

SpeedType Helpful Tips

A. How to Set Up Formatting Command Codes inside SpeedType™.

1. On the main screen of SpeedType™ (F10), click the Add button.
2. Inside the Dictionary Text Add Window, inside the Text to Type window, hit Ctrl+K combination keys on your keyboard.
3. This will bring up a window that states, "The next key typed will be the key assigned to the shortcut."
4. To bold, hit the letter B here. A window will pop up with the B inside the center box. You will have Ctr, Alt, or Shift options.
5. Check the Ctrl box and click Okay.
6. A tag {@KEY Ctrl+B} will be placed inside the Text to Type window. This tells SpeedType to begin the Bold formatting.
7. Right next to the last bracket type in your long form text as you wish it to appear.
8. At the end of your long form text repeat the step above, i.e. Ctrl+K, hit the letter B and check the Ctrl box. This tells SpeedType to turn off the bold command.
9. The same steps above can be used to set your underline, italics, pause, tabs, backspace commands.
10. Please remember ONLY when using the bold, italics, or underline commands that you need a beginning (to turn the function on) and ending command (to turn the function off).
11. SpeedType™ is a text transfer utility program and will only do what you program it to do.

B. BACKUP STEPS TO PRESERVE AND IMPORT DICTIONARY FILES

No SpeedType™ user should ever lose their dictionary file/files. They are regular Windows data files with a .spf extension.

TO PRESERVE A SpeedType™ DICTIONARY FILE/FILES (.spf) **From SpeedType™ main screen:**

1. Click on the SpeedType™ toolbar at File/Save As to be able utilize the up one level arrow yellow folder icon for navigating.
2. Select your SpeedType™ file name (.spf) (left click)
3. Left Click on the yellow folder icon to navigate backwards to your backup drive or iCloud account. The Save In: field will reveal your destination. Pay attention to where it is being saved to.
4. Click the Save button and Windows will save it to that chosen path. Done!

TO PRESERVE A SpeedType™ DICTIONARY FILE/FILES (.spf) **From inside Windows Explorer** on your PC:

1. Open Windows Explorer.... (right click on Windows icon bottom left corner of taskbar. Left click on File Explorer)
2. Left Double click c:\ drive to reveal its folders.
3. Left Double click the st10 folder to populate all your SpeedType™ files inside that folder.
4. Select or highlight (left click) YOUR customized SpeedType™ file (.spf)
5. Right click on YOUR file name, (Ex: richard.spf) and left click on Send To:
6. Choose Mail Recipient and email them to your preferred email address.

FOR REIMPORTING SpeedType™ (.spf) FILE INTO NEW SpeedType™ SYSTEM FILES **from a Backup drive:**

1. After SpeedType™ is installed to PC click on File/Open.
2. Utilizing the yellow folder icon left click backwards to navigate to your preserved file's path, whether it be a backup drive or iCloud account.
3. Select customized file name (Ex: richard.spf) and click the Open button inside the SpeedType™ Open Dictionary window.
4. Click File/Save and you're done!

FOR REIMPORTING YOUR SpeedType™ (.spf) FILE INTO YOUR NEW SpeedType™ SYSTEM FILES **via EMAIL Download:**

1. From an email containing the backed up SpeedType™ (.spf) file, download that file into the c:\st10 folder on your new PC.
2. On the SpeedType™ main screen toolbar click on File/Open.
3. Select your file name.
4. Click the Open button.
5. Click File/Save and it's locked into your new files at c:\st10 folder at this time!

C. SPEEDTYPE PRINT TO FILE INSTRUCTIONS

SpeedType main screen go to

1. File.
2. Print to File (This will bring up the Save As window)
3. Save In: My Documents
4. File Name: Ex: Demo1.spf (your file name _____ .spf)
5. Save As Type: Text File (.txt)
6. In My Documents click on your file name (.spf) to highlight.
7. Use the Windows toolbar Print icon to print your word list file.

More detailed instructions:

1. Go to File and Print to File on the main screen.
2. In the next window that pops up where it states Save In: use your browser button (yellow folder with up one level arrow) to go backward to your My Documents folder.
3. At File Name type in your Judy.spf (or whatever your dictionary file name is with the .spf extension).
4. At Type of File: leave it as Text File (*.txt). And click Save.
5. You have just saved your .spf file as a .txt file in My Documents. Close out of that SpeedType window and Hide your main screen.
6. Open up Windows Explorer and double click on My Documents.
7. On the right side you will see your new file (Judy).txt. Click on that file once to highlight and click on the Print icon and voila! Have lots of paper in your printer as it prints out each short form/long form in paragraph format.

D. Here's How to Deal with Access Violation Errors:

If SpeedType crashes, you should always restart Windows to clear the computer memory of errors.

The most common reason for the "Access Violation" error is if your word processor has insufficient resources (ST shares the resources used by your word processor).

To make sure your word processor has all the memory it needs, we suggest you run ST last. That is, launch your word processor first, launch any other programs you need then launch ST last.

Also, how are you launching ST?

If you are launching ST automatically whenever Windows starts up (i.e. ST is in your Windows Startup Folder):

I suggest you remove ST from the Startup folder and instead launch ST manually by clicking on the ST desktop icon.

Again, launching ST last (after all your other programs) will usually avoid any memory issues.

Do you use remote control software (e.g. DameWare Mini Remote Control) to access your user's computers? The presence of another program that also tracks the keyboard could also cause memory access violation errors.

If you are using a Remote Desktop, you should be able to get ST working correctly by disabling the remote desktop's "mirror driver".

Some versions of Remote Desktop uses a 'mirror driver'.

Look in Display Adapters in the Windows Device Manager

(see <http://pcsupport.about.com/od/windows7/f/open-device-manager-windows-7.htm>) and see if 'Mirror Driver' is listed.

Uninstall the Mirror Driver and reboot your computer.

It is important you reboot (restart) Windows after uninstalling the mirror driver.

Again, please make sure you restart (reboot) your computer after you get an "access violation" error to make sure the computer memory is cleared of errors.

E. What Can Change the PC ID KEY:

1. Replacing or installing a new hard drive.
2. Reformatting your hard drive.
3. Reinstalling or upgrading Windows.
4. Changing your User Profile.
5. Changing the computer name.
6. Adding/Removing a network drive.
7. If the hardware configuration changes (such connecting /disconnecting a hard drive or adding more memory)

F. INSTRUCTIONS ON HOW TO GET YOUR PC KEY:

1. If you haven't already done so, install SpeedType Version 10 for Windows 7, 8, or 10 on the computer that will be running SpeedType. (Note that your license will not work on any other computer so make sure you install SpeedType on the correct computer.)

2. Start SpeedType. SpeedType should display a window with the title "About SpeedType".

3. Click the "Licensing Info" button (next to the OK button) and you should see a window displaying a message like:

PRODUCT: SpeedType

UserID= xxxxx

NUsers= PC

LicenseID= xxxxxxx

PCKey= xxxxxx

InstallDate= xxxxxx

When you see the above message, click the "COPY TO CLIPBOARD" button at the bottom of the message window to copy it to the clipboard and paste it to an email message and email it to betsy@speedtype.com.