Using the Word AutoCorrect to InScribe AutoText Converter Utility

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Introduction

The 'Word AutoCorrect to InScribe AutoText Converter' is a utility that downloads all of Microsoft Word's AutoCorrect entries and converts them to AutoText in InScribe.

Downloading the utility

To download the utility, go to the Tools tab on the eScription One software page. Click the 'Word AutoCorrect to InScribe AutoText Converter' link to automatically download the file to your Downloads folder.

Using the utility

The utility assumes InScribe has already been installed. If InScribe has not be installed, please do so first. The utility also requires Word to be installed.

Running the utility

1. Go to your Downloads folder and double-click the AutoCorrect_AutoText.exe file.

The utility opens.
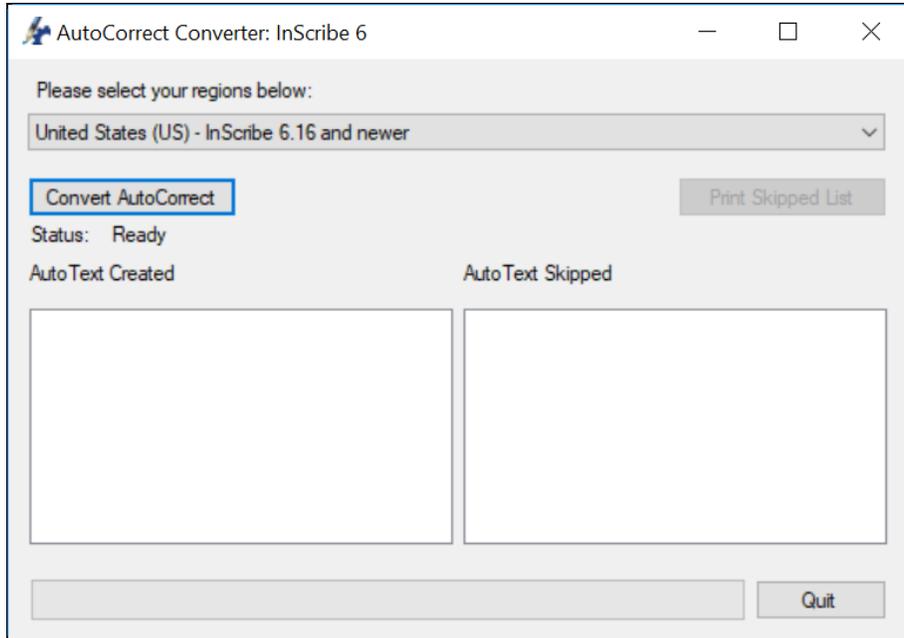
2. First select your region from the drop-down menu. This ensures that the AutoText files are placed in the correct folder.
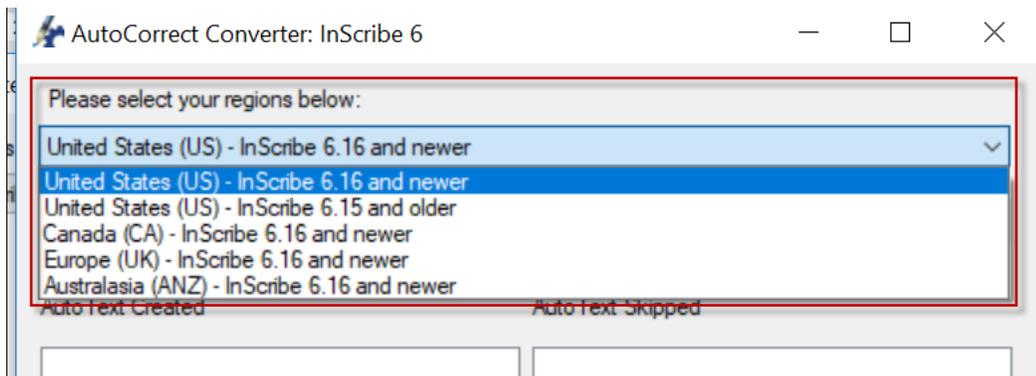
3. Click the **Convert AutoCorrect** button.

The utility runs and imports the Word AutoCorrect entries into InScribe.
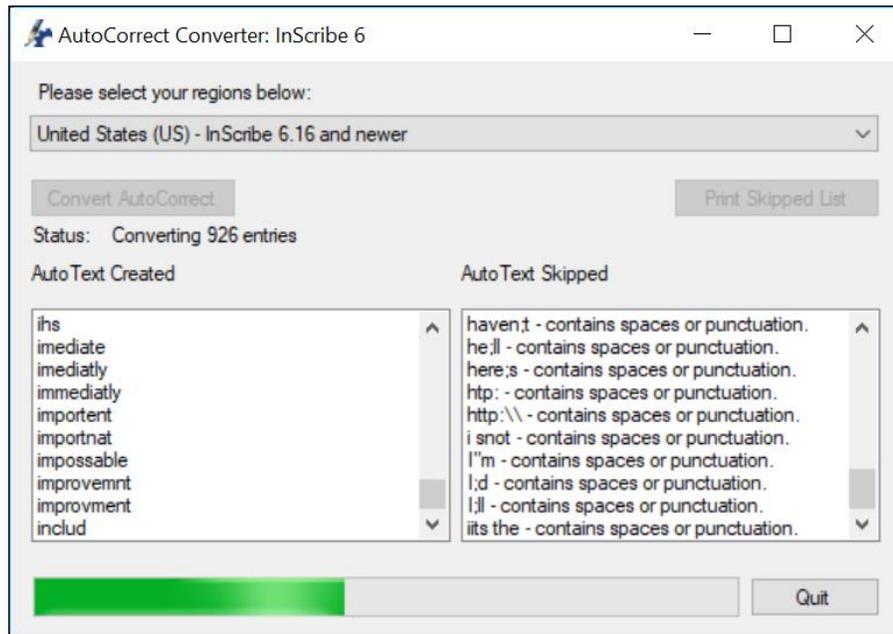
As it runs, the utility displays the created and skipped AutoText entries. Entries are skipped if they already exist in InScribe or if they contain a disallowed character that cannot be put into InScribe, such as a space or punctuation. You can fix these entries by changing the space to an x, for example.

If you want to stop the conversion, press the **Quit** button at any time. Note that some entries may already have been created.

When finished, the utility displays the total number of entries, the number of entries converted, and the number of entries skipped.
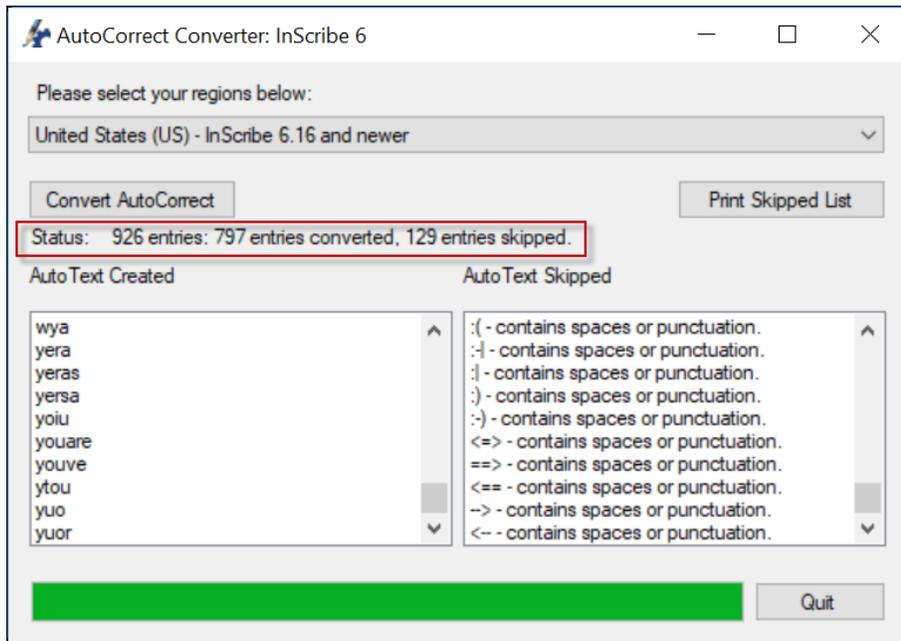
4.   To print the list of skipped entries, press the **Print Skipped List** button.

The list shows all entries skipped and why they were skipped.

Note: It is recommended that you restart InScribe after running the utility.