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Starting Shorthand

Start Shorthand as you would any Windows applications by clicking its icon from within the Windows Program Manager.

Shorthand automatically loads the last dictionary file used. If you wish to use another dictionary, select File | Open or File | New.

Running Shorthand in the Background

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

Pressing ESC or clicking on the minimize button on the main window's title bar does the same thing as clicking on the Hide button.

Once Shorthand is in the background, it monitors every keystroke you make; when the hot key is detected, Shorthand will activate itself.

Activating Shorthand

If Shorthand is running in the background, you activate Shorthand from within your word processor by pressing the hot key character.

If Shorthand is already visible on your screen, you activate it by clicking anywhere inside the Shorthand window.

Specifying The Text To Type

In the Keyword box, enter the keyword of the text you wish Shorthand to type for you. The text associated with the keyword appears in the Text to Type box.

Alternative Method: In the Dictionary List box, highlight the desired text by clicking on it. The selected text appears in the Text to Type box.

Modifying The Text To Type

Shorthand must have been activated from within your word processor by pressing the hot key.

Specify the text to type as described in "Specifying the Text to Type."

You can edit the text that is to be typed by directly modifying the text in the Text to Type box.

Shorthand has built-in functions to:

Capitalize First Word
Capitalize All Words
Capitalize Entire Text

Uncapitalize First Word
Uncapitalize All Words
Uncapitalize Entire Text

Typing Text Into Your Word Processor

IMPORTANT!

Shorthand always types the text into the window in which you pressed the hot key.

The text that Shorthand will "type" into your word processor is displayed in the Text To Type box (see "[Specifying the Text to Type.](#)")

To command Shorthand to type the text into your word processor:

Click the [Type It](#) button.

-OR-

With the [focus](#) in the Keyword box (the text caret must be blinking in the Keyword box), press ENTER. (NOTE: The Keyword box automatically receives the focus whenever Shorthand is activated.)

-OR-

Double-click on the text item in the Dictionary list box.

Introduction

What is Shorthand?

Shorthand is a typing productivity tool designed to work concurrently with a Windows word processor or text editor application. In the same way stenographers use shorthand symbols to quickly jot down text, the Shorthand program allows you to replace frequently used 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. Shorthand can be used to enter names, logins, passwords, internet addresses directly into terminal windows.

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 it 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.

What are the limitations of using Shorthand?

Shorthand text are limited to regular ASCII and some extended ASCII characters; Shorthand presently has no support for inserting function keys, numeric keypad keys, cursor keys, CTRL or ALT key combinations. Shorthand uses the Windows hooks mechanism to monitor and insert characters into the keyboard message queue. Shorthand may be incompatible with applications that use or prevent the use of the Windows keyboard hook to translate or playback keyboard characters.

The hot key character is a special character you type from within your word processor to call Shorthand into action. Shorthand must be running in the background for the hot key to work. Shorthand always ignores the hot key if the Shorthand window is visible.

The keyword is a word up to 8 characters long used as an alias or abbreviation to a longer word or phrase.

In Windows, all mouse and keyboard input are sent to the window with the "focus." Text edit boxes that have the focus have a blinking caret that specifies where the next character is to be inserted. The window that has the focus has its title bar highlighted.

You can highlight an entry in the Dictionary list box in one of three ways: (1) Click the entry with the left mouse button. (2) Press TAB until you are in the Dictionary list box, then use the cursor up/down keys to scroll through the list. (3) Enter the the entry's keyword in the Keyword box.

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The Main Window

The Main Menu

| | |
|------------|--|
| File | Provides functions to <u>create</u> , <u>open</u> , and <u>save</u> dictionary files. In addition the change <u>preference</u> function is located here. |
| Caps | Provides functions to capitalize/uncapitalize the text in the Text to Type box. |
| Dictionary | Provides functions to <u>add</u> , <u>modify</u> or <u>remove</u> dictionary entries. |
| Help | Provides help information functions. |

Text Edit Boxes

| | |
|--------------|---|
| Keyword | Enter the <u>keyword</u> of a dictionary in this box. The Keyword box is enabled only if Shorthand was <u>activated</u> from within your word processor. |
| Text To Type | The text associated with the keyword you entered or selected in the Dictionary list box appears in the Text to Type box. You can edit the text in this box. The Text to Type box is enabled only if Shorthand was <u>activated</u> from within your word processor. |

List Box

| | |
|------------|--|
| Dictionary | Displays keywords and their associated text. |
|------------|--|

Buttons

| | |
|---------|---|
| Type It | Click this button to command Shorthand to "type" the contents of the Text to Type box into your word processor. |
| Hide | Click this button to tell Shorthand to minimize itself and wait in the <u>background</u> for the <u>hot key</u> character. |
| Date | Click this button to command Shorthand to "type" the current date into your word processor. Shorthand uses the Windows "Long Date Format" when typing the date. You can modify the Windows Long Date Format through the "Regional Settings" icon in the Windows 95 Control Panel. |

The Dictionary

Shorthand maintains a "dictionary" which is a list of keywords and their associated text. The number of entries is limited only by the amount of Windows memory and resources.

The Status Bar

The Status Bar is located at the bottom of the Main Window. It displays context sensitive help and the currently hot key character.

Using the Right Mouse Button

You can use the right mouse button to bring up context-sensitive popup menus.

Clicking the right mouse button anywhere inside the Text to Type box brings up a menu for capitalizing or uncapitalizing the text in the Text to Type box.

Clicking the right mouse button anywhere inside the Dictionary list box brings up a menu for adding, modifying or removing dictionary entries.

Effect of the CAPS LOCK, SHIFT, CTRL Keys

The text in the Text to Type box is inserted into your word processor as it appears in the Text to Type box, regardless of the state of the CAPS LOCK, SHIFT and CTRL keys.

Compatibility Issues

Shorthand is designed to work with applications running under Windows 95.

Shorthand works with any Windows 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.

Shorthand may not work with applications that use the Windows 95/NT security functions to prevent other applications (such as Shorthand) from monitoring them.

If the Use Clipboard When Typing Text box is checked in the Preferences dialog box, Shorthand uses the Windows Clipboard to transfer text. For this method to work, the application receiving the text must recognize the standard Shift+Insert key command to paste text from the Clipboard.

Creating a New Dictionary

Selecting "New" from the File menu creates a new dictionary.

Opening a Dictionary File

Selecting "Open..." from the File menu opens and loads a dictionary file.

Saving the Dictionary

Selecting "Save" from the File menu saves the dictionary to a disk file.

Renaming the Dictionary

Selecting "Save As..." from the File menu saves the dictionary to another disk file.

Exiting Shorthand

Selecting "Exit" from the File menu terminates the Shorthand application.

Adding a New Dictionary Entry

Selecting "Add" from the Dictionary menu brings up the Add a New Dictionary Entry dialog box.

Modifying an Existing Dictionary Entry

Selecting "Modify" from the Dictionary menu brings up the Modify Dictionary Entry dialog box.

Removing an Existing Dictionary Entry

Selecting "Remove..." from the Dictionary menu will delete the selected (highlighted) entry in the Dictionary list box.

There are two alternate methods to delete an entry from the dictionary:

Highlight the desired entry to delete in the Dictionary list box then press CTRL+R from your keyboard to delete it.

-OR-

Highlight the desired entry to delete in the Dictionary list box then click the right mouse button anywhere inside the Dictionary list box and select "Remove... " from the popup menu.

Editing the Dictionary

[Adding a New Dictionary Entry](#)

[Modifying an Existing Dictionary Entry](#)

[Removing an Existing Dictionary Entry](#)

Preferences

Selecting "Preferences..." from the File menu brings up the Preferences dialog box.

Converting the Entire Text to Uppercase

Selecting "Capitalize All Text" from the Caps menu will convert all characters in the Text to Type box to uppercase.

Alternative Method

Press ALT+ENTER to command Shorthand to type the text in the Text to Type box into your word processor with all characters in uppercase.

Converting the Entire Text to Lowercase

Selecting "Uncapitalize All Text" from the Caps menu will convert all characters in the Text to Type box to lowercase.

Capitalizing the First Word

Selecting "Capitalize First Word" from the Caps menu will convert the first character of the first word in the Text to Type box to uppercase.

Alternative Method

Press CTRL+ENTER to command Shorthand to type the text in the Text to Type box into your word processor with the first character of the first word in uppercase.

Uncapitalizing the First Word

Selecting "Uncapitalize First Word" from the Caps menu will convert the first character of the first word in the Text to Type box to lowercase.

Capitalizing All Words

Selecting "Capitalize All Words" from the Caps menu will convert the first character of every word in the Text to Type box to uppercase.

Alternative Method

Press SHIFT+ENTER to command Shorthand to type the text in the Text to Type box into your word processor with the first character of every word in uppercase.

Uncapitalizing All Words

Selecting "Uncapitalize All Words" from the Caps menu will convert the first character of every word in the Text to Type box to lowercase.

The About Shorthand Dialog Box

Selecting "About Shorthand..." from the Help menu brings up a dialog box that displays the Shorthand version number and copyright information.

The Add a New Dictionary Entry Dialog Box

This dialog box allows you to add a new keyword and its associated text to the dictionary.

There are several ways to bring up the dialog box:

1. Select "Add..." from the Dictionary menu.
-OR-
2. Press CTRL+A from your keyboard.
-OR-
3. Click the right mouse button anywhere in the Dictionary list box, and select "Add... " from the popup menu.

Keyword

Enter a unique keyword (up to 8 characters) in the Keyword box. If you enter a keyword that already exists in the dictionary, an error message will be displayed.

Text

Enter the text that is to be associated with the keyword in the Text box. Note: Pressing the ENTER key in the text box will insert a "new line" (carriage return/linefeed) into the text.

Buttons

The following buttons affect only the Text box.

Undo Undo the last edit operation.

Copy Copy the selected text to the clipboard.

Cut Delete the selected text.

Paste Paste the contents of the clipboard to the Text box.

The Modify Dictionary Entry Dialog Box

This dialog box allows you to add a modify a keyword or its associated text in the dictionary.

There are several ways to bring up the dialog box:

1. Highlight the desired entry to modify in the Dictionary list box and then select "Modify..." from the Dictionary menu.
-OR-
2. Highlight the desired entry to modify in the Dictionary list box and then press CTRL+M from your keyboard.
-OR-
3. Highlight the desired entry to modify in the Dictionary list box and then click the right mouse button anywhere inside the Dictionary list box and select "Modify..." from the popup menu.

Keyword

You can change the keyword in the Keyword box. If you enter a keyword that already exists in the dictionary, a warning message will be displayed.

Text

Enter the text that is to be associated with the keyword in the Text box. Note: Pressing the ENTER key in the text box will insert a "new line" (carriage return/linefeed) into the text.

Buttons

The following buttons affect only the Text box.

Undo Undo the last edit operation.

Copy Copy the selected text to the clipboard.

Cut Delete the selected text.

Paste Paste the contents of the clipboard to the Text box.

The Preferences Dialog Box

Selecting "Preferences..." from the File menu brings up a dialog box that allows you to change the hot key character and edit sound options.

Hot Key Character

Select the hot key character from the list.

Beep When Hot Key Pressed

When this option is checked, the PC speaker will beep whenever you hit the hot key to activate Shorthand.

Beep When Typing Empty Text String

When this option is checked, the PC speaker will beep when Shorthand has nothing to type (that is, when there is no text in the Text to Type box; this can occur if you enter a non-existent keyword and press the ENTER key).

Run Minimized

When this option is checked, Shorthand will automatically hide itself when you first execute the program. This is useful if you want to execute Shorthand automatically by placing it in Window 95's Startup folder.

Enable Quick Keyboard Input

When this option is checked, there is no need to hit the ENTER key after typing in the keyword. For example, if you have a keyword called "asap" and you have no other keyword beginning with "asap", you need only type the hot key + "asap" (instead of the hot key+"asap" + ENTER) from your word processor to transfer the text associated with the "asap" keyword.

Use Clipboard When Typing Text

When this option is checked, Shorthand uses the Clipboard to transfer the text. If this option is not checked, Shorthand types the text by simulating keyboard input. By default, Shorthand uses the Clipboard to transfer the text. If you are unable to make Shorthand work with some applications you might want to try to disable the Use Clipboard option.

The advantages of using the Clipboard to transfer text are:

1. Fast text transfer.
2. Supports extended characters and international (not United States) keyboards.

The disadvantage of using the Clipboard to transfer text is:

1. Receiving application must support the Shift+Insert keystroke command to paste text from the Clipboard.

The advantage of using keyboard simulation to transfer text is:

1. Works with most Windows applications when typing standard ASCII characters.

The disadvantages of using keyboard simulation to transfer text are:

1. Slow text transfer with certain applications.
2. May not work with certain applications when typing extended characters.
3. May not work with certain applications when using a non-U.S. keyboard.

