

PHRASEXPRESS ADD A PHRASE

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Click on the blue, underlined text to go to its linked reference.¹



PhraseExpress expands chosen characters into words or phrases.

1. Type a word or phrase in any email program or word processor.
2. Select the word or phrase (Figure 1).




Figure 1

3. Use **Ctrl+C** keys to copy it.

4. Open PhraseExpress (Figure 2)

- 1 Click on PhraseExpress icon on the TaskBar.
- 2 Click on “Create new phrase.”

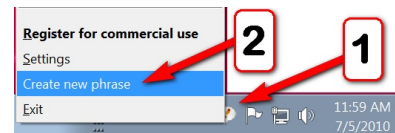


Figure 2

5. In PhraseExpress (Figure 3):

- 1 The word or phrase you’ve typed appears.
- 2 Type the “AutoText” — the characters you’ll type to get the word or phrase you typed in Step 1. I used “\” + “test” (Figure 4) because “test” is a real word and I don’t want “This is a test.” appearing every time I type “test”.

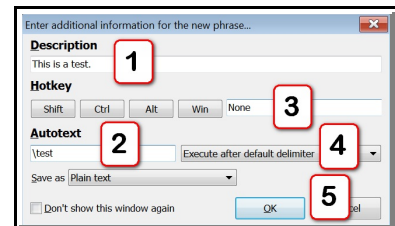


Figure 3

- 3 You can create a HotKey combination.
- 4 The word or phrase will appear after you touch the Enter key or Spacebar.
- 5 Touch the Enter key or click on “OK” button.



Figure 4

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This is a test.

Figure 5

6. From now on, every time you type “\test” (with or without the quotes), “This is a test.” appear. It works in WordPerfect, MS Word, Windows email, Windows Live Chat, and others.

2. EDITING

Here’s how to edit AutoText, phrases, or words.

2-1. Open PhraseExpress (Figure 2-1)

- 1 Click on the PhraseExpress icon on the TaskBar.
- 2 Click on Settings.



Figure 2-1

2-2. Edit window appears (Figure 2-2).

- 1 Click on the phrase to be edited.
- 2 Change the Description if you want.
- 3 Change the word or phrase that appears after you type the AutoText.
- 4 Create a HotKey combination if you want.
- 5 Change the AutoText if you want.
- 6 If you can’t find the Phrase, you can use the Quick Search to find it.
- 7 You can change what triggers the change from what you’ve typed into the resulting phrase or word (Figure 2-3).
- 8 Click on “OK” button.

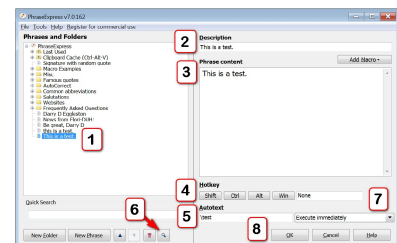


Figure 2-2

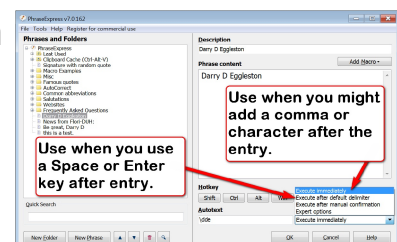


Figure 2-3

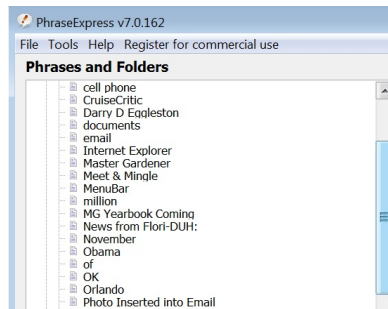


Figure 2-4 shows some of the phrases I've created:

- ☆ cellphone becomes cell phone
- ☆ \cc becomes CruiseCritic.
- ☆ \dde becomes Darry D Eggleston
- ☆ doucments becomes documents
- ☆ aemil becomes email

Figure 2-4



CAUTION: Do not use “real” words or abbreviations as your AutoText. For example, “DDE” are my initials. If I didn’t add the backslash (“\”) in front of the letters, every time I typed my initials, my full name would appear.