

SwiftText Word Expander is a program that improves typing speed and efficiency within any Windows-based word processor or text editor. Abbreviated codes are automatically replaced with expanded text.

Easy to Use

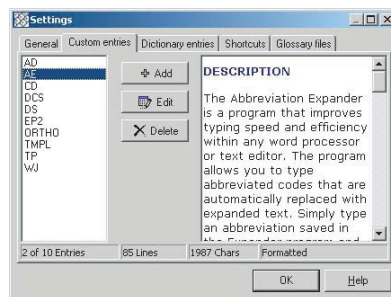
SwiftText Word Expander is a time-saving tool every transcriptionist should have in their toolbox. Completely customizable, SwiftText allows the user to type abbreviated codes that are automatically replaced with expanded text. Expansions can be stored with or without text formatting (bold, italics, etc.). Simply type an abbreviation saved in SwiftText Expander and press the Enter or Spacebar key or enter the index number that appears next to an abbreviation and the abbreviated code will be replaced with its corresponding expansion.

For example: Type "ad" in Microsoft Word and it will be replaced with "Admitting Diagnosis." You can enter your own abbreviations.

SwiftText Expander can execute three types of expansions—Custom Entries, Dictionary Entries and Shortcuts. Once installed, the SwiftText program runs within any Windows-based word processor or text editor program. It's icon appears in the Windows tray (usually in the bottom right hand corner of the screen). The program can be toggled ON and OFF by right clicking the icon or by using Ctrl+Shift+F9 key combination within a document.

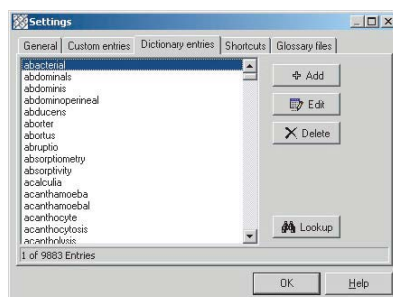
Custom Entries

Custom Entries include multi-line and formatted text and have user defined abbreviations. You may add, edit, or delete abbreviations and expansions by selecting the **Tools | Settings** menu option. An expansion may be a single word or phrase or it may be an entire page of text. Abbreviations can be up to 11 characters in length. You can type an expansion in the Expansions window, or you can copy and paste text from a word processor. Formatting can also be turned ON and OFF for optimum control.



Dictionary Entries

Dictionary entries are customizable listings of words that will appear when typing within a document. SwiftText will display entries



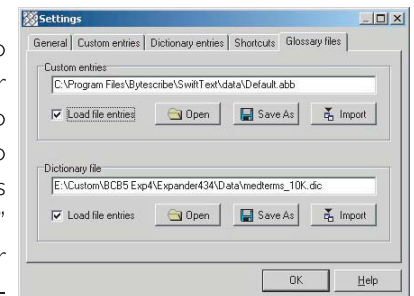
that match the keystrokes being typed in a word processor and appear with index numbers by them for easy selection. To expand a dictionary entry, simply select the index number of the corresponding dictionary term. Dictionary terms can be added, edited or deleted from the list any time. You may add multiple words simultaneously and there is no limited to the number of entries that can also be pasted into the dictionary entry window. You can also add dictionary words from within a document by using the Ctrl+F6 key combination.

Shortcuts

Shortcuts are entries used to launch frequently used programs or open common Internet web links in a web browser. A shortcut may be used to launch a program such as a text editor, email program, or any Windows program. Shortcuts that store Internet links will be opened using a web browser. To execute a shortcut, simply type the abbreviation and press Enter or Spacebar key or press the corresponding index number as it appears in the SwiftText window.

Glossary Files

Glossary Files allow you to categorize your entries. For example, you may wish to separate abbreviations into separate files such as "Legal.abb", "Medical.abb" and "Personal.abb". Your Custom Entries and Shortcuts are stored in a single file and are limited to 5000 entries per file. Dictionary Entries are stored in a different file and do not have a limit to the number of entries. You can use the **Open** and **Save As** button to manage your files. There is also an **Import** button for importing entries into the current expander file. Entries may be imported from other SwiftText expander files or from previous versions of ByteScribe Abbreviation Expander.



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Word Expander Program

\$79