



AUTOTEXT MASTER 1

PROGRAM HELP

GILLMEISTER SOFTWARE

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1. START

AutoText Master is a powerful application that supports the use of text modules in virtually all programs. Recurring formulations can be defined as AutoText and then be issued with either a keyboard shortcut or with an individual text shortcut in programs such as Outlook, Word or any text editor. Extensive filtering and configuration options allow the flexible use in many scenarios.

The help describes the program functions and provides instructions for the use of AutoText Master.

2 MAIN MENU

2.1 MENU ENTRIES OF THE GROUP MAIN MENU

2.1.1 Options...

Using this menu item, the program options can be accessed to customize the program.

2.1.2 Enter license key ...

This menu entry opens the registration dialog to enter the license key respectively to unlock the full version of the program.

2.1.3 Online help...

Clicking on this menu item opens the online help in the default browser. To use the online help, an active Internet connection is required.

2.1.4 About...

Using this menu item, the dialog window to display the program version of the license state will be opened. This dialog window contains also links to contact the technical support, the product's web page etc.

2.1.5 Create error report

In case of technical problems, you can create a bug report by using this menu item. The created file is named "AutoText Master - error report" and located on the Desktop. You can then send us the error report attached to an email with a short description of the problem.

2.1.6 Close

Clicking on the Close icon in the window title bar minimizes the program to the info area of the task bar. Clicking on this menu item closes the program.

2.2 MENU ENTRIES OF THE GROUP CATALOG MENU

2.2.1 New catalog file...

This menu entry opens a file selection dialog to specify the directory in which the catalog should be created and to name the catalog. After successful creation of the catalog, a dialog window for editing the catalog settings will be opened.

2.2.2 Open catalog file...

This menu item opens a dialog to select the catalog file to be opened.

2.2.3 New shared catalog file ...

This menu entry opens a file selection dialog to specify the directory in which the catalog should be created and to name the catalog. As directory, select the folder, that should be shared with other users and is monitored by a synchronization program such as DropBox. After successful creation of the catalog, a dialog window for editing the catalog settings will be opened.

2.2.4 Open shared catalog file...

This menu item opens a dialog to select the shared catalog file to be opened.

2.2.5 Restore catalog...

AutoText Master creates automatically backups for local and shared catalogs as soon as a change is made. The number of backups to be stored can be set in the program options. Clicking on this item opens a dialog box in which a backup can be selected that should be restored. For network catalogs, the respective system administrator is responsible for regularly backing up the catalog database.

2.2.6 Remove catalog

Using this menu item, the selected catalog can be removed. Removed catalogs are no longer available in the program, but not deleted from the hard drive.

2.2.7 Connect to a catalog server...

This menu item opens a dialog for adding or integrating a network catalog. As database server, only Firebird is initially supported. In the dialog box, the credentials can be entered, which are required to connect to a server on the local network. After successful opening of the catalog, a dialog window for editing the catalog settings will be opened.

2.3 OBJECT MANAGEMENT

Opens a new window for managing objects that are included in AutoText entries as well as orphaned objects.

3 CATALOGS

AutoText Master supports the simultaneous use of multiple catalogs. It supports any combination of catalog types listed below. A catalog can be disabled by removing the preceding checkmark.

3.1 LOCAL CATALOG

This catalog type includes AutoText entries that are specific to a user and not to be shared with other users. The entries could, for example, contain data that are not relevant to, or should not be made available to other users.

3.2 SHARED CATALOG

This catalog type includes AutoText entries that are to be shared with other users via a synchronization service and thus jointly used. A shared catalog allows collaborative editing of AutoText entries and is updated when the program starts and after closing the main program window.

3.3 NETWORK CATALOG

This catalog type includes AutoText entries that are shared by multiple users on a network. A network catalog can be edited by all users.

4 GROUPS

Groups are used to divide AutoText entries. They are arbitrarily deep nestable and can be integrated into another group within the same catalog via drag & drop. A group can be disabled along with contained subgroups and AutoText entries by removing the preceding checkmark.

With a text or keyboard shortcut, groups can be made available in almost all applications as selection menu. This allows convenient access to the elements contained in that specific group. After clicking on a menu entry, the corresponding text block will be inserted at the current insertion point in any text.

If a group has a text shortcut or keyboard shortcut assigned, it is appended to the group name.

4.1 TOOL BAR

4.1.1 New...

A click on this menu entry creates a new group and opens a dialog to configure the newly created group.

4.1.2 Edit...

This menu item opens a dialog to edit the settings of the selected group.

4.1.3 Duplicate

Use this button to duplicate the selected group with all its subgroups and AutoText entries.

4.1.4 Delete

Using this menu item, the selected group will be removed along with all contained sub-groups after confirmation.

4.1.5 Import (into selected group)

4.1.5.1 *Import from CSV file*

After selecting the CSV file to be imported, the settings window opens where you specify the separator and determines whether the first line of the CSV file contains column labels. Then you assign the properties of the AutoText entries to be generated to the corresponding column indices. The Name property needs to be assigned a column index in any case. If a column is assigned to Group 1 and the respective row contains a value, a group is created named with this value and the created AutoText entry will be incorporated in this group. Other subgroups can be generated by mapping the columns for the groups 2 to 10. After clicking on Import, the import process is started and the number of imported entries will be displayed upon completion.

When importing multiline values are supported.

4.1.5.2 *Import list (name = content)*

This menu item serves to import simple lists. For each line of the list, an AutoText entry is created, having the text of the respective line assigned as name and content.

4.2 EDIT GROUP SETTINGS

4.2.1 Tab „General“

4.2.1.1 *Description*

Here, the name of the group and an optional comment are entered. The assigned name is used to display the group in the group list.

4.2.1.2 *Keyboard shortcut*

Here, a keyboard shortcut can be determined which serves to invoke a selection menu starting with the respective group.

4.2.1.3 *Text shortcut*

In this area, a text shortcut can be entered, which induces an invocation of a selection menu starting with the respective group. To minimize unwanted invocations, it is advisable to prepend a special character to the text abbreviation, such as a pound sign (#). This ensures that the text shortcut is not part of a word. Optional can be determined whether the upper / lower case of the text shortcut is to be considered.

Furthermore, the type of prefix and suffix can be determined here which can alternatively be used instead of preceding special characters to define exactly when the group selection menu should be invoked. The prefix in this context is the type of the character that needs to be entered immediately before the text shortcut. For example, it can be specified that the group selection menu should only be invoked if previously a digit or a space has been entered. The suffix corresponds to the type of character that has to be entered directly after a text shortcut.

4.2.2 Tab „Exclusion“

Using the application filter, applications can be defined that AutoText Master should ignore. In these applications, keystrokes are not evaluated. As criterion, the path of an application or the text in the title of a window can be used. A global application filter can be set in the program options.

The number of filters used is displayed in the tab's label.

4.2.3 Tab „Completion suggestions“

4.2.3.1 *Include in completion suggestions*

If this option is enabled and one or more text blocks begin with the characters you entered, a pick list is displayed that contains all AutoText entries matching the input. By pressing the TAB key (respectively the key set in the program options), you can switch into the selection window and select the entry to be used. After double-clicking the entry or pressing the ENTER or RIGHT ARROW key, the corresponding text block is inserted into the text. If only one match is displayed, pressing the key triggers the direct use. By pressing the ESCAPE key, the pick list can be closed without selecting an entry.

5 AUTOTEXT ENTRIES

With a text or keyboard shortcut or by using completion suggestions, AutoText entries can be used in almost all applications. When applied, the text block that is assigned to an AutoText entry is inserted at the current insertion position within any text. AutoText entries can be moved via drag & drop to another group within the same catalog. By removing the preceding checkmark, AutoText entries can be disabled.

5.1 TOOL BAR

5.1.1 New...

A click on this button creates a new entry and opens a dialog to configure the newly created AutoText entry.

5.1.2 Edit...

This button opens a dialog to edit the settings of the selected entry.

5.1.3 Duplicate

This button serves to duplicate the selected AutoText entry.

5.1.4 Copy to clipboard

Use this button to copy the content of the selected item to the clipboard. Embedded objects or macros are applied.

5.1.5 Delete

Using this button, the selected entry will be removed after confirmation.

5.2 EDIT ENTRIES

5.2.1 Tab „General“

5.2.1.1 *Text editor*

AutoText Master supports three different text types: plain text and text in RTF or HTML format. The text entered here will be sent to the active application when a text-insertion operation is triggered e.g., by a text shortcut. By embedding objects, the text can also be supplemented with dynamic content such as a pick list or daily date.

5.2.1.2 *Description*

Here, the name of the entry and an optional comment are entered. The assigned name is used to display the entry in the list of AutoText entries.

5.2.1.3 *Keyboard shortcut*

Here, a keyboard shortcut can be determined which signals the program that the respective text block should be inserted at the current position in the active application.

5.2.1.4 *Text shortcut*

In this area, a text shortcut can be entered, which triggers the insertion of the respective text block. To minimize unwanted invocations, it is advisable to prepend a special character to the text abbreviation, such as a pound sign (#). This ensures that the text shortcut is not part of a word. Optional can be determined whether the upper / lower case of the text shortcut is to be considered.

Furthermore, the type of prefix and suffix can be determined here which can alternatively be used instead of preceding special characters to define exactly when the text block should be inserted. The prefix in this context is the type of the character that was entered immediately before the text shortcut. For example, it can be specified that the text should only be inserted if previously a digit or a space has been entered. The suffix corresponds to the type of character that has been entered directly after a text shortcut.

5.2.2 Tab „Exclusion“

Using the application filter, applications can be defined that AutoText master should ignore. In these applications, keystrokes are not evaluated. As criterion, the path of an application or the text in the title of a window can be used. A global application filter can be set in the program options.

The number of filters used is displayed in the tab's label.

5.2.3 Tab „Send options“

AutoText Master makes it possible to use two different sending methods for text-insertion operations using plain text. Changing the send method may be necessary if an application does not support one of the two send methods. The standard send method is set in the program options, however, it can be set separately for each AutoText entry.

5.2.4 Tab „Extended“

5.2.4.1 *Include in completion suggestions*

If this option is enabled and one or more text blocks begin with the characters you entered, a pick list is displayed that contains all AutoText entries matching the input. By pressing the SHIFT key, you can switch into this selection window and select the entry to be used. After double-clicking the entry or pressing the "ENTER" or "RIGHT ARROW" key, the corresponding text block is inserted into the text. If only one match is displayed, pressing the SHIFT key triggers the direct use. By pressing the ESCAPE key, the pick list can be closed without selecting an entry.

The minimum number of matching characters can be set in the program options in the category Suggestions.

6 DETAILS

The details pane displays information about the currently focused entry.

7 SELECTION MENU

The selection menu lists all entries of the invoked group hierarchically. The LEFT ARROW button or key can be used to switch to the parent group. The RIGHT ARROW button as well as the corresponding key trigger the use of the selected entry. The ARROW UP and ARROW DOWN keys can be used to navigate within the list. With the F3 key, the input field for search is activated. The search results are live (updated after each character entered). The search is case-insensitive.

8 PROGRAM OPTIONS

8.1 GENERAL

8.1.1 Language

Sets the language of the user interface.

8.1.2 Start program with Windows

Specifies whether the program should start automatically when Windows starts.

8.1.3 Show main window at startup

Determines whether the main window should be shown at program start.

8.1.4 Close data entry forms contained in the AutoText at loss of focus

Determines whether data entry forms such as a date selection dialog will be closed and the insertion of the text block will be canceled when switching to another window (when the data entry form no longer is focused).

8.2 AUTOTEXT DEFAULTS

Here, the default type of prefix and suffix can be determined. Using prefix and suffix can prevent that text shortcuts which are part of a word trigger unwanted text-insertion operations. The prefix in this context is the type of the character that was entered immediately before the text shortcut. For example, it can be specified that the text should only be inserted if previously a digit or a space has been entered. The suffix corresponds to the type of character that has been entered directly after a text shortcut.

8.3 SUGGESTIONS

In this category, the minimum number of characters can be specified which a text module must match before a pick list of matching AutoText entries will be displayed.

8.4 SENDING OPTIONS

AutoText Master makes it possible to use two different sending methods for text-insertion operations using plain text. Changing the send method may be necessary if an application does not support one of the two send methods. Here, the default send method can be set, however, it can be overridden and set separately for each AutoText entry in the entry settings.

8.5 EXCLUSION

Using the application filter, applications can be defined that AutoText master should ignore. In these applications, keystrokes are not evaluated. As criterion, the path of an application or the text in the title of a window can be used. Here you can define global rules.

8.6 BACKUP

AutoText Master automatically creates a backup as soon as a change is made. Here, the number of backups to be stored and the directory in which the backup files are kept, are set.

9 EULA

The license agreement can be found at the following address: <http://gillmeister-software.com/products/autotext-master/download.aspx>