Random Quotes

User's Manual
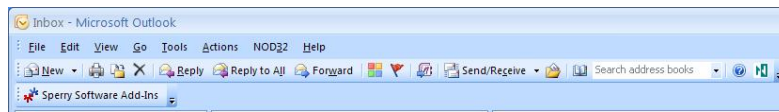
Welcome

Thank you for choosing the Random Quotes add-in, created by Sperry Software. This add-in easily inserts witty and famous quotes into your email messages.   You can have them automatically inserted into outgoing emails, or you can press a button that inserts them (for previewing before sending to be sure they're appropriate).
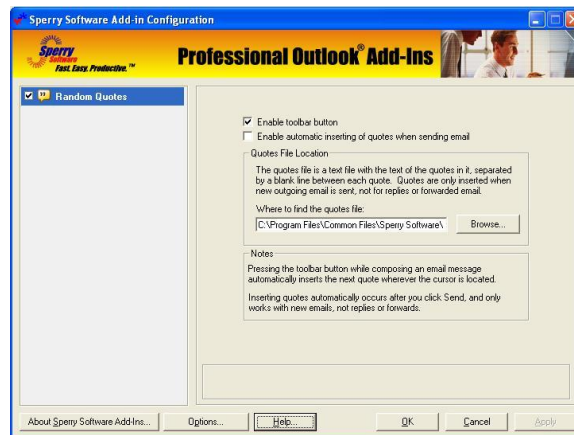
Configuring the Add-in

Once the installation is complete, you are ready to use Random Quotes. 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.

Configuration Page

In the configuration area of the Random Quotes add-in, there are two checkboxes.

The first, "Enable toolbar button", puts a button on the Sperry Software toolbar that appears when you compose a new email or a reply. Clicking this button inserts the quote.

The second checkbox makes the insertion of the quote occur when the email is sent. It works only for new emails, not for replies.

The "Quotes File Location" is set by the installation program, but is shown to you so that you can edit the file yourself with your own quotes.

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.