

Installation Guide/How To Get Started

DOWNLOAD INSTRUCTIONS:

When prompted, select Save rather than Open. Save the zipped installation to a folder on your machine.

Browse to that folder in Windows Explorer and double click the zip file to open it. Click the link that says 'Extract All Files'.

Follow the prompts in the Extraction Wizard and save Setup.exe to your hard drive.

Browse to the location where Setup.exe was saved and run the Installation program by double clicking on Setup.exe.

When the program asks for a 'valid license' click the Okay button to allow its access. This window will show up for 15 days until an official license is purchased. To bypass this warning, click the Okay button. You are now using the DEMO version which ends 15 days from date of install.

SpeedType - 'The Extreme Word Expander' How to Get Started

A. To Open SpeedType Program After Installation:

1. Double click on the desktop SpeedType Application icon. The program will initialize stating it will not work without a 'valid license' asking for Registration. Upon purchase, licensing steps will be sent via an e-mail address. For now, click OK and the SpeedType window will go into Auto Hide.
2. To restore the main SpeedType window hit F10 or click the lightning bolt icon on Windows taskbar.
3. Make sure the Auto Replace box in the top right corner of the main SpeedType screen is checked. (That means the universal system expansion feature is turned on.)
4. Do not type in the main yellow screen as that is a Search and Find mechanism. SpeedType dictionaries are shown as white tabs at the bottom of the main screen. Follow the next step below for Dictionaries.

B. To Create Designated Dictionary file/files:

1. File.
2. New
3. File Name: (your name or whatever you wish)
4. Click Save
5. A gray bottom tab on the main yellow SpeedType screen appears with the created dictionary name.

C. To Add to your word list: (Alt+D)

1. To Add to your Word List, Click the ADD button in the middle of the main screen OR utilize the Alt + D keystroke combination from the main SpeedType screen.. The Add feature will be highlighted.

2. Click Enter.

3. Type short form (abbreviation) in Keyword field (rules-up to 32 characters, letters and numbers only, No symbols, No spaces)

4. Tab down to Text To Type and enter long form as you wish it to appear (Description field)

5. Click OK. Entry now resides in the main screen dictionary. Hit Esc to hide the main screen. Open up word processor document to test keyword or any blank Windows field.

6. Abbreviation and long form will appear on the yellow main screen revealing indexing of newly created dictionary entries. Once you select a specific entry, you can access Delete or Edit to apply to any entries within your dictionary.

AutoSave - Saves modification of or additions to SpeedType dictionaries. Default set in File/Preferences/Display.

Hot Keys

F10 to access SpeedType's main screen after the program is opened.

Esc to Hide main screen; Esc to abort an expansion

Alt F = To make Setup changes

Alt D + Enter = To add to word list

Ctrl + K inside Dictionary Text Add window = Allows formatting code commands such as Bold, Italic, Underline or Backspace, Tab, Pause, et cetera. Any Windows text string can be replicated with this method.

Help and Statistics - Productivity monitoring of characters typed by SpeedType™ and by you, % of work done by SpeedType™, and time saved in hours, minutes & seconds.

Ctrl + Insert + Insert = Immediate pasting of highlighted text from Windows into SpeedType™ Dictionary Text Add Window.

Help/Contents = 108 page manual; a regular Windows Help file

Tips and Tricks

After installation of your SpeedType™ program, on the main screen (yellow window) please go to File/Preferences/Operation and in the Pause box edit the speed to 0 and the Keystrokes to 1. This adjusts your macro expansion speed.

If you get uneven expansions of lower and/or UPPER CASE characters, go to File/Preferences/Operation/Text Transfer Method and switch to the opposite that is now checked.

If your new expansions have an unwanted space between them, turn off the Smart Cut and Paste feature in Word under Advanced Options.

If you have any questions regarding SpeedType please call us at 800-577-6665 (M-F, 9 am - 5 pm, EST) or email us at: <mailto:info@speedtype.com>

STEP #2

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.

<mailto:betsy@speedtype.com>

CEO SpeedType™ since 1999

1-800-577-6665

https://youtu.be/Hfe_2Mm3VOg (a SpeedType™ YouTube training video)

<http://www.speedtype.com/>