



# Insert Date & Time

## User's Manual

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## Welcome

Thank you for choosing the Insert Date & Time add-in, created by Sperry Software. This add-in allows you to place a date/time stamp into Outlook Emails, Appointments, Contacts, Notes, or Tasks or any other Outlook item with the click of a button, or using a hotkey that you specify. A hotkey is a key combination like Ctrl-Shift-F or F5.

You can format the date and time as you prefer, and even add your name to the text that shows up when you type the hotkey. This feature can be particularly helpful when organizing the notes in shared or public folders.

## Configuring the Add-in

Once the installation is complete, you are ready to use Insert Date Time. When you open Outlook you will notice a new button “Sperry Software Add-ins” added to the toolbar.



Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in’s functionality.

## Insert Date & Time Setting



### To create a date/time stamp:

1) In the “Invoking Date/Time Insertion” area choose the method you want to use to enter the date/time stamp. You can enable a toolbar button, or a Hotkey, or both.

2) Specify the text and format of the date/time stamp. You can place any combination of Date, Time, and/or Author, plus a limited number of other characters or words of your choosing. Enter the desired text into the “Text to be inserted:” text field. Use keywords to specify Date, Time, and Author: <Date> <Time> <Author>. These will be replaced with the real thing when the add-in is invoked.

### To place a date/time stamp:

Open the desired email message, Appointment, Contact, Note, or Task (known as an “Inspector”), then click the “Insert Date/Time” toolbar button or use the Hotkey that you set up earlier.

### Add-In Configuration Settings

The “Invoking Date/Time Insertion” frame allows you to choose what method to use to place a date/time stamp in your message.

As mentioned, you can choose “Enable Hotkey” and “Show Button in Inspector (message) Window”. To use a Hotkey to enter the date/time stamp, check the “Enable Hotkey” box . Click the “Choose Hotkeys...” button to specify the Hotkey or key combination to use. To place the date/time stamp using a toolbar button, check the “Show Button in Inspector Window” box. A timestamp button will be added to the toolbar and will be available each time you open a message.

With the “What to Insert” frame you can insert any or all of the following in your messages: Date, Time, and Author, along with any additional characters or text that you want to add.

To automatically add the Date, Time, or Author you will need to place the appropriate keyword in the “Text to be inserted:” field. Keywords are simply the data name inside left and right arrows: <Date>, <Time>, <Author>

The “Where to Insert” frame controls where in the message the date/time stamp will be inserted. The default is to insert wherever you are typing, that is, the position of the cursor at the moment you press the hotkey. However, you can choose to force the add-in to place the date/time stamp at the top or bottom of the body every time, regardless of where you are typing.

To add blank lines above or below the time stamp, enter your choices in the number fields for blank lines before and after.

## Troubleshooting

Q. The “Sperry Software Add-ins” button is not visible.

A. The add-in may have become disabled.

**For Outlook 2002, 2003 users:**

On the Outlook Menu, click Help...About Microsoft Outlook

Click the “Disabled Items” button

If “Sperry Software” is listed, enable it and restart Outlook

**For Outlook 2007 users:**

On the Outlook Menu, click Help...Disabled Items

If “Sperry Software” is listed, enable it and restart Outlook

The Sperry Software toolbar may not be set to “Visible”

On the Outlook Menu, click View...Toolbars and make sure that Sperry Software is checked.

Q. The “Sperry Software Add-ins” button does not respond.

A. Run the add-in Reset tool.

The add-in reset tool can be downloaded from

<http://www.sperrysoftware.com/outlook/tools.asp>

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our [Knowledge Base](#).