



Quick Text Hotkeys

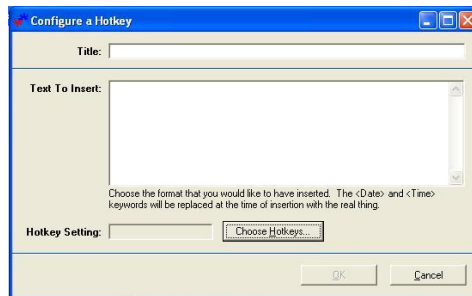
User's Manual

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Welcome

Thank you for choosing the Quick Text Hotkeys add-in, created by Sperry Software. This add-in allows you to insert pre-defined text into your message when you press the associated key combination. Saves you time when inserting often-used text such as attention lines, header/footer text, business or personal signatures, and subject lines. Optionally inserts the current date and time with the text.

To create a new Quick Text Hotkey:



From the configuration window, select the Quick Text Hotkeys add-in. On the Configure Hotkeys tab for this add-in, click “Add...” This opens the “Configure a Hotkey” window, allowing you to enter the text that you want inserted automatically, and allows you to select the key combination that will insert the text. To add the current date and/or time, use the keywords <Date>, and <Time>. For example, <Date> will insert current date, and <Time> will insert the current time.

To view existing Quick Text Hotkeys:

From the configuration window, select the Quick Text Hotkeys add-in in the list. Click the Configure Hotkeys tab. The list of currently created Quick Text Hotkeys will be displayed. To quickly display the existing Quick Text Hotkeys, enable the “Show Button in Inspector Windows” option on the Settings tab for the Quick Text Hotkeys add-in. This places a button on the toolbar that, when clicked, displays the Quick Text Hotkeys window. This is useful if you have too many hotkeys to remember.

To place text using a Quick Text Hotkey:

Open the Email, Appointment, Contact, Task, or Note or other Outlook item that you want to work with. Place the cursor where you want to insert text, then press the designated Hotkey for the desired text.

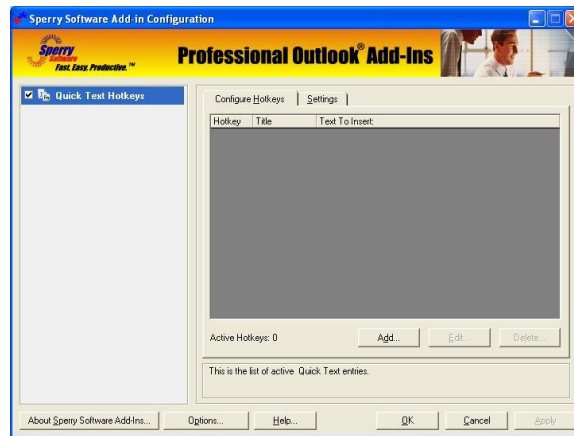
Configuring the Add-in

Once the installation is complete, you are ready to use Quick Text Hotkeys. 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.

Configure Hotkeys Tab

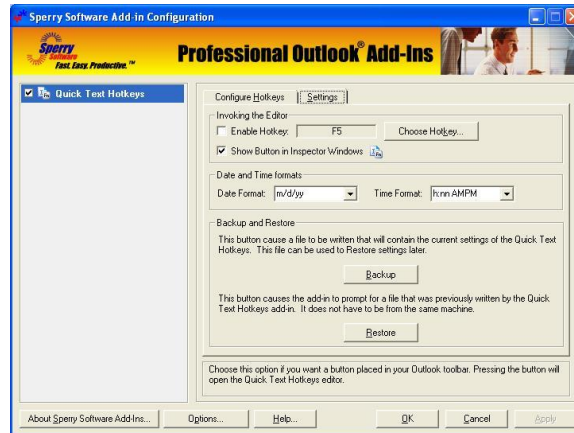


This tab allows you to create and edit Quick Text entries, and set the Hotkeys to invoke them.

The “Hotkey List” displays the list of Quick Text Hotkeys that have been created.

The “Add,” “Edit,” and “Delete” buttons open the “Configure a Hotkey” window, allowing you to create, edit, and delete Quick Text Hotkeys.

Settings Tab



This tab provides options for how the “Configure a Hotkey”, and specifying date/time formats.

The “Invoking the Editor” frame allows you to specify what method you will use to open the Quick Text Hotkeys editor. The choices are “Enable Hotkey” and “Show Button in Inspector Windows”. An inspector is any Outlook window that shows one Outlook item, whether it be an email message, contact, or whatever. If this option is checked, a button will appear in the inspector toolbar. When this button is clicked, you can create, review, or edit Quick Text Hotkeys.

The “Date and Time formats” allow you specify the format for date and time entries.

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](#).