WizKey Quick Start Guide

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What is WizKey?

WizKey is a keyboard enhancement utility that makes the typing of accented and other special characters easy. The most common characters can be typed using easy to remember keyboard shortcuts, and less common characters can be selected and searched for by code or name using the built in Unicode character browser. WizKey can also be configured to support custom user defined key sequences.

Getting Started

After installing and starting WizKey it will appear as an icon in your system tray.

WizKey tray icon

Tap the Ctrl Key twice quickly (default hotkey) for the WizKey Main Menu.

While WizKey is active the following keyboard shortcuts will be available from **any** application:

WizKey Standard Keyboard Shortcuts

To Type: Press:

Any Unicode Character		Ctrl + \	to activate the Unicode Character Browser
á, ć, é, …	(acute accent)	Ctrl + '	then press letter key
ő, ű	(double acute)	Ctrl + "	(Ctrl+Shift+') then press letter key
à, è, ì, …	(grace accent)	Ctrl + `	then press letter key
â, ĉ, ê, …	(circumflex)	Ctrl + ^	(Ctrl+Shift+6) then press letter key
ä, ë, ï, …	(umlaut)	Ctrl + :	(Ctrl+Shift+;) then press letter key
ã, ĩ, ñ, …	(tilde)	Ctrl + ~	(Ctrl+Shift+`) then press letter key
ą, ç, ę, …	(cedilla/ogonek)	Ctrl + ,	then press letter key
ċ, ė, ġ, …	(dot)	Ctrl + .	then press letter key
ı	(dotless I)	Ctrl + !	(Ctrl+Shift+1) then press i
ā, ē, ī, …	(macron)	Ctrl + -	then press letter key
å, ů	(ring)	Ctrl + 0	(Ctrl+digit 0) then press letter key
ł, ø, ð	(stroke)	Ctrl + /	then press letter key
œ, æ, ß	(ligature)	Ctrl + ;	then press letter key
č, ď, ě, …	(caron)	Ctrl + <	(Ctrl+Shift+,) then press letter key
ă, ĕ, ğ, …	(breve)	Ctrl + >	(Ctrl+Shift+.) then press letter key
£, €, ¥, …	(currency)	Ctrl + $	(Ctrl+Shift+4) then press letter key
(custom key mappings)*		Ctrl + ?	(Ctrl+Shift+/) then press shortcut key

*Custom key mappings (user defined key sequences) are only available if one or more have been defined via the "Custom Key Mappings" configuration option.

For capital letters hold down shift while pressing the letter key, or turn on Caps Lock.

All these and more special characters are available from the WizKey Main Menu.

Configuration

Double click on the WizKey tray icon to display the WizKey settings.

WizKey settings

Hot Key
This controls the keys to be pressed to activate the main WizKey menu. The default is "Ctrl Key (tap twice)". You can press this hot key from within any application.

Enable global sub-menu hot keys
This option enables or disables the WizKey sub menu hot keys. If sub-menu hot keys are enabled it's possible to directly access WizKey sub-menus via the appropriate hot key, without having to navigate the WizKey main menu. You should only disable this if the hot keys conflict with other software you may be using.

Key Mappings:
WizKey can be configured to use different key mappings.

The default "Standard" key mapping contains special characters that are available in most of the commonly used Windows fonts.

The "Extended" key mapping adds more characters, but some of these may not be available to your application unless you use a Unicode font such as "Segoe UI" (standard Vista), "Lucida Sans Unicode" (standard Windows), or "Arial Unicode MS" (available if you have Microsoft Office installed).

WizKey Enabled:
If enabled, WizKey and its associated hot keys will be active. WizKey can be quickly enabled or disabled by right clicking on the tray icon and selecting 'Enabled'.

Start With Windows:
If enabled, WizKey will start automatically whenever Windows starts up.

Check for Updates:
If enabled WizKey will periodically check for updates, and prompt you if a newer version is available. This requires an active internet connection to work correctly.

Run as Administrator:
If enabled, WizKey will start with administrator privileges, allowing it to work with other elevated programs. **Warning:** WizKey will be unable to send keystrokes to applications running at higher privilege levels if this option is not enabled.
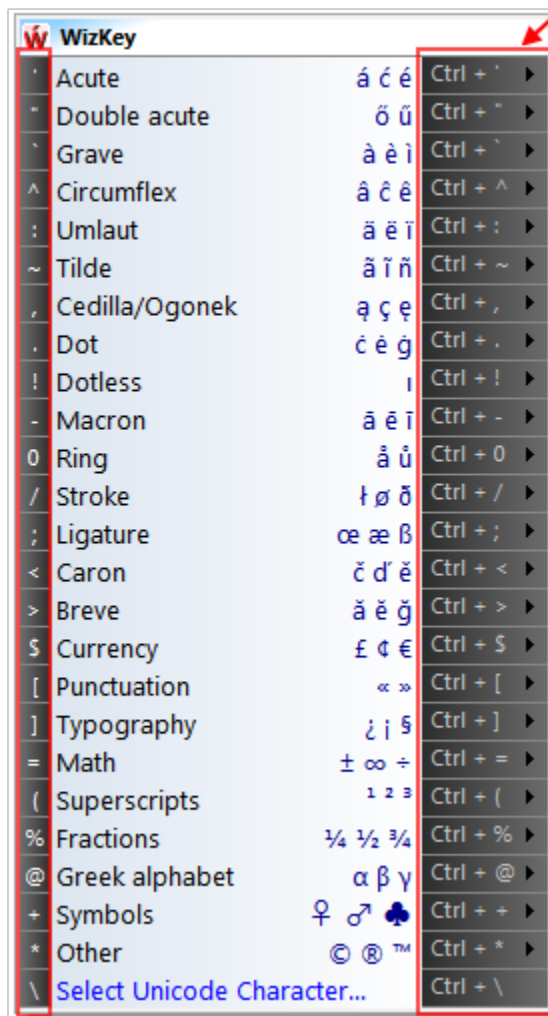
Custom Key Mappings:
Click on this button to configure custom key mappings. Custom key mappings are user defined key sequences and can be used to quickly type in commonly used characters, words or any other text. Press Ctrl+? (Ctrl+Shift+/) to access any custom key mappings you have defined from within any application. Custom key mappings are discussed in detail later in this document.

Click on the OK button to save any changes, or Click on Cancel to cancel the changes. WizKey will then minimize itself back to the system tray.

Activating WizKey

Activate WizKey by pressing Ctrl key twice quickly (unless the hotkey has been changed in the configuration). This will display the WizKey main menu.
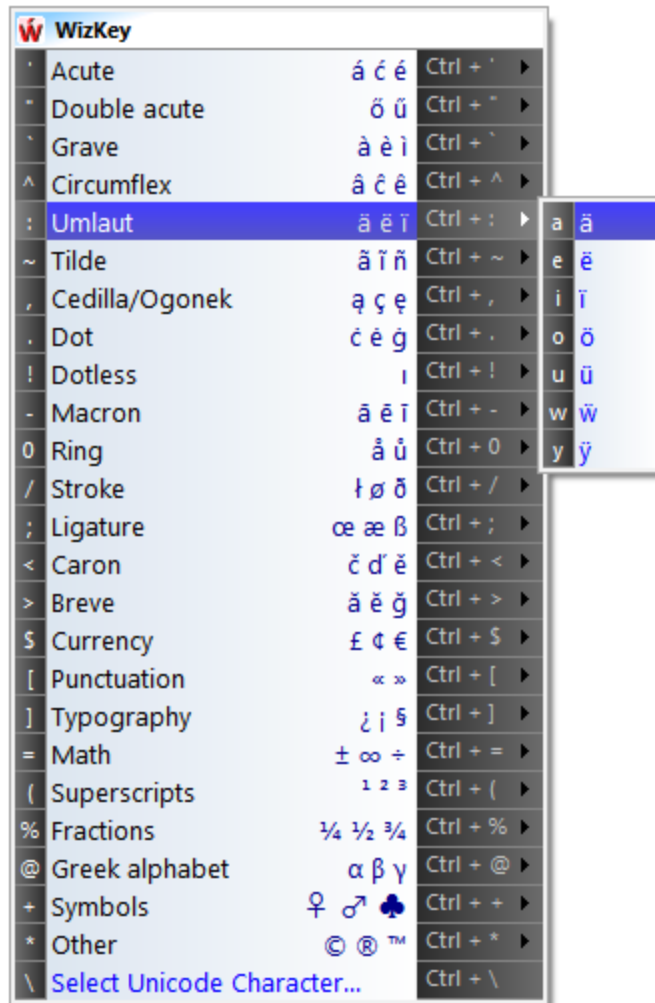

WizKey main menu

Press the appropriate accelerator key to select the character sub-menu required.

For example, to type an ö (o with umlaut) press the ':' (colon) accelerator key to open the umlaut menu.
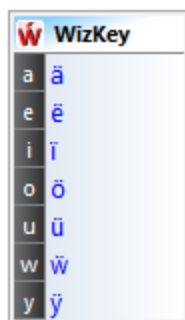

WizKey menu after pressing : (colon) key

With the umlaut menu open press the accelerator key 'o' to select the ö character. The WizKey menu will close and the ö key will be typed into your application.

To cancel the WizKey menu press the Esc key. You can also navigate the menu using the arrow keys or by moving and clicking your mouse.

To access the 'umlaut' menu directly, press the sub-menu hot key Ctrl+: (Ctrl + Shift + ;) from within your application. You do not need to activate the WizKey main menu first. *Please note that this will only work if "Enable global sub-menu hotkeys" is enabled.*
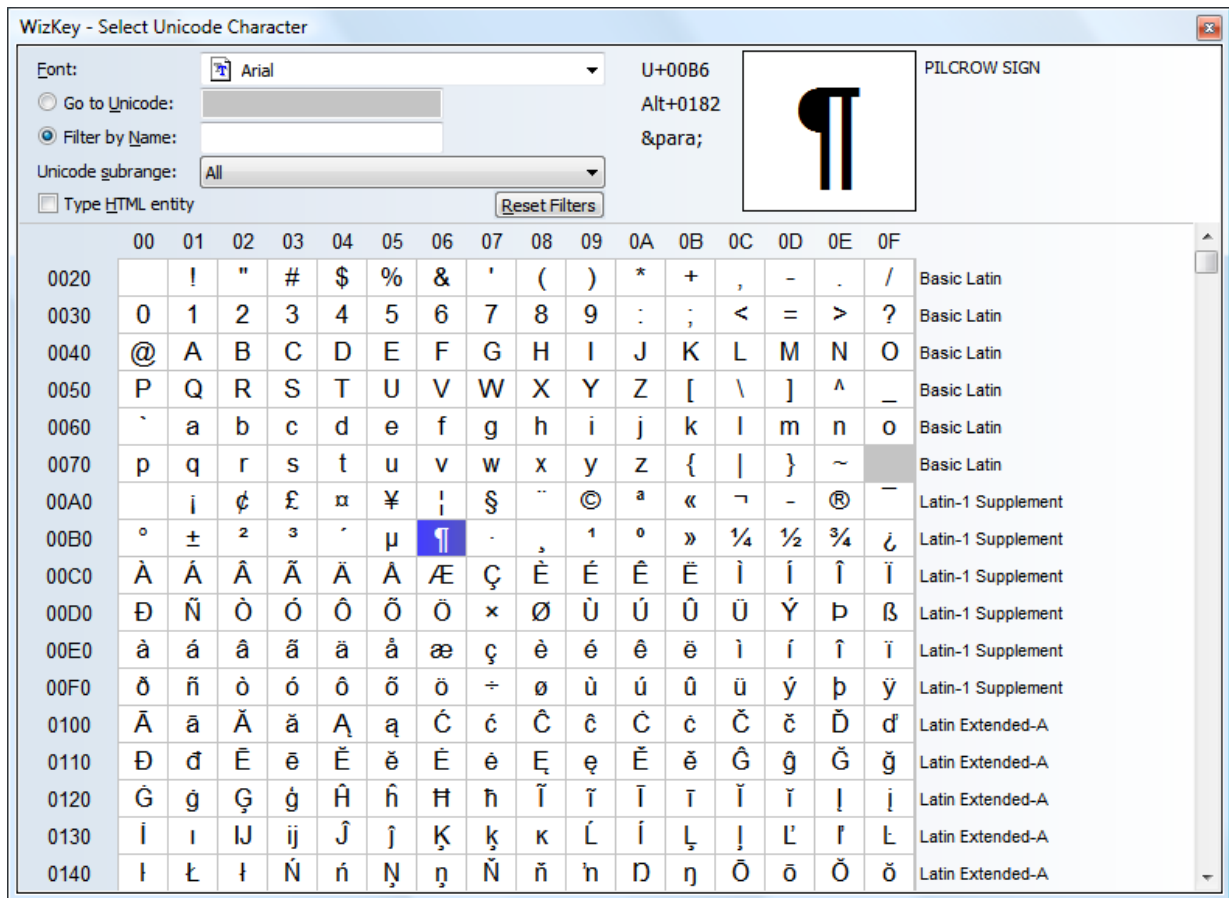

WizKey menu after pressing Ctrl+: (Ctrl+Shift+;)

Now press the accelerator key 'o' to select the ö character. Use sub-menu hot keys for quick and efficient typing of special characters.

Unicode Character Browser

To access any available character select the "Select Unicode Character..." menu option by pressing the '\' accelerator key from the WizKey menu, or by pressing the sub-menu hot key Ctrl+\.
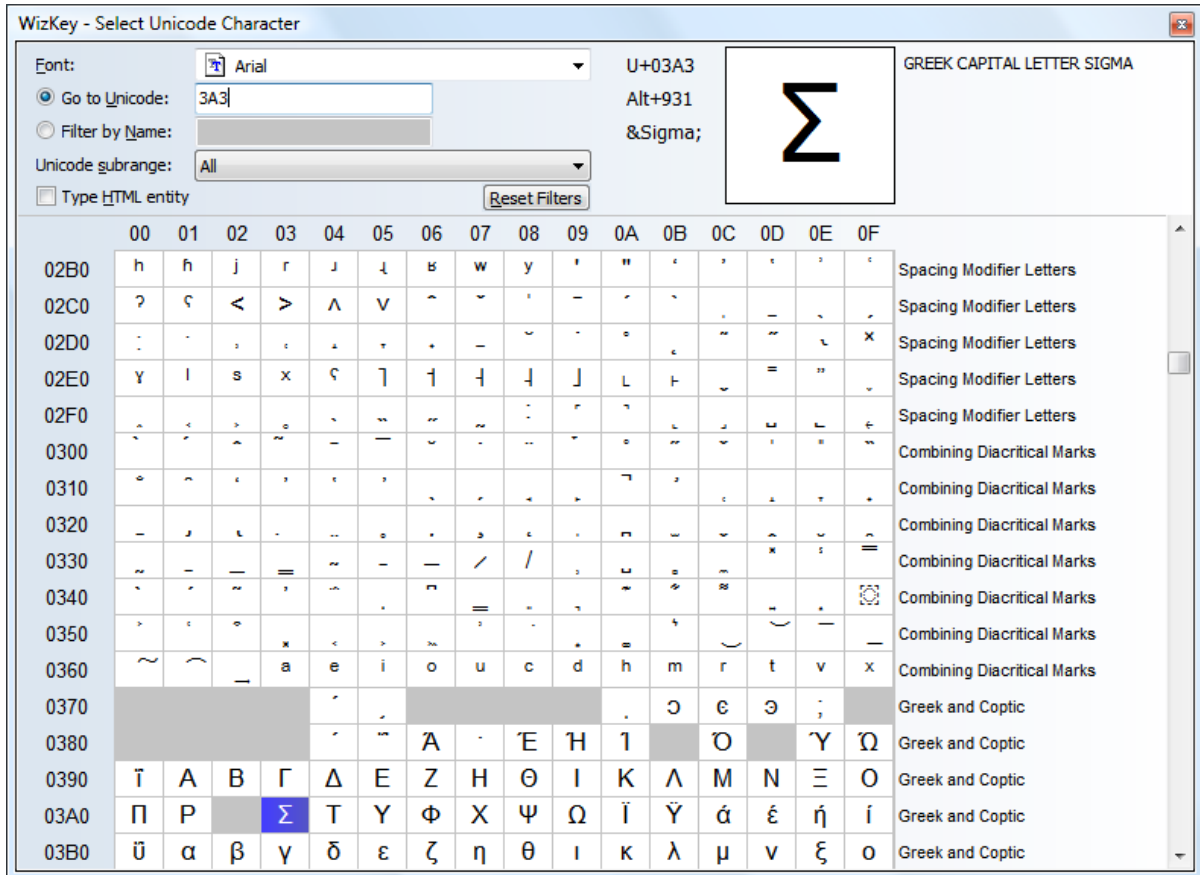
This will display the Unicode Character Browser.

WizKey Unicode Character Browser

The browser will only display characters that are available to the selected font. Browse the grid of characters using the arrow keys, page up/down keys or by dragging the thumb on the scroll bar using your mouse. Press enter or double click on a character with your mouse to select it. After selecting a character the window will close and the selected character will be typed into your application.

To type the HTML entity code of the selected character, enable the 'Type HTML entity' option. This is very useful when editing HTML documents.

A large version of the selected character is displayed in the top right along with a text description. To the left of the large character is the unicode value, the Alt key combination required to type the character (by holding the Alt key and typing the code on the numeric keypad), and the HTML entity code.

If you know the code of the character required type it into the 'Go to Unicode' text field and it will be selected automatically.
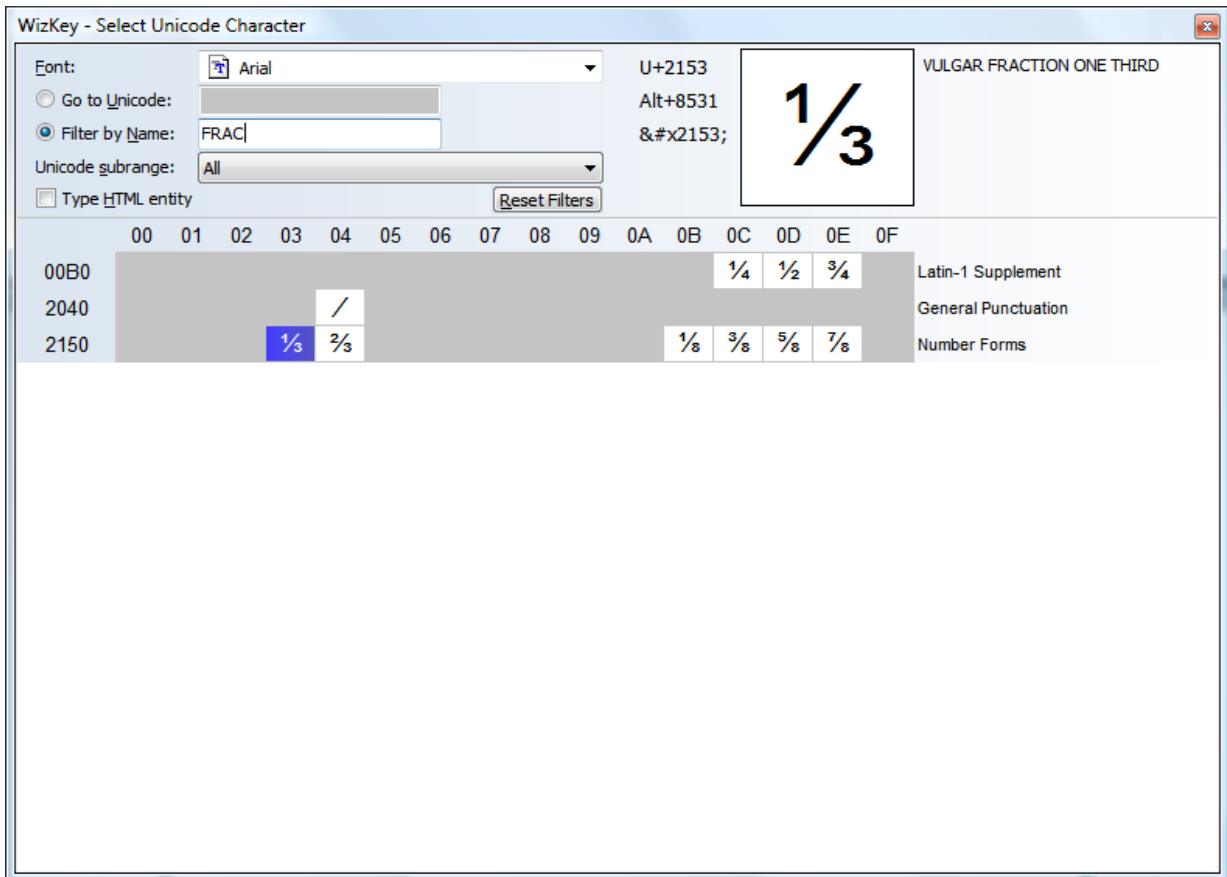
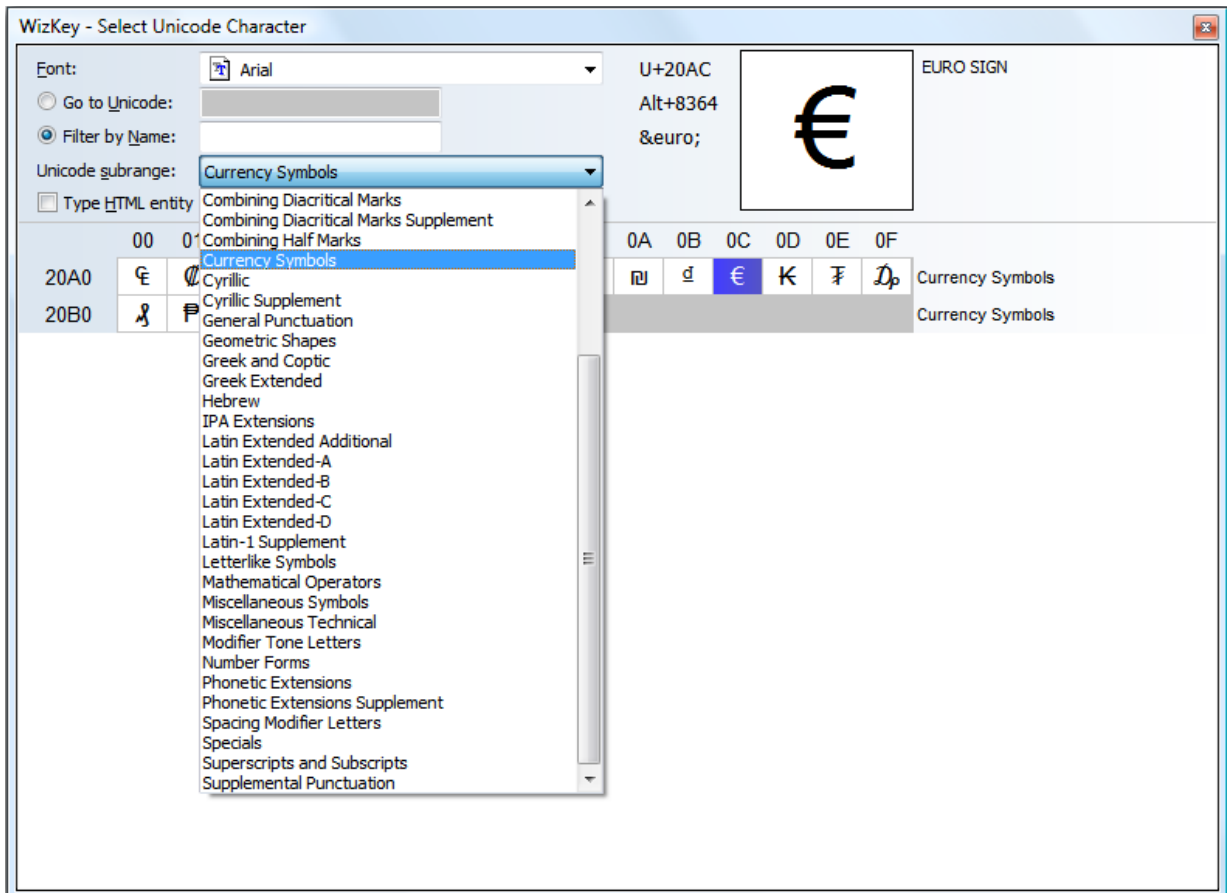*WizKey Unicode Character Browser code search for code 3A3*

To search by name type into the 'Filter by Name' text field. Only characters with matching names will appear in the grid.

Characters can also be filtered by Unicode subrange. Subrange and name filters can be combined.

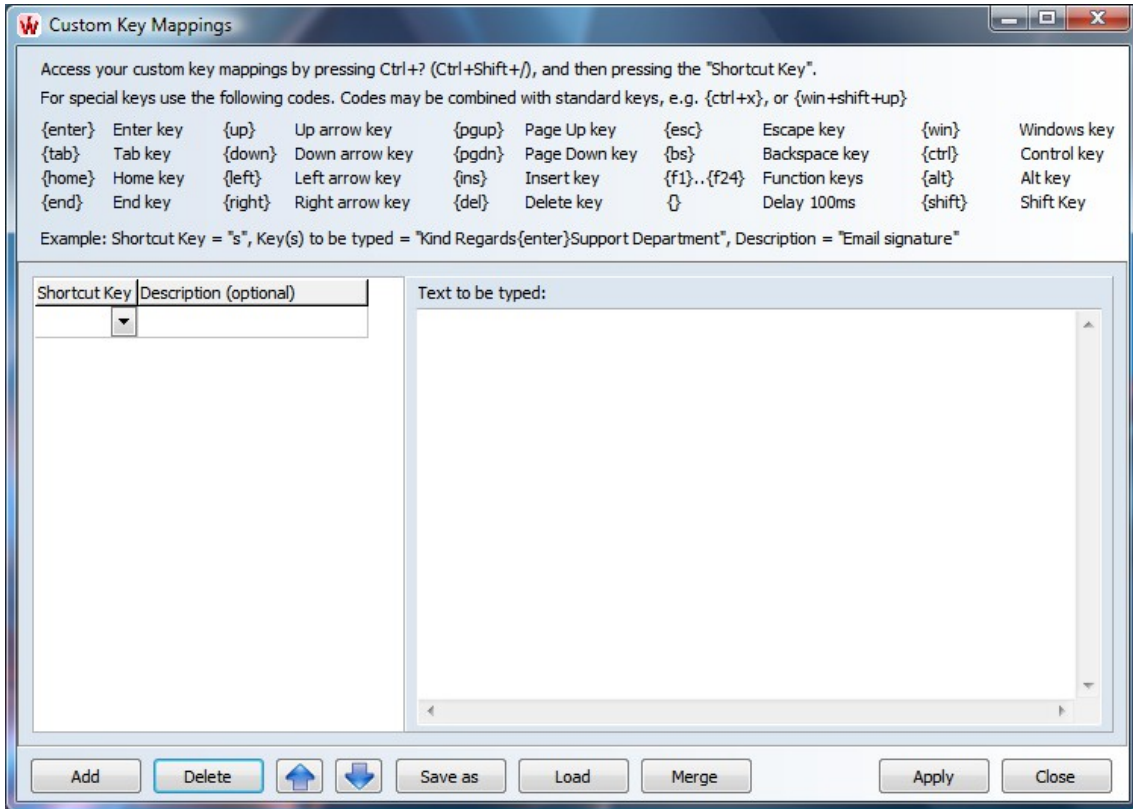To reset the filters click on the 'Reset Filters' button.

WizKey Unicode Character Browser name search
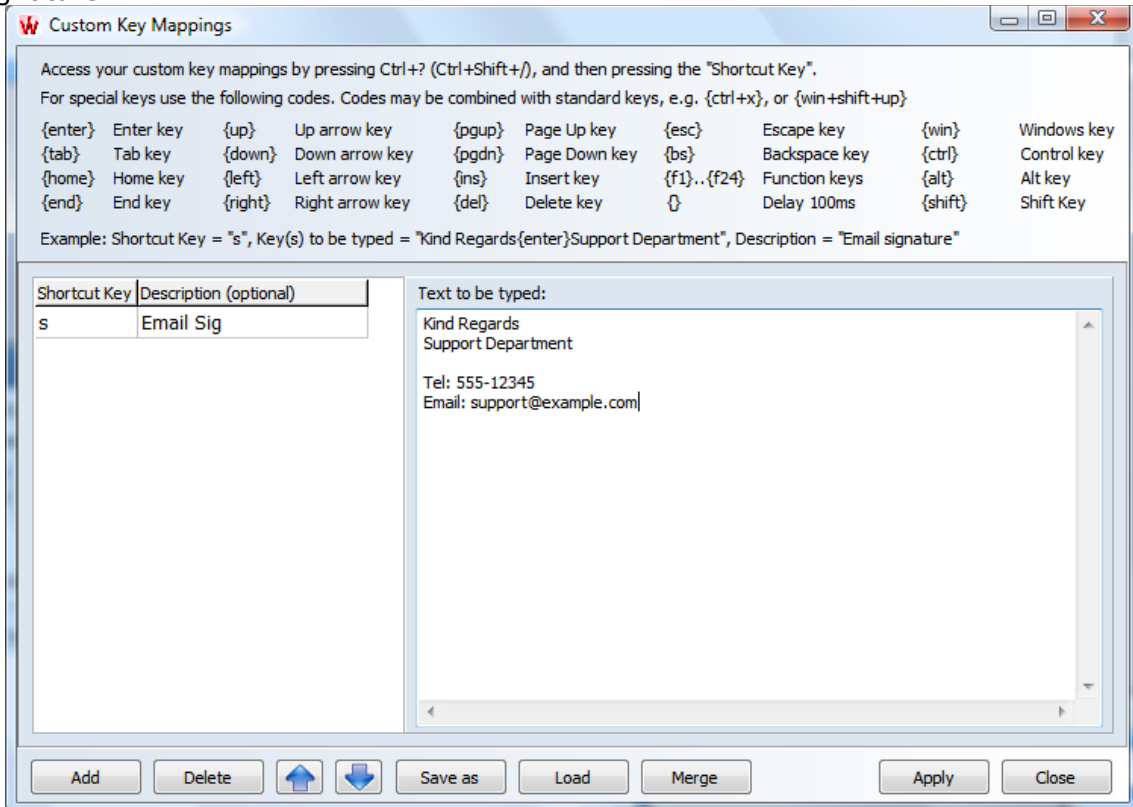

WizKey Unicode Subrange Filter

Custom Key Mappings

Click on the 'Custom Key Mappings' button on the WizKey settings form to configure your own custom key mappings.

Custom Key Mappings configuration

Click on the 'Add' button to a new custom key mapping. In the example below we are adding an email signature.
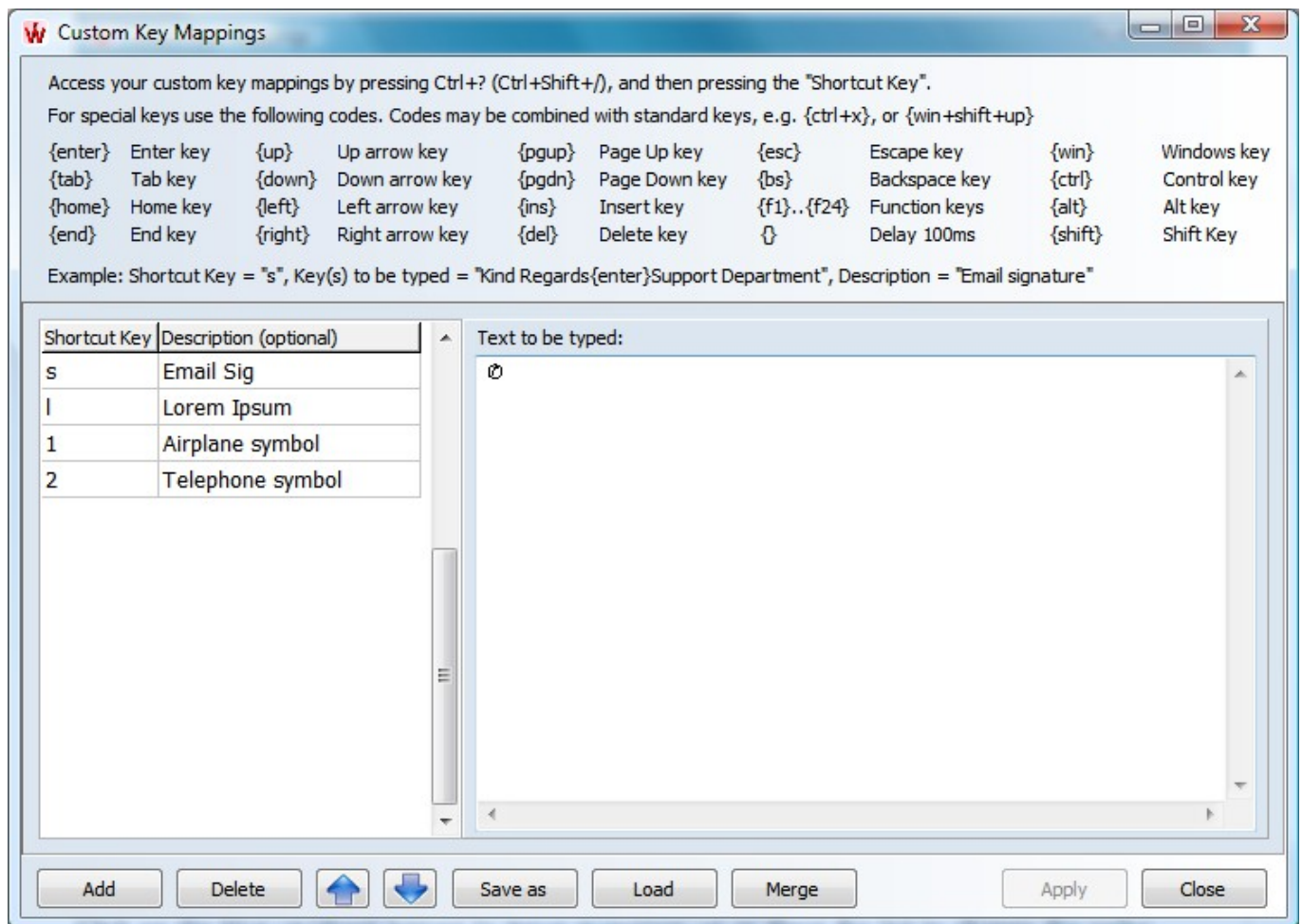

Adding a custom key mapping

Other special keys are available by typing in the appropriate code, such as {tab} or {up}. Available codes are displayed at the top of the screen. Codes may be combined together for special keystrokes, e.g. {ctrl+c}, {shift+alt+F1}.

There is no limit to the number of custom key mappings that can be defined.

Click on the 'Apply' button to save any changes.

Note that WizKey's functionality is available from this form so you can make use of the Unicode Character Browser (Ctrl+\) to type in special 'Unicode' characters.

In the example below we've added some additional custom key mappings:

Several custom key mappings

Click on the 'Delete' button to remove the currently selected mapping from the table.
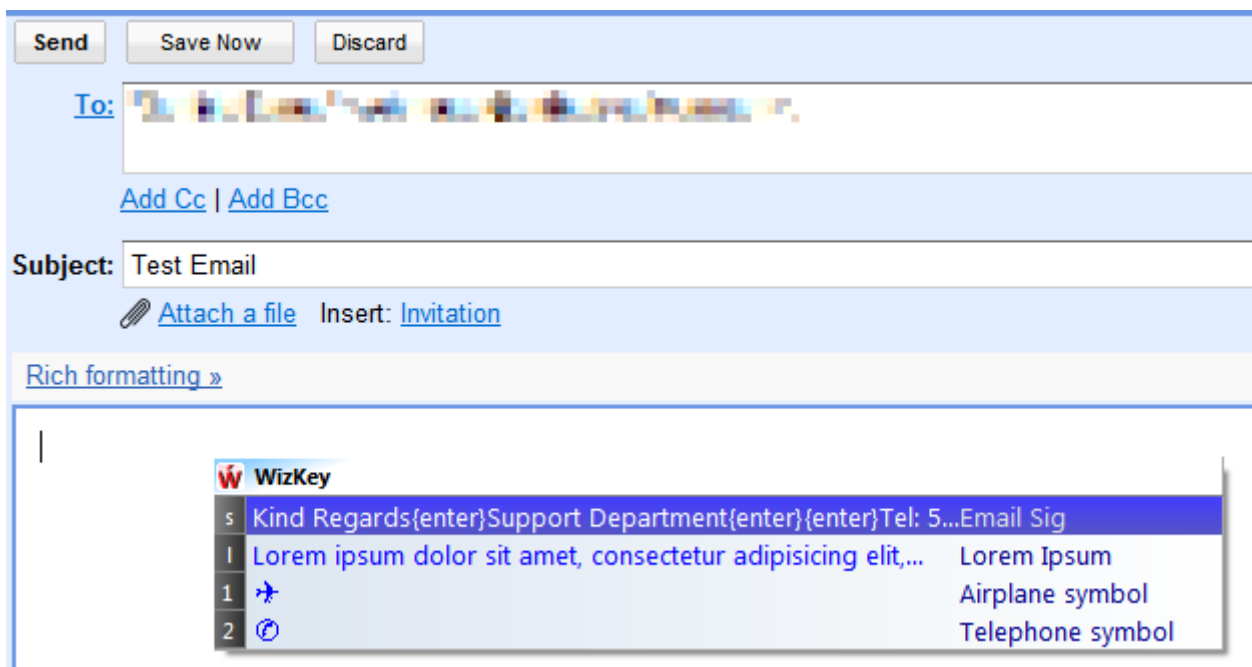
Click on the blue up/down arrows to move mappings up or down the list to change the order.

You can save your custom mappings to a file by clicking the 'Save as' button. This is useful if you wish to back up or share your mappings with other WizKey users.

The 'Load' button allows you to replace your existing key mappings with those from a previously saved file.
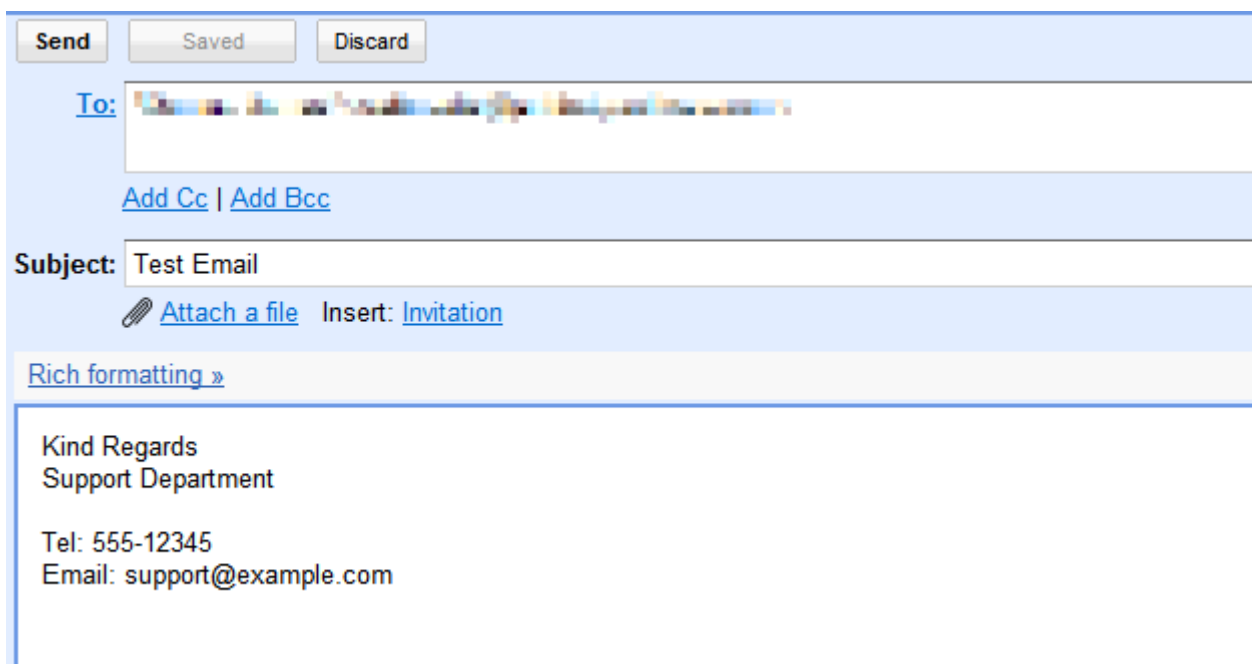
The 'Merge' button is similar to the 'Load' function but will append and update previously saved key mappings into your current key mappings. If a shortcut key and description already exist in your mapping table the 'Key(s) to be typed' will replaced by the value in the saved file, otherwise the mapping record is appended to your current list.

Access your custom key mappings by pressing Ctrl+? (Ctrl+Shift+/) from within any application. In the example below an email signature is being added to an email.

Press Ctrl+? (Ctrl+Shift+/) to display the custom key mappings from within any application

The 'Email Signature' is selected by pressing shortcut key 's' and the keys are typed automatically.

Keys are typed automatically after selecting 'Email signature'