

ACTION Menus™

User's Guide

*Version 1.0
for Macintosh Computers*



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Table of Contents

Chapter 1. Introducing ACTION Menus	6
ACTION Menus Features	6
Technical Support.....	7
Chapter 2. Installing ACTION Menus	8
Getting Started.....	8
Running the Installer program	8
Removing ACTION Menus	11
Chapter 3. ACTION Menus Basics	12
Custom Menus: The heart of ACTION Menus	12
ACTION Menus Enhanced Menu Bar	12
Smart Items™	14
Removing Smart Items	16
The Delete Key.....	16
The X key.....	17
Chapter 4. Using ACTION Menus	19
Assigning Key Commands	19
Selecting Items	20
Drag & Drop Functions	21
Editing Menus	21
Opening Files.....	21
Multi-Action command	22
Chapter 5. Configuring ACTION Menus	24
Control Panel	24
The Intro panel	24
The Menus panel	25
Item subpanel settings.....	34
The General panel	35
Action Menus Key Viewer.....	36
Chapter 6. Troubleshooting.....	38
Technical Support.....	38
Troubleshooting ACTION Menus	38

Chapter 1 Introducing ACTION Menus

ACTION Menu Features

Congratulations! You have in your possession the most powerful and easy-to-use menu enhancer for the Mac OS. ACTION Menus offers user assignable keyboard shortcuts, multiple custom menus and the ability to control the contents and location of items in your menus. It also provides a host of helpful features designed to allow you to control your Mac with amazing ease.



Figure 1. Standard Menu Bar with ACTION Menus installed.

ACTION Menus is designed to allow you to set up your menus the way you want them set up and increase the speed and efficiency with which you use your Macintosh. With ACTION Menus, you can:

- Control the contents and location of items in your Apple and Applications menus.
- Create custom menus with complete control of their contents and location in the menu bar.
- Assign your own keyboard shortcuts in most menus.
- Track recently used Folders, Applications and Documents for the current application or all applications.
- Configure the Apple, Applications and custom menus by dragging and dropping items into the menu and location desired or by using the control panel.
- Additional Finder controls give you unprecedented ease of use.

ACTION Menus is designed to be as intuitive and user friendly as possible and offers controls and abilities that will make you wonder how you got along without it. In general, menus and keyboard shortcuts act exactly the way you would expect them to. Moreover, you cannot hurt ACTION Menus by experimenting with it. To fully learn and take advantage of the power of ACTION Menus, we encourage you to experiment and poke around the menus and the Control Panel. You never know what nifty new feature you might discover!

You will no longer need to waste time using the mouse to select frequently used menu commands or wishing you had easier access to recently or frequently used items. Navigation and control has never been easier. Now that you have ACTION Menus, you are more in control of your Mac than ever before. Get ready for ACTION!

Technical Support

Power On Software is dedicated to providing you the best support possible. Before contacting us for technical support, please read this manual. See the Troubleshooting section at the end of the manual for information on how to reach our technical support staff. If you are still unable to find an answer to your question, please be in front of your computer when you call technical support.

Chapter 2 Installing ACTION Menus

Getting started

To install ACTION Menus on your Macintosh, you will need a color-capable Macintosh computer (any Macintosh except Macintosh Plus, Macintosh SE, or PowerBook 100 models) and System 7.5.3 or later. ACTION Menus is compatible with all system versions later than System 7.5.3, including Mac OS 8.5 and 8.6.



Note To determine the version of the system that you are running, use the “About This Computer” command in the Finder’s Apple menu.

This manual assumes that you have a basic grasp of Macintosh skills, including clicking, dragging, launching applications, opening documents, and saving documents. If you need help with any of these concepts, consult the Macintosh User’s Guide that came with your Macintosh computer.

Using the Installer program

The ACTION Menus package consists of several components that need to be loaded onto your system. The ACTION Menus Installer application is designed to place all the files needed to run ACTION Menus in the correct locations. The ACTION Menus Installer also provides commands for removing ACTION Menus from your system.

To install the software:

1. Restart your computer with extensions disabled by holding down the shift key while restarting.
2. Insert the ACTION Menus CD-ROM into the computer. If you downloaded the Installer or free trial from the Power On Software web site or another online source, go to the next step.
3. Launch the “ACTION Menus Installer” application by double clicking its icon or by selecting its icon and choosing Open from the File menu.



Figure 2. Launch this application to install ACTION Menus.

4. When the Installer launches, it displays the information dialog shown below in Figure 3. Please read the text of the copyright and software license. If you do not accept these terms, click the Decline button and the installer will quit without modifying your hard drive. You can print the information by clicking the Print... button and save the information to a file by clicking the Save As... button. Click the Accept button to continue.

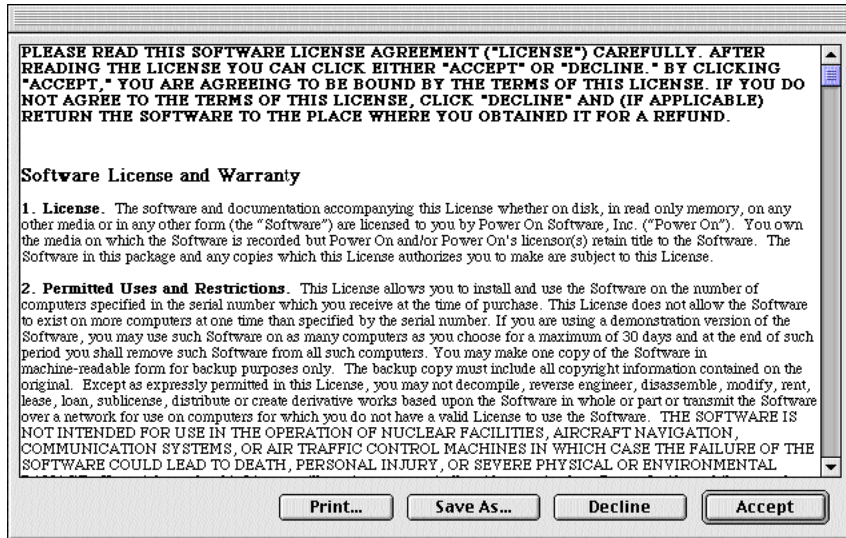


Figure 3. License and warranty dialog for the Installer.

5. After clicking the Accept button, the dialog shown in Figure 4 is displayed. Use the popup at the top of the window to select whether to perform an easy install, a customized install, or an uninstall of ACTION Menus. If you select the Easy Install method, the window shown in Figure 4 will be visible. You should also make certain you have adequate disk space as shown in the Installer window.

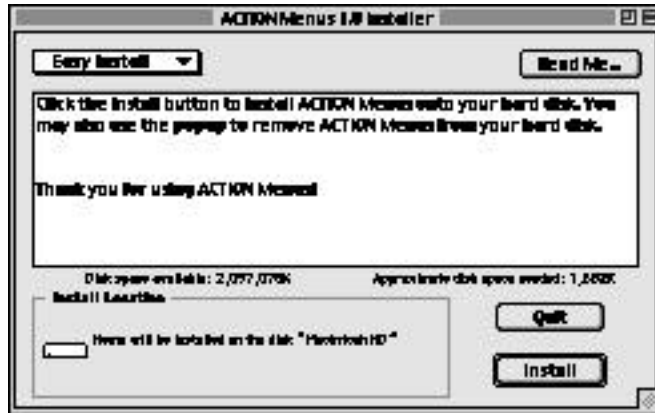


Figure 4. Using the Easy Install feature.

6. Click the Switch Disk button to select the destination hard drive. Figure 4 shows the software being installed on the disk titled "Macintosh HD". If you are not permitted to install software on the selected disk, then the Install button is dimmed.
7. Click the Install button to copy the selected software to the hard disk.
8. After the software has been installed, a dialog will appear that lets you enter a serial number or choose to use the Free 30 Day Trial. After you enter a valid serial number, the OK button will be enabled. Press the Demo button to use the Free Trial.



Figure 5. Registration dialog for the Installer.

9. After you have selected Demo or entered your serial number, you will be asked if you want to continue installing software to other disks, or to restart your computer. Click Continue to install the software on other hard disks. When you are done, click the Restart button to restart your computer.

Removing ACTION Menus

If you want to remove ACTION Menus, launch the Installer application. When you get to the main window, use the popup at the top left of the window and choose the Uninstall menu item. The window shown in Figure 6 will be displayed. Use the Switch Disk button to select the hard disk that you want to remove the software from. Click the Uninstall button to remove ACTION Menu component files from your system.

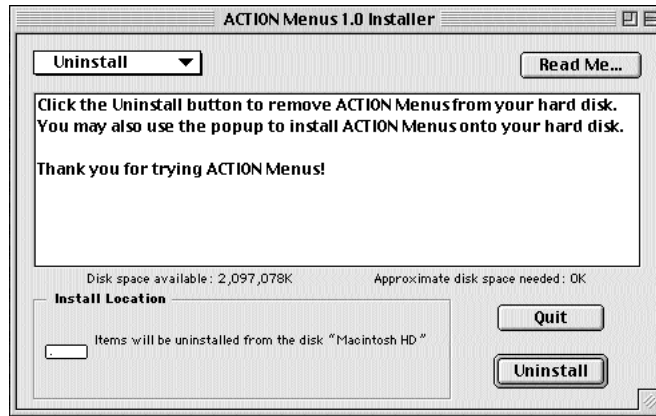


Figure 6. Removing ACTION Menus.

Chapter 3 ACTION Menus Basics

Like all of the ACTION Utilities, ACTION Menu is powerful and intuitive. While some of the most powerful features and benefits are not immediately evident until you use them, two changes are obvious, Custom Menus and Smart Items™. In this section, we'll examine these most visible functions to give you a fundamental understanding of how to harness their power.

Custom Menus: The Heart of ACTION Menu

Probably the most obvious thing you will notice after restarting with ACTION Menu installed are the changes to the menu bar at the top of your main monitor. The menu bar is the heart of ACTION Menu. The concept of Custom Menu is simple; the location and content of these menus are under your control. You can add more Custom Menu or delete the ones that are already there. In addition to controlling the number and location of the Custom Menu, you are also in control of their contents.

To get you started, ACTION Menu comes preconfigured with intuitive and popular custom menus. You can, of course, add, move or remove any of the items in any of these custom menus to suit your personal tastes and habits. ACTION Menu allows you to reconfigure the menus it controls as well as change the attributes of the individual items in the ACTION Menu panel of the ACTION Utilities Control Panel.

ACTION Menu Enhanced Menu Bar

In the default configuration after installation, the Menu Bar consists of the normal menus along with six additional custom menus. ACTION Menu installs six preconfigured custom menus and gives you the ability to add more or remove them, and control the contents of these menus. In addition, ACTION Menu takes over the Apple and Applications Menu.

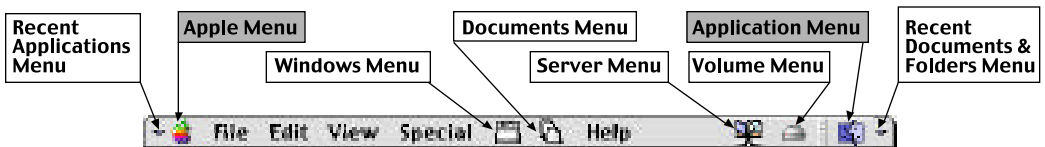


Figure 7. Finder's menu bar with custom menus. The Apple and Applications Menu are enhanced, while a set of new menus are added in the default configuration.

- The Recent Applications Menu appears to the left of the Apple Menu and contains a list of your recent applications. By default, it will display up to 30 recent applications. When ACTION Menu is installed it scans the "Recent applications folder" in your Apple Menu and inserts the items it finds. As you launch additional applications they will continue to be added. When the number of applications launched exceeds 30, only the 30 most recently used applications will be displayed.



Note: You can make recent items into favorite items by selecting them in the menu and hitting the space bar. This marks them and keeps them in the menu until you remove them or deselect them as favorites by again selecting them and hitting the space bar. Favorites do not count towards the number of items to be displayed.

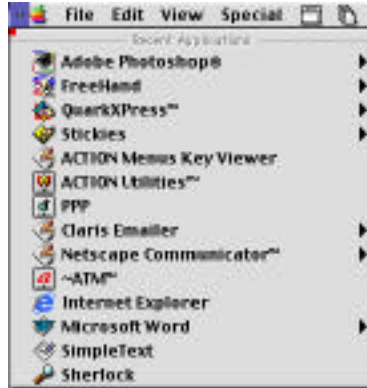


Figure 8. Recent Applications Menu.

- Next is the Apple Menu. By default, this looks identical to an unenhanced Apple Menu, but you now have the ability to add items by dragging and dropping them in, and the ability to rearrange the order of the items in the menu from the control panel.



Note: When you drag and drop items into the menus the cursor will change to indicate that you are moving an item. You can either drop them on the menu title to position them at the bottom of the menu or you can drag them into the menu and an insertion point marker will appear. Drag the marker to the location where you want the item to appear and release the mouse.

- Between the Special and Help Menus you will find the Open Windows Menu and the Recent Document/Folder Menu. These menus are application specific so they will only display items related to the currently running application. As you switch in and out of applications, these lists update instantly.
- To the left of the Application Menus are the Recent Server Menu and Mounted Volume Menu. The list of mounted volumes includes those on your local machine and from the server. Both give you instant access five folders deep to every file and folder on those servers or volumes.
- The Applications Menu has been modified by adding additional Finder commands at the top (Show Finder Only and Quit All) and recent applications at the bottom. You will also notice that all applications in this menu now have hierarchical menus that list currently open windows (if they are running) as well as recently used documents and folders (see Figure 9).

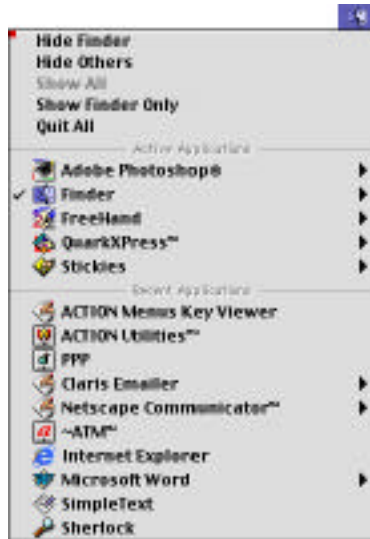


Figure 9. The Applications Menu

- To the right of the Applications Menu is the Recent Documents and Folders Menu. This is a global list, displaying all recently accessed files and folders from any application.

In addition to these preconfigured custom menus you can create additional menus by going to the control panel and clicking on the plus sign (+) in the representation of the menu bar in the control panel. Custom menus can be deleted in the control panel by selecting the menu in the representation of the menu bar and selecting “Remove Menu” from the menu tab. (See Chapter 5, Configuring ACTION Menus, for more details.) There are two terms used for the custom menus that you can add to the menu bar. To the right of the application's menu commands (File, Edit, Help, etc.) are the Application Menus. To the left of the Applications menu are the System Menus. You can add up to four Application menus and four System menus, for a total of ten menus that can be controlled by ACTION Menus, including the Apple Menu and the Applications Menu.

Smart Items

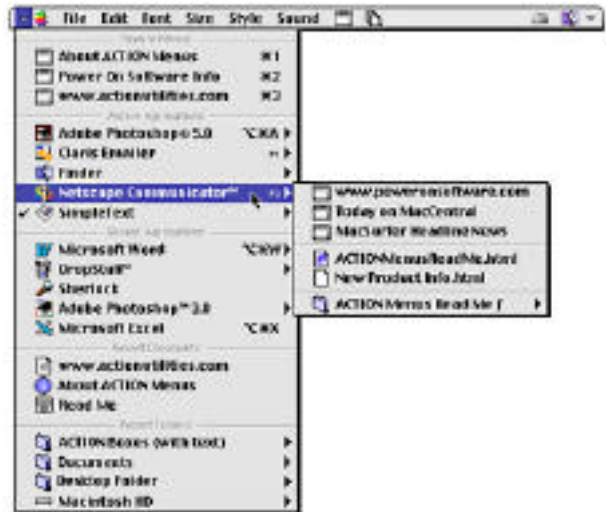
The Custom, Apple and Applications Menus can be made up of several types of items. They can contain actual or aliases of files, folders, applications and volumes; existing menu items as in the Apple Menu; and what we call Smart Items™. which give you the ability to add lists of recent and favorite files, folders, applications and volumes, as well as separators. These lists are dynamic, so that as items are added or deleted, opened or closed, the list displayed in the menu changes.



Fig 10. Smart Items are designated with a Named Separator™.

To help you track all of the new information available in your menus we have added Named Separators™. This adds text to the separators between the various Smart Items™. (See Figure 11.) The Named Separators are inserted automatically any time you add a Smart Item to a menu. The text in a Named Separator can be edited in the ACTION Menus control panel. The divider contains the textual description of what those elements are.

Figure 11. The Left Menu with a customized list of Smart Items: Open Windows, Active Applications, Recent Applications, Recent Documents, and Recent Folders. Active Applications have a hierarchical menu which displays the current windows, recent documents and recent folders.



Smart Items have another key feature. Menu items have a hierarchical menu which displays additional related items:

- Folders have their contents attached;
- Running applications have their window list, recent documents, and recent folders attached; (See Figure 12.)
- Non-running applications have their recent documents and recent folders attached.

Here is the complete list of Smart Items:

- **Active Application List** - This is a list of the running applications.
- **Application Controls** - These are the application controls normally found at the top of the Applications Menu, such as Hide Front, Show All, Hide Others. To this list we have added

two longed for additions: Show Finder Only and Quit All. With ACTION Menus, you can place this list in any custom menu.

- **Divider Line** - a separator line for use in any customizable menu.
- **Front Application's Window List** - The current application's list of open windows.
- **Mounted Volumes** - A list of the hard drives, removables, and network drives mounted on your desktop.
- **Recent Servers** - A list of all recently mounted servers. If the server is currently mounted a hierarchical menu is attached with that server's contents.
- **Recent Apps List: Don't exclude active apps** - List of all recently used applications, INCLUDING those that are currently active.
- **Recent Apps List: Exclude active apps** - List of all recently used applications EXCEPT those that are currently active.
- **Recent Documents: Front App's Document List** - Documents recently used by the FRONTMOST application.
- **Recent Documents: Global Document List** - All documents recently used by ANY application
- **Recent Folders: Front App's Document List** - Folders recently used by the FRONTMOST application
- **Recent Folders: Global Document List** - All folders recently used by ANY application



Note: A palette of Smart Items is available in the "Palette" tab in the "Menus" panel of the ACTION Menus portion of the ACTION Utilities control panel.

Removing Smart Items

The Delete key

The delete key is context sensitive, and its exact behavior depends on the current menu item you are holding the pointer over.

- If the menu item has a command-key assigned to it, the delete key will remove it. If there is no command key, the delete key has the following behavior:

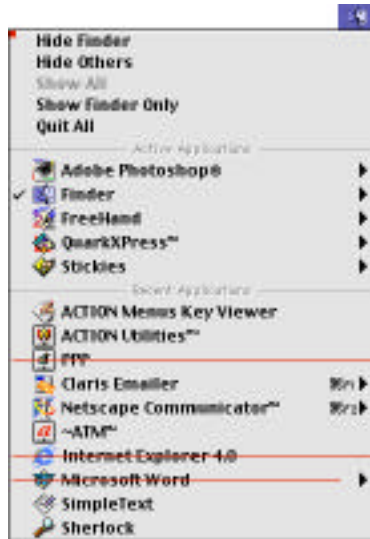


Figure 12. Deleting some items within a Smart Item.

- If the item is a recent application, document, or folder, that item is marked to be removed from the recent items database and from the menu. The item IS NOT removed from the hard disk. When an item is selected to be removed, a single red line is drawn through the item.
- If the item refers to an individual item that you dragged into the menu, that item is marked to be removed from the menu. The original item IS NOT removed from the hard disk.
- If the item is in the Apple Menu, its alias is deleted from the Apple Menu Folder. If the item in the Apple Menu folder is NOT an alias (i.e., the Chooser), then you will be prompted to choose deleting the item, or moving it out of the Apple Menu Folder.

The X Key

The X key will let you remove an entire Smart Item (category) from a menu.

Some examples:

- Typing the X key over a running application in the Applications menu will mark the entire running application category to be removed from that menu. When a Smart Item is selected to be removed, a red line is drawn through all visible members of the Smart Item.

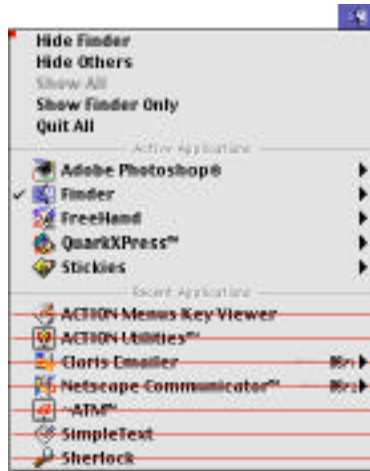


Figure 13. Deleting a Smart Item.

- Typing the X key over a recent item will mark the entire recent item category to be removed from that menu.
- Typing the X key over a window in the window list will mark the entire window list category to be removed from that menu.

When you use the X key to delete items, the entire group of menu items that comprise the Smart Item are treated as a single entity. (i.e., the list of windows, the running application list, etc.)

Chapter 4 Using ACTION Menus

Assigning Key Commands

As a Macintosh user you may be familiar with many of the standard keyboard shortcuts: Command + Q for Quit, Command + S for Save, Command + C or V for Copy or Paste, and so on. You may also be familiar with some of the keyboard shortcuts in your favorite applications. But if you have ever run across a menu command that didn't have a keyboard shortcut, or had one you wanted to use for something else, or had command keys you couldn't remember, then ACTION Menu offers a solution by allowing you to assign or remove the keyboard shortcuts of your choice.

To assign a keyboard shortcut, position the mouse over a menu item and type the key. When you assign a key, you can use any combinations of modifier keys (command, option, shift, control) and one normal alphanumeric key. You may also use any of the function keys usually found at the top of extended keyboards, as well as the Help, Home, Forward Delete, End and Page Up/Down keys. Any command keys that you assign will override any previously assigned command keys, including command keys originally assigned by the application. For example, in the Finder, you can assign command-A to mean 'Assign to Favorites' under the File menu. This will override the Finder's command-A default assignment to 'Select All' in the Edit menu. (See Figures 14 and 15.)

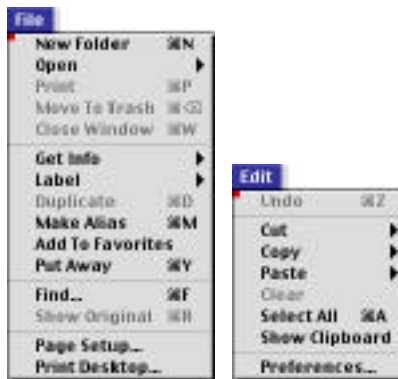


Figure 14. Before assigning keys using ACTION Menus. (Notice "Add to Favorites" and "Select All").

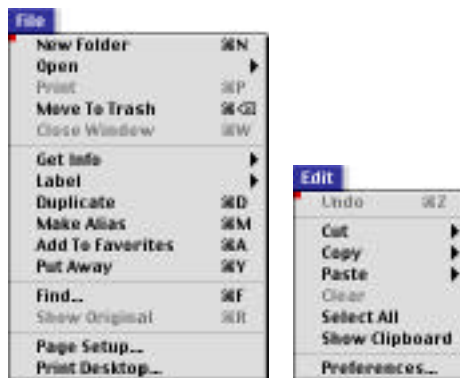


Figure 15. After assigning keys using ACTION Menus. (Notice “Add to Favorites” and “Select All”).



Note: ACTION Menus can assign keyboard shortcuts in any menu that uses Apple's standard menu code or MDEF. By default, ACTION Menus marks every menu it can modify with a red square in the menu's upper left hand corner. You can turn these off if you wish.

You can remove command keys (including the application-defined command keys) from any item in a menu that has a red box in the corner of the menu. To remove the key, position the mouse over the menu item and hit the delete key.



Tip: If you assign a command key to a file, folder, or application that is available in any menu, that item will open when you type that command key, even if it is not currently visible in a menu. This is handy shortcut for frequently used documents, folders, or applications.

Selecting Items

In most cases, selecting a menu item will do the obvious thing. If you select a file, it will open it. If you select an application, it will bring it to the front. If you select a window attached to an application, it will bring that application to the front, then bring that window to the front, etc.

There are some additional shortcuts that ACTION Menus provides when selecting items:

- Holding down the command key while selecting an item will open that item's folder in the Finder. (i.e. Command-selecting an application will open that application's folder in the Finder.)
- Holding down the shift key while selecting an Application will quit that application.

Drag & Drop Functions

The Drag & Drop functions of the Mac OS are fully embraced by ACTION Menus. Files, folders and applications can be dragged into a menu. What happens when you drop the item depends on where you drop it and the state of the modifier keys when you drop it.

Editing Menus

- Dropping a file on a folder will move, copy, or alias the file into that folder. The exact operation depends on the state of the modifier keys. The behavior is exactly the same as dragging and dropping an item in the Finder: holding down no modifier keys will move the item if it is on the same drive as the original location and copy the item if it is a different drive; holding down the option key will make a copy of the item; and holding down option-command will make an alias of the item.
- Dropping a file, folder, or application onto the menu icon (in the menu bar) will place an alias of that item at the end of the menu. Dropping a folder onto the Apple Menu will put an alias of that folder at the end of the Apple Menu. Dropping a file on the Applications Menu will put an alias of that file at the end of the Applications Menu.
- As you drag a file, folder, or application down a menu (such as the Apple Menu) you will see an "insertion indicator" on the left. When you let go of the mouse, that is where the item will be inserted. You cannot insert in the middle of a Smart Item (category). For example, you cannot drop an item in the middle of the running application list in the Applications menu, but you can insert the item before or after the running application list.
- If you hold down the command key when you drop a folder into a menu, the folder contents will be displayed inline. In other words, the contents of the folder will appear in the menu rather than in a hierarchical menu. If you add a file to that folder, it will automatically be displayed in the menu.
- All Smart Items are displayed inline unless you hold the command key while dragging them in to the menu. In that case they are displayed in a hierarchical menu.

Opening files

- Dropping a file on any application, in any menu, will open that file with the application that it was dropped on (just like in the Finder).



Figure 16. The cursor changes to show when dropping a file onto a menu item.



TIP: Create a "dropper palette" by dragging your favorite applications into the "hard disk" menu. You can then open documents in those applications by dragging them into that menu and dropping them onto the application.

Multi-Action command

ACTION Menus provides a cool feature that allows you to perform multiple menu commands at one time, as shown below in Figure 17.

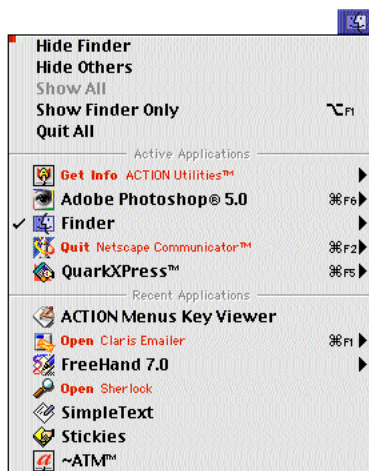


Figure 17. Multiaction Menu Commands

To do this, you tag a menu item by pointing the mouse at that menu item and typing the key that corresponds to the command to be performed. In Figure 15 above, we are:

1. Getting Info on ACTION Utilities, then
2. Quitting Netscape Navigator, then

3. Opening Claris EMailer, then
4. Opening Sherlock.

And all that happens as soon as the mouse is released.

The possible commands are as follows:

- **Q** tags an application to quit.
- **O** tags an item to be opened or launched.
- **I** tags an item to get info on.
- **<DELETE>** tags an item to be removed from the menu. (See Removing Menu Items)
- **X** tags an entire category (Smart Item) to be removed from the menu. (See Removing Menu Items.)



Note: You should NOT hold down the command key to perform these operations, or a command key will be assigned instead. If that command key was being used by another menu item, it will be removed from that menu item and used on the current menu item instead. However, if you accidentally assign a command key that was used by another command, ACTION Menus will remember what the last menu item was for that specific command key, so when you remove the command key, it will be reassigned to the previous menu item that had that command.

To remove a tag from a tagged item, just type the same key again.

You can tag multiple items at once. For example, you can tag 3 specific applications to quit, and when you release the mouse, those apps will quit. Another example would be tagging several files to be opened at once.

You can also assign more than one tag to the same item. For example, if you want to give a running application more memory, you can tag it with a Quit and a Get Info. The application will then quit and the get info dialog will open, allowing you to change its memory allocation.

Chapter 5 Configuring ACTION Menus

ACTION Menus is the type of utility that can be configured as you use it. For example, adding and deleting key commands are done on the fly (see Assigning Key Commands in chapter 4) and items can be added and deleted from menus by dragging and dropping, or with the X and Delete keys (See Removing Smart Items in chapter 3). Two other ways to configure ACTION Menus are with the Control Panel and ACTION Menu Key Viewer.

Control Panel

The ACTION Utilities Control Panel has the icons for all loaded ACTION Utilities across the bottom. Click on the ACTION Menus icon to see the three panels available.

The Intro panel

From here you can turn ACTION Menus on or off without having to use Apple's Extension Panel or having to reboot for the change in state to take effect (see Figure 18). You can also enter a serial number to turn a demonstration copy into the full product by clicking the Register button.

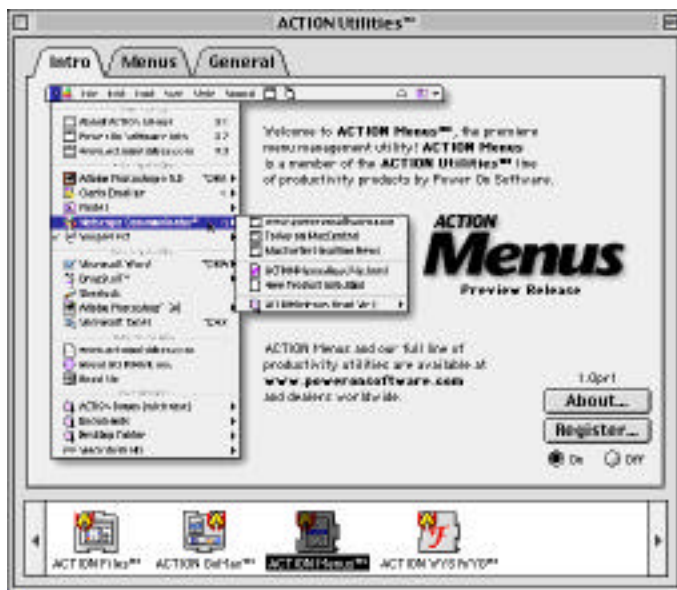


Figure 18. The ACTION Menus Control Panel's Intro panel.

The Menu Panel

The Menu Panel is the heart of customization for ACTION Menus. Across the top is a representation of the menu bar. As you move the mouse over an editable menu's icon, it is highlighted. (See Figure 19.)

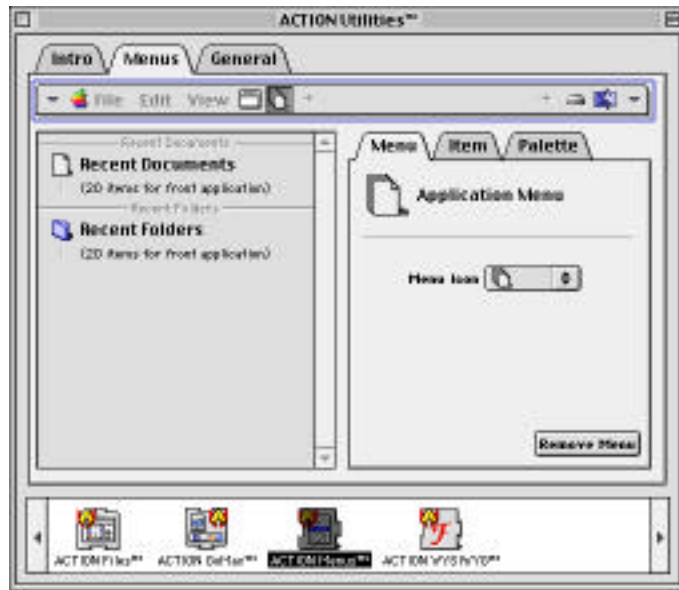


Figure 19. Click on an icon in the Menu Bar representation to see its characteristics.

Click the menu's icon to see that menu's characteristics. On the left are the Files, Folders, line separators and Smart Items in that menu, and the Menu's name and icon on the right. You can change a menu's icon with the popup menu (see figure 20).

To add a new menu, click on either of the plus signs to add it to the left or right side of the menu bar.



Figure 20. The Menu Icon popup lets you choose from a variety of icons for your custom menus.

As you click on items on the left side, the context sensitive subpanel visible on the right displays options pertinent to the item selected (see Figure 21). These contain items that let you define the items that will be contained in your custom menu.

For example, files, folders and applications can be selected and their name and location are displayed on the right, along with the option of having the attached files and folders, and how those attached files and folders are displayed.



Figure 21. Files or folders selected

To add any item to any list, simply drag and drop. A complete list of Smart Items is found in the Palette subpanel. (see Figure 22.) These items have full drag and drop functionality. Besides dragging Palette items within the Control Panel, you can also:

- Drag from the desktop to the menu in the control panel.
- Drag from the palette area to the real menus at the top of the screen.

To remove any item in any list on the left side, simply select that item and hit the Delete key.



Figure 22. The Palette subpanel contains the complete list of Smart Items.

Below is a complete list of the options for each type of Smart Item.

Active Applications options:

- **Display** the applications Inline with label, Inline, or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Attach Windows and Documents** of recently used file and folders as hierarchical menu to each application.

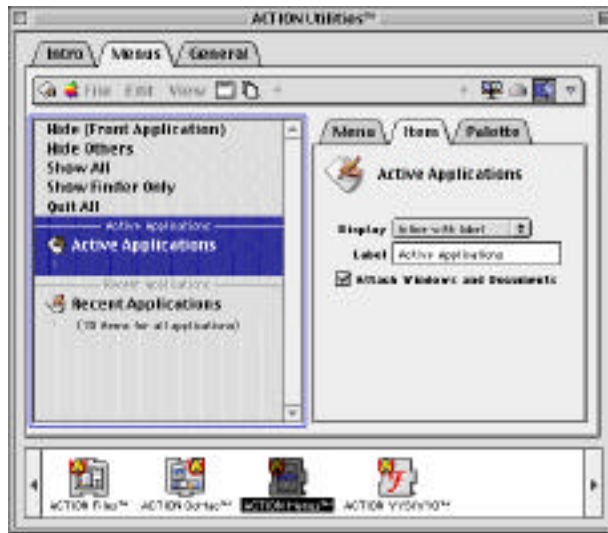


Figure 23. Active Applications options

Application Controls options:

- **Display** the controls Inline with label, Inline, or as a Hierarchical menu.
- Check whether to display each item in the list of controls individually.



Figure 24. Application Controls options

Mounted Volume options:

- **Display** the volumes Inline with label, Inline, or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Show** All Volumes, Local Volumes or Remote Volumes.
- **Sort** the list by Name or Mount Order.
- **Attach Hard Disk Contents** as hierarchical menu to each volume.

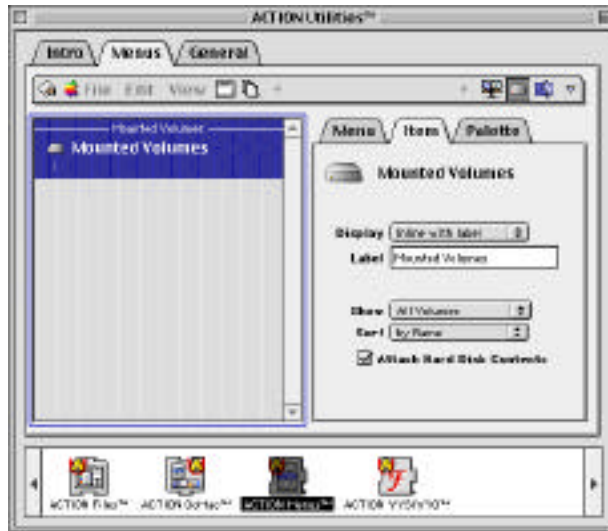


Figure 25. Mounted Volume options

Recent Applications options:

- **Display** the applications Inline with label, Inline or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Show** how many applications in list.
- **Sort** by Name or Date Used.
- Whether to **Always show favorites**, and if so, where they appear in the menu: at the top, throughout the list or at the bottom.
- **Attach Windows and Documents** of recently used file and folders as hierarchical menu to each application.
- Whether to **Exclude Active Applications** from the list. When Recent Applications is below Active Applications in the Applications menu, this saves space by only showing an application once in the menu, either in Active or Recent Applications, but not both.



Figure 26. Recent Applications options

Recent Documents options:

- **Display** the documents Inline with label, Inline, or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Show** how many documents in list.
- **Sort** by Name or Date Used.
- **Select** for which applications the list of documents will be displayed: All Applications, the Front Application, or choose any specific application.
- Whether to **Always show favorites**, and if so, where do they appear in the menu, at the top, throughout the list or at the bottom.



Figure 27. Recent Documents options

Recent Folder options:

- **Display** the list of folders Inline with label, Inline or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Show** how many folders in list.
- **Sort** by Name or Date Used.
- **Select** for which applications the list of folders will be displayed: All Applications, the Front Application, or choose any specific application.
- Whether to **Always show favorites**, and if so, select where they appear in the menu: at the top, throughout the list, or at the bottom.
- **Attach folder contents** as hierarchical menu to each folder.

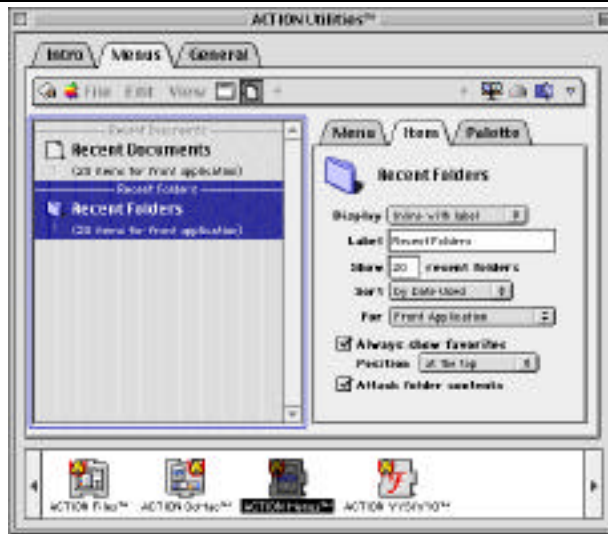


Figure 28. Recent Folders options

Recent Server options:

- **Display** the list of servers Inline with label, Inline, or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- **Show** how many folders in list.
- **Sort** by Name or Date Used.
- **Select** for which applications the list of servers will be displayed; All Applications, the Front Application, or choose any specific application.
- Whether to **Always show favorites**, and if so, select where they appear in the menu: at the top, throughout the list, or at the bottom.
- **Attach server contents** as hierarchical menu to each server.



Figure 29. Recent Servers options

Open Windows options:

- **Display** the list of windows Inline with label, Inline or as a Hierarchical menu.
- **Label** the list with a name of your choice.
- Select **For** which applications the list of open windows will be displayed; All Applications, the Front Application, or choose any specific application.

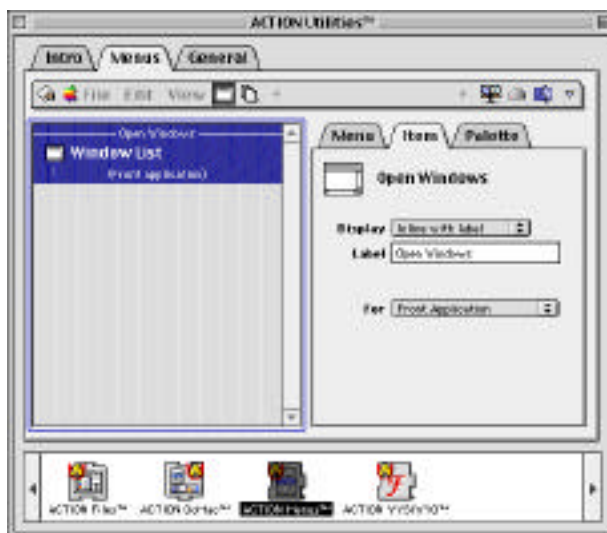


Figure 30. Open Windows options

Item subpanel settings

Some of the popup menus within the various Item subpanels may need further clarification. These popups appear in more than one of the subpanels but operate in a similar way.

- The **Display** popup that lets you choose how the contents of a folder appear in a menu.



Smart Items have three options, Inline with label, Inline or Hierarchical. Standard folders also have the option of displaying a folder only.

In a menu, Inline with label looks like this:



Inline (without a label) looks like this:



and Hierarchical looks like this:



- The **For** popup lets you choose the Front Application, All Applications or any specific application. All currently running applications are listed with icons.



If you select Other... a standard Apple dialog appears to allow you to make your choice.

- **Allow Favorites to be displayed.** Favorites can be assigned on the fly to any item in any Smart Item list by pressing the space bar while the mouse is over any menu item. The item can be unassigned as a favorite the same way. How the favorites are displayed is chosen in the General Panel. (See below.)

The General Panel

The General Panel lets you pick how your Favorites are displayed, and whether to show the tips window on startup of your computer. Also, choose whether to allow custom key commands to be set in all menus, only ACTION Menu menus, or not at all.

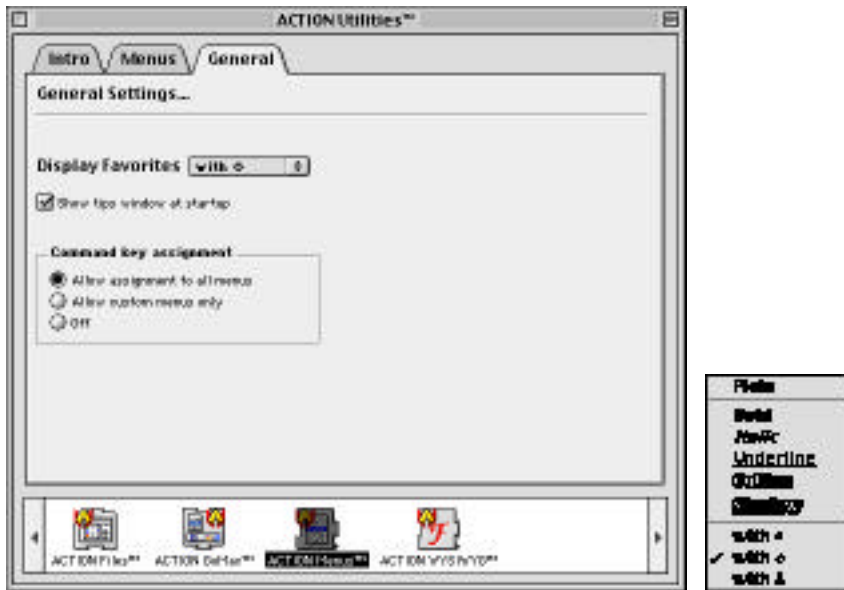


Figure 31. The General Panel of the Control Panel lets you choose how favorites are displayed in a menu.

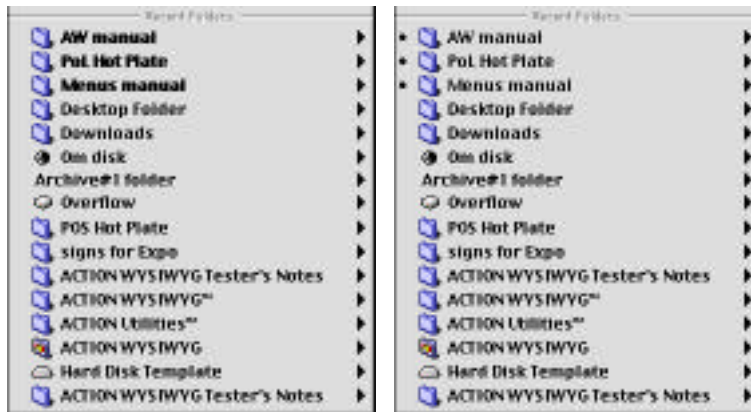


Figure 32. Favorites displayed as bold or with a bullet.

Action Menus Key Viewer

In the Apple menu is an item called ACTION Menu Key Viewer, as shown below in Figure 33. This is a utility that will allow you to view and remove all the command keys that you have assigned.

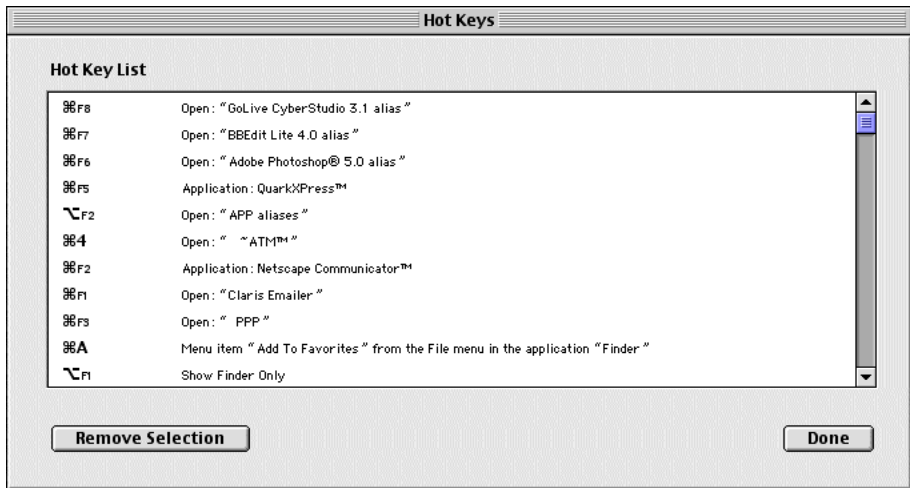


Figure 33. Menus Key Viewer found in the Apple Menu.

The Menus Key Viewer will show you the command keys you have assigned using ACTION Menus. The hot keys are listed on the left of the list, and the command and the specific application are listed on the right. To remove any of the command keys, select the key in the list and click the Remove Selection button.

Chapter 6 Troubleshooting

Technical Support

Power On Software is dedicated to providing you the best support possible. Before contacting Power On's courteous and experienced technical support representatives, please read this manual, and especially the chapter section here on Troubleshooting.

If after reading the following pages you remain convinced that expert opinions are needed, please call our technical support center at (612) 317-0344. You can also reach us via e-mail at support@poweronsoftware.com, and by visiting our Web site, www.poweronsoftware.com, which contains tips, tricks, answers to frequently asked questions, and the latest and greatest updates to all the ACTION Utilities products.



Note If you find what you believe is a bug in our product, send email to bugs@poweronsoftware.com. Please include a telephone number and/or email address so that a Quality Assurance representative can contact you.

When contacting us for technical support, please have the following information:

1. Your product registration number as shown on the back of the ACTION Menus installation disk or in the registration information that was emailed to you if you ordered ACTION Menus online.
2. A description of the problem.
3. Information about the Macintosh you are using, including:
 - a. the model of Macintosh.
 - b. the System Software version as shown using the About This Macintosh command in the Apple menu.
 - c. the amount of Total Memory and the Largest Unused Block as shown using the About This Macintosh command in the Apple menu.
 - d. a list of the third party control panels and extensions you are using on your computer. The Apple System Profiler included in System 7.5 and later provides valuable information.

Troubleshooting ACTION Menus

If Murphy had a law of Macintosh system configuration, it would be that the stability of a system is inversely proportional to the number of extensions and control panels which are loaded at boot time. Accordingly, the first words of advice here are as follows: use your extensions manager (this may be Apple's or a third party product such as Conflict Catcher) to load only the default control panels the ACTION Utilities control panel and ACTION Menus. Then restart your Macintosh. This way you will know whether the problem you are experiencing is specific to

ACTION Menus. If the problem you experience persists, we hope that the following frequently answered questions will resolve the issue.

- Q. I have installed ACTION Menus and nothing happens when I reboot. What is wrong?
- A. ACTION Menus requires Apple's System 7.6 or later. The installer will not install ACTION Menus if it detects that you are running an earlier system.
- Q. I had assigned a command key to a specific command in an application, and that command key is no longer on that menu item. What is wrong?
- A. ACTION Menus can only assign a command key to one menu item within an application. You may have assigned that command key to a different menu item at a later time, and when it was assigned to the new item, it was removed from the previous item. To view all the command keys you have assigned with ACTION Menus, use the ACTION Menus Key Viewer, which is available in the Apple Menu. See the ACTION Menus Key Viewer section in Chapter 5 for more information.
- Q. I used the X key to delete an application from a menu, and now all the recent application items are gone from the menu. What is wrong?
- A. ACTION Menus uses the X key to delete the entire group of menu items that comprise a Smart Item, such as the list of recent applications, recent servers, or recent documents. If you want to delete an individual item from the list, use the delete key instead of the X key.

