

Did you know your C-Print® abbreviations could expand in other programs, like Microsoft Outlook?

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A free program called AutoHotkey makes it possible for you to create a script of your C-Print dictionary entries; when you run the script, your entries will expand in other programs like Microsoft PowerPoint or Outlook! It's not quite like using the C-Print software and dictionary features, but it's a great way to practice using the abbreviation system!

To create the script...

Step 1 – Locate and install AutoHotkey

- Go to <http://www.autohotkey.com/download/> and download the installation file.
- Run the installation file. (Standard installation is recommended.)

Step 2 – Create a plain text file with your dictionary entries

- Open *C-Print Pro Server*.
 - **Select *Ctrl+D*** to open *Manage Dictionaries*.
 - **Left-click on the dictionary with entries you would like** to copy and **select *Edit***.
 - In the *Dictionary Edit* window, **select (highlight) all of the entries in the dictionary entries table**.
 - To select all of the entries, left-click in the first row of the table, hold down the Shift key, scroll to the end of the table, and left-click in the last row.
 - **Press *Ctrl+C*** to copy the entries (you won't "see" anything happen).

- Open a blank *Microsoft Excel* file.
 - **Select (highlight) the first three columns** of the *Excel* worksheet and **change the number type to *Text*** instead of *General*. (Note: Excel automatically changes the format of some numbers and words and this step prevents it from happening.)
 - To paste your entries
 - **Put the cursor in the first cell** of the *Excel* worksheet
 - **Left-click on the down arrow under *Paste*** and **select *Paste Special...***
 - **Select *Unicode Text*** from the options
 - **Click *OK***
 - It may take a while to paste your entries if you have a large dictionary, so be patient. (There will be three columns – order #, abbreviation & expansion.)
 - Once all of the content has pasted, **select the column with order #s** (column A) **and delete it**.
 - **Choose *Save As*** from the *File* menu
 - In the *Save As* window, **name the file** and **select *CSV (Comma delimited) (*.csv)*** using the down arrow next to the *Save as type:* field.




- *Excel* will bring up two notification windows related to saving in CSV format, but don't panic. Keep the CSV format.
 - **Click *Save*** and **exit** out of *Excel*.
 - Open the CSV file in *Microsoft Word*.
(You should see two columns of words separated by a comma, for example, "t,the".)
 - Run the following *Find and Replace* operations (Ctrl+H):
 - **Find all commas and replace with two colons (::)**
 - **Find all paragraph marks (^p) and replace with a paragraph mark followed by two colons (^p::)**

At this point, the words will be separated by two colons and each row will have a double-colon at the beginning of it. **Add a double-colon at the beginning of the first entry, and delete the extra double-colon following the last entry.**
 - **Save the edited list of entries as a plain-text file (.txt).**

Step 3 – Create the AutoHotkey script

- **Right-click on the computer desktop or in a folder** to bring up the context menu.
- **Choose *New*** from the menu and **select *AutoHotkey Script*** from the sub-menu — this will create a new script to house your dictionary entries.
- **Type a name for the script** (the file name will be highlighted) and **make sure that it ends in .ahk**. For example: Cprintmain.ahk
- **Right-click on the file** and **choose *Edit Script***. A text editor will open (likely Notepad) and you will see some explanatory text.
- In the plain text file with your dictionary entries
 - **Select the entire document (Ctrl+A)**
 - **Select *Ctrl+C* to copy the contents**
- In the AutoHotkey script file
 - **Paste the dictionary entries (Ctrl+V) BELOW** the explanatory text at the beginning of the document.
 - **Save the script file with its default file extension** (for example Cprintmain.ahk)

Step 4 – Run the AutoHotkey Script

- **Double-click on the script (.ahk) file **, which will run in the background. (You will see a  green 'H' icon in the system tray.)
- You can now start using your dictionary entries.
- To exit or edit the script, right-click on the  icon in the system tray.

Tips and Known Issues

- Use the right arrow key to keep an abbreviation from expanding.
- Do not run the script while using C-Print Pro Server.
- Entries with formatting will expand with the formatting tags (but will not have any formatting).