



# 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. Plus, it optionally inserts the current date and time with the text.

### To create a new Quick Text Hotkey:

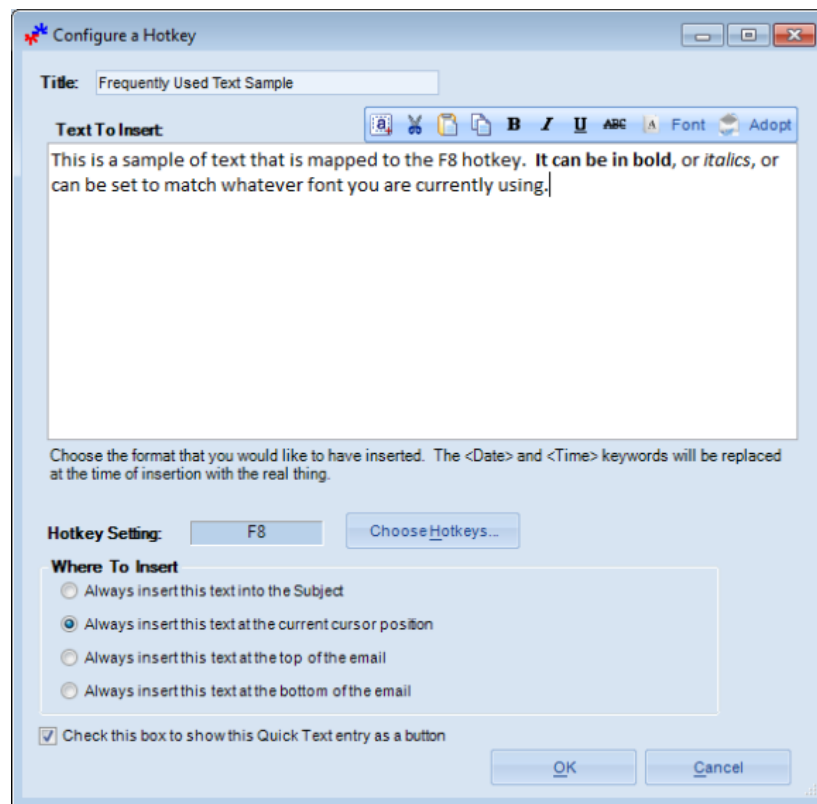


Figure 1 (Sample hotkey entry)

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 invoke a Quick Text Hotkey:**

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

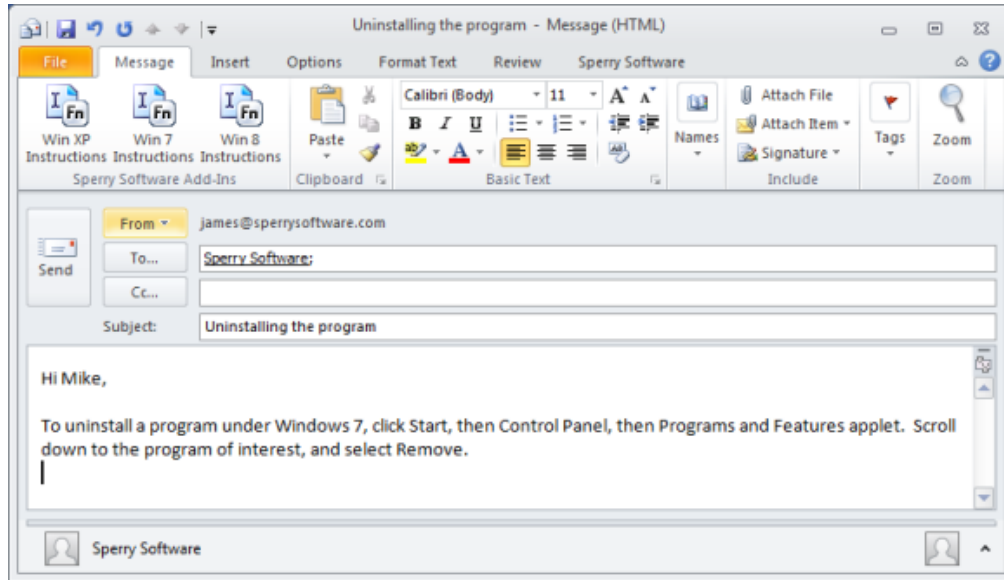


Figure 2 (Note the new buttons above the Send button)

The image above shows three buttons in this compose email window. In this hypothetical sample, the user has chosen to add a button for instructions for Windows XP, instructions for Windows 7 and instructions for Windows 8. Clicking one of these buttons results in the text associated with that button being inserted.

## 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.



Figure 3 (Outlook 2007 shown)

Note that the screenshot shows Outlook 2007. In Outlook 2010 and higher, a tab will appear showing “Sperry Software” and in this tab is the Sperry Software button. 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

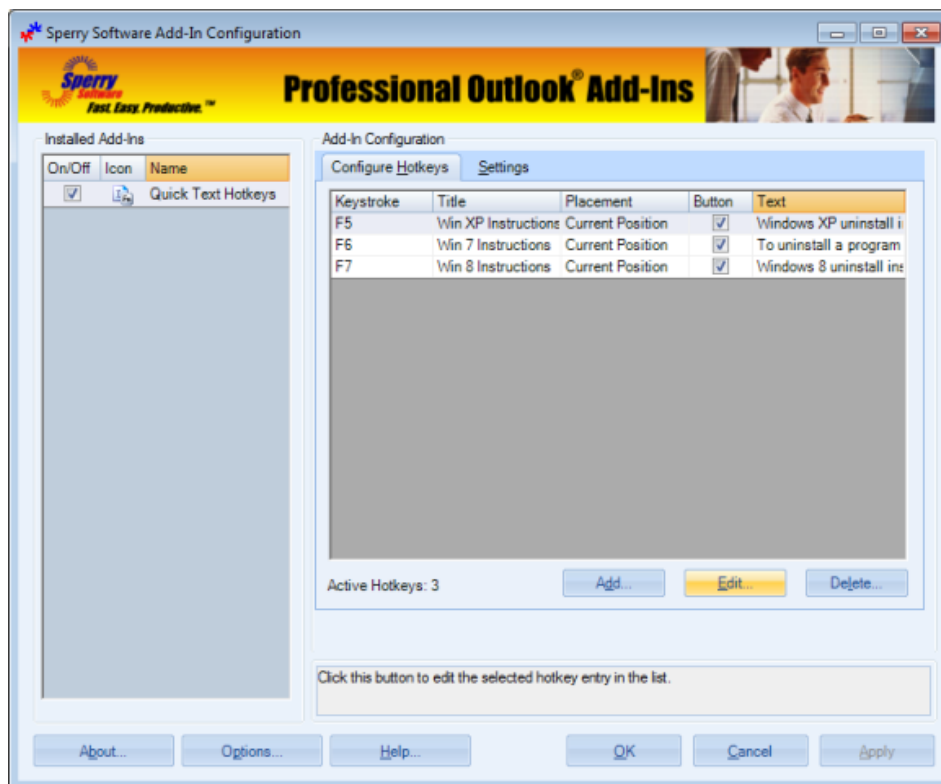


Figure 4 (Three sample Quick Text Hotkey entries shown)

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

The list displays the list of Quick Text Hotkey entries that have been created, and initially will be empty. In the image above, three hotkeys have been created that insert various instructions, one for Windows XP, one for Windows 7 and one for Windows 8.

The “Keystroke” column indicates the hotkey that can be pressed in lieu of the toolbar button. The “Title” column shows the title that has been given to the entry and is used as the button text. “Placement” indicates where the text will be inserted, and can be in the subject, at the current cursor position, at the top of the email, or always at the bottom of the email. The “Button” column indicates whether a toolbar button representing this entry will show up when composing a new email. Finally, the “Text” column shows a bit of the entry.

Note that just like in all other Sperry Software products, clicking on any of the column headers results in the list being sorted by that column. Here in this sample of just three entries this seems trivial, but once several dozen entries have been built up, this is a useful feature.

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

### Creating or Editing Hotkey Entries

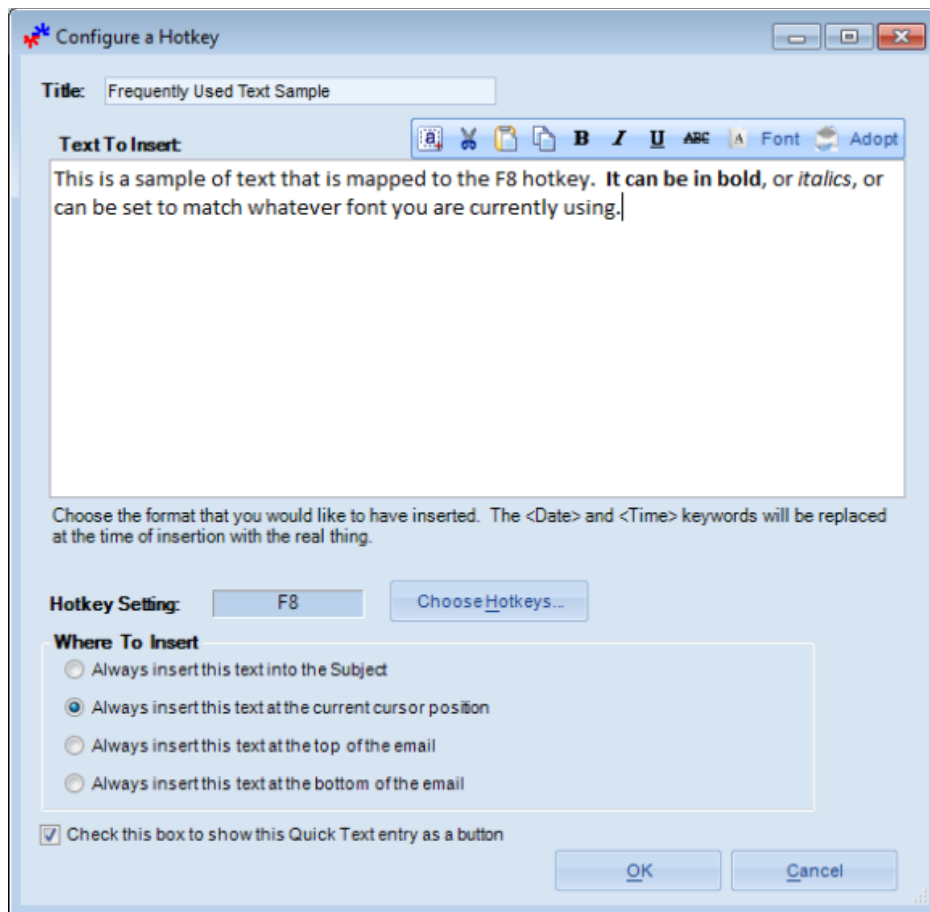


Figure 5 (Typical Quick Text Hotkey entry)

The image above is an example of what it is like to configure a Hotkey entry. The first thing that must be done is to choose a title that makes it easy for you to remember, but also (possibly) serve as toolbar button text. Next, the text itself must be typed. Note that the text can be forced to take on a certain font, be made bold (among other options) or, it can be set to take on the font that you are using at the time the email is being composed. Also, note that if the keywords “<Date>” or “<Time>” are inserted, that those keywords are replaced with the actual values at insertion time. The format of the date and/or time is specified in the “Settings” tab (see below). The next option to decide is where the text should be inserted. It can be inserted into the subject, or at the current cursor position, always at the top of the email, or always at the bottom of the email. The last option to choose is whether this Hotkey entry should also appear as a toolbar button.

## Settings Tab

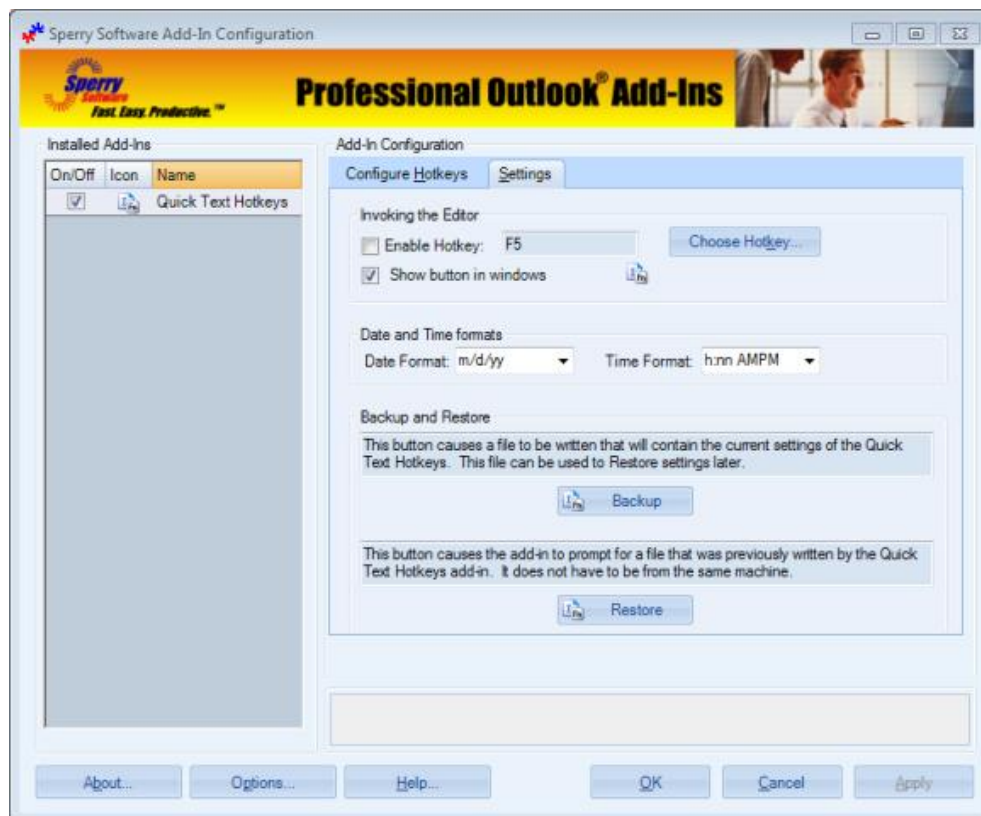


Figure 6 (Settings Tab)

This tab provides overall options that apply to all entries, such as 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 Windows”. If this option is checked, then the toolbar button will appear in the main Outlook window. If the Hotkey button here is

clicked or if the toolbar button is clicked, then the list of Quick Text Hotkeys will show up making it convenient if you cannot remember which hotkey is mapped to which entry.

The “Date and Time formats” allow you specify the format for date and time entries. As mentioned, the actual date and time are substituted at the moment the hotkey is invoked.

The “Backup” and “Restore” functions are useful for sharing a list of Quick Text Hotkey entries, or restoring to a new machine after backing up on an old one.

## Troubleshooting

Q. I'm having trouble, and need to start over with installing. What can I do?

A. Follow these instructions:

<http://www.sperrysoftware.com/kb/questions/98/!%27m+having+problems%2C+and+I+need+to+reinstall+my+add-ins+from+a+clean+start.+How+do+I+do+this%3F+>

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

A. Run the add-in Reset tool.

The add-in reset tool (among others) 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](#).