2-Pager —— on **Keyboard Shortcuts** ——

» BUILDING USER SHORTCUT SCRIPTS

The shortcut scripts are the companion files that actually provide something that a keyboard shortcut can stick to. Without these files the shortcuts will live during the current login and will be gone every time you log into Adobe InDesign.

Step 1
Log into Adobe InDesign. Note that shortcuts are by user by machine.

Step 2
Click the BLOX Total CMS menu, select Options and choose Build Keyboard Shortcuts.

Step 3
A confirmation dialog box will appear. Click OK.

Step 4
Quit Adobe InDesign.

Step 5
Relaunch Adobe InDesign.

» ACTIVATING THE BLOX TOTAL CMS SHORTCUT SET

Assuming that a BLOX Total CMS set is being pushed to the users, this next step would be necessary by each user on each machine. If the set isn't being pushed, then skip this.

Step 1
Launch Adobe InDesign.

Step 2
Login to BLOX Total CMS for Adobe InDesign if you want to test the shortcuts.

Step 3
Choose Edit and select Keyboard Shortcuts.

Step 4
Choose BLOX Total CMS from the Set: menu.

Step 5
Click OK.

» CREATING A BLOX TOTAL CMS SHORTCUT SET

This is only done by the Template Master. The Template Master would then move their shortcuts to a special folder where whatever method that is used to push the set to the users expects it to be. If the sets are NOT pushed to the users then each and every user on every machine has to do this function.

Step 1
Launch Adobe InDesign.

Step 2
Login to BLOX Total CMS for Adobe InDesign if you want to test the shortcuts.
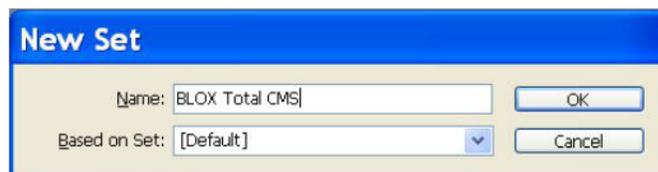
Step 3
Choose Edit and select Keyboard Shortcuts.

Step 4
Click the New Set button.

Step 5
A dialog similar to the following will appear. In the 'Name:' field, name the set "BLOX Total CMS." The name is important because we will be automating this entire process at some point in the future. And if we control the name, then we can control the process.

Step 6
Click the OK button in the New Set dialog.

Step 7
Define the desired keyboard shortcuts.

Step 8
Click the Save button in the Keyboard Shortcuts dialog box. This step is important because if you crash before you quit, the shortcuts won't stick.

Step 9
Click the OK button in the Keyboard Shortcuts dialog.

2-Pager —— on **Keyboard Shortcuts** ——————

» DEFINING KEYBOARD SHORTCUTS

Step 1
Launch Adobe InDesign.

Step 2
Login to BLOX Total CMS for Adobe InDesign if you want to test the shortcuts.

Step 3
Choose Edit and select Keyboard Shortcuts.

Step 4
Choose the BLOX Total CMS set from the "Set:" menu if it isn't already selected.

Step 5
Choose Scripts from the Product Area menu.

Step 6
Click in the middle of the dialog where the scripts are now located and start scrolling. About halfway down is where the User: scripts start. To begin with, find: User: BLOX Total CMS Menu: Asset Manager....jsx and click on it once.

Step 7
Click in the New Shortcut: field.

Step 8
Press the desired shortcut key sequence. In this case, I'm picking Control ~ and the dialog would then appear as:

Step 9
Click the Assign button.

Step 10
Repeat these step for any other shortcuts. Users have things that they would like to have shortcuts for. They often include:
USER: BLOX Total CMS Menu: Asset Manager....jsx
USER: BLOX Total CMS Menu: Release Selected Asset.jsx
USER: BLOX Total CMS Menu: Documents: Open....jsx
USER: BLOX Total CMS Menu: Documents: New from Template: (and the template choice)
USER: BLOX Total CMS Menu: Documents: Ad Statuses....jsx
USER: BLOX Total CMS Menu: File References: ..Placeholder....jsx
USER: BLOX Total CMS Menu: Story Flow Options: Maintain All.jsx
USER: BLOX Total CMS Menu: Utilities: Replace CMS Images.jsx
USER: BLOX Total CMS Menu: Utilities: Automatic Tab Stops
USER: BLOX Total CMS Menu: Utilities:

THE Asset Manager, like all our functions, appears earlier in the list but not in the User set and if you tried to apply a keyboard shortcut for those earlier non-User items, it will die after you quit Adobe InDesign. If you do not find "User: BLOX Total CMS Menu: Asset Manager.... jsx" then you did NOT do the initial step of building the shortcuts through BLOX.

Display Details of Selected Item

Step 11
If not returning to item III, then Click the Save button in the Keyboard Shortcuts dialog. This step is important because if you crash before you quit, the shortcuts won't stick.

Step 12
Click the 'OK' button in the Keyboard Shortcuts dialog.

Step 13
Test the shortcuts.

» SHARING SHORTCUTS

Template masters then will be able to upload the shortcuts from their machines so that everyone can use the same shortcuts.

Step 1
Copy the file from the Template Master's Shortcut scripts. In Windows 7, this should be at ~\AppDate\ Adobe\InDesign\Version 7.0\ en_US\InDesign Shortcut Sets\BLOX Total CMS.indk. This should be copied to the

same location on all machines.

Step 2
IT staff should be able to, through a login script or Active Directory, copy the shortcuts file from a location on a server to all users.

Step 3
Each user then must build the keyboard shortcuts by clicking the BLOX Total CMS menu, selecting Options and choosing Build Keyboard Shortcuts.

EACH time you select a shortcut it will tell you in the Currently Assigned To area or the Unassigned tag if it is used by some other task. It is difficult to find unused positions. The best three keys are F2, F3 and F4. After that it gets hard. If you don't want to remove an existing shortcut, just press a different shortcut key sequence.