



BAKKER ELKHUIZEN

Work Smart - Feel Good

User Manual



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Introduction

AltMOUSE Efficiency Software teaches shortcut keys as an alternative to using the mouse. In comparison, using keyboard shortcuts saves time and reduces discomfort in your neck, should, arm and hand.

How does AltMOUSE works?

AltMOUSE analyses the actions you perform with your mouse and suggests shortcuts you could use instead. AltMOUSE reminds you of the shortcut, at the moment you click a button by showing the associated shortcut. To give you an insight in the use of shortcuts, AltMOUSE shows you a periodic report. You will also receive a personal recommendation for the next period.

Why and how much time

The following actions are no longer necessary if you use shortcut keys instead of the mouse:

- moving your hand from the keyboard to the mouse
- orient where the cursor is at your screen
- moving the mouse cursor to your target
- clicking the mouse button
- moving your hand from the mouse, back to the keyboard

An average computer user saves 21 minutes per day by substituting half of their mouse actions with shortcut keys

The amount of time you save depends on the amount of shortcut keys you already use when you start using AltMOUSE. The less shortcuts you use; the more time you can save. Also the amount of time you can save depends on how much time you use the computer per day. Higher daily computer time means that you can save more.

80% of computer time is spent using Microsoft Outlook, Word, Excel, PowerPoint and Windows Explorer

This number is based on the average computer user. With these programs providing the largest opportunity to save time, AltMOUSE focuses exclusively on these programs. Many shortcuts you learn in these applications are also relevant in other programs as things become more standardized.

AltMOUSE trains you based on the actions you perform using your computer

AltMOUSE records the actions you carry out with the mouse and provides you with feedback on which of these you perform most plus the corresponding shortcut key. This way you receive individualized training, all while you continue to work as usual. AltMOUSE will use the first period to develop your personal learning list. After this first period, you will receive feedback on the amount of time you have saved by learning new shortcuts and the keyboard shortcuts you should be focusing on next.

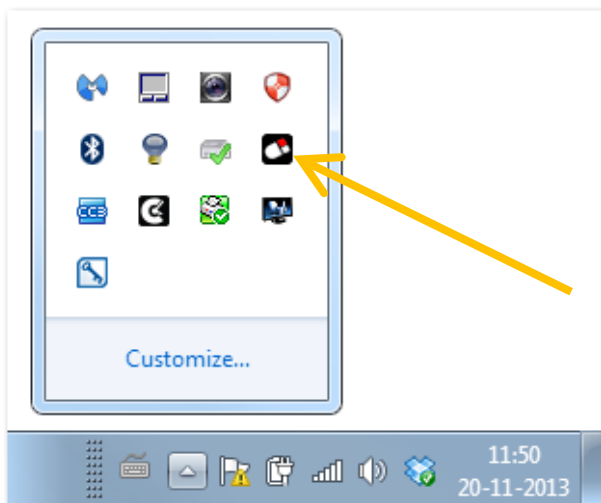
AltMOUSE provides on-screen hints and learning lists so that you learn faster.

If you try and use a mouse to carry out tasks that have been identified for your training, a reminder of the corresponding shortcut key will be displayed. You can also show your

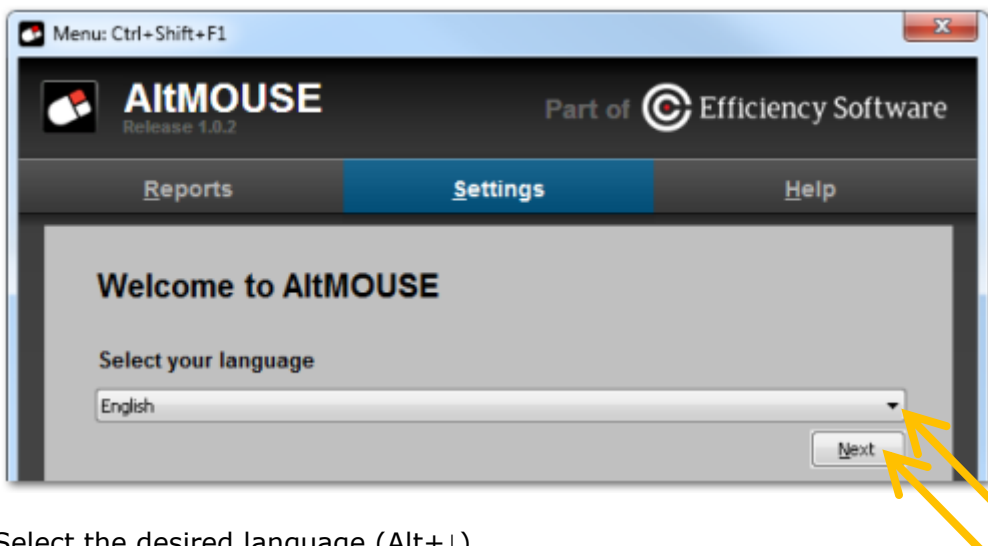
learning list on-screen as you work. This provides direct access to all the shortcuts of most benefit to you.

First time startup

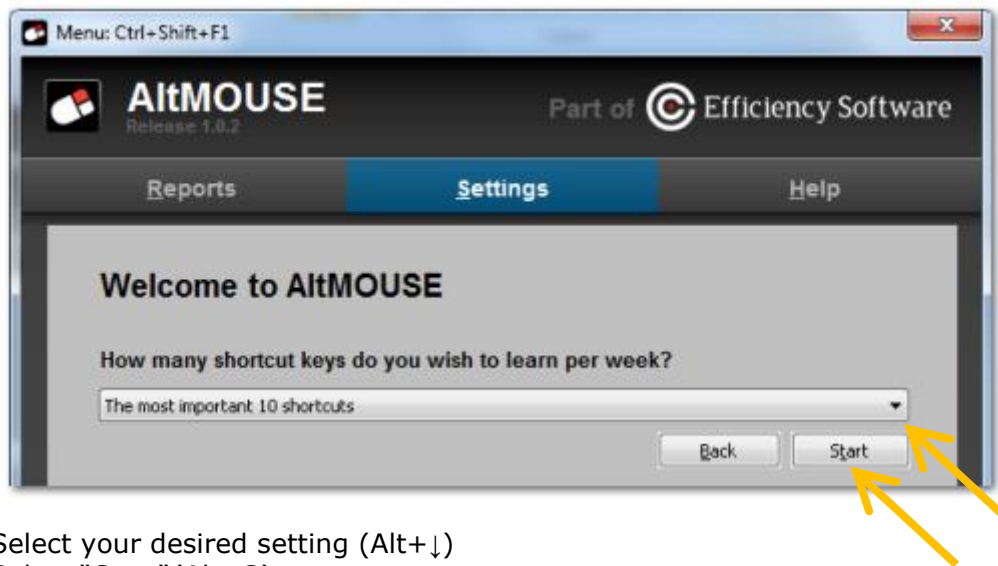
In the right lower part of your screen next to the time display, the black, white and red AltMOUSE icon will appear. You can double click this icon any time to open AltMOUSE. Within the AltMOUSE menu, you can view reports, change settings and get support. You can also open the menu with the shortcut Ctrl+Shift+F1.



Depending on how AltMOUSE has been installed on your computer, you will see the following screens. Please follow the instructions below.



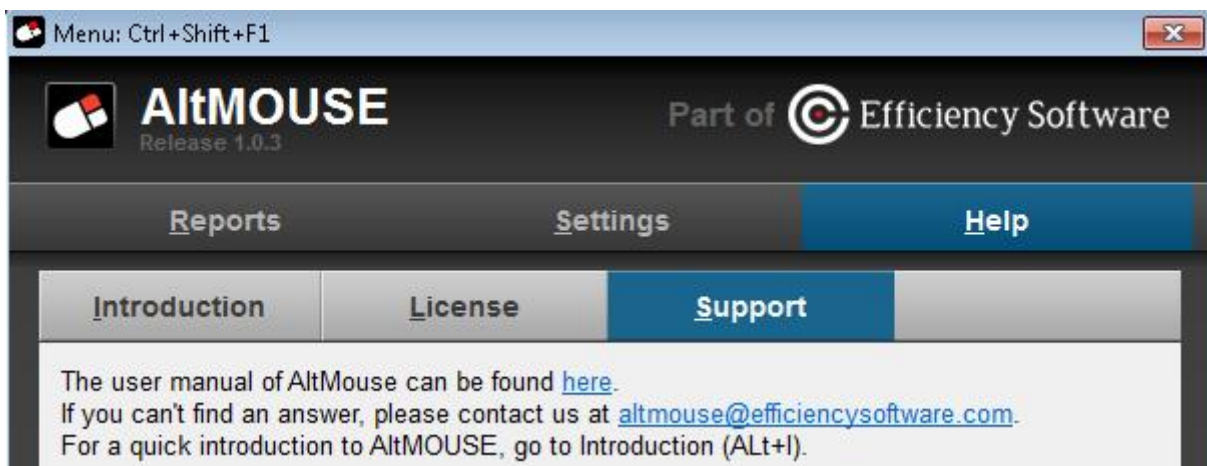
Select the desired language (Alt+↓)
Select "Next" (Alt+N)



Select your desired setting (Alt+↓)

Select "Start"(Alt+S)

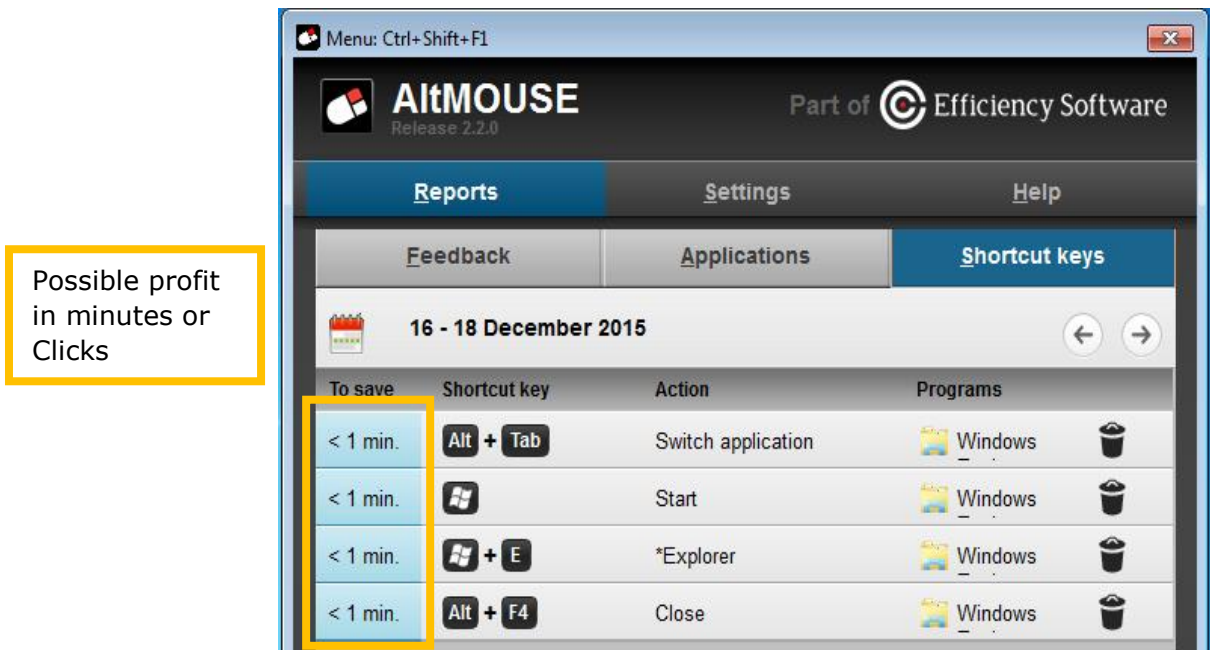
Select "Back" to go to previous screen (Alt+B)



Coaching by AltMOUSE

Analyzing and advising

AltMOUSE needs 3 to 9 days' map you're your mouse use behavior. After those days AltMOUSE gives you advice and insight which shortcuts provide the most profit. AltMOUSE repeats every period. The advice is based on the mouse usage of the period before, and refreshes every period.



Possible profit in minutes or Clicks

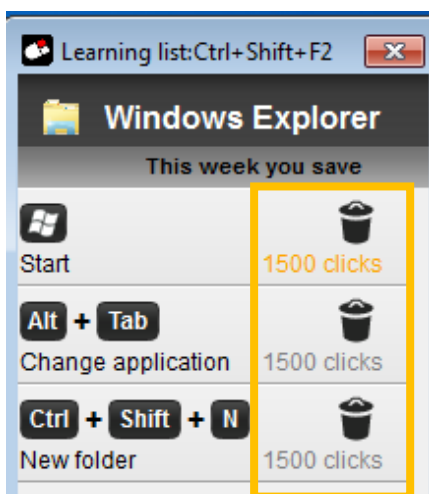
Shortcut hint

By example, if you click the button to close Microsoft WORD, AltMOUSE shows you:



Learning list (Ctrl+Shift+F2)

The learning list is a reminder / cheat sheet that shows you what shortcuts you will be most profitable. AltMOUSE has for each supported program (Windows Explorer, Word, Outlook, Excel, PowerPoint), a separate learning list. You can activate the learning list with Ctrl+Shift+F2. You can drag this screen randomly on your screen to find the most suitable location. You can hide the learning list with the same shortcut: Ctrl+Shift+F2.



Legenda gebruikte kleuren:

RED: Not yet done with shortcut

YELLOW: Shortcut not quite mastered

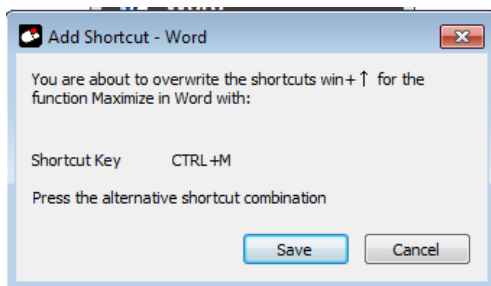
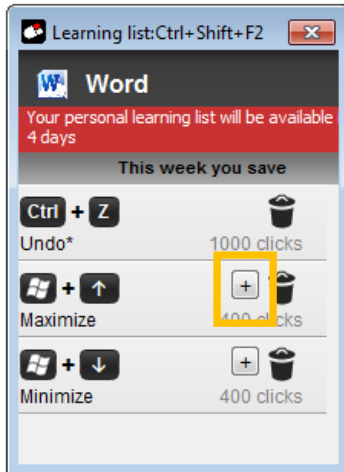
GREEN: Learned shortcut

GREY: This action has not been carried out this week

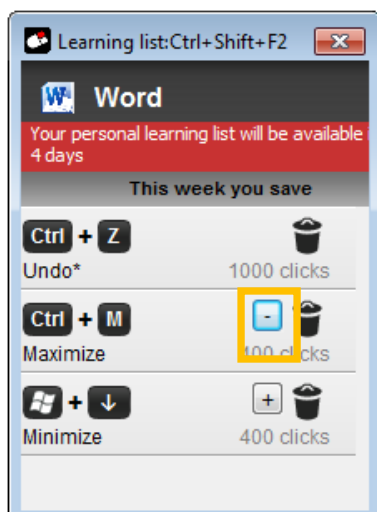
Change Shortcut key combinations

For some shortcut combinations you have the option to assign a different one:

Open the learning list (Ctrl+Shift+F2) click the + button.



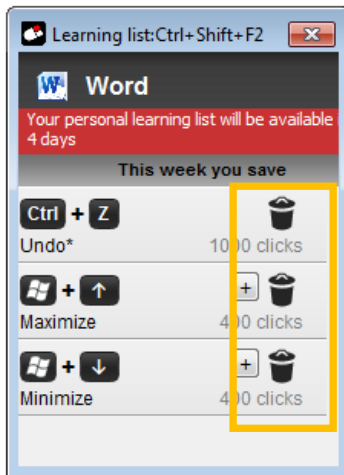
Press the desired shortcut combination and Click Ok. On the learninglist the + will change to a -.



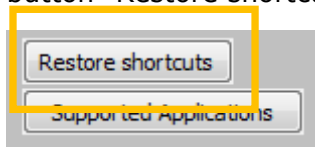
If you don't want to use the custom shortcut and want to return to the original, click on the minus to remove it.

Don't show a specific shortcut hint

To stop seeing a specific shortcut hint. Click on the recycling bin on the right side of the learning list. The Shortcut hint will no longer be disabled on the screen.



To display removed shortcuts again go to the settings tab in AltMOUSE and click the button "Restore shortcuts"

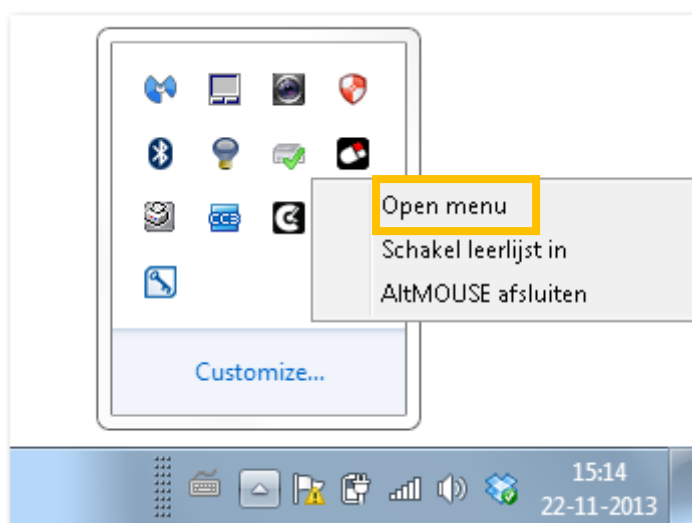


All removed shortcuts will be restored.

Change settings

Open the menu (Ctrl+Shift+F1)

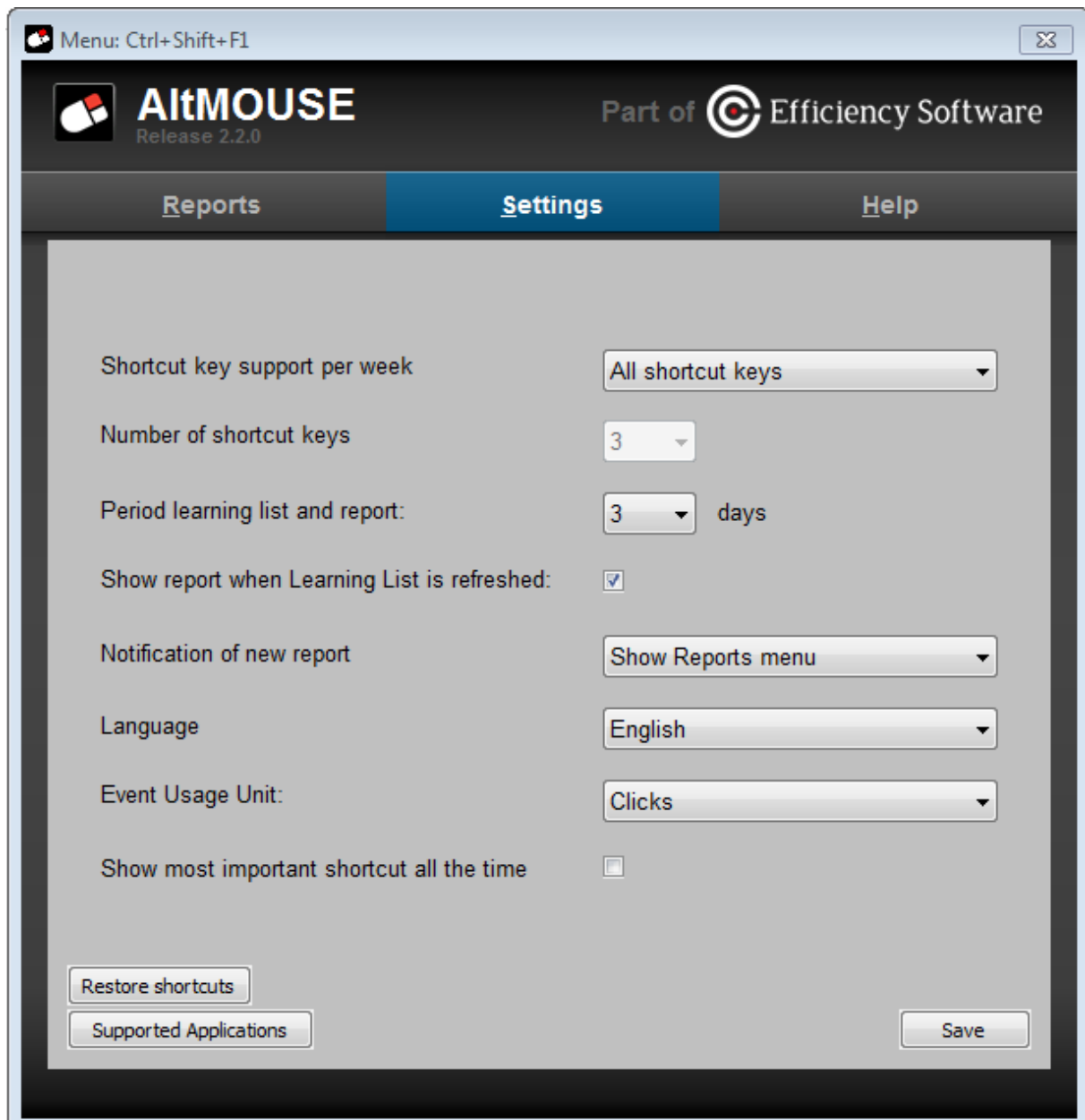
To change your settings, first open the menu. You can use the shortcut Ctrl+Shift+F1 or a mouse action via the icon.



Choose Open menu
(or
Ctrl+Shift+F1)

Go to Settings (Ctrl+S)

- 'Shortcut key support per period: choose between learning all shortcuts for action you perform with the mouse or a selection (only the most used ones, see setting 'Number of shortcut keys below') or learning no shortcut keys (only reporting)
- 'Number of shortcut keys': number of shortcut keys per program. The most important, most frequently used actions will be shown.
- Button 'Supported Applications': can be used in case AltMOUSE does not provide shortcut key hints. A specific version and language can be set for the Microsoft Office programs in this menu.



Need support

Please contact us directly via the form on

<https://www.bakkerelkhuisen.nl/support/software/altmouse/helpdesk/>

FAQs and other materials can be found via

<https://www.bakkerelkhuisen.nl/support/software/altmouse/>

