

**Shorthand for Windows**  
**Shareware Version 4.0**  
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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.

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\$25.00 (US\$26.00 if you live outside the United States) to:

Christopher S. Lim  
517 Cobb Court  
La Puente, California 91746

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

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 US\$15.00 (US\$16.00 if you live outside the United States). If you are a member of CompuServe, you can upgrade by using the ShareWare Registration Database (GO SWREG). The Shorthand Upgrade is registered under ID# 10731.

**WHAT'S NEW IN VERSION 4.0**

1. Shorthand 4.0 is a native 32-bit Windows application designed to run under Windows 95.
2. The Date button now uses the Long Date format specified in the Windows 95 Control Panel's Regional Settings icon.
3. There is a new "Run Minimized" option in the Preferences dialog box to automatically start Shorthand in a minimized state. This is useful if you want to automatically execute Shorthand by placing it in the Windows 95 Startup folder.
4. There is a new "Quick Keyword Input" option in the Preferences dialog box. If this box 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" defined in Shorthand **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.
5. The number of dictionary entries is limited only by available Windows memory and resources.
  6. The length of the text associated with a keyword is limited to 30,000 characters. However, the amount of text that can be transferred is limited to the first 8000 characters if you did not check the Use Clipboard option in the Preferences box because it is not practical (it would take too long!) to transfer more than 8000 characters through keyboard simulation.
  7. The "Hide After Typing Text" option in the Preferences dialog box is no longer available. Shorthand can only transfer text to applications from which you typed the hot key.
  8. The Browse button (which allowed you to insert filenames) in the Add/Modify Dictionary Entry dialog boxes is no longer available.

## **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. 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 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 the Microsoft Windows 95 operating system. 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) or utilize security locks will not work with Shorthand. 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.

## **HOW TO REACH THE AUTHOR**

If you have any questions, suggestions, etc. you can reach the author through e-mail at CompuServe 74542,1670 (Internet: 74542.1670@compuserve.com), or by writing to:

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## TUTORIAL

### **Start Shorthand**

Run the Shorthand application (filename "SHORTHND.EXE") as you would any Windows application.

### **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.

### **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.

### **Additional Tips**

- To insert a Tab character in the Dictionary text box, press Ctrl+Tab.
- For information on inserting special characters (such as the copyright symbol), click the Help icon in the Windows 95 Start button and search for the phrase "character map."