

30-DAY TRIAL DISK

SHORTHAND FOR WINDOWS™

GETTING STARTED

A Product of OfficeSoft LLC, California USA
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Web Site: <http://pcshorthand.com>

INSTALLATION

This version of Shorthand has been tested on Windows 95, Windows 98, Windows Me, Windows NT 4.0 (Service Packs 3 and later), Windows 2000 and Windows XP.

If you are a current user of Shorthand: We suggest you first backup your Shorthand files (see below) and make sure Shorthand is not running before installing this new version.

TO INSTALL:

1. If you have Windows NT/2000/XP, you will need to be logged in with "administrator" security level.
2. If you have previously installed Shorthand, make sure Shorthand is not running.
3. Insert the Shorthand Disk #1 into your computer's A: drive.
4. Click the Windows **START** button.
5. Select **RUN**.
6. Type `A:SETUP.EXE` in the **Open** box and click **OK**.

TRIAL LICENSE

Unless a valid, existing license is detected, the SETUP program automatically installs a 30-day trial license (the 30 days starts from the first time you install Shorthand 8). If you need more time, please email us at help@pcshorthand.com to request an extension. If you wish to keep Shorthand past the 30 day trial period, you will need to purchase a permanent license. You can order a license at: <http://pcshorthand.com/reg.html>

DOCUMENTATION

All documentation is available on-line by choosing Contents from Shorthand's Help menu. You can download a printable version of the Help file from <http://pcshorthand.com/download.html>. You can also purchase the book *Shorthand: A How-to Guide* from <http://pcshorthand.com/book>

RUNNING SHORTHAND

Double-click the Shorthand icon to start Shorthand. The executable filename is **SH8.EXE**.

QUICK TEST

If you are using Shorthand for the first time, Shorthand opens the DEMO1.SPF dictionary which contains some sample words.

For a quick test of Shorthand, do the following:

1. Start Shorthand; Shorthand's About Box appears with the number of days remaining (when you enter your Registration ID, the number of days remaining is replaced with your Registered name).
2. Click the Shorthand icon in the system tray (lower right corner of your screen) to bring up the Shorthand main window:



3. Choose **Open** from Shorthand's **File** menu and open the DEMO1.SPF file.
4. Click the **Hide** button to hide Shorthand and activate keyboard tracking.
5. Start NOTEPAD or any other word processor.

To demonstrate the AUTOREPLACE feature:

6. In your word processor, type "asap" followed by a SPACE. Shorthand should insert the phrase "as soon as possible" into your word processor. (If nothing comes out, see the separate "TROUBLESHOOTING GUIDE".)

To demonstrate Shorthand's hot key feature:

7. In your word processor, press the **F10** key. Shorthand's main window should appear.
8. Use your mouse to select the "ASAP" keyword in Shorthand's dictionary list. The text "as soon as possible" should appear in the TEXT TO TYPE box.
9. Click the **Type It** button to insert the contents of the TEXT TO TYPE box into your word processor.

Read the TUTORIAL AND DEMOS section in Shorthand's on-line Help (choose **Contents** from Shorthand's **Help** menu) for a more comprehensive tutorial and demonstration of Shorthand.

HOW TO BACKUP YOUR SHORTHAND FILES

Shorthand stores each word list in a file with the extension **.SPF**. To copy the active dictionary to a floppy disk:

1. Insert a blank, formatted diskette into your computer.
2. Choose **Copy To** from Shorthand's **File** menu.
3. In the **Save In** box, select **3.5 Floppy (A:)** and click **OK**.

This will copy the active dictionary to the floppy disk (linked entries will NOT be copied). If you have more than one dictionary, open the other dictionary by either clicking its tab or by choosing Open from Shorthand's File menu then copy it to the diskette as described above.

Alternatively, you can backup your word lists by using Windows Explorer to manually copy the .SPF files; the complete pathname to the .SPF file can be found by choosing **Info** from Shorthand's **Dictionary** menu.

To restore a backup file: Use Windows Explorer to copy the .SPF file from your diskette back to the hard drive then choose **Open** from Shorthand's **File** menu to load in the word list.