

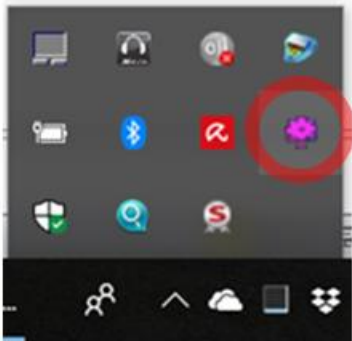
# Macro Toolworks Perfect Keyboard

Version 8.x.x, Free Edition or higher

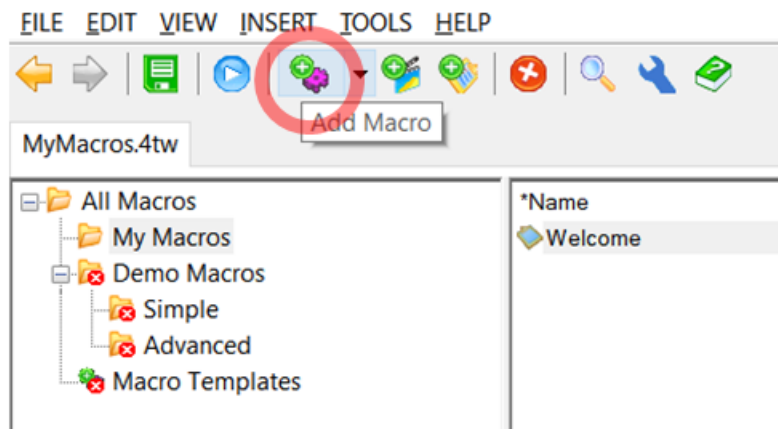
This document shows how to create a macro that will insert a simple text to other applications by typing a short text shortcut or by pressing a hot key.

## Steps:

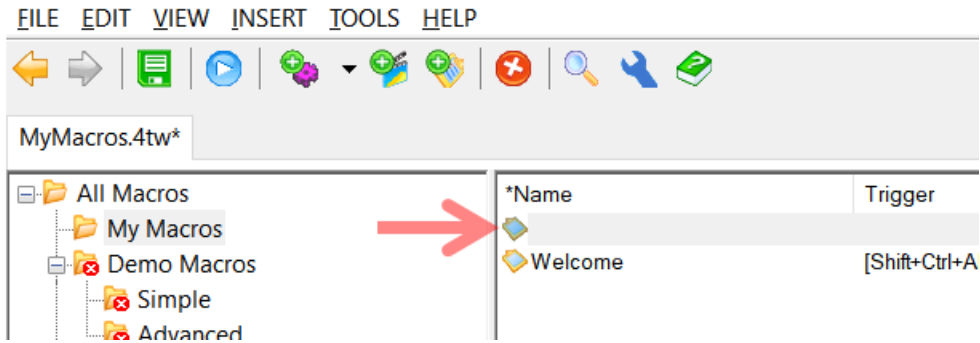
1. Open the Macro Toolworks / Perfect Keyboard window on screen by clicking on its tray icon:



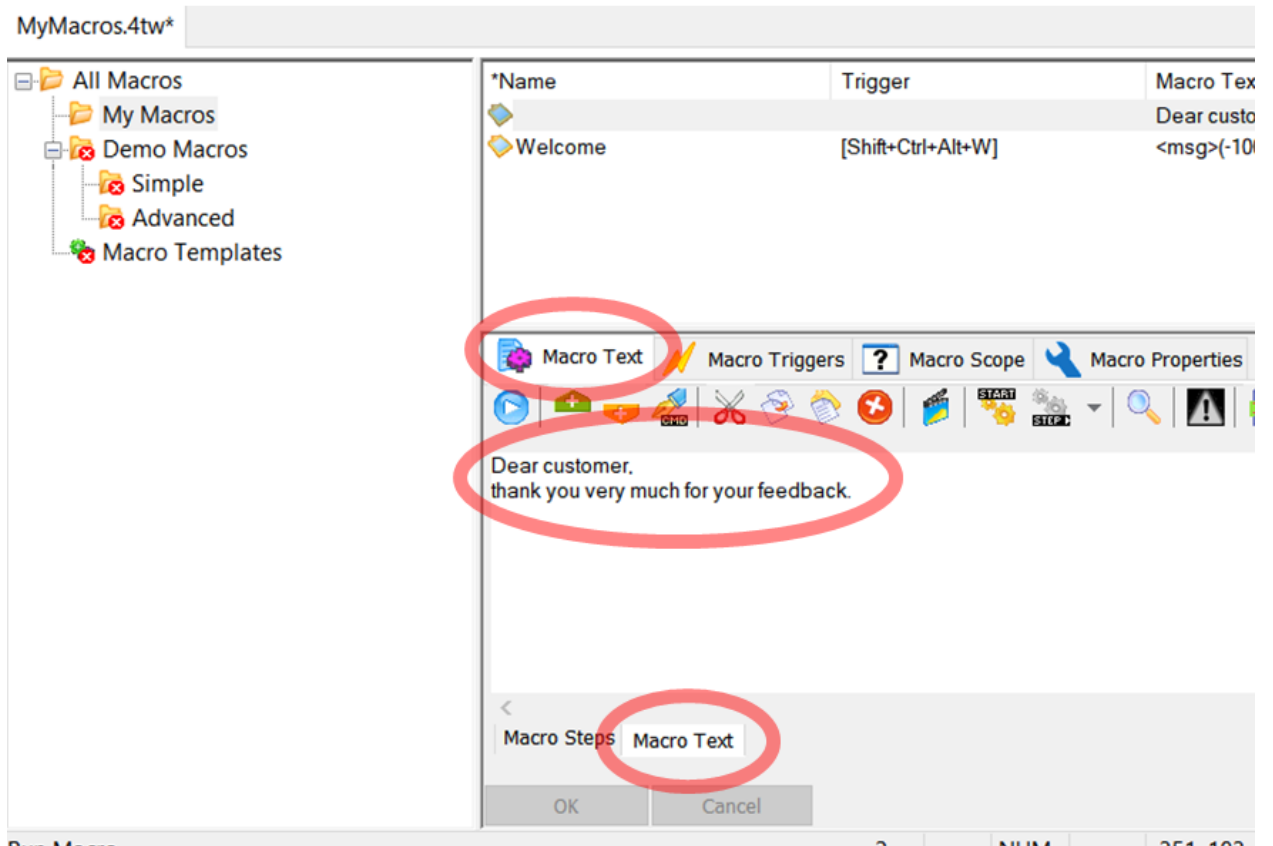
2. Create a new macro by clicking on “Add Macro” icon:



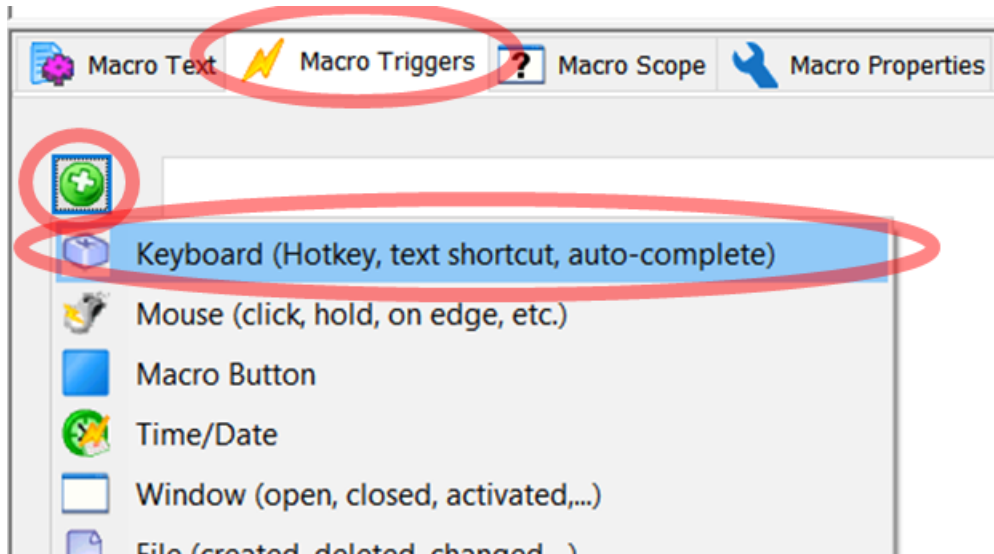
3. A new macro is created and added to the list of macros in the selected macro group:



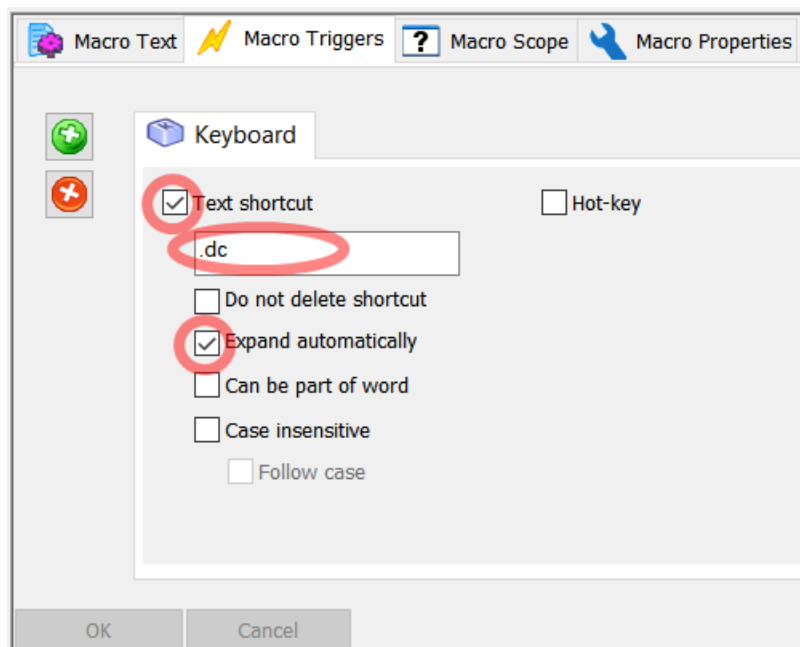
4. In the macro editor (bottom-right area of the window) at first make sure you selected the highlighted bottom tab “Macro Text” and then simply insert the text you want to insert:



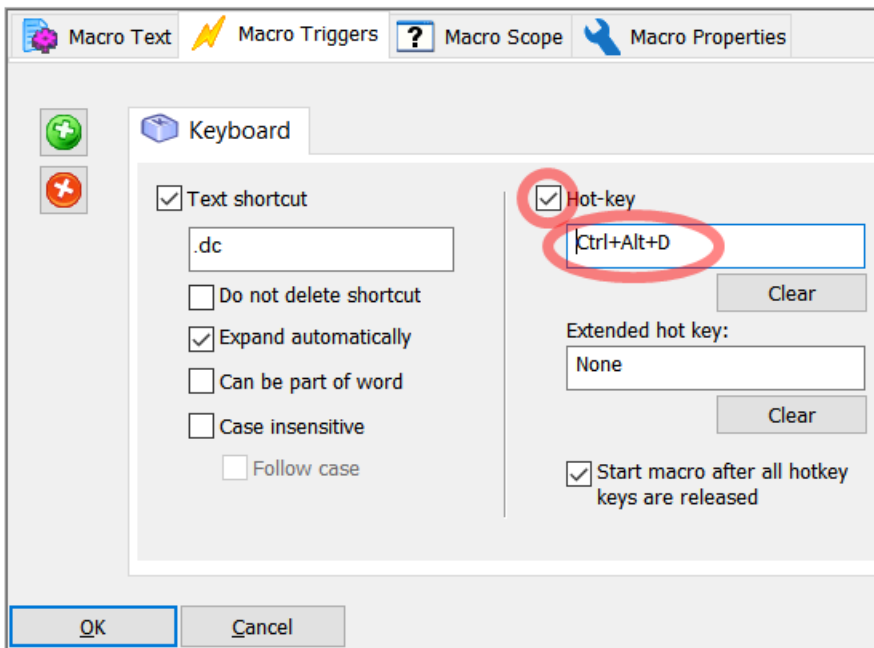
5. Switch to “Macro Triggers” tab and select “Keyboard” trigger:



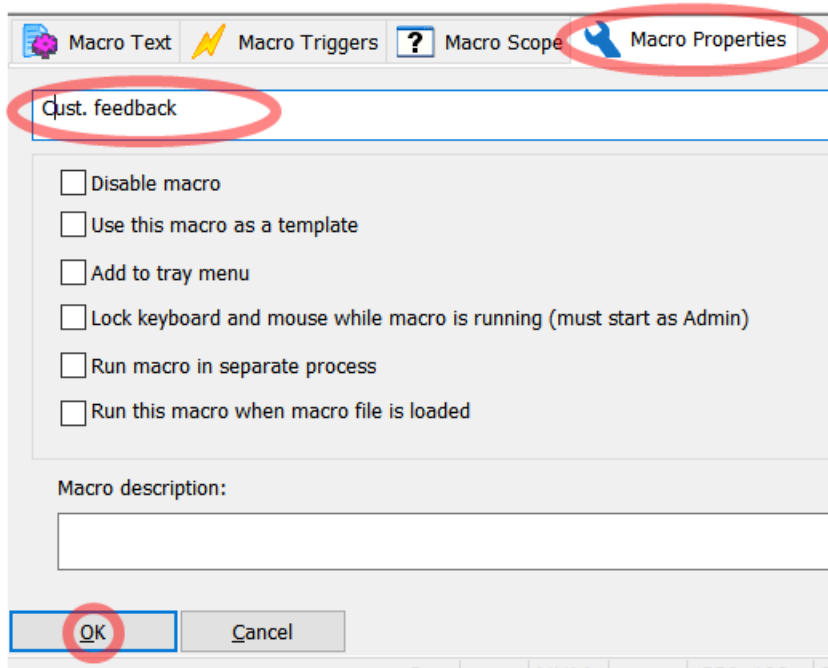
6. Check “Text shortcut” option in order to use a text shortcut trigger. Then insert the text shortcut (.dc) and optionally check also “Expand automatically” (macro will expand as soon as you type the text shortcut, otherwise you would have to hit a space bar or other predefined expand key to make the macro expand):



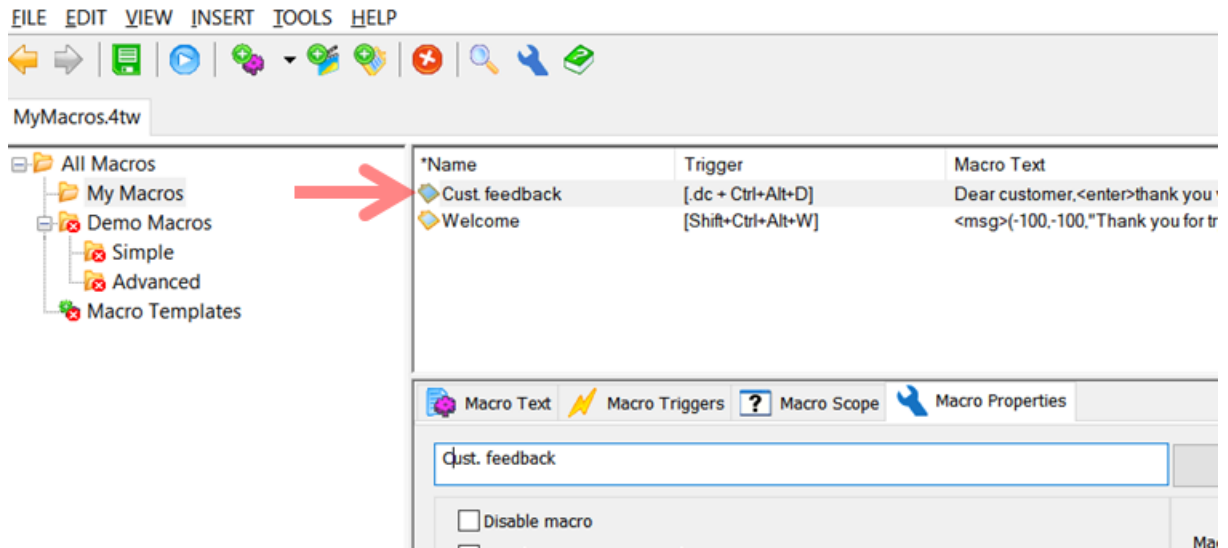
7. Check the “Hot-key” option in order to use hotkey trigger. Simply hit the key combination on your keyboard (Ctrl Alt D):



8. In the “Macro Properties” tab insert the name of the macro and click “OK” button:



9. The macro is created and can be used in other applications:



10. Test the macro in Notepad, for example. Open Notepad and type .dc in it:

