

Shorthand README.WRI File
Version 3.0 (SHAREWARE Version)
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If you are using Shorthand for the first time, please read this file completely before doing anything else. This file includes a short tutorial to help you get started.

In the Shareware Version of Shorthand, you are limited to 10 dictionary entries. Registered users will receive a fully functional version of Shorthand that supports up to 1000 dictionary entries.

DISTRIBUTION LICENSE

This version of Shorthand is a shareware program that can be freely uploaded to any public bulletin board such as CompuServe, Prodigy, etc. Shareware distributors may distribute this software for a small fee to cover their distribution costs.

REGISTRATION

Shorthand is a shareware program. If you find it useful, please support it by registering today. To register, send a check or money order in the amount of US\$20 to:

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If you are a member of CompuServe, you can register by using the ShareWare Registration Database (GO SWREG). Shorthand is registered under ID# 2649. The fee is \$20.

Registered users will receive a fully functional version of Shorthand that supports up to 1000 dictionary entries.

Unless you specify otherwise, you will receive Shorthand on a 3.5" disk. Please allow 2-4 weeks for delivery (longer if you live outside the United States).

UPGRADE POLICY

If you are a current registered user of a previous version of Shorthand, you can upgrade to the latest version for a shipping and handling fee of US\$10.00.

WHAT'S NEW IN VERSION 3.0

1. The number of characters in the text definitions is expanded from 512 to 1,000 characters.
2. There is a new option to keep Shorthand visible all the time. Shorthand will not automatically minimize (hide) itself if you uncheck the Hide After Typing Text box in the Preferences dialog box (in the File menu). You would use this option if: (a) you don't have a convenient "hot key" available to activate Shorthand or (b) you prefer to use the mouse to select from the dictionary list instead of typing the keyword. Be aware, however, that Shorthand does not recognize the hot key character while the Shorthand window is visible.
3. Shorthand now transfers text to other applications using the Clipboard. This method is an order of magnitude faster than the previous method of transferring text by keyboard simulation. By using the Clipboard, Shorthand can support extended characters and international keyboards. Another advantage of using the Clipboard is that most applications can "undo" the last Clipboard paste operation. To work with the Clipboard, your application must recognize the Shift+Insert command to paste text from the Clipboard. If your application does not support Shift+Insert, the old method of keyboard simulation is still available by the

unchecking the Use Clipboard option in the Preferences dialog box (File menu). The old method of keyboard simulation supports extended characters through the Alt+<ANSI code> mechanism. Not all applications support the Alt+<ANSI code> method of entering extended characters.

4. A Date button to insert the current date is now available in the main window.

INTRODUCTION

What is Shorthand?

Shorthand is a typing productivity tool designed to work concurrently with a Windows word processor or text editor application. Just as a stenographer uses shorthand symbols to represent longer words or phrases, Shorthand allows you to represent words or phrases with a much shorter abbreviation or keyword. Instead of typing in the word or phrase, you type the shorter keyword and Shorthand will take care of inserting the longer word or phrase into your word processor. Shorthand is not limited to word processors. It works just as well with most Windows dialog boxes. For example, do you have a file which you use a lot? Enter its filename and a keyword into Shorthand's dictionary. The next time you need to specify the filename in an application's File Open or File Save dialog box, just activate Shorthand, type the keyword and Shorthand will type the filename for you!

How does Shorthand work?

You execute Shorthand as you would any Windows application. Shorthand waits in the background until you need it. You start your word processor and begin typing normally. When you need to use Shorthand, you simply type a hot key and Shorthand pops up and takes control. You specify the text you want Shorthand to type for you by entering a keyword or using the mouse to select the text from a list. If you wish, you may edit the text before Shorthand types it into your word processor.

What's the difference between Shorthand and my word processor's macros?

Shorthand and your word processor's macros have the same purpose--to reduce the number of keystrokes you need to type commonly used words. Shorthand has the advantage that it is not tied to a single word processor--you can use your Shorthand abbreviations with just about every Windows word processor, text editor, and even with most text edit boxes within dialog boxes. Shorthand is designed to be much easier to use than the macro abilities of most word processors (which usually requires programming); much work has gone into designing a user interface that is readily usable by both touch typists and "hunt-and-peck" typists.

Is Shorthand compatible with my word processor?

Shorthand is designed to work with Microsoft Windows Version 3.1. It does not make use of undocumented Windows features, so it should work as well with later Windows versions. Shorthand works with any Windows 3.1 application that uses the normal Windows keyboard messages as input. Applications that takes its input directly from the keyboard hardware interrupt (such as DOS applications) will not work with Shorthand. Shorthand uses the Windows hooks mechanism to insert characters into the keyboard message queue. Shorthand may be incompatible with applications that use the Windows keyboard hooks to translate or playback keyboard characters.

HOW TO REACH THE AUTHOR

If you have any questions, suggestions, etc. you can reach the author through e-mail at Compuserve 74542,1670, or by writing to:

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517 Cobb Court

TUTORIAL

Start Shorthand

Run the Shorthand application as you would any Windows application by clicking on its icon in the Windows Program Manager.

Adding a New Keyword and Text to the Dictionary

From the Dictionary menu, choose "Add..." to bring up the Add a New Dictionary dialog box. Enter "FOX" in the Keyword box, and enter "The quick brown fox jumped over the lazy dog." in the Text box. Click the OK button to save the new entry. The new entry should appear in the Dictionary list box

Run Shorthand in the Background

Run Shorthand in the background by clicking on the Hide button.

Start Your Word Processor Program

For this tutorial we will use the Windows Notepad program as our word processor. If it isn't already running, run Windows Notepad by clicking on its icon in the Program Manager (normally located in the Accessories Group Box).

Don't Touch That Mouse!

For the rest of this tutorial, we won't be needing the mouse. For the benefit of touch typists, Shorthand can be used without a mouse. Please put your mouse aside and don't touch it until the tutorial is completed.

Using Shorthand

1. Type the following text into Notepad: "FOX TEST:"
2. Type '\ (backslash). Shorthand should pop up with the text caret blinking in the Keyword box.
3. Type "FOX" in the Shorthand's Keyword box; don't hit the ENTER key yet!. Note that the phrase "The quick brown fox jumped over the lazy dog." automatically appears in the Text to Type box.
4. Now press the ENTER key and watch Shorthand type the long phrase for you.

Where to Go from Here

This completes the tutorial. The complete documentation for Shorthand is available on-line through Windows Help. To get the help index, click on "Index" from Shorthand's Help menu.