe

starts the installation. At the end of the installation a capital 'S' appears in the right hand side control panel. As the program starts automatically together with Windows there is no need for any links.

Shortcuts and their expansions can be keyed into the Shortcut window which opens with a double click at the capital 'S'. For the numerous \LaTeX commands this gets quite cumbersome. For this reason it is possible to create a shortcut file using an Ascii editor and then to import this file into Shortcut. Here one finds a tool for the file import and a shortcut file especially for \LaTeX .

Installation of the import feature, import of the shortcut file

1. Download from CTAN the files

vkue.ini and import.txt

into the Shortcut directory where there is shortcut.exe

2. Open the Shorcut window
3. Right(!) side click at an arbitrary place within 'Makros' window - it's already on top. A menu is opened.
4. Select 'einfügen'.
5. Select from the window 'Importdatei festlegen' the file

vkue.ini

and open it

6. Select from the window 'Makros importieren'

vkue

and OK that

7. Using any editor - Wordpad or Notepad or TXC or or - write just the one word 'vkue'
8. While the editor is still opened press the function key F7. 'vkue' disappears from the editor window. The editor is not needed any more and can be closed without saving. By executing 'vkue' the content of the file

import.txt

is automatically added to the macros list.

The Shortcut window should not be closed to clicking at the 'x' in the upper right corner; this way Shortcut would be finished. Instead closing should be done by clicking at 'OK'.

2 Using Shortcut

Shortcut starts automatically when booting the computer - this is indicated by the capital 'S' in the right side control panel -; therefor no link to the desktop is needed nor any action by the user. As usually online help is opened by the function key F1 with the Shortcut window opened.

It's standard with Shortcut that shortcuts will be expanded by pressing the function key F7. This might lead to conflicts with the GUI TeXnicCenter where typesetting of projects is started by F7, too. Therefor one should change the way shortcuts are expanded:

1. Open the Shortcut window
2. Select 'Steuerung'
3. Click into the hotkey field, press F12, press 'festlegen'. Possibly one has to free F12 the same way if used otherwise.
4. Confirm by 'OK'

To use Shortcut one simply writes the shortcut within the editor window and then starts the expansion; e.g.

'rc',function key F12

results in

```
\renewcommand{rc}
```

starting at the position of the 'r' of 'rc' with the cursor within the first brackets pair.

Additional shortcuts can be input manually. To do this:

1. Open the Shortcut window
2. Select inside the 'Makros' window the shortcut *below* the intended position of the new shortcut. The ordering of the shortcuts should be: first shortcuts with three characters, then with two characters, ...
3. Overwrite shortcut and expansion
4. Activate 'Einfügen'
5. Close the Shortcut window

The special \LaTeX symbols `\`, `{` and `}` are special symbols for Shortcut, too. Therefore the must be keyed in with an additional Backslash in front, e.g. `\\`. Additional information on those special symbols can be found in

Online help(F1), Index, search for 'Spezielle Zeichenfolgen'

Shortcut cannot only be used for \LaTeX , but in any Windows program.