



## Contents

General Information .....	2
Trial Period .....	2
System Requirements .....	2
Firewalls .....	2
Registration, Licensing, & Keycode Activation.....	3
Quick Start.....	6
Profiles & Counting Methods.....	7
Creating Profiles.....	7
Edit Existing Profile .....	10
Invoices & Reports .....	11
Create Invoices & Reports.....	11
Compare Line Counts.....	14
Using Compare Line Counts .....	14
Zip or Unzip .....	18
Print Files Function.....	22
INDEX .....	24

*As a courtesy, we provide information about certain third-party products. We do not endorse, or directly support, third-party products and are not responsible for the function or reliability of such products. Third-party marks and logos are registered trademarks of their respective owners, all rights reserved.*

*Windows and Microsoft Word are registered trademarks of Microsoft Corporation in the United States and other countries.*



## General Information

### Trial Period

MPTools installs as a fully functional trial. We understand how easily a day fills up with "To Do's," so we've configured the trial period to count the number of different days you work in the program not sequential days on a calendar or the number of times you start the program; this will afford you more time to test your settings and the program's features and functions so you can be sure the application suits your needs, and performs optimally in your computing environment, *prior to purchasing a license for use.*

 *You have five (5) trial days to use program.*

---

## System Requirements

- Operating System: Windows 10, Windows 8® and 8.1, Windows 7®, and Windows Vista ®
- Microsoft Word 2007, or higher, if you will be using the option to have Microsoft Word perform file format conversions (recommended).

*Each computer's configuration is a bit different. We offer a free trial so you can be sure the application functions optimally within your operating environment.*

**International users:** operating system format should be set prior to installation with the following settings:

English

U.S. standard format, date pattern of:

Short date pattern = M/d/yyyy

Long date pattern = MMMM d, yyyy).

---

## Firewalls

Your firewall may block MPTools' ability to:

- Count files
- Access the printer (in Print Files)
- Access MS Word (if you opt to print with Microsoft Word or if you allow MPTools to access it to convert file types)
- Zip or unzip files

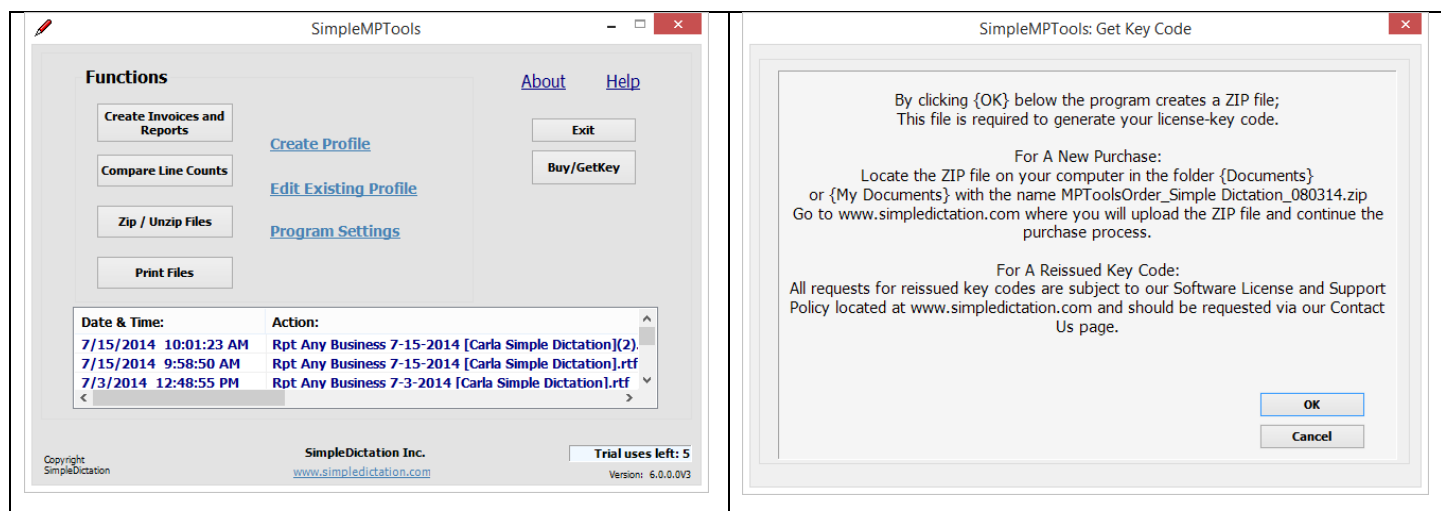
*Please consult your anti-virus software, or windows security settings, to "allow" MPTools access.*

## Registration, Licensing, & Keycode Activation

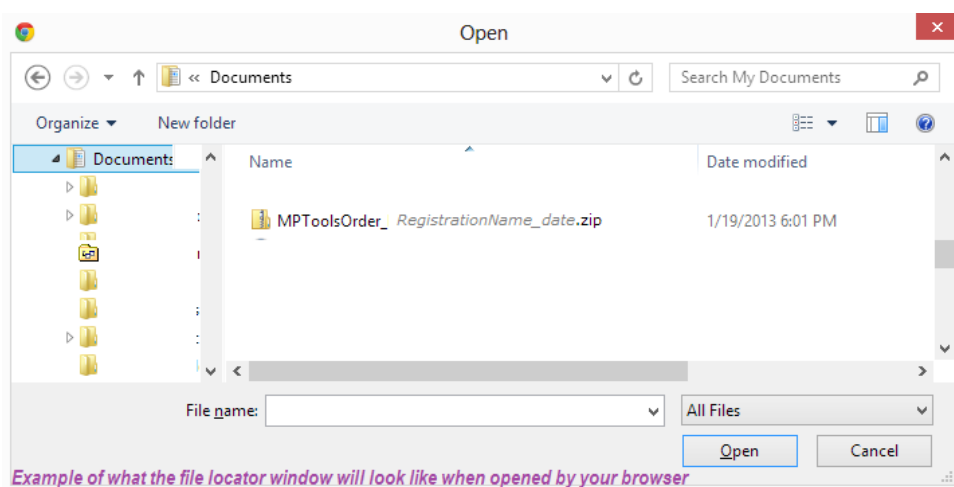
Registration and licensing is a semi-manual process that takes three simple steps.

(1) Generate your registration from within your newly installed MPTools application.

Open MPTools and from the main program panel, click on the *Buy/Get Key* button; this will create an encrypted "zip" file and place it into your "Documents" or "Documents\MyDocuments" folder, depending on your operating system. **Do not attempt to open the registration/order "zip" file as this is a machine readable only file.**



(2) Return to our website and navigate to the "[Buy Now | BuySoftware](#)" page accessible via the hyperlink in the website header. On the BuySoftware page, enter your first name, last name, and email address. Next, you will click the orange button "*Click to Select File*;" this will open a locator window on your computer. You will need to locate, navigate to, the file named "MPToolsOrder[...].zip" on your hard drive (this is file created by MPTools in step 1), the zip file will be located within the ":[...]\Documents" folder for a Windows 8.1 or newer operating system OR ":[...]\Documents\MyDocuments" folder for Windows 8 and older operating systems;



(Screen shot using Google "Chrome" on a Windows 8.1 operating system. Your window may look different)



**(2a)** From the OPEN window, click on the registration "zip" file **only once** to select/highlight it, then click the button labeled "Open" (bottom right hand corner of the dialogue window); this will start uploading the file to our website.

Give it a few moments to fully load, then click on the blue "Submit and Go to Next Step" button on the web-page, which will take you to Step 2 (see below) and is where you will choose **"MPTools"**, complete the required information, and be redirected to PayPal to make your payment.

simpleDictation service and software

Options Questions? Buy Now Support Login

### simpleType Software Purchase: Step 2 of 3

License for Use (LFU) or ReIssue Keycode Orders: Select Option & Quantity

- ☐ MPTools \$ 35.00 USD  
1 Quantity
- ☐ MPLite \$ 55.00 USD  
1 Quantity
- ☐ MPWordProEd. \$ 125.00 USD  
1 Quantity
- ☐ MPWordStandEd. \$ 105.00 USD  
1 Quantity
- ☐ MPWord MTSO (Ind. MPwTeamEd (3)) \$ 225.00 USD  
1 Quantity
- ☐ MPwTeamED (MTSO Agency Authorization Req'd.) \$ 55.00 USD  
1 Quantity
- ☐ ReIssue KeyCode [Processing Fee] \$ 15.00 USD

Total: \$ 0.00 USD

KeyCode Credit (PreAuthorization Required):

- ☐ MPTools
- ☐ MPLite
- ☐ MPWordProEd

PayPal VERIFIED

In order to offer the most convenient and secure method of payment, all Simple Dictation charges are processed through PayPal™.

You may pay using your PayPal™ account, major credit/debit card, or get 6 Months to pay with [Bill Me Later by PayPal](#).

**(3)** Once we receive the registration, and payment confirmation from PayPal, we will process the request and create a unique key-code.

The keycode is a simple text file that we will send to you via a secure URL, within an e-message, along with activation instructions. **It can take up to 24 hours for full processing.**

#### Common activation errors:

- Keycode file downloaded, or moved, to incorrect folder location:

If your browser did not give you the option to download the text file, into a folder of your choosing (this is a browser setting), you will need to manually move the key-code file. Simply do a "Cut and Paste"; cut the file you downloaded out of your "Downloads" folder, or whatever folder your browser placed it into, and paste it into the appropriate folder as noted above.

DO NOT attempt to place the key-code "txt" file into the registration/order ".zip" file; the zip file is a machine read only file.



- Cutting and pasting the wrong file:

Be careful not to cut and paste a short-cut to the file versus the actual text file itself.

If you have downloaded the key-code file multiple times, cut and paste **ONLY** the initial file downloaded, **NOT** one of the appended files (Ex. "MPToolsKey[...].txt(1)") as the license will not be activated if an appended file is used.

- Opening the keycode file: **DO NOT** open the key-code text file once it has been downloaded.

## **PLEASE NOTE**

Each registration ZIP file, and respective key code, is unique to each individual computer, so be sure you generate the registration file from the computer you wish to license MPTools for use or the application will fail to activate the user license.

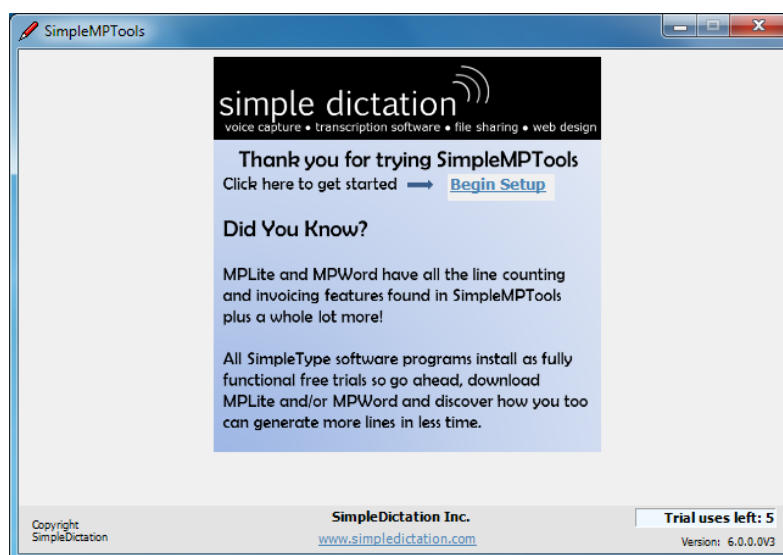
Our software and support policy ["Software Agreement" \(EULA\)](#) is accessible in the footer of each Simple Dictation webpage.



## Quick Start

*The following is intended to get you up and running quickly, please be sure to review the detailed HELP file topics to fully understand all MPTools' features and functions.*

MPTools requires some initial information before you can begin utilizing the program functions ("Program Settings" and "Create Profile"). Click **"Begin Setup"** to get started in **Program Settings**.



**Billed From: (Your Info)** Fields with \* are required

\*Your name: Simple Dictation

\*Addr Line 1: 1 Internet Hwy

Addr Line 2:

Addr Line 3:

\*City, State Zip: Anytown, US 12345

\*Phone: 904-416-1860

\*Email: info@simpledictation.com

Misc:

**UnZip Password Info**

Enter here any passwords that opening zip files may require:

Add Pswd

Remove

(Case sensitive)

**Count and Print Control**

☒ Yes, include .docx and other file types

Must be checked to allow count/print of file types other than .doc or .rtf

**Also include on my invoice:**

☒ My Phone number

☒ My E-mail address

☐ Misc information

Okay

Cancel

**Program Settings** stores the information you enter here so MPTools can generate and format your invoices correctly and help automate the unzipping of password protected files. All fields marked by an asterisk (\*) are required. Click **"Okay"** to save your settings or **"Cancel"** to discard them. You can always return to this window and update your settings.

Once all required information has been completed and you click **"Okay"** to save your settings, you will be presented with the application's main panel, where you will choose a **Function**; choose **"Create Profile"** to set up a Client or a Transcriptionist (MT).



## Profiles & Counting Methods

### Creating Profiles

**Create Profile** (Client or MT) is used to establish profiles and line counting methods for:

- **Customers** you want to invoice.
- **Staff and/or Subcontractors** in order to create Pay Stubs.

All fields marked by an asterisk (\*) are required.

- **Full Name** enter the full business name or full name of the individual; this will appear as the "Bill To" name on your invoice. For MT profile(s), which is needed to generate Pay Stubs, you must format the "Full Name" field precisely with the prefix of "MT[space]" and then the full name entry.

**i Example:** MT Jane M. Doe

☐ **"Per Unit Rate"** is defined as the per unit price with a "unit" representing a line, words, characters, etc., that you will charge your clients or, in the case of creating pay stubs, the rate you would pay your transcribers.



## Counting Methods: What to count ☺

**Counting Method**

What to count:

☐ Characters Strict

☒ Characters Extended (w/ spaces)

☐ Chars Ext PLUS Function Keys

☐ Words

☐ Byte Size, IF saved in ASCII

☐ Lines Strict

☐ Lines Extended (w/ blanks)

☐ Pages

☐ Chars Strict PLUS Words

- **Characters Strict** counts all characters that put ink on the page: letters, numbers, symbols and punctuation. It excludes all spaces, hard returns, tabs and formatting codes.
- **Characters Extended w/Spaces** counts all printable characters as well as spaces, tabs and hard returns. This varies a little from MS Word's character with spaces, for that count does not include the tabs and hard returns.
- **Characters Extended + Function** keys counts Characters Extended plus various formatting function codes.
- **Words** counts what the human eye/mind sees as a word. ⓘ *For example, I.V. is one word.*
- **Byte size of file, IF in ASCII** saves the body of the document to an ASCII text file and reads what the file size is. Byte size is generally a bit larger than Characters Extended as hard returns in a "Notepad" document consist of a pair of character, not just one.
- **Lines Strict** (Gross Line) counts the number of lines, excluding blanks, with typing on them.
- **Lines Extended w/blanks** counts all the lines even the lines with nothing on them, such as the lines in a letter between the doctor's closing and his name.
- **Pages** counts the actual number of pages in the document.
- **Characters Strict + Words** counts the characters without spaces and adds to that total the number of words. Although this count generally generates the same value as Characters Extended (unless the document has been padded with extra spaces), it is included to accommodate governmental agencies (e.g. VA), who have traditionally used this method.





## Counting Methods: Divide By ▼

Specifies what number to use in calculating the characters per line (i.e. 65 characters on a line, 60 characters on a line, etc.); the program default is 65.

Divide by:  
65  
(line length)

### PLEASE NOTE

*MPTools always rounds up any remainder in division. If the character count for a document is 61, when MPTools divides by 60, it will report the line count as 2 (because there is a remainder of 1 in the division). If this rounding up is unacceptable to the facility then you would need to set the division to 1 (equivalent to no division) and manually calculate it on the invoice.*

## Counting Methods: Where to count ☺

Where to count:  
☒ Document body only  
☐ Include headers/footers

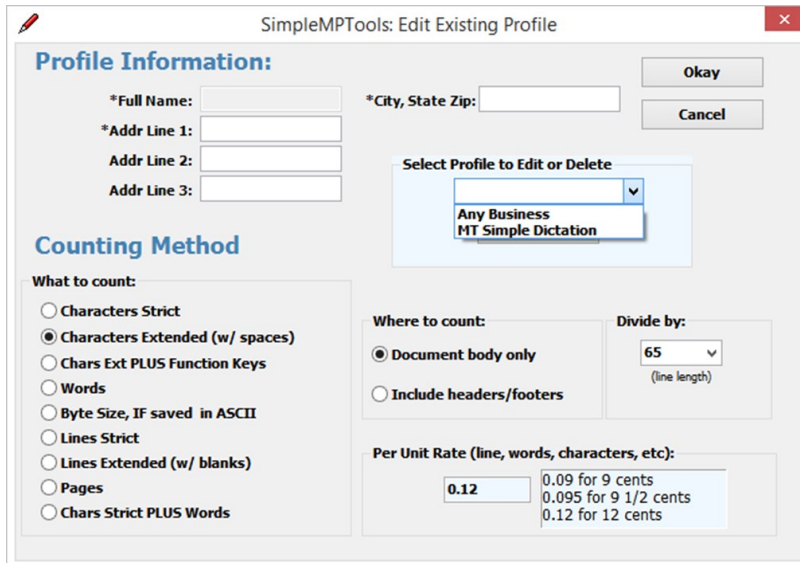
- **Document body only:** Counts the body (text) of the report *excluding* headers/footers.
- **Include headers/footer:** If you have a header of 4 lines appearing on pages 2, 3 and 4 of the document, then MPTools multiplies 4 lines x 3 occurrences for a total of 12.

## Microsoft Word vs MPTools Statistics

- *If a document contains tables, Word will count each cell as a separate line. For example if you have a table with 5 columns and 4 rows, Word will report this table as 20 lines, not as 4 lines. MPTools makes the appropriate adjustments in such cases, accurately reporting the number of lines.*
- *Word has no provision for only lines with typing on them (Lines Strict).*
- *Word has no provision for including the headers/footers in the counts, and no provision for formatting codes.*
- *Word's Characters with spaces, means just that: it counts the spaces. MPTools adds to this the tabs and hard returns as well.*



## Edit Existing Profile



SimpleMPTools: Edit Existing Profile

**Profile Information:**

\*Full Name:  \*City, State Zip:

\*Addr Line 1:

Addr Line 2:

Addr Line 3:

Select Profile to Edit or Delete

Any Business  
MT Simple Dictation

**Counting Method**

What to count:

- ☐ Characters Strict
- ☒ Characters Extended (w/ spaces)
- ☐ Chars Ext PLUS Function Keys
- ☐ Words
- ☐ Byte Size, IF saved in ASCII
- ☐ Lines Strict
- ☐ Lines Extended (w/ blanks)
- ☐ Pages
- ☐ Chars Strict PLUS Words

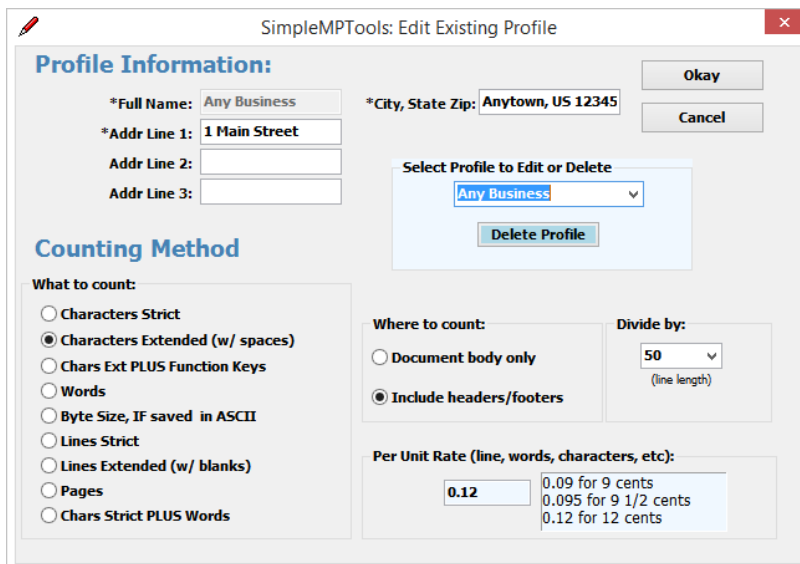
Where to count:

☒ Document body only ☐ Include headers/footers

Divide by: 65 (line length)

Per Unit Rate (line, words, characters, etc):

0.12 0.09 for 9 cents  
0.095 for 9 1/2 cents  
0.12 for 12 cents



SimpleMPTools: Edit Existing Profile

**Profile Information:**

\*Full Name: Any Business \*City, State Zip: Anytown, US 12345

\*Addr Line 1: 1 Main Street

Addr Line 2:

Addr Line 3:

Select Profile to Edit or Delete

Any Business

Delete Profile

**Counting Method**

What to count:

- ☐ Characters Strict
- ☒ Characters Extended (w/ spaces)
- ☐ Chars Ext PLUS Function Keys
- ☐ Words
- ☐ Byte Size, IF saved in ASCII
- ☐ Lines Strict
- ☐ Lines Extended (w/ blanks)
- ☐ Pages
- ☐ Chars Strict PLUS Words

Where to count:

☐ Document body only ☒ Include headers/footers

Divide by: 50 (line length)

Per Unit Rate (line, words, characters, etc):

0.12 0.09 for 9 cents  
0.095 for 9 1/2 cents  
0.12 for 12 cents

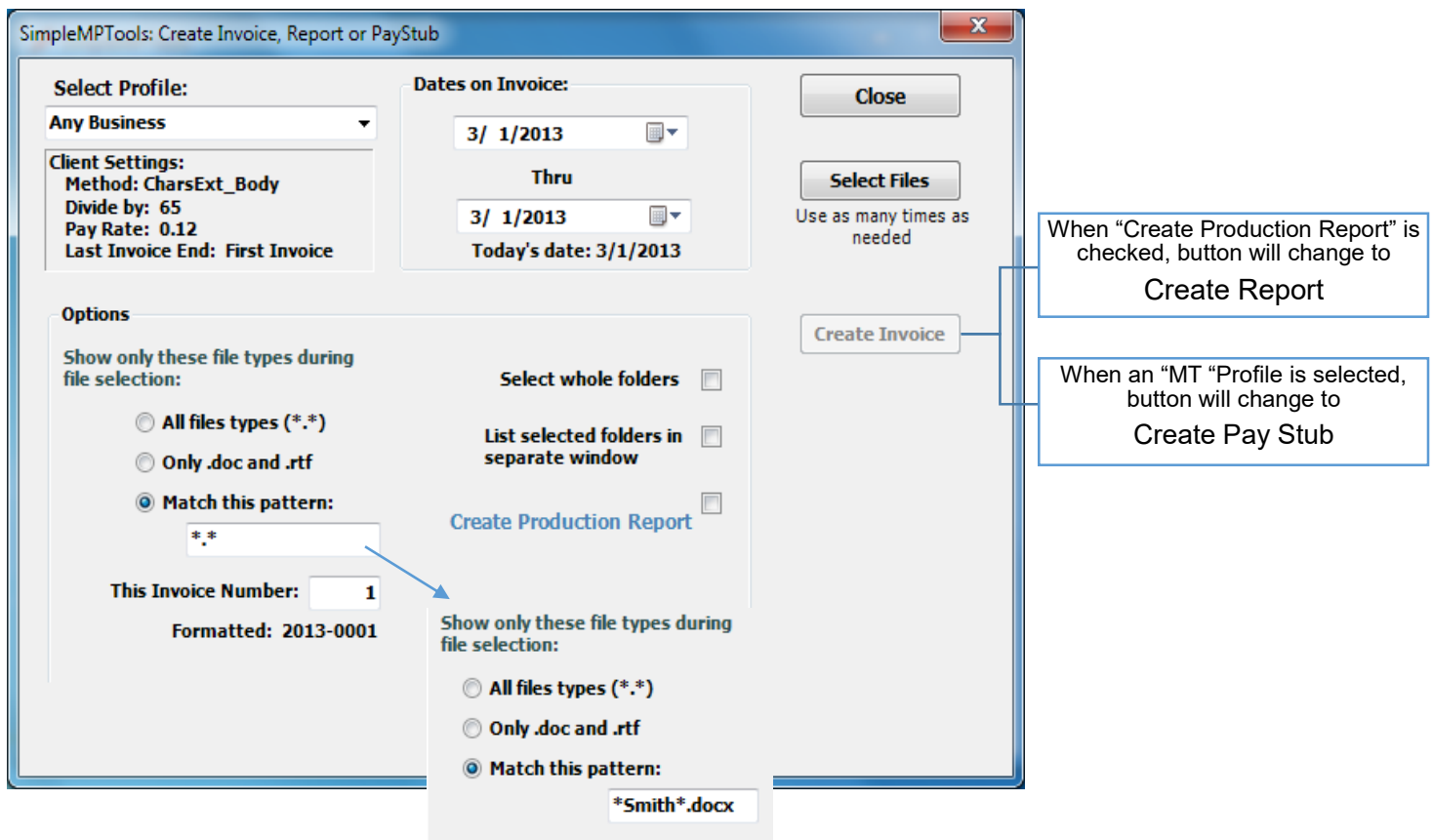
Use the drop-down box to select the profile you wish to Edit or Delete. While editing a profile, the ☐ **Full Name** field is not accessible as this field creates a unique digital record used by MPTools to perform counting functions configured specifically for each profile. All other fields are expectedly open for editing since you are simply reconfiguring an existing record (profile).

Click **"Okay"** to update the existing profile and save the settings or **"Cancel"** to discard.



## Invoices & Reports

### Create Invoices & Reports



## OPTIONS

### Show only these file types during file selection:

☉ **All file types (\*.\*)** will show all file types during your file selection (i.e. .docx, .rtf, .odt, etc.) and subsequent count. When paired with the option **Select whole folders** ☒ (not individual files) **MPTools®** will capture and count ALL file types located within the selected folder(s).

☉ **Just .doc or .rtf** will show *only* "doc" and ".rtf" formatted files during your file selection and subsequent count. When paired with the option **Select whole folders** ☒ (not individual files) **MPTools®** will capture and count ONLY **.doc or .rtf** file types located within the selected folder(s).



# User Guide

☉ **Match this pattern** is used to select and subsequently count one particular file type such as an \*.odt\* for OpenOffice type documents or, as in the example below, any document with the word \*Smith\* that is a .doc file type. When paired with the option **Select whole folders** ☒ (not individual files) **MPTools**® will capture and count ONLY the specified filename pattern (in the example below, ONLY .docx files that contain the word "Smith") located within the selected folder(s).



Show only these file types during file selection:

☐ All files types (\*.\*)

☐ Only .doc and .rtf

☒ Match this pattern:

☒ **Create Production Report** will generate a detailed report as in the example displayed below.

## SAMPLE PRODUCTION REPORT

John doe  
1 Main Street  
Anytown, US 12345

MT\_John Doe  
Daily Report 1/25/2013

Total Reports = 6  
Total Count = 900

Page: 1 of 1  
Generated on 1/25/2013

Folder	Filename	Last Saved	Count
(Documents)\Transcription\Any_Clinic\2013\1_25_13\			
	Smith, John MR#111111 FU.docx	1/25/2013	120
	Johnson, Jackie MR#222222 LET.rtf	1/25/2013	100
	Johnson, Jimmie MR#333333 CON.doc	1/25/2013	400
	Johnson, Karen MR#444444 LET.rtf	1/25/2013	100
	Jones, Jackie MR#55555555 LET.docx	1/25/2013	100
	Jones, John MR#66666666 SOAP.odt	1/25/2013	80
			900

Counting Method Used: Characters Extended


Counts all letters, numbers, symbols, punctuation, spaces, tabs and hard returns in the full document (including headers/footers) and divides that total by 65.



# User Guide

---

The type of report you choose will be created as an .RTF (rich text format) document. You may edit the document on screen, print it, or do SAVEAS to put a copy into another folder and/or rename it. You can open the document right in Microsoft Word by double clicking the filename, or by using the File | Open function. Make sure you have Microsoft Word set to show "All Files (\*.\*)" in the "Open" dialogue window.

Invoices created by MPTools will be saved in the folder  "Invoices (MPTools)" and are created and saved in Rich Text Format; these are easily modifiable.

The complete file path is determined by your operating system (*XP = MyDocuments... | Vista = Documents... | Windows 7 and Windows 8 = Documents\MyDocuments...*) and file names will be prefixed with the following:

**Pay [...]** for Pay Stubs

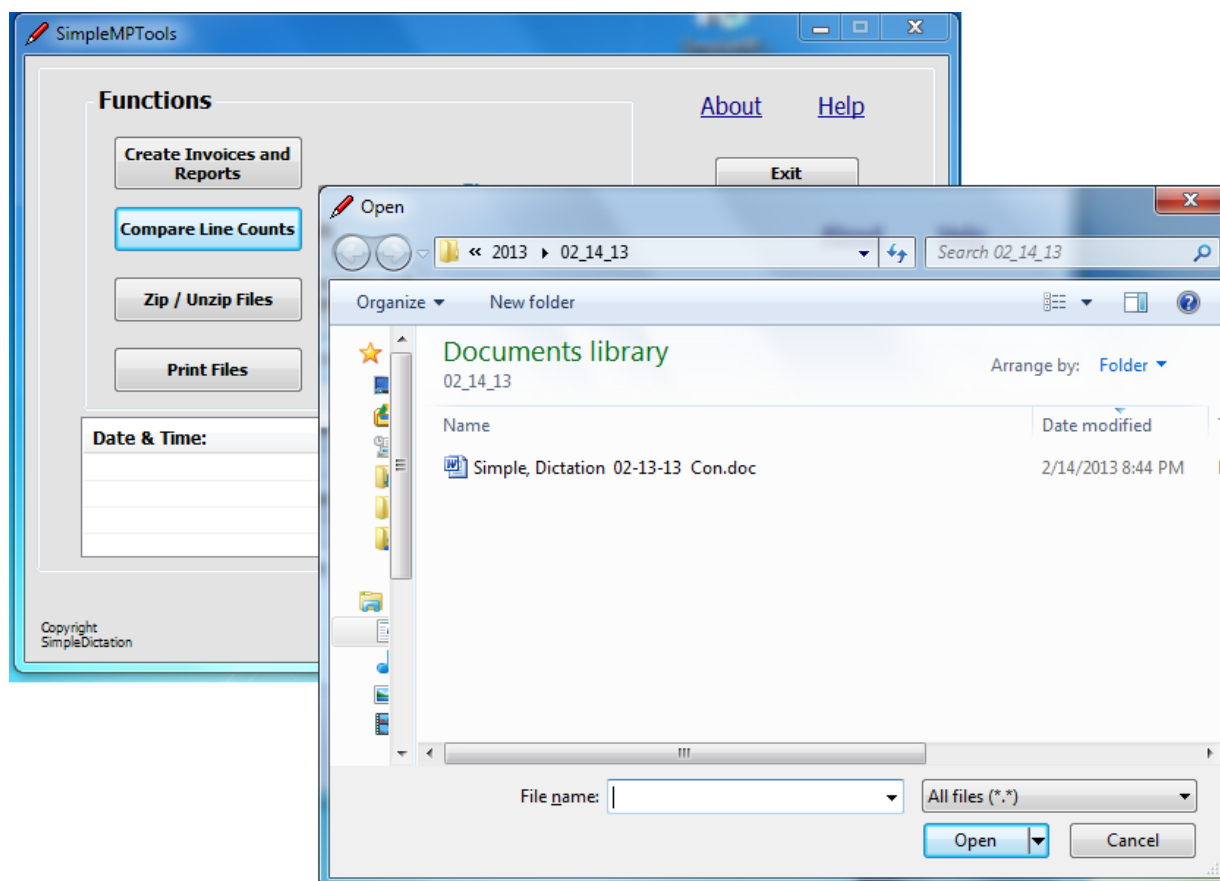
**Inv [...]** for Invoices


**Rpt [...]** for Production reports.

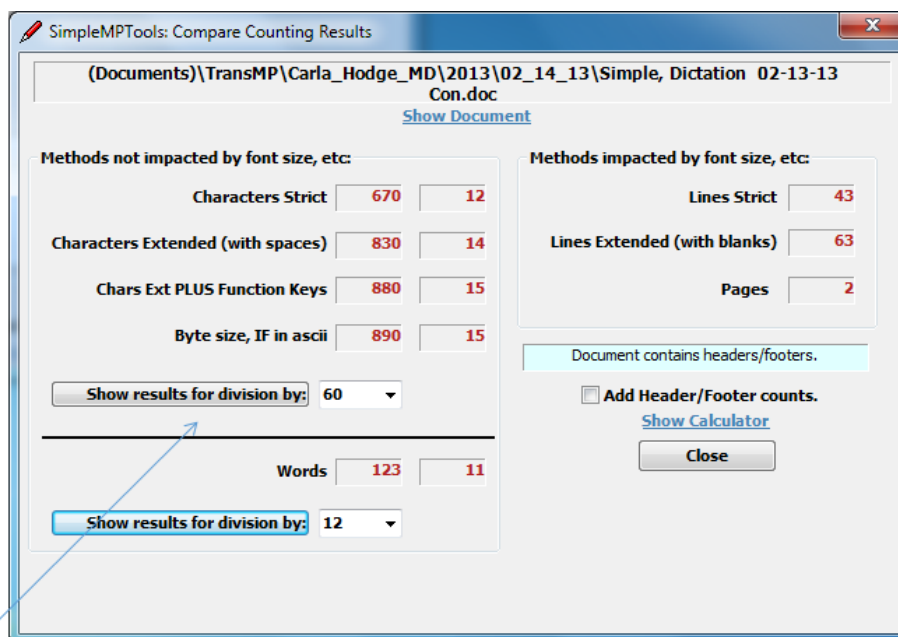
## Compare Line Counts

### Using Compare Line Counts

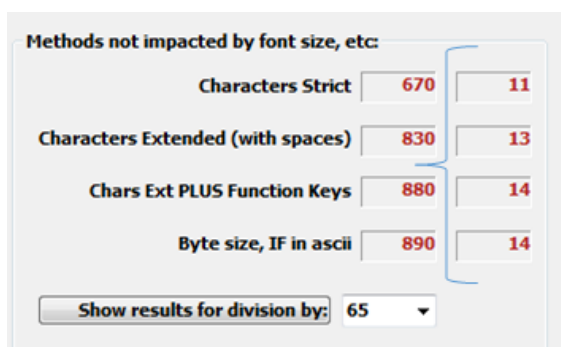
The compare line counts function allows you to quickly see the impact of changes to a document and the differences in line counting methods; this is very useful when drafting bids and proposals for new business opportunities and/or determining a pay rates.



When you click  the **Compare Line Counts** function, the Windows® "Open" file dialogue box is displayed so you can select the document you wish to perform a comparison for.



From the drop-down box ▼, select the number of characters per line for your counting purposes. When you click "**Show results for division by:**" MPTools will display your character counts (1st column) and line counts (2nd column).



Note the change in the number of lines for the different counting methods when the **division by** number (characters per line) is changed.

## **Reminder:**

- **Characters Strict** counts all characters that put ink on the page: letters, numbers, symbols and punctuation. It excludes all spaces, hard returns, tabs and formatting codes.
- **Characters Extended w/Spaces** counts all printable characters as well as spaces, tabs and hard returns. This varies a little from MS Word's character with spaces, for that count does not include the tabs and hard returns.



# User Guide


- **Characters Extended + Function** keys counts Characters Extended plus various formatting function codes.
- **Words** counts what the human eye/mind sees as a word. *For example, I.V. is one word.*
- **Byte size of file, IF in ASCII** saves the body of the document to an ASCII text file and reads what the file size is. Byte size is generally a bit larger than Characters Extended as hard returns in a "Notepad" document consist of a pair of character, not just one.
- **Characters Strict + Words** counts the characters without spaces and adds to that total the number of words. Although this count generally generates the same value as Characters Extended (unless the document has been padded with extra spaces), it is included to accommodate governmental agencies (e.g. VA), who have traditionally used this method.

Methods impacted by font size, etc:

Lines Strict	43
Lines Extended (with blanks)	63
Pages	2

## **Reminder:**


- **Lines Strict** (Gross Line) counts the number of lines, excluding blanks, with typing on them.
- **Lines Extended w/blanks** counts all the lines even the lines with nothing on them, such as the lines in a letter between the doctor's closing and his name.
- **Pages** counts the actual number of pages in the document.

 The [Show Document](#) feature allows you to visually verify your document contents and see how graphics, tables, etc. impact your counts. We've even included a handy calculator [Show Calculator](#) feature so can quickly translate the differing line counts into dollars.







 *MPTools supports all the formatting features in Microsoft Word with one exception, Microsoft Word has a "Resize to Fit" function for graphics, which will automatically shrink the actual graphic if it needs to; MPTools does not have this feature. The only impact this will have on the line counting is that the page counts MAY differ from the actual. **It does NOT impact any other counting method.***

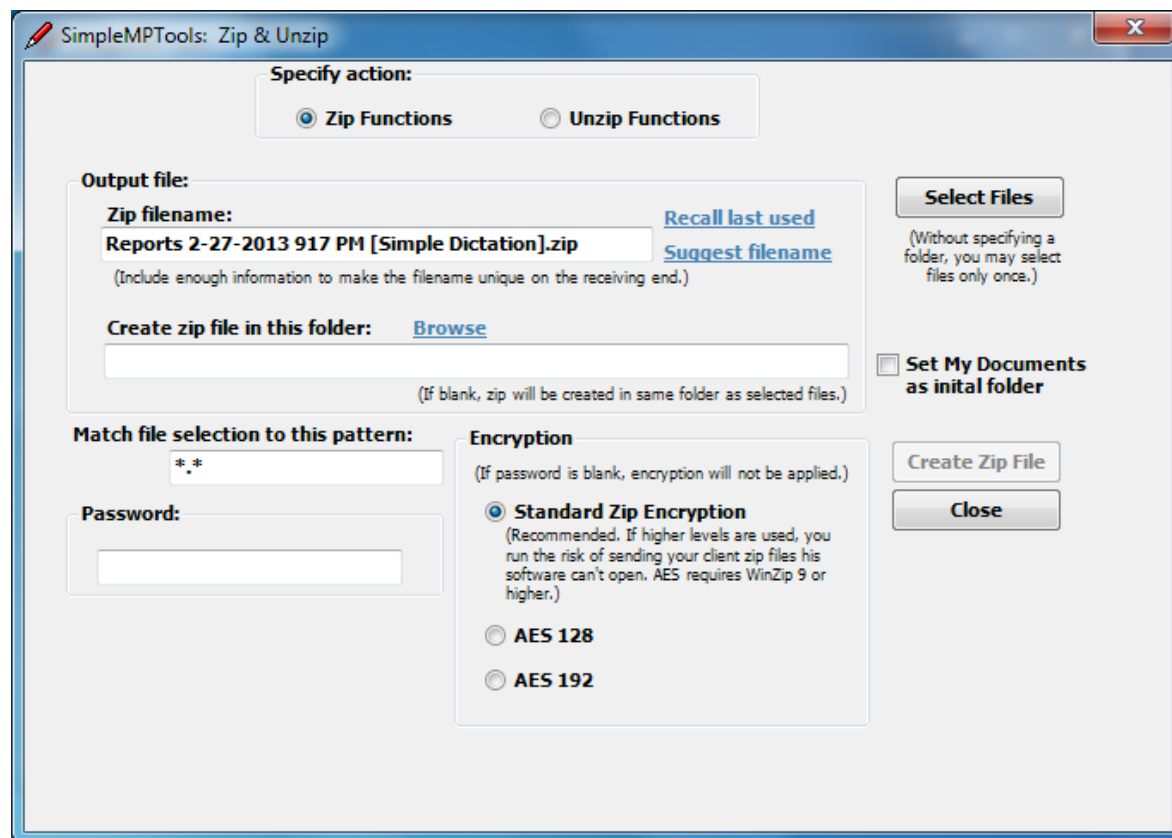
## Microsoft Word vs MPTools Statistics

- ❖ In a document that contains tables, Microsoft Word will count each cell as a separate line. For example if you have a table with 5 columns and 4 rows, Word will report this table as 20 lines, not as 4 lines. MPTools makes the appropriate adjustments in such cases, accurately reporting the number of lines.
- ❖ Word has no provision for only lines with typing on them (Lines Strict).
- ❖ Word has no provision for including the headers/footers in the counts, and no provision for formatting codes.
- ❖ Word's Characters with spaces, means just that: it counts the spaces. MPTools adds to this the tabs and hard returns as well.

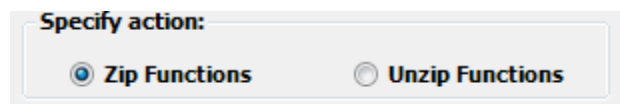


## Zip or Unzip

### Zippping



### SPECIFY ACTION



The selected radio button will present the respective Zip or Unzip function window, in this case, ZIP.



## Output File

### ☐ Create zip file in this folder

If this field is left blank (as displayed above), you can only select files from a single folder and the resultant zip file will be created in the same folder from which you selected the files.

A screenshot of the 'Create zip file in this folder:' field. It shows a text input box containing '(Documents)\'. To the right of the input box is a blue 'Browse' link. Below the input box, in smaller text, it says '(If blank, zip will be created in same folder as selected files.)'.A screenshot of the 'Select Files' button. The button is labeled 'Select Files' and has a note below it that says '(Use as many times as you need to.)'.

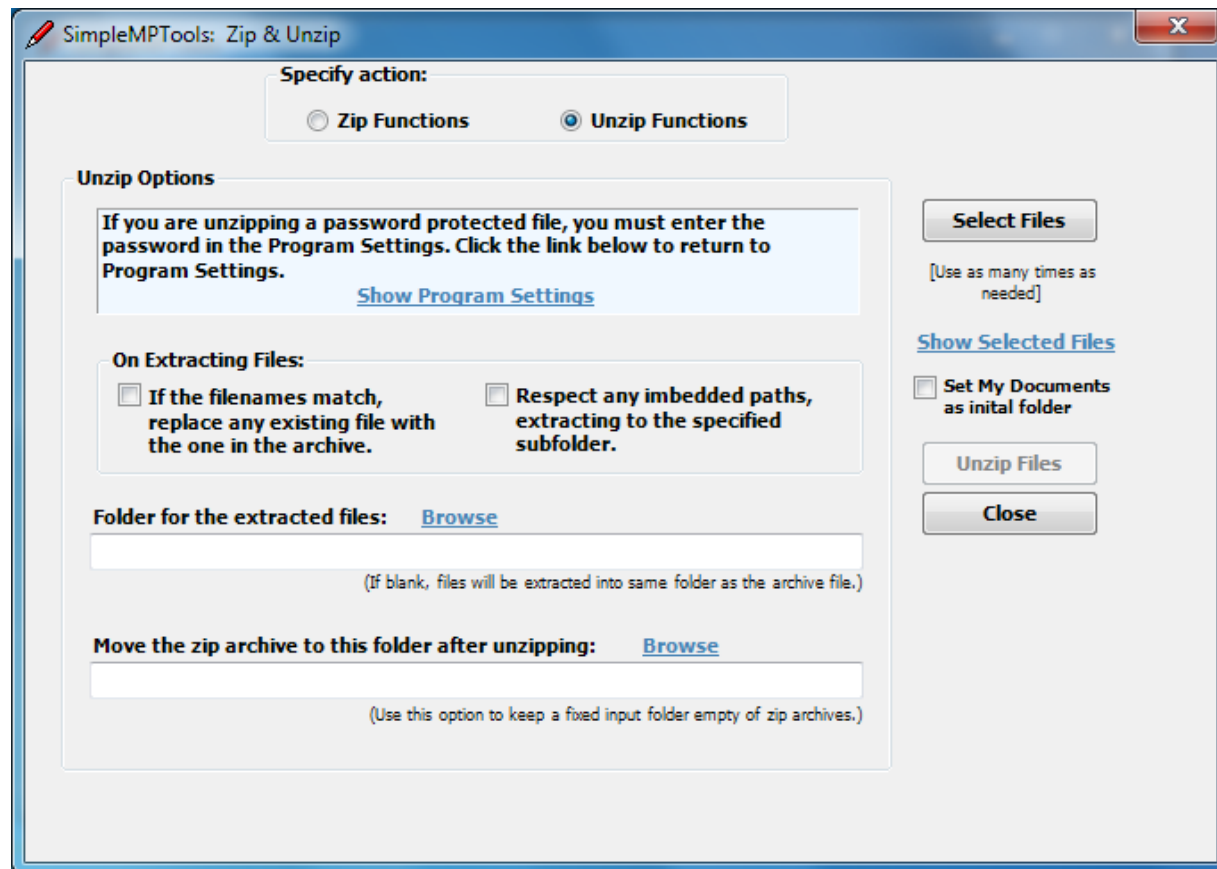
If a folder **is** selected, then you may select as many files as needed from within the same folder or from different folders.

☐ **Match this pattern** is used to select and subsequently zip one particular file type. In the example below only documents with the word \*Smith\* and a file format (type) of .doc can be selected and zipped. If no pattern is entered, you will see and be able to choose ALL files types in Windows® "Open" file dialogue box.

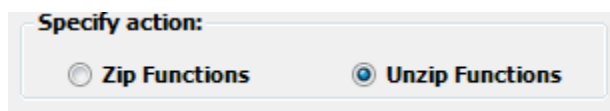
A screenshot of the 'Match file selection to this pattern:' field. It shows a text input box containing '\*Smith\*.docx'.

The zip file created is a standard zip file that any zip program will be able to unzip. However, if you use the higher encryption levels, the recipient will need a zip program that understands that level of encryption, among those are WinZip9, WinZip10, and MPTools.

## Unzipping



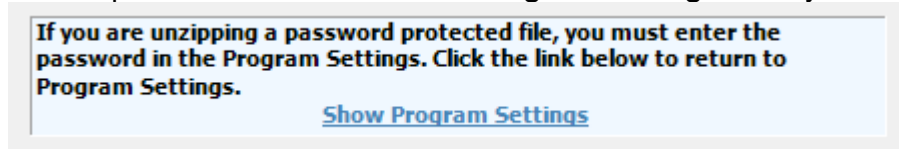
### SPECIFY ACTION



The selected radio button will present the respective Zip or Unzip function window, in this case, UNZIP.



The Unzip function uses the list of passwords you established under **Program Settings** to unzip password protected zip folders. You can return to **Program Settings** directly from this window.





## On Extracting Files

☒ **If filenames match** is checked, existing files of the same name are replaced with the new, incoming file. If not checked then any new file with the same name has its filename incremented with (2), (3), etc.

☒ **Respect any imbedded paths** when checked, MPTools will honor any folder paths (i.e. subfolders will be created under the designated Folder for extracted files). If it is not checked then such information is discarded and the files are put directly into the folder for extracted files.

☐ **Folder for the extracted files**

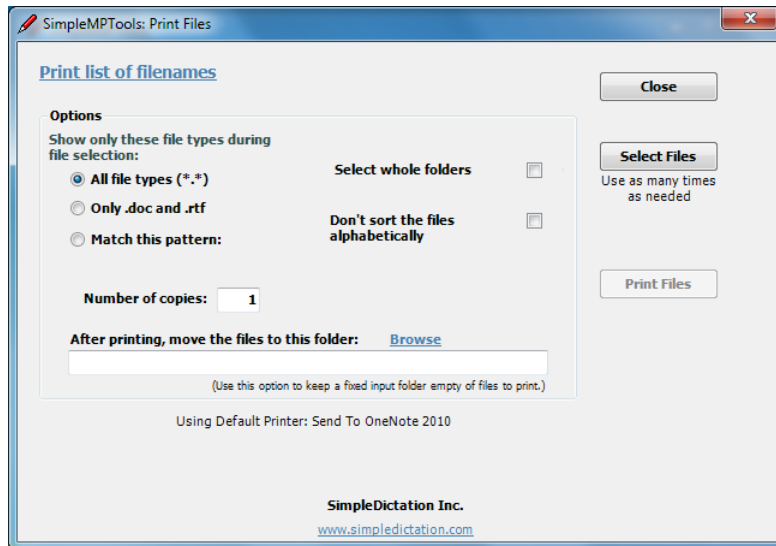
If this field is left blank (as displayed above) the files will be extracted into the same folder as the zip file and you can only select zipped files from within a single folder for subsequent extraction.

☐ **Move the zip archive to this folder after unzipping**

Is exceptionally useful in a client's office. With it, they would have created one folder for incoming Zips, and, after unzipping with MPTools, the incoming folder would therefore be kept clear of all files that had been unzipped and extracted.



## Print Files Function



**Print list of filenames** only produces a report listing the folder(s) and filename(s), and does this recursively, including all sub-folders from the starting point. You do NOT want to try this with root folder C:\ as the starting point, for you will get a 300 page report listing all the files on your computer.

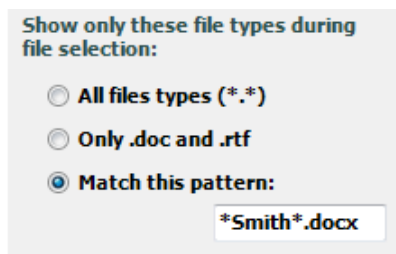
## OPTIONS

### Show only these file types during file selection:

- Ⓒ **All file types (\*.\*)** will show all file types during your file selection (ie. .docx, .rtf, .odt, etc.) and subsequently print. When paired with the option **Select whole folders** ☒ (not individual files) **MPTools®** will print ALL file types located within the selected folder(s).
- Ⓒ **Just .doc or .rtf** will show ONLY “.doc” and “.rtf” formatted files during your file selection and subsequently print. When paired with the option **Select whole folders** ☒ (not individual files) **MPTools®** will print ONLY **.doc or .rtf** file types located within the selected folder(s).
- Ⓒ **Match this pattern** is used to select and subsequently print one particular file type such as an \*.odt\* for OpenOffice type documents or, as in the example below, any document with the word \*Smith\* that is a .doc file type.



When paired with the option **Select whole folders** ☒ (not individual files) **MPTools®** will print **ONLY** the specified filename pattern (in the example below, **ONLY** .docx files that contain the word "Smith") located within the selected folder(s).



**Don't sort the files alphabetically** ☒: If you want the files printed by created date, modified date or by file size, put a check mark in this box. Then in the Windows® "Open" file dialogue box, specify the sorting method you want by right clicking in the area displaying the file list. Once they are sorted to your liking, press Ctrl+A to select all.

☐ **After printing, move the files to this folder**

If this field is left blank (as displayed above), you will simply print the files and not move them after printing.

To move files after printing (and keep an input folder clear of files to be printed), click the Browse button and select the folder from the Windows® "Open" file dialogue box. After printing is completed, MPTools will automatically move the printed files to the folder you have specified.

**"Select Files"** Even if you have specified to select from all files, \*.\* , MPTools will look at the filename, and will exclude any file that has one of the following extensions. It does this because neither Word nor MPTools knows how to properly display them in File Open. Additionally, MPTools will exclude any file whose name starts with ~, because Word uses this in naming its temporary files.

- .bmp
- .jpg
- .jpeg
- .gif
- .zip
- .pdf
- .mdb
- .tmp
- .bk
- .dll
- .exe

① MPTools prints to your selected default printer. If you need to use a printer other than your default, consult your operating system HELP files to reassign a default printer.



## INDEX

Counting Methods, 4

Counting Methods: Divide By, 4

Counting Methods: Divide By\Divide By, 4

Counting Methods\Characters, 4

Counting Methods\Counting Options, 4

Counting Methods\What to count, 4

Create Profile, 4

Create Profile\customers, 4

Create Profile\staff, 4

Create Profile\subcontractors, 4

Delete Profile, 8

Delete Profile\customers, 8

Delete Profile\staff, 8

Delete Profile\subcontractors, 8

Edit Profile, 8

Edit Profile\customers, 8

Edit Profile\staff, 8

Edit Profile\subcontractors, 8

Edit Profile\update, 8

firewalls, 2

free trial, 2

How to count lines, 4

How to count lines\Byte size of file, IF in ASCII, 4

How to count lines\Characters Extended, 4

How to count lines\Characters Extended + Function, 4

How to count lines\Characters Extended w/Spaces, 4

How to count lines\Characters Strict, 4

How to count lines\Characters Strict + Words, 4

How to count lines\Lines Extended w/blanks, 4

How to count lines\Lines Strict (Gross Line), 4

How to count lines\Pages, 4

How to count lines\Words, 4

key, 3

key code, 3

license, 3

licensing, 3

Per Unit Rate, 4

Per Unit Rate\line rates, 4

Production Reports, 4

Production Reports\detailed report, 4

Production Reports\reports, 4

Profile, 4

Profile\client, 4

Profile\definition, 4

Profile\transcriptionist, 4

purchase, 3

registration, 3

reinstallation, 3

reissue, 3

system, 2

system requirements, 2

trial, 2





trial days, 2