

SHORTHAND FOR WINDOWS
Version 1.0
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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.

Shorthand is a typing productivity tool designed to work concurrently with a Microsoft Windows 3.1 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!

DISTRIBUTION LICENSE

Shorthand Version 1.0 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 Version 1.0 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\$15 (\$20 if you live outside the U.S.A.) to:

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Registered users will receive Shorthand Version 2.0 which includes the following enhancements:

1. The maximum number of dictionary entries is expanded from 32 to 1000.
2. The text definitions is expanded from a single line of up to 80 characters to support for multiple lines and up to 32,000 characters.
3. You will have the ability to edit the contents of the Text To Insert box before Shorthand types the text for you.
4. A new CAPS function to give you the option to convert the text to upper or lower case, capitalize the first word or capitalize all words before Shorthand types the text for you. For example, if you use "asap" as an abbreviation for "as soon as possible," you can quickly command Shorthand to type it out for you as "as soon as possible," "As soon as possible," "As Soon As Possible," or "AS SOON AS POSSIBLE."

Unless you specify otherwise, you will receive Shorthand Version 2.0 on a 3.5" disk. Please allow 2-4 weeks for delivery (longer if you live outside the United States).

Shorthand Version 2.0 is not a public domain program and is available only to registered users.

HOW TO REACH THE AUTHOR

If you have any questions, suggestions, complaints, etc. you can reach the author at the above

address or at CompuServe 74542,1670.

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.

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.

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 the same Shorthand abbreviations with just about every Windows word processor, text editor, and even with 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?

I have tested Shorthand with WordPerfect for Windows, Windows Write and Windows Notepad, all running on Windows 3.1. Since Shorthand 1.0 is a shareware program, you have the opportunity to try it out on your favorite word processor. If it works well and you like it, you are encouraged to register (see Registration Information at the top of this document).

Compatibility Notes

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.

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.