Tutorial

[Check out Asutype's Online Manual page at http://www.asutype.com/manual/ for more detailed and up-to-date information!]

We recommend that you run this quick tutorial to familiarize yourself with *Asutype*. If you prefer printing this page, select Print Topic from the File pull-down menu.

Let's start Asutype

1. Run *Asutype* by double-clicking the *Asutype* icon in the *Asutype* folder or program group. Click "*OK*" button to close the "*Welcome*" box and start your 30-day evaluation period.
2. See the *Asutype* running icon appear in your system tray, near the clock.
3. Right click the icon and see the pop-up menu of *Asutype*, where you can command *Asutype* the way you prefer easily as you'll see below.

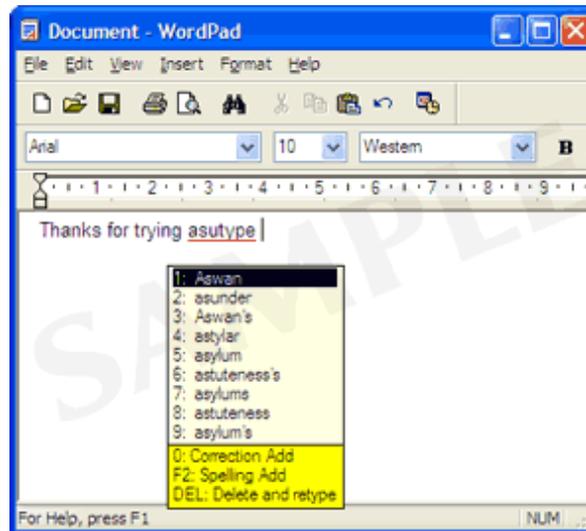### Start WordPad as your word processor

For this tutorial we will use the Windows WordPad program as our word processor.
4. If WordPad isn't already running, run it by choosing "*Start*" -> "*Programs*" -> "*Accessories*" -> "*WordPad*" from the Start button. Otherwise, switch to WordPad.

(Asutype works at the operating system level to add spell check and speed typing functionality to all other software such as WordPad, NotePad, Outlook Express etc. That's why when Asutype is running, WordPad will have on-the-fly spell check feature, which is not originally included in it).
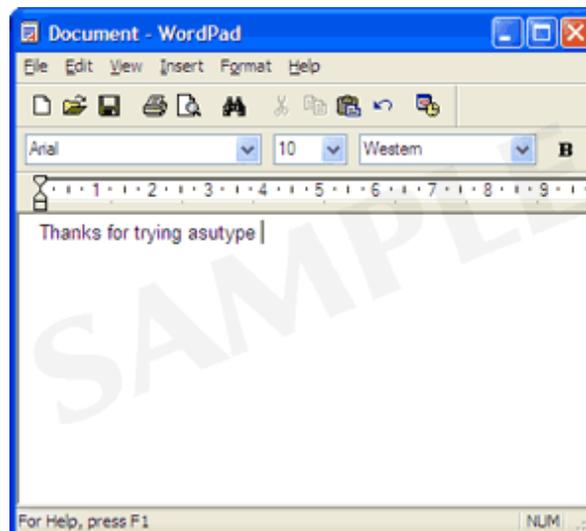
Try the mistakes detection

5. Type "*Thanks for trying asutype* " (without the quote marks, and remember to include the ending space)
6. Hear the beep sound alerting that you've made a mistake.
7. Watch out that the word "*asutype*" is red underlined marking that it is a mistake and a small window with suggestions popping up.

(That's because Asutype is set to detect and alert you to any mistake that you may make while typing. See "How Do I Spell Check As I Type" topic for more details)
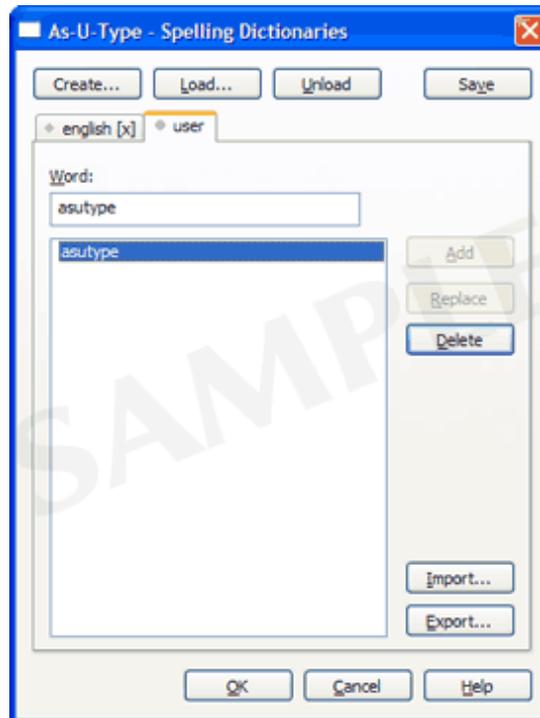
Teach Asutype to recognize a new word

8. Press F2 to add the word "*asutype*" into a spelling dictionary.
9. Watch the suggestions window and the red underline are disappeared as the word "*asutype*" is now accepted as a correct word.

(That's because you can add a new word directly to Asutype from the suggestion pop-up window. See "Suggestion Pop-up Window" topic for more details)

See the new word in a **spelling dictionary**

10. Right click the *Asutype*'s running icon and choose the "*Spelling Dictionaries*" command from the pop-up menu.

11. Watch the "*Spelling Dictionaries*" dialog box is shown up.
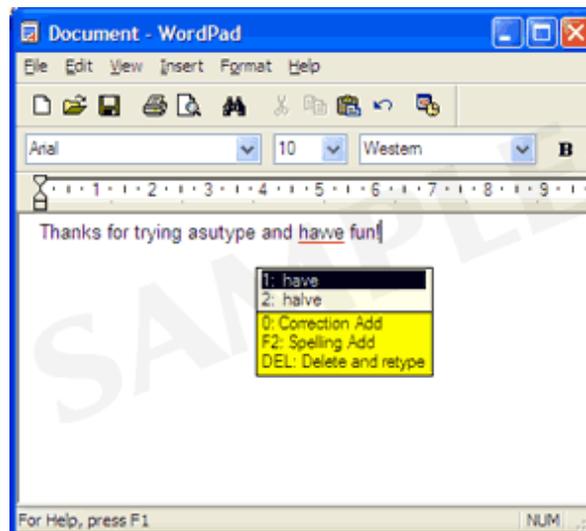12. Click the "*user*" tab to view the user dictionary.

13.   Watch out the word "*asutype*" is listed in the dictionary.

(Asutype comes with a built-in English dictionary containing about 100,000 words and an empty user dictionary. You can create and open other user dictionaries. The built-in English dictionary has limited editing capability (you can only delete words from it) but you can add new words into user dictionaries as many as you want. See "Spelling Dictionaries Editor" topic for more details).

14.   Click "*Cancel*" button to close the dialog box.

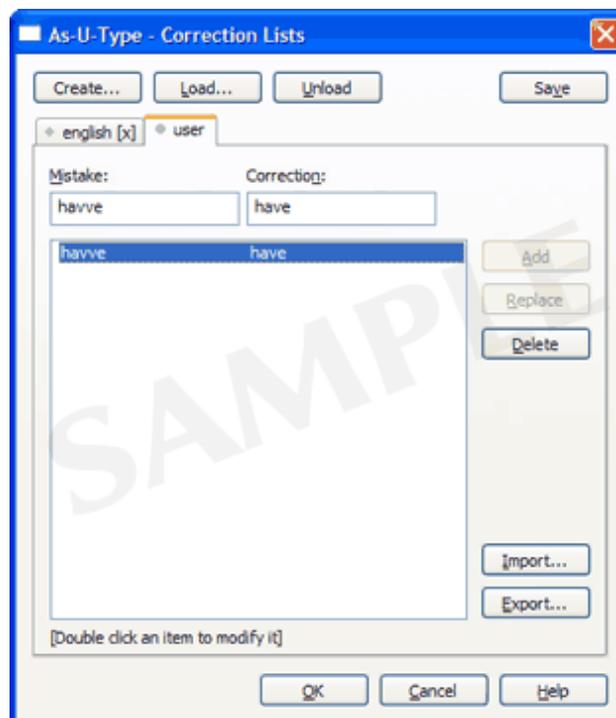### Teach Asutype to recognize a new mistake

15.   Switch back to WordPad.
16.   Type "*and havve fun!*" (without the quote marks, and remember to type double 'v' letter in the word "*havve*" as a deliberate error)
17.   Hear the beep sound alerting that you've made a mistake.
18.   Watch out that the word "*havve*" is red underlined marking that it is a mistake and a small window with suggestions popping up.

19. Press 0 to correct the mistake "*havve*" by the currently selected correction (e.g. "*have*") **and** also add the pair "*havve*" -> "*have*" to a correction list.
20. Watch out the word "*havve*" is changed to "*have*" and the suggestions pop-up window is disappeared.

See the new correction in a correction list

21. Right click the *Asutype*'s running icon and choose the "*Correction Lists*" command from the pop-up menu.
22. Watch the "*Correction Lists*" dialog box is shown up.
23. Click the "*user*" tab to view the user correction list.

24. Watch out the line "*have" -> "have*" is listed in the database.

(The list contains all common spelling mistakes along with their corrections that Asutype recognizes automatically. Each time you make a mistake that is already in the list, Asutype will automatically change it by its correction. Asutype comes with a built-in list containing about 1,000 mistakes and an empty user list. You can create and open other user lists. The built-in list has limited editing capability (you can only delete words from it) but you can add new mistakes into user lists as many as you want. See "Correction Lists Editor" topic for more details).

25. Click "*Cancel*" button to close the dialog box.

Now try to type the whole sentence again

26. Switch back to WordPad.
27. Type <Enter> to make a new line.
28. Type "*thanks for trying asutype and havve fun!*" (remember double 'v' in the word "*havve*" as a deliberate error).
29. Watch out that the sentence is changed to "*Thanks for trying asutype and have fun!*" without any beep or underline.
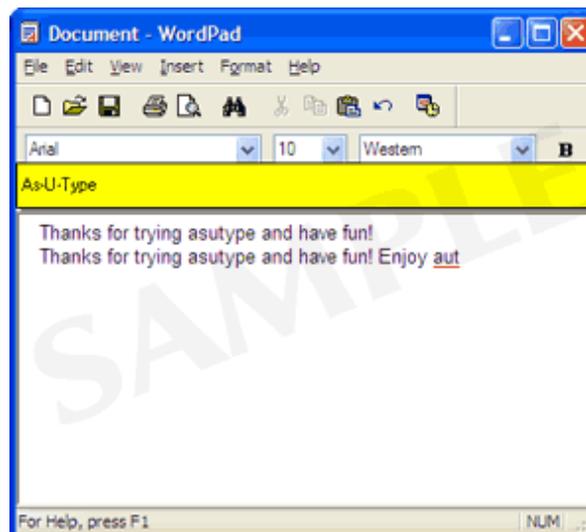
(That's because the word "asutype" is now recognized as correct, and the mistake "havve" is now also recognized and corrected to "have" automatically. Asutype also capitalizes the sentence automatically.

Asutype can adapt itself to your keyboarding habits, learn and become smarter with use. If you use it everyday, it will learn all your new words and mistakes quickly and effectively. Normally after a few weeks using it, most of your typographical and spelling errors will be recognized and corrected automatically. As a result, you'll write more accurately and much faster, because you don't need to stop typing and go back to correct mistakes yourself).

Try to expand a text

30. Switch back to WordPad.
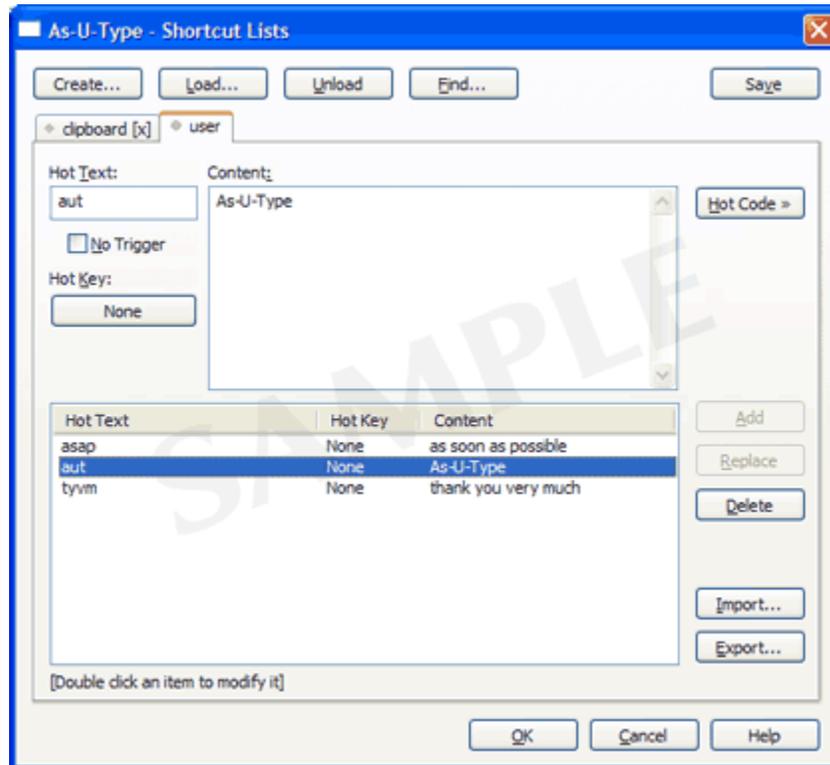31. Type " *Enjoy aut!*" (without the quote marks, and remember to include the exclamation mark).

32. Watch out that the text is changed to " *Enjoy Asutype!*".

(That's because Asutype is set to expand text shortcuts to a longer text automatically. The shortcut "aut" -> "Asutype" is one of a few sample shortcuts that come with Asutype. You can easily create your own text shortcuts using the Shortcut Lists editor.)

See the shortcut in a shortcut list

33. Right click the *Asutype*'s running icon and choose the "*Shortcut Lists*" command from the pop-up menu.
34. Watch the "*Shortcut Lists*" dialog box is shown up.

35. Watch out that there is an entry "*aut*" -> "*Asutype*" in the list.
36. Click "*Cancel*" button to close the dialog box.

That's It!

Congratulations! You now know how to use the basic features of *Asutype*! It is extremely easy-to-use.
If you have problems please contact us here. If you need help on using this help file please press F1.

The Shortcut Lists Editor

[Check out Asutype's Online Manual page at http://www.asutype.com/manual/ for more detailed and up-to-date information!]

The Shortcut Lists Editor

Use this editor to create, open, view and edit your shortcut list. *Asutype* supports multiple shortcut lists and you can open as many lists to work with as you wish.

- All open lists are listed in a tabbed row at the top of the editor. There is a small icon next to each list name:
  - The round shape icon (●) means the list has been modified and needs to be saved. Otherwise the shape is diamond (♦).
  - The red color icon means the list contains a shortcut currently in the "*Hot Text*" box. Otherwise the color is gray.
  - The [x] mark after the name of a list denotes the list is built-in: you can delete entries from a built-in list but cannot add new entries into it.
- The current editing list is visible.
- To select a list, click its tab. The selected list will become the current editing list.

Activate the Shortcut Lists Editor

Either:
- Right click the running icon and choose "*Shortcut Lists*" command.
- Or, click "*Shortcut Lists*" button from the Expander panel of the main window.
- Or, click "*Shortcut Lists*" button from the Shortcuts Options dialog box.
- Or, press <CTRL+SHIFT+A+S> hot key anywhere, anytime.

Note: You can change the hot key to any keyboard combination by modifying the "*Activate the Shortcut Lists Editor*" hot key in the Hot Keys Options dialog box.

Close the Shortcut Lists Editor

- Click "*OK*" button to save all data changes and close the editor.
- Click "*Cancel*" button to cancel any modification (no saving) and close the editor.

List Editing

Create a new list
1. Click "*Create*" button
2. Enter the file name and click "*Save*" button
The newly created list will become the current editing list.

Load a list
1. Click "*Load*" button
2. Enter the file name and click "*Open*" button
The newly loaded list will become the current editing list.

Save a list
1. Select the list
2. Click "*Save*" button
Asutype will automatically save the list when you click "*OK*" button to close the editor, if it needs to be saved.

                   —————————————————.

Close a list
1. Select the list
2. Click "*Unload*" button
Asutype will prompt you to save the list before closing if it needs to be saved.

Data Editing

Editing data in a list is simple.

Add a new shortcut
1. Type the full text content in the "*Content*" box and either enter a shortcut's hot text in the "*Hot Text*" box, or choose a shortcut's hot key in the "*Hot Key*" button, or both.
2. Check the "*No Trigger*" checkbox if you want a non-trigger shortcut; otherwise leave the checkbox unchecked and you'll have a normal trigger shortcut.
3. Click "*Add*" button
Note:
- The current hot text in the "*Hot Text*" box is used to select the best match in the list. Click the list header to sort it by either hot text, hot key or content.
- If the mistake is also found in any open list, the list icon becomes red.
- You can have multiple entries with the same hot text or hot key but with different content. *Asutype* will ask you to choose which one to use to at runtime.
- You can insert a hot code into your content. For details on hot codes, see Hot Codes topic.

Replace a shortcut
Either:
1. Double click the shortcut in the list
2. Edit the shortcut by modifying its hot text in the "*Hot Text*" box, its hot key in the "*Hot Key*" button or its content

in the "*Content*" box
3.   Click "*Replace*" button

Or:
1.   Type the new hot text in the "*Hot Text*" box, the new hot key in the "*Hot Key*" button and the new content in the "*Content*" box
2.   Hold <SHIFT> and select the shortcut to be replaced in the list
3.   Click "*Replace*" button

Delete a shortcut
1.   Select the shortcut in the list
2.   Click "*Delete*" button

Import all shortcuts from an external source
1.   Click "*Import*" button
2.   Enter the file name and click "*Open*" button
Asutype can import shortcuts from a plain text file (either ANSI or UNICODE, see below). It will announce a message when the importing is completed.

Export all shortcuts to a text file
1.   Click "*Export*" button
2.   Enter the file name and click "*Save*" button
Asutype can export shortcuts to a plain text file (either ANSI or UNICODE, see below). It will announce a message when the exporting is completed.

The Plain Text File for Import / Export

A plain text file that *Asutype* imports/exports shortcuts from/to is a plain ANSI or UNICODE text file (e.g. no formatting information such as bold, italic, tables, images etc. - you can use NotePad to create a plain text file) with each shortcut in a single line, the hot text and the content parts are separated by an equal sign (=). The asterisk character (*) after a shortcut part denotes the shortcut is "no trigger". The circumflex characters (^) in a content part denote a new line. Lines starting with a semicolon (;) are comment lines. Blank lines and comment lines will be ignored when importing. For example:

; start example
; ------------------
; Following are a few entries of a plain text file
; Each entry in a single line, equal sign separates the shortcut from the content
; Lines starting with a semicolon are comment lines
; Blank lines and comment lines will be ignored when importing

asap   = as soon as possible
3lines   = line 1^line2^line3
.w.*   = www.<HERE>.com

; end of file
; end of the example