

## Your Guide to Typelt4Me

Keen to get to know Typelt4Me? This user guide is your new best friend.

To get up and running as quickly as possible, dive straight in to the Quick Start section for a crash course in the basics of text expansion. Come back to consult the in-depth Reference section when you have specific questions.

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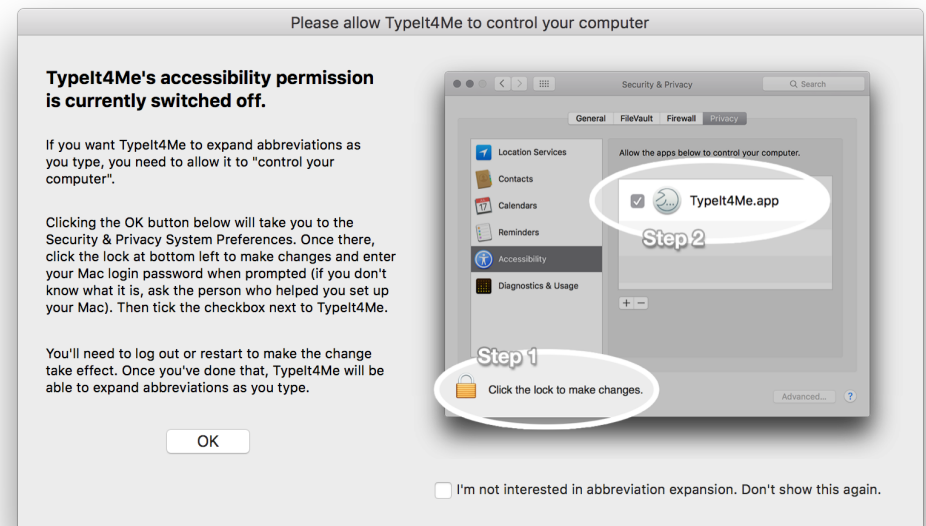
# 1. Quick Start

## 1.1 - Opening the app

Go to your Applications folder and double click on Typelt4Me. The first time it launches, you will be presented with a window titled “Please allow Typelt4Me to control your computer” (pictured right).

Accessibility access needs to be enabled in order for Typelt4Me to expand abbreviations as you type. Click OK to be taken directly to the Accessibility pane in System Preferences, then click the padlock and if prompted, enter your administrator password\*. Finally, tick the checkbox next to Typelt4Me and **log out or restart your Mac** for the setting to take effect.

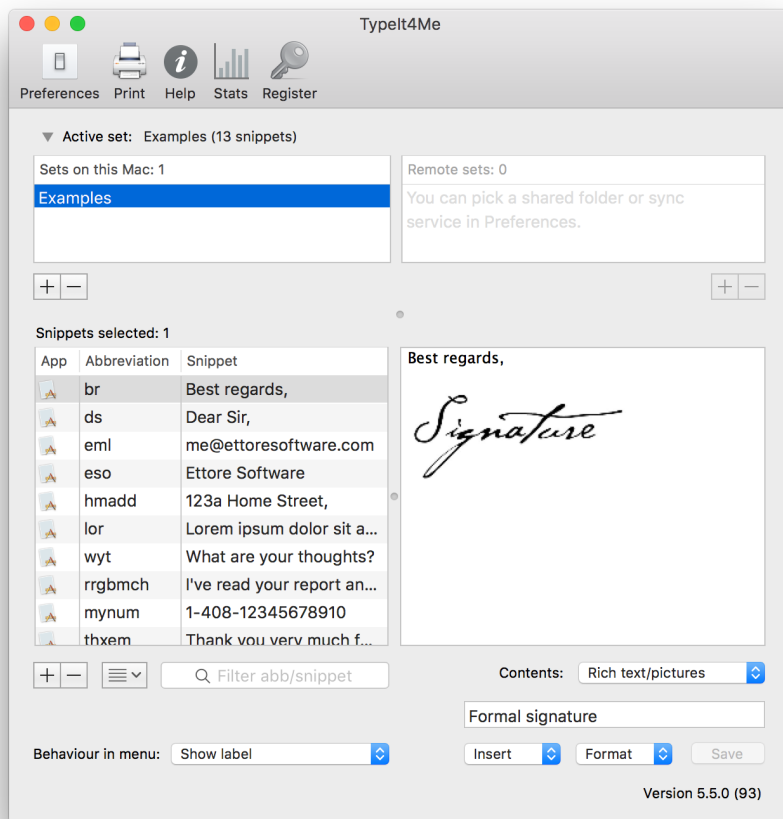
**Please note:** until you grant Typelt4Me this accessibility permission, expansion will *\*not\** work when you type your abbreviations with the keyboard. It will *\*only\** work when you point and click on your abbreviations in the Typelt4Me menu bar dropdown list.



\*If you don't know your password, this Apple support page may be of some help: <http://support.apple.com/kb/ht1274>

## 1.2 - Getting acquainted with text expansion

Typelt4Me is a text expander. Text expansion is essentially on-the-fly substitution of short typed abbreviations with longer ‘snippets’ of content, which can include lengthy words, phrases, boilerplate texts or even pictures. Whenever you type a pre-defined shorthand abbreviation of your choosing, Typelt4Me instantly replaces it with its corresponding snippet.



Once you've granted the necessary accessibility permission outlined in section 1.1, launching Typelt4Me will bring up the main window (pictured left). This is where you'll customise the app to your liking and define your own personal shorthand. To give you some inspiration, we've included a few dummy abbreviations you can play with while you get to grips with how everything works. When you type these *in any app that accepts text input*, they'll expand to common greetings, contact details and phrases - 'snippets' of text and / or images.

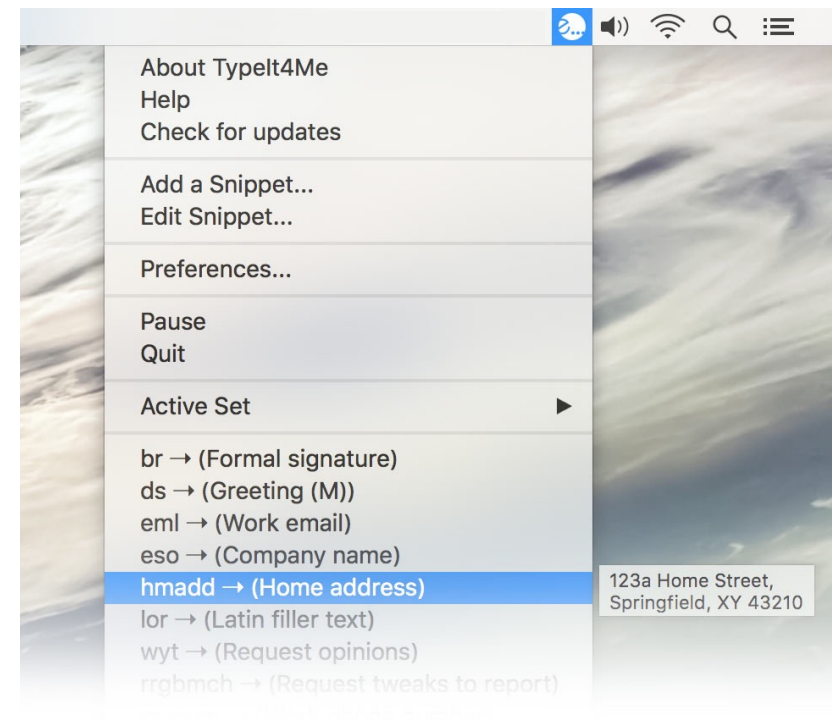
How about trying one of the examples out? With Typelt4Me running, switch to your text editor of choice and type `thxem`. As soon as you type a space after it, this should instantly become: `Thank you very much for your email.`\*

\*If this doesn't happen, it's possible you didn't grant Typelt4Me the accessibility permission it requires for keyboard expansion, or you forgot to log out or reboot your Mac after doing so. Check the troubleshooting section at the end of this user guide.

Still with us? Great. Text expansion is a fantastic time saver. Hopefully, you've enjoyed typing the examples and watching reams of text content magically materialise in the blink of an eye. If so, you'll be pleased to learn the fun doesn't stop there.

In addition to expanding abbreviations typed on the keyboard, Typelt4Me offers a handy point-and-click option. If, like us, you occasionally forget what abbreviation you assigned to a particular snippet, or even if you simply don't feel like typing it, you can scroll through the Typelt4Me menu bar list and click on it, as shown here (right). Doing so will insert the snippet contents wherever the cursor is currently positioned in the app you're using.

All good so far? Congratulations, you've installed Typelt4Me on your Mac and it's working as intended. Feel free to try out some of the other pre-defined abbreviations in the Examples set to get a feel for things before we move on. In the next section of this guide, we'll look at ways to define your own abbreviation / snippet pair.

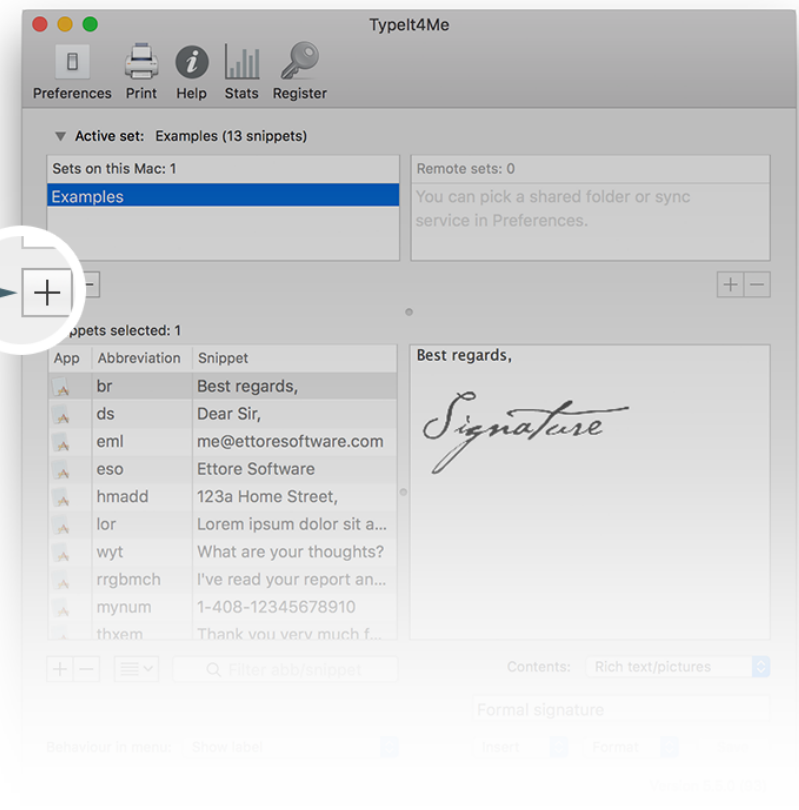
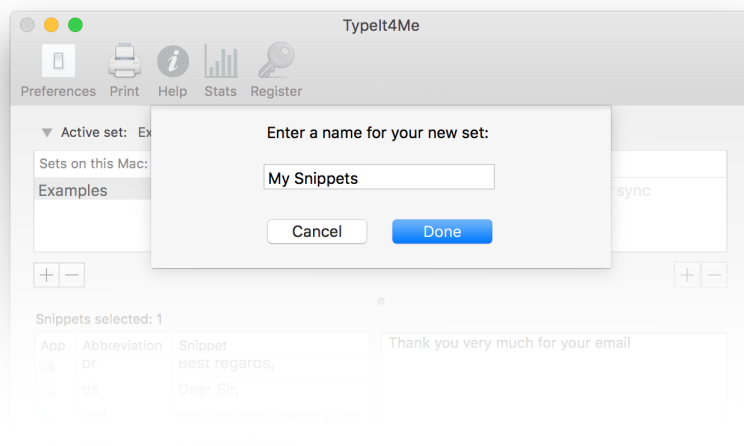
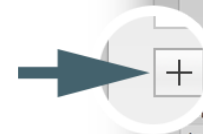


## 1.3 - Defining your first abbreviation / snippet pair

OK, we've had a play with the provided examples and explored the delights of text expansion, so by now you're probably champing at the bit to start defining your own shorthand abbreviations. Let's get down to business.

### 1.3.1 Create a new snippet set

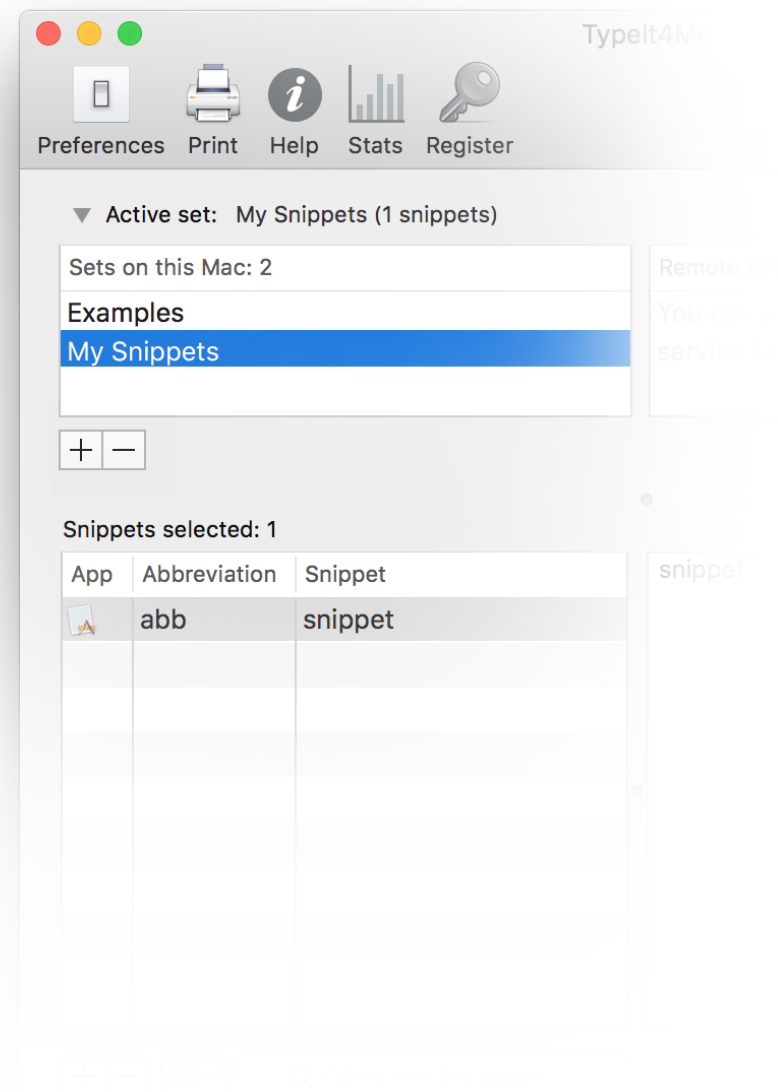
First, you'll want to create your own snippets set, i.e. a file that will contain a new group of snippets. Do this by clicking the + button below the bottom left corner of the "Sets on this Mac" pane (pictured right). When prompted, give your new set a name ("My Snippets", perhaps) and click Done.



Once you've saved your newly created snippets set, you'll see it appear in the list, underneath the bundled Examples set. You'll notice it's highlighted, which means it's now the active set - that is, only snippets within this set will be expanded. Only one set can be active at any one time. You can easily switch between them by clicking once on the name of the set you want to activate. You don't have to use multiple sets, the option is simply there for anyone who prefers to keep different snippet types in separate groups, for use in specific contexts.

Looking further down, you'll see that the list of snippets is now empty save for one abb / snippet pair. This is a placeholder that is created by default. Try typing **abb** in your favourite word processor or in the body of an email (or just about anywhere else). As soon as you type a space\* after it, the word **abb** (i.e. your abbreviation) will be replaced by the word **snippet**.

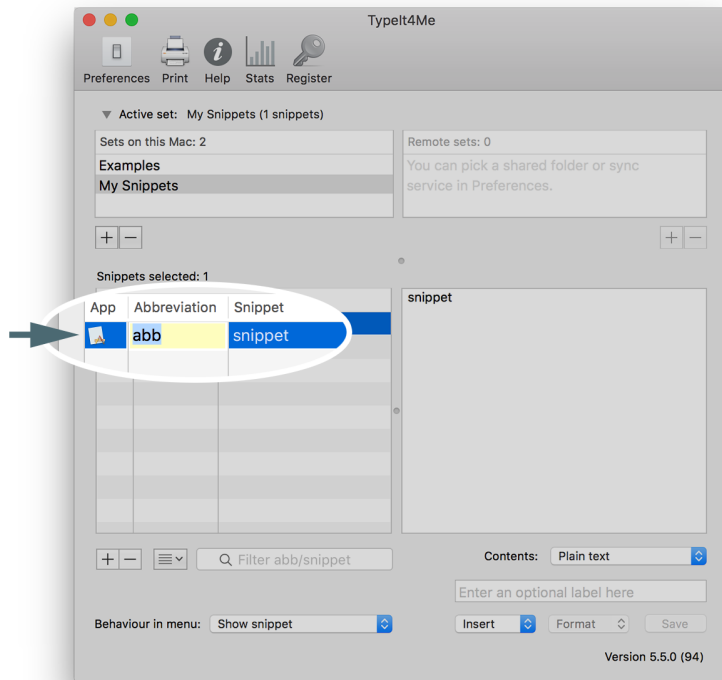
\*Later in this guide you'll learn how to change the expansion 'trigger' from a space to an alternate punctuation key if that suits you better. You'll also learn to fine tune your preferences to specify whether the character that triggered the expansion should be appended to the end of the expanded snippet or dropped.




### 1.3.2 Define a new abbreviation via the main app window

Now that we've observed the snappy way Typelt4Me expands **abb** to **snippet**, it's time for you to redefine both **abb** and **snippet** to something more useful.


If your name were Max Wolfeschlegelstein, you might - for example - want to type **mxw** and have that expand to **Max Wolfeschlegelstein**. Let's try that, shall we?



1. First, double click on **abb** so that it becomes highlighted. This means it's now editable.


App	Abbreviation	Snippet
	abb	snippet

2. Next, you need to overwrite **abb** by typing **mxw** in the abbreviation cell.

App	Abbreviation	Snippet
	mxw	snippet




- Now press the TAB key to move to the adjacent snippet cell.

App	Abbreviation	Snippet
	mxw	snippet

snippet

- Overwrite `snippet` by typing `Max Wolfeschlegelstein` in the snippet cell.

App	Abbreviation	Snippet
	mxw	Max Wolfeschlegelstein

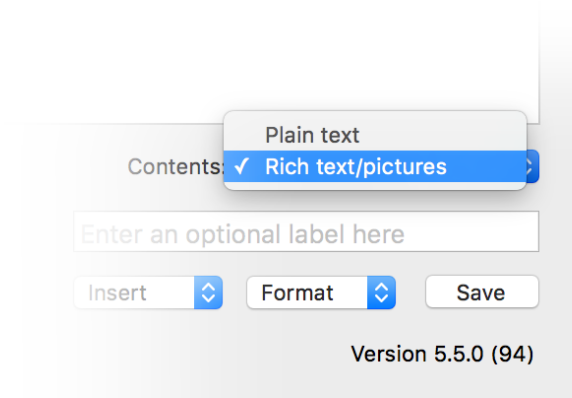
Max Wolfeschlegelstein

- Press the TAB key once more and you're all done, your changes will be saved.

That was easy peasy, wasn't it? You've just defined a new abbreviation / snippet pair without even breaking into a sweat. Now, every time you type `mxw` in a Mac app in which you can type, it will expand to `Max Wolfeschlegelstein`. Go ahead and create as many new abbreviation / snippet pairs as you need. Add new ones or delete existing ones using the + and - buttons at the bottom of the snippets list.

Of course, the above steps are all well and good for defining short words, phrases and names, but what about when you want to take things to the next level? No problem. To define a particularly long snippet and / or include rich text or pictures, type or paste it into the full snippet content pane to the right of the snippets list, so you can more easily see what you're doing.

To add rich text or pictures, just remember to first select that option from the Contents dropdown menu (pictured right), then hit the Save button when you're done.



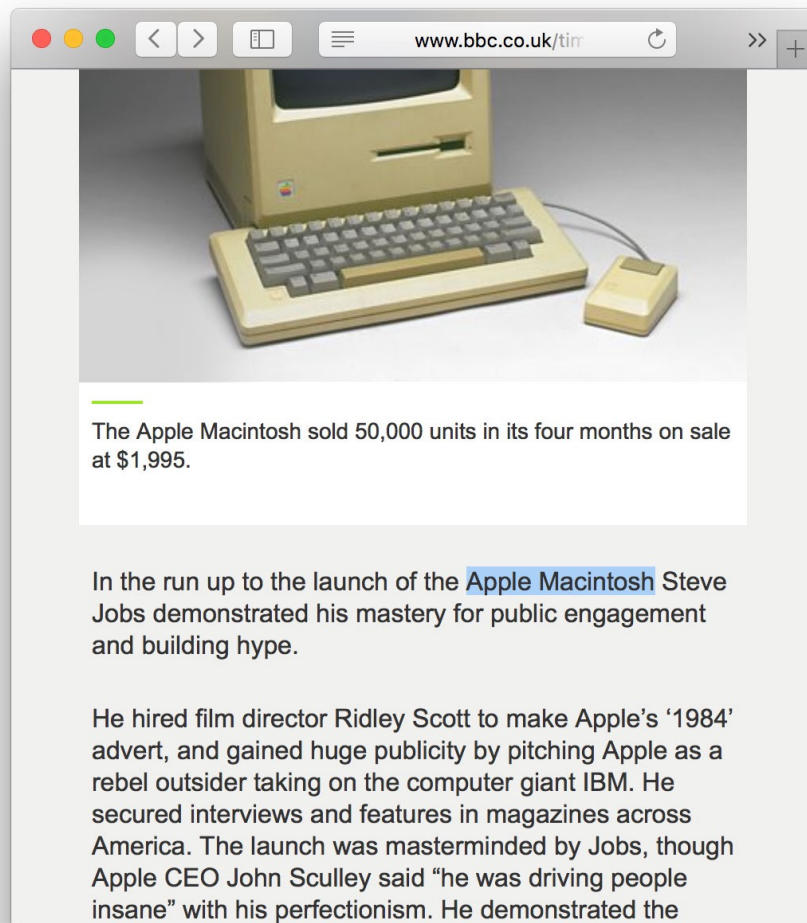
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### 1.3.3 Define a new abbreviation via the Add Snippet shortcut

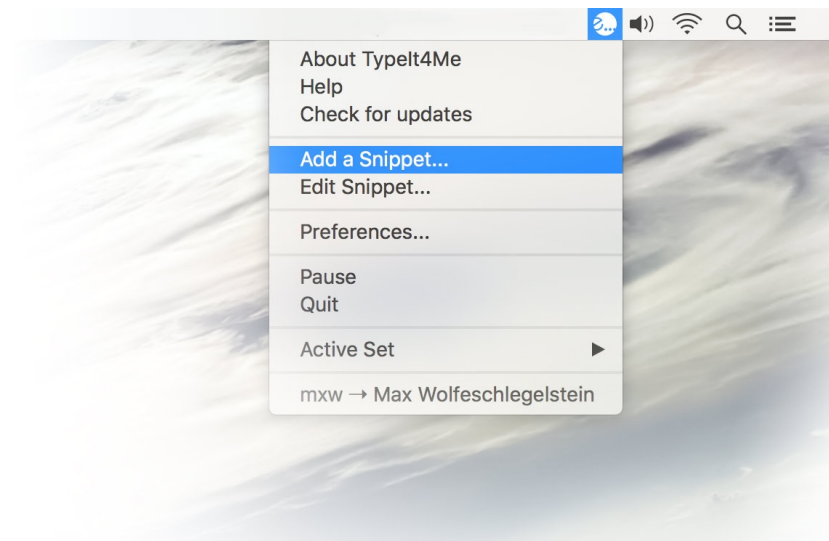
We've shown you one way to define a new abbreviation and you've grasped the nettle with gusto. But wouldn't it be great if instead of doing it that way you could select some existing text, then create a snippet and its abbreviation without having to re-type it? Good news: you can do exactly that.

Imagine you are browsing in Safari and there's some text in a web page discussing Steve Jobs' myriad successes that you want to add to your collection of snippets. For instance, you may want to abbreviate "Apple Macintosh" and have it come up whenever you type [Appl.](#)

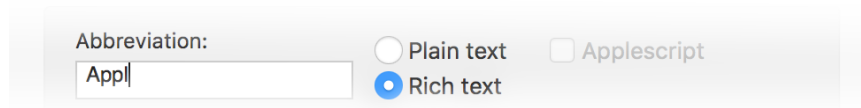
Start by highlighting and copying to the clipboard the text you want to abbreviate - in this case, Apple Macintosh (pictured).



...Next, pull down the Typelt4Me menu and click on the Add a Snippet... option as shown below.

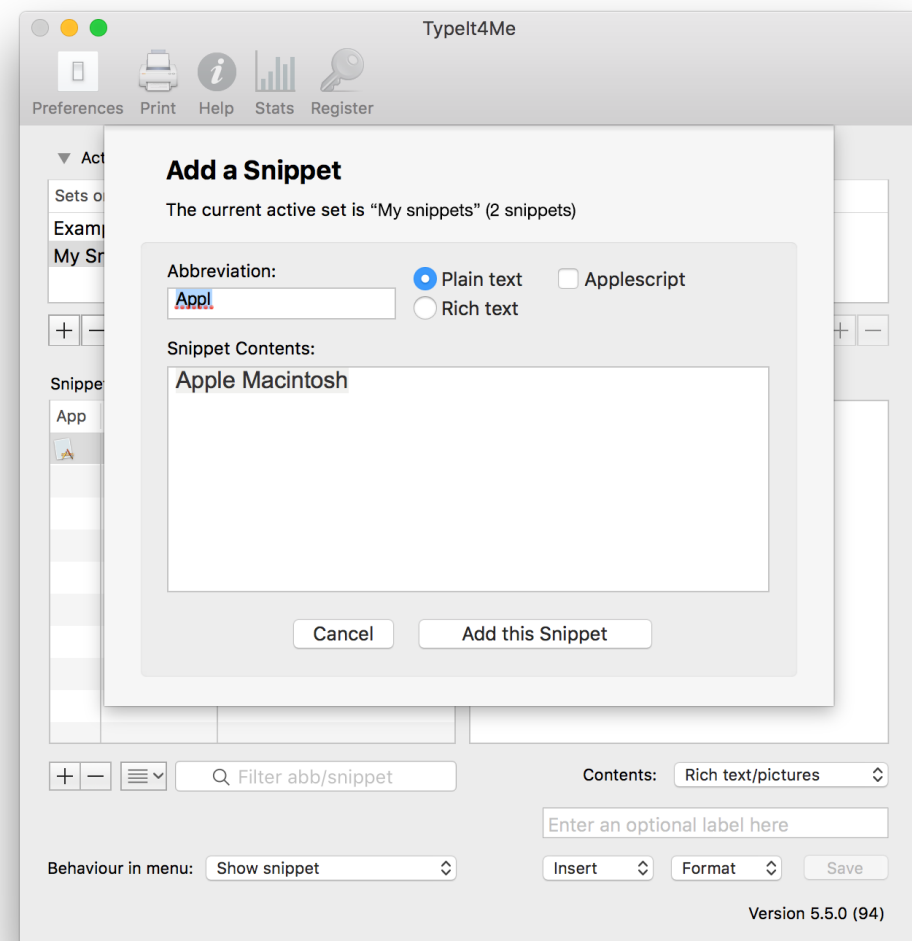


A window will come up prompting you to add a snippet with **Appl** as its abbreviation (pictured right). By default, Typelt4Me uses the first four letters on the clipboard to suggest the abbreviation, but you are of course free to change this to something better / more memorable. Click the Add this Snippet button when you're done editing. Just remember, if you want to add pictures, you'll need to click the Rich text radio button (as illustrated below).



Abbreviation:  ☐ Plain text ☐ Applescript ☒ Rich text

Pretty painless, all in all, no? You may want to consult page 78 of the Reference section to learn how to define a hot key for adding a snippet this way. It'll save you reaching for the menu bar. Otherwise, you now know the basics of how to use Typelt4Me. Feel free to get stuck in and come back to this guide later when you have specific questions or you want to learn how to craft more advanced snippets.



## 2. Reference: *What? Where? How?*

### 2.1 - What is Typelt4me?

Typelt4Me is a text expander. Text expansion is essentially on-the-fly substitution of short typed abbreviations with longer 'snippets' of content, which can include lengthy words, phrases, boilerplate texts or even pictures. Wherever you type a shorthand abbreviation of your choosing, Typelt4Me will instantly replace it with a corresponding snippet that you've defined.

The very first text expander developed for Mac OS, Typelt4Me is an app designed to accelerate your typing by rapidly replacing your custom defined abbreviations with longer 'snippets' of text and / or pictures as you go. Once installed and launched, it silently runs in the background to help you type more quickly and accurately.

Find yourself typing the same things over and over? Build up a set of abbreviations and the full text / image 'snippets' that they represent. Typelt4Me will save you time and keystrokes by automatically expanding them while you continue typing. This works systemwide, in *any app* in which you can type.

## 2.2 - “How might I use Typelt4Me?”

How you use Typelt4Me will depend on who you are and what you often find yourself writing. It's popular with doctors, transcriptionists, lawyers, customer support teams, coders, journalists, authors and bloggers.

Things Typelt4Me can help you knock out more quickly include:

- people's names, email addresses and other contact details
- commonly repeated phrases
- awkwardly lengthy / difficult-to-spell medical terms
- boilerplate clauses for legal contracts
- “Have you tried turning it off and on again?” IT support replies

It can be particularly useful for entering repetitive data in a database file or spreadsheet, or for anyone who finds him or herself frequently typing the same things over and over.

Many people find Typelt4Me useful for speedily inserting the current date and a return address when composing letters. It's handy for email sign-offs, too. For example, you might type just `br` to get:

Best regards,  
Jon Appleseed.

As developers, we use Typelt4me ourselves to type standard phrases when providing email support for our software. It's great for programming, too. Abbreviations don't have to be shorter than the text they type. For example, we've defined **tilde** (5 letters long) to 'expand' to a single character (~), which is often needed in C programs, yet always seems to disappear from the keyboard when it's most needed.

Typelt4Me can save you having to switch keyboards to type in other languages and use special characters, accents or symbols. For instance, a US keyboard may not have a readily accessible Euro symbol, so **eur** could 'expand' to €. When typing in French, **ag** could become à (a with an accent grave). It's much easier than typing alt-` + a.

By defining a set of mnemonic abbreviations for most frequently used words, you can type speedily yet more accurately and with less effort. Typelt4Me will save you keystrokes and potentially alleviate repetitive strain injury :)

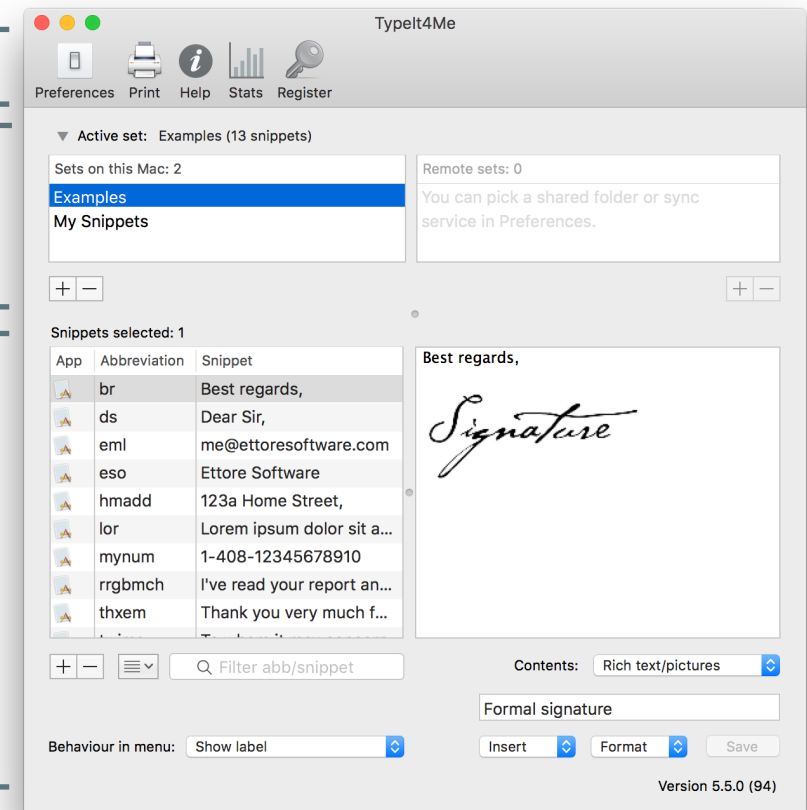
For example, **u r rh ab th cgs** could instantly produce **you are right about the changes** (if you have defined **u=you**, **r=are**, **rh=right**, **ab=about**, **th=the** and **cgs=changes**).

## 2.3 - An overview of the main Typelt4Me app window

The main app window comprises three core sections. The toolbar is where you'll access preferences, print options and help (i.e. this user guide). You can also bring up statistics detailing approximately how much time Typelt4Me has saved you. While you are using the app in fully functional demo mode, there is a registration button for when you're ready to purchase and enter a licence code. That will go away once you've registered.

Below the toolbar is a shallow segment where you'll create and manage your snippet "sets" - files containing your snippets and their corresponding abbreviations. This is divided into locally stored sets on the left and remote sets on the right (more on this later).

The deeper bottom segment is where you'll create and edit your snippets. In the left half is a list of the snippets contained within the set you're currently using. Select one and its contents will be displayed as a large editable preview in the large pane on the right. Beneath these panes are buttons and controls for adding, removing, editing, labelling and sorting your snippets, as well as an assortment of menus for controlling their individual behaviours and crafting more advanced expansion tricks.





## 2.4 - How to create your own custom abbreviations

There are two ways to define an abbreviation and its corresponding 'snippet'. The first involves selecting some text, then clicking on Add a Snippet... in the Typelt4Me menu bar or pressing a hotkey you've assigned to that action. The second entails creating your abbreviation / snippet pair from scratch in the main Typelt4Me app window. We'll walk you through both methods.

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### 2.4.1 First method: "Add a Snippet..."

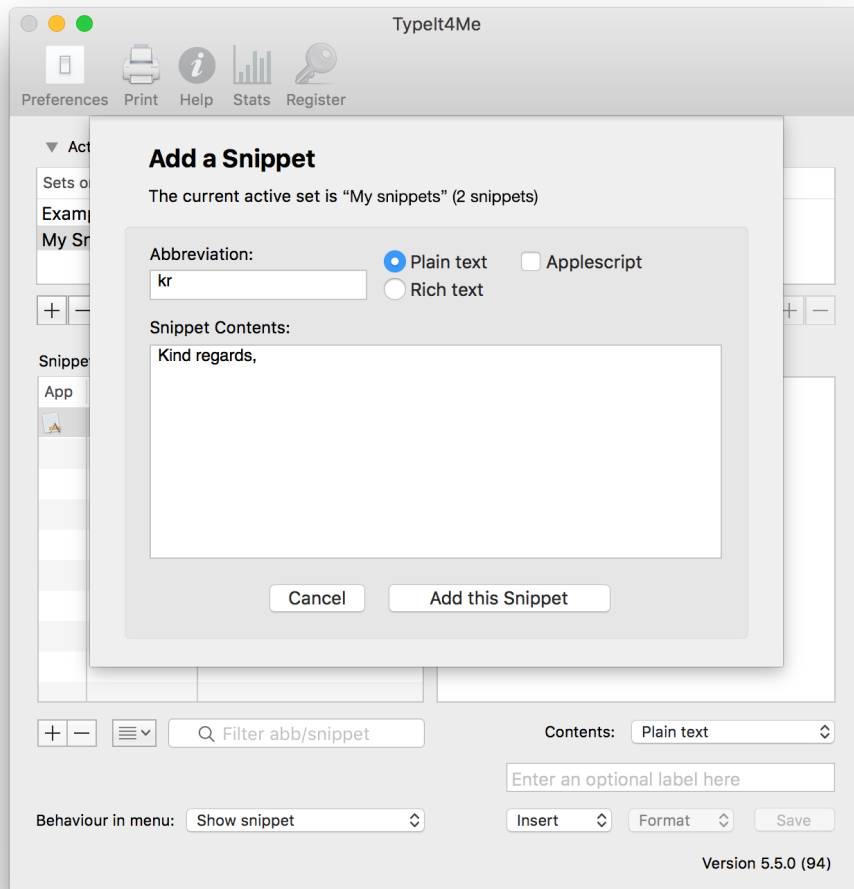
Suppose you often close your emails with the words [Kind regards](#).. It'd be easy to remember the abbreviation [kr](#) as shorthand for [Kind regards](#), wouldn't it?

To add this entry to your Typelt4Me snippets set:

- type out [Kind regards](#), one last time in your email
- select the text and either cut or copy it to the clipboard (⌘-X or ⌘-C)
- click on Add a Snippet... in Typelt4Me's menu - or press a hotkey you've assigned to this action in Preferences.

This will bring up a window in which you'll be prompted to define a custom abbreviation that will represent the new [Kind regards](#), snippet that you're about to create.

By default Typelt4Me will initially suggest that you use the first four letters of the text in the clipboard as your abbreviation. While this will sometimes be apt, in this case we'd prefer the abbreviation to be **kr**, so just type that into the abbreviation field instead. Finally, click the “Add this Snippet” button to add it to the current active set.



...That's it! From now on, every time you type **kr** Typelt4Me will instantly backspace over the abbreviation (**kr**) and type the full text for you (**Kind regards,**).

**Please note:** if the text you copy to the clipboard is in rich text format (i.e. it contains font, style and colour information) and you want to preserve the formatting, you need to click the “Rich text” radio button. Doing so will save those RTF attributes when you click “Add this Snippet”. If you don't, the snippet will be saved as plain text by default and lose any font, style and colour attributes.


In case you are wondering, the Applescript checkbox is for power users who wish to define snippets that execute actions using Applescript (more on that later). Clicking the checkbox will insert the special symbol that will send the contents of the snippet to AppleScript for execution.

## 2.4.2 Second method: “Edit Snippet...”

Now we'll look at how to create a **kr** → **Kind regards**, abbreviation / snippet pair from scratch in the main Typelt4Me app window. Click on Edit Snippet... in the Typelt4Me menu - or press a hotkey you've assigned to this action in Preferences.

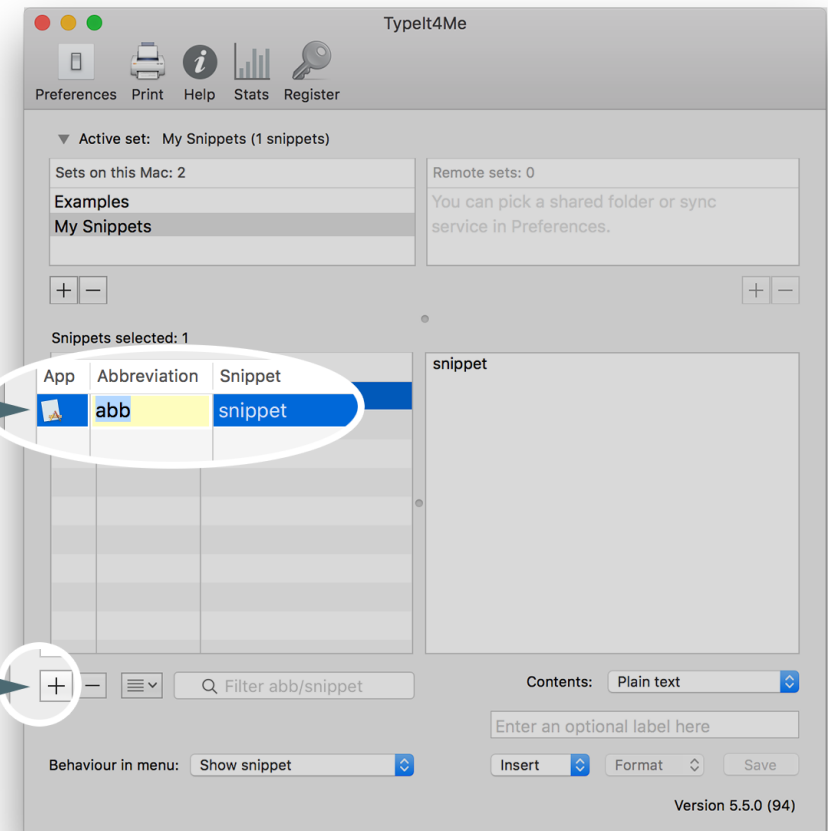
The main Typelt4Me app window will pop up. First, click the + button in the bottom left corner or type ⌘-N. A new default **snippet** will appear in the list with the **abb** cell highlighted ready for editing. Type your new **kr** abbreviation to replace the word **abb**. Press TAB to switch to the adjacent **snippet** cell. Finally, type **Kind regards**, then press TAB again. Voila! Your new abbreviation and snippet have been saved.

Snippets selected: 1

App	Abbreviation	Snippet
	kr	Kind regards,

2. Type the abbreviation and snippet in their respective fields.

1. Click +



## 2.5 - How do I get something typed for me?

Once you've defined your own shorthand in Typelt4Me, there are two ways of triggering automatic insertion of the text or image an abbreviation represents. The first - usually the quickest and most fluid - involves tickling the keyboard, while the second is a mouse or trackpad affair. This is how it works:

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### 2.5.1 Keystrokes (type your abbreviation)

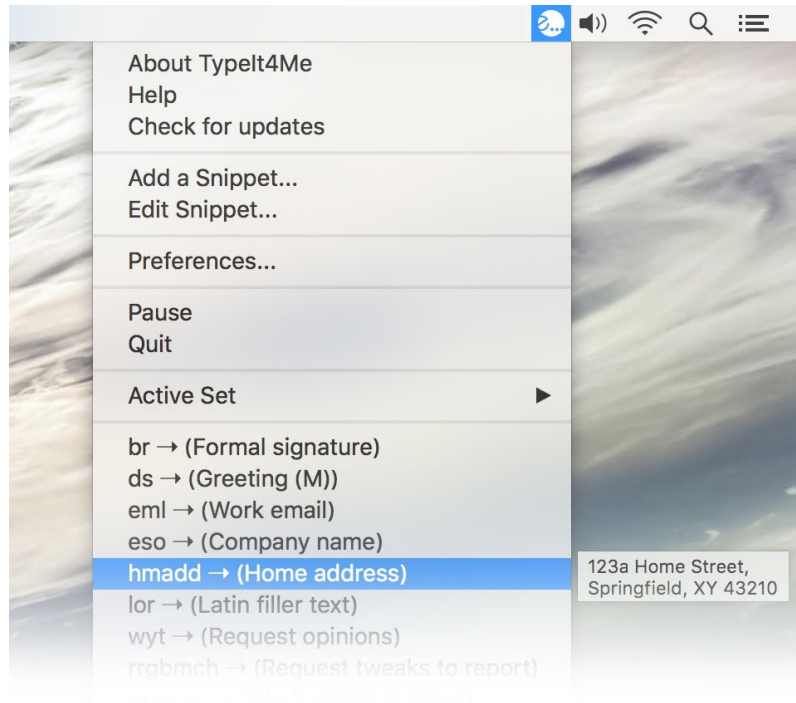
Type your defined abbreviation, (optionally) followed by a trigger such as a space or punctuation. For example, type **scf** for **supercalifragilisticexpialidocious**, or **adis** for **antidisestablishmentarianism**. Typing **re** could produce **Riccardo Ettore**. That's pretty much all there is to it.

In case you're wondering, if we do define **re** as an abbreviation for **Riccardo Ettore**, Typelt4Me will not interfere when we type **more** or **read** or **area**; it looks for the letters **re** as a separate word, i.e. preceded and followed by spaces or by punctuation marks of your choice. It's worth noting, mind, that when defining abbreviations, it's best to avoid potential conflicts with existing words or acronyms. If the first name in the example above were **Brian** and not Riccardo, rather than choose **be** as the abbreviation it would be better to go with something unique like **bre**.

If you ever do need to type a letter combo that's been defined as an abbreviation without it expanding (perhaps "**re** your letter dated the 12th..."), pressing the shift key at the same time as the space bar will prevent the space from triggering expansion. So in our example above **re** wouldn't become **Riccardo Ettore**.

---

## 2.5.2 Point-and-click (pick your abbreviation from the menu bar)



If you click on the Typelt4Me icon in your Mac's menu bar you'll see that the resulting dropdown lists all of the abbreviations in your current active snippet set. Click on the one you want and the snippet will be inserted wherever the cursor is in the app you're currently using.

This can be useful if, like us, you occasionally forget what abbreviation you assigned to a less frequently used snippet. Just scroll through the list to find it, click to insert it, then carry on typing.

Once you've defined an abbreviation, as long as Typelt4Me is running in the background it will be available "on tap" at all times, anywhere text or images can be pasted. It'll work in your word processor, paint program, Finder, Contacts, Safari or just about any app you like. Isn't technological progress grand? Soon we'll all be reclining in sun loungers drinking cocktails while the machines do everything for us.

## 2.6 - What are snippet “sets”? How might I use them?

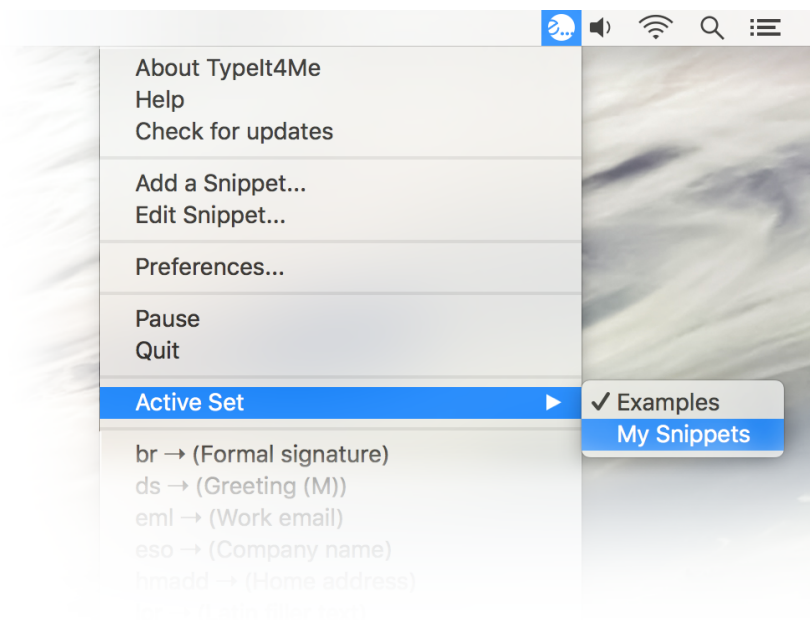
In Typelt4Me, a snippet “set” is a file that contains a group of Typelt4Me snippets. These sets are a way for you to organise and keep different groups or types of snippets separate, if you’re so inclined. You can have as few or as many sets as you like. You could use just a single set containing all of your snippets, or you could switch between several different sets, each suited to a particular context.

Your available sets are listed at the top of the main Typelt4Me app window, with the currently active one highlighted. We start you off with an Examples set to give you some inspiration and provide some sample snippets to play with. You’ll probably want to create your own in which you’ll save the new snippets you define. Here are a few examples of how you might use sets:

- Switch between an “Office set” and a “Home set”.
- Maintain a secondary “Spanish snippets” set for when you’re typing in that language.
- Keep a separate “Code snippets” set that you only use when you’re programming.

By design, only one set can be active at a time; this is to prevent conflicts in cases where you might want the same abbreviation to expand to something different depending on which set you're using. For instance, you might have a **nec** abbreviation that expands to **necessity** when your "English snippets" set is active and to **necesidad** when "Spanish snippets" is active.

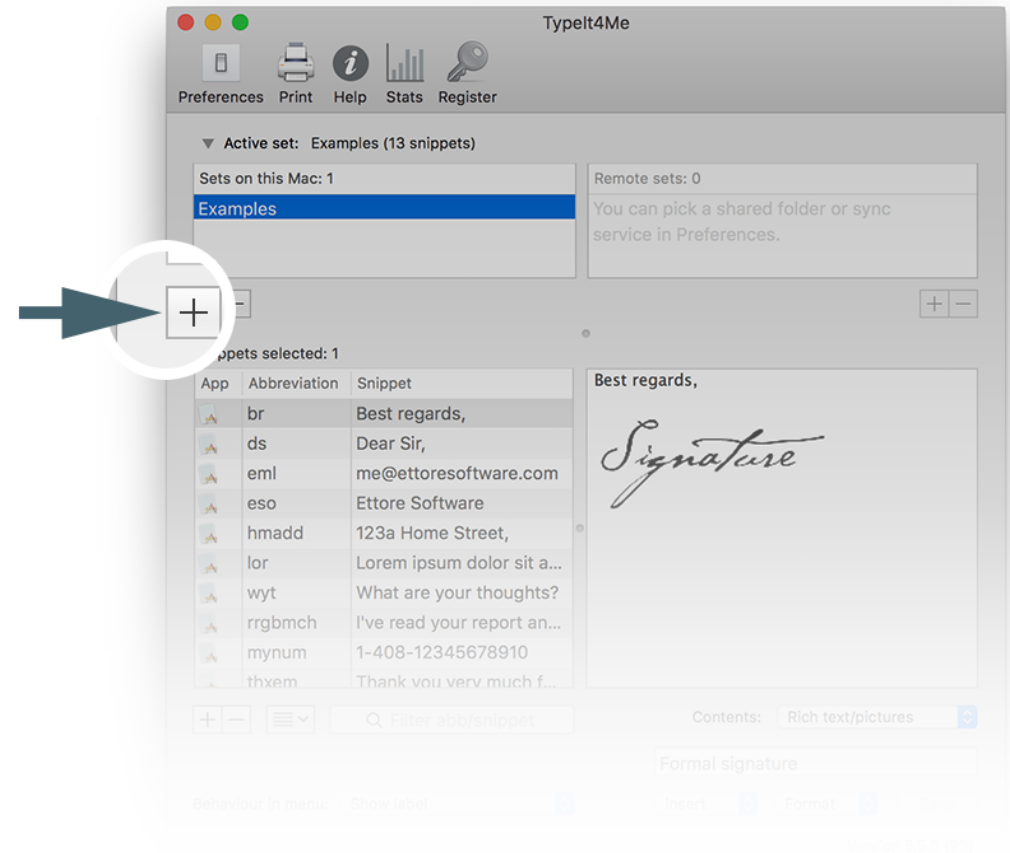
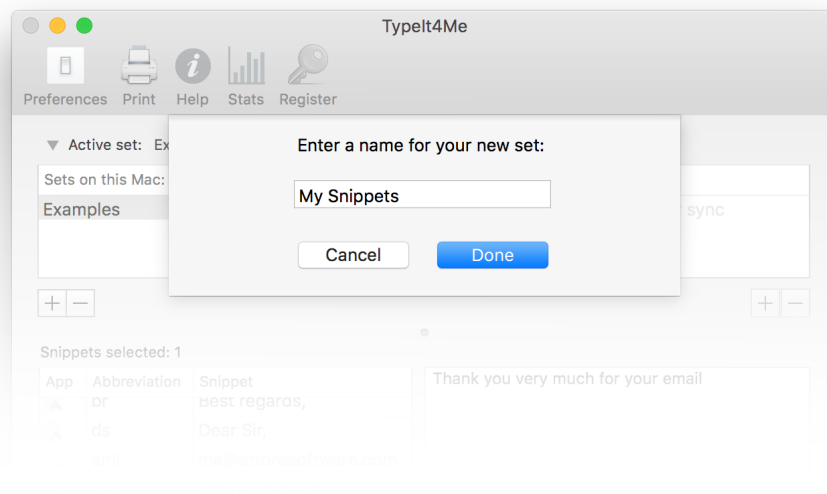
In the Mac Finder snippet sets appear as files with the extension ".typeit4me". They're stored in a Sets folder in Typelt4Me's Application Support folder within your User Library. If you have a snippet set somewhere else on your Mac (e.g. someone emailed you one to use), double-clicking it will automatically move it to the Sets folder and activate it.



You can quickly and easily switch between sets by clicking on the one you want in the Typelt4Me menu bar (pictured left) or by selecting it in the list at the top of the main Typelt4Me app window.

## 2.6.1 Create a new snippet set

Let's take a look at how to create your own snippets set. It's easy. All you have to do is click the + button below the bottom left corner of the 'Sets on this Mac' pane (pictured right). When prompted, give your new set a name ("My Snippets", perhaps) and click Done.

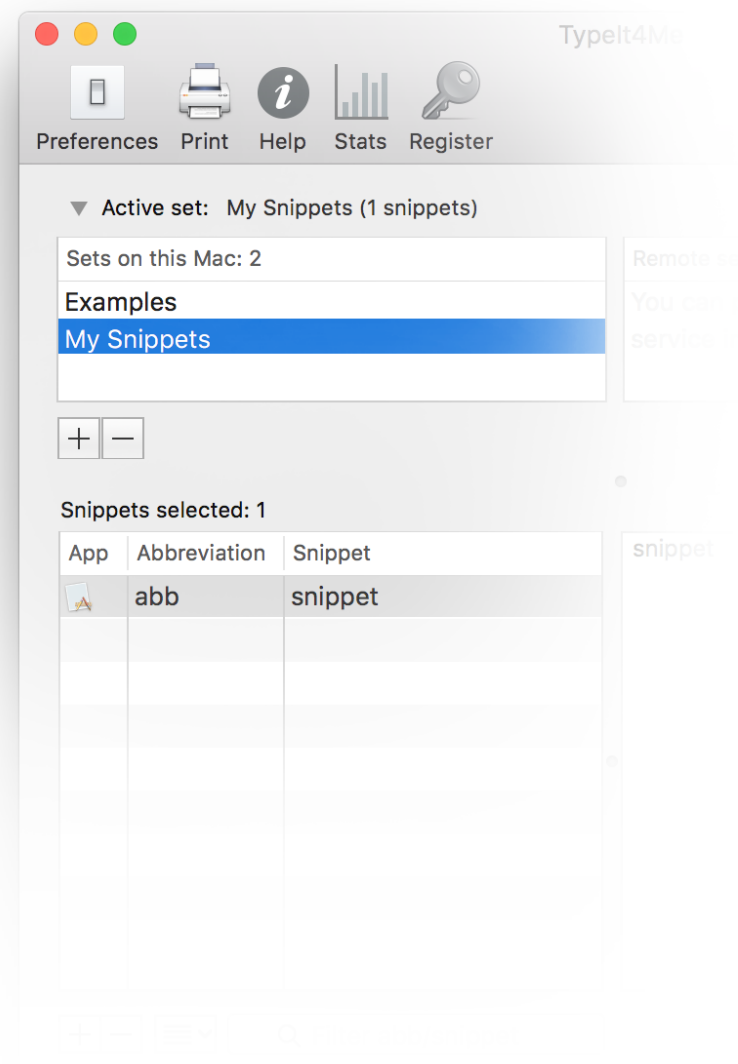




Once you've saved your newly created snippets set, you'll see it appear in the list, alongside the bundled Examples set. You'll notice it's highlighted, which means it's now the active set - that is, only snippets within this set will be expanded.

Remember, only one set can be active at any one time, but you can easily switch between them by clicking once on the name of the set you want to activate. Again, you don't have to use multiple sets if you don't want to, it's entirely up to you. The option is simply there for anyone who prefers to keep different snippet types in separate groups, for use in specific contexts.

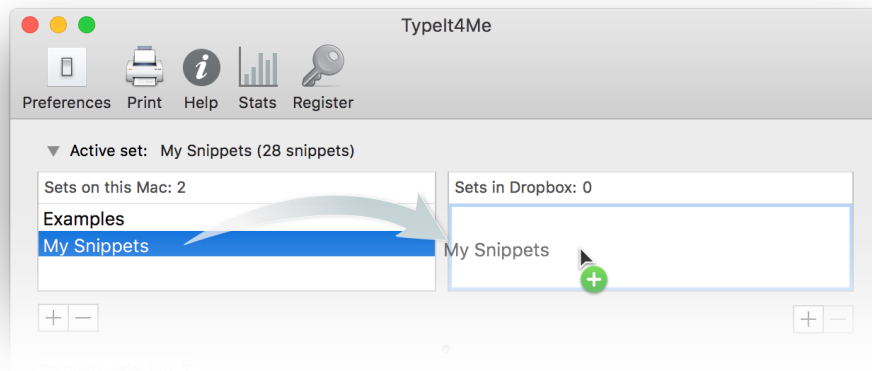
...It probably hasn't escaped your attention that there are *two* panes for sets and that the one on the right is headed "Remote sets". This is a much requested feature previously only available in the Mac App Store version for use with iCloud. Typelt4Me version 5.5 now leverages network connectivity and cloud storage services to enable you to use the same snippets on multiple Macs and keep them in sync. We'll explain this further in section 2.6.2.



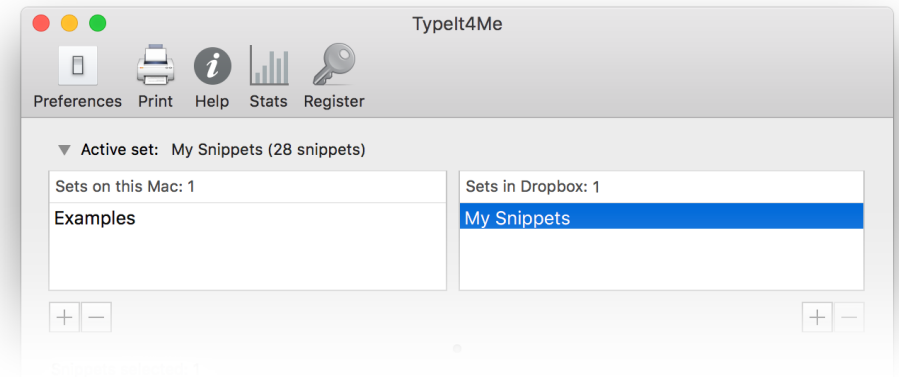
## 2.6.2 Sync snippets via iCloud Drive, Dropbox or Google Drive

In Preferences you can enable iCloud Drive, Dropbox, Google Drive or a shared network folder in which to store your snippet sets. Doing so enables you to use the same snippet(s) on multiple Macs and keep those snippets in sync across all your machines even as you add new ones. Enabling remote sets and specifying which sync service or shared network folder you'd like to use is explained on page 79.

When you enable a cloud sync service or specify a shared network folder to use, it's activated in the pane to the right of "Sets on this Mac". You can then create new sets in your remote folder using the + button or move existing local sets to it by dragging them across (pictured below).



1. To move a snippet set from the local Sets on this Mac pane to your preferred cloud sync or shared network folder, just drag it across.



2. Your snippet set will now be shared with any other Macs you have set up to use the same sync option in Typelt4Me.

## 2.7 - Where and when does Typelt4Me type?

Technically, the “typing” that Typelt4Me performs when it expands one of your abbreviations is actually a “paste” operation. It will occur wherever you are currently entering text, be it in a word processing document, an email message, a save dialog, a folder or file name field, a database entry field and so on.

A snippet - which can be text and / or picture(s) - will be pasted wherever the cursor is currently positioned when you do one of the following things:

- you use your mouse or trackpad to “pick” it from a list in Typelt4Me's point-and-click menu
- you type the abbreviation associated with the snippet (optionally) followed by any of up to 35 potential trigger characters. The default trigger is a space.

If you go to the Triggers tab in Typelt4Me's preferences, you can define exactly what characters should act as triggers. You can also choose to have no triggers, in which case your abbreviations will expand as soon as you type them.

When expanded, snippets that were defined and saved as plain text will match the font and style of any text immediately preceding the point at which you insert them. “Only “rich text” snippets will preserve the formatting with which they were originally saved, wherever you expand them.

---

### 2.7.1 Compatibility issues with other third party software

Typelt4Me works with the vast majority of third party applications that accept text input. That said, while it's rare, conflicts can occasionally arise. The automatic "typing" of your snippets is achieved by temporarily placing the snippet contents on the Clipboard and issuing a Paste command. Some apps are built in such a way that they can't handle pasting in certain text fields and this can prevent Typelt4Me from doing its job.

If Typelt4Me ever appears to fail, try doing a "manual" paste (cmd-v) into the text field in which you're typing and see if that works. If it doesn't, then the developer of the software in question has built it in such a way that it will prevent Typelt4Me from working. This is the case in Entourage, to cite one example. You cannot expand an abbreviation in the save dialog that follows Save as PDF in Entourage's Print dialog. Meanwhile, the same operation works fine in Apple's TextEdit and Mail. If you run into a frustrating issue like this and consider it a deal-breaker, your best bet for resolving it is to contact the developer of the software you're using and request that they support pasting into the field in question, so that it will play well with Typelt4Me.

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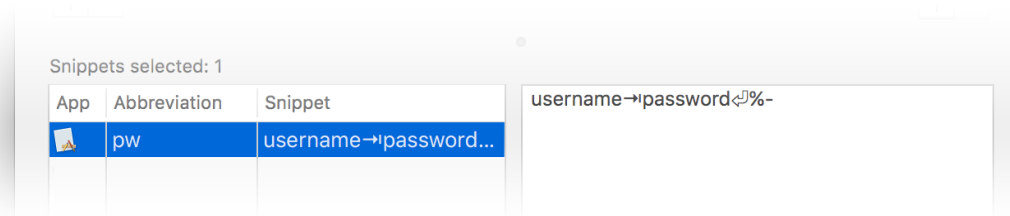
### 2.7.2 A note on password entry and secure input fields

Some password entry fields are protected against programs trying to "sniff" what you type into them and this can prevent Typelt4Me from working. For example, entering a Typelt4Me abbreviation in a password field in Safari will **not** result in expansion of the snippet. All things considered, given today's increasingly risky digital security landscape, this is A Good Thing - we wouldn't encourage you to store sensitive passwords as unencrypted, plain text snippets.

It's far more secure to use Safari's keychain or a dedicated third party password manager app to handle your online logins, as these can offer a sophisticated level of protection. However, if you really want to - perhaps you have a low-risk 'throwaway' account you frequently log in to and you're not concerned about it potentially being compromised - you *can* use Typelt4Me to enter passwords for you.

## Entering passwords with Typelt4Me

Just define an abbreviation, e.g. `pw`, and define the snippet as `username→password↵%-` using the Insert > Special menu to insert the TAB, carriage return and Don't Append Triggers symbols. On a login page in Safari, typing the abbreviation and expansion trigger into the username field will submit your login details for you.



## Secure input can prevent Typelt4Me from working

Secure Input is a very useful protective feature built into many apps that kicks in to shield your passwords and other sensitive data while these are being entered. This is so that they can't be intercepted and recorded for nefarious purposes and only you will know what you're typing. Secure Input is very much a good thing, however it is meant to be used sparingly. It can cause problems if it isn't turned off again once it's done its job.

In some apps, when the Secure Input protection is triggered it erroneously remains enabled even after you're done entering the sensitive information and / or you switch to a different app. Typelt4Me and other text expansion apps will then effectively be 'locked out' of keyboard input and prevented from functioning until Secure Input is turned off.

### **How to resolve the Secure Input issue and get Typelt4Me working again**

If Secure Input stops Typelt4Me from working you'll need to identify the app that has left Secure Input enabled and quit that app. Doing so will enable Typelt4Me to resume expanding your abbreviations as normal again.

It's often a web browser such as Google Chrome or Firefox that leaves Secure Input enabled, though there are known issues with other apps too, including popular password managers such as 1Password and Lastpass. If none of those looks to be responsible, it could also be down to other third party apps like Fluid, Hulu Desktop, iFinance, Quicken Scheduler, Chronories or Notational Velocity. If you're a command-line tinkerer you might also want to ensure that Terminal's 'Secure Keyboard Entry' is turned off when you're done entering a password.

## 2.8 - How do I *stop* Typelt4Me from typing stuff for me?

Sometimes you may want to stop Typelt4Me from doing its thing, for one reason or another. Of course, you could quit Typelt4Me altogether, but you may find it more convenient to leave it running and just selectively stop it expanding abbreviations. There are a few ways to do this.

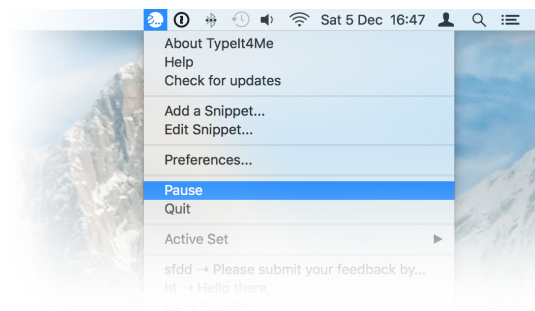
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### 2.8.1 One-off keyboard expansion blocking

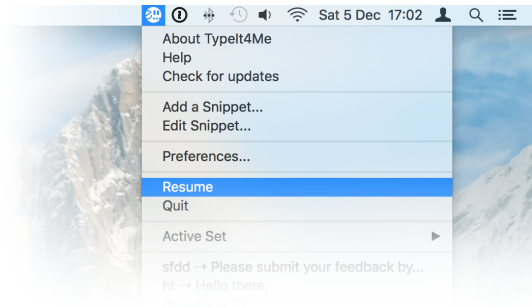
The default trigger for expanding an abbreviation is typing a space after it. If ever you want to type an abbreviation as part of a sentence without Typelt4Me expanding it, all you need to remember is to hold down the shift key as you type the space after it. Doing so will prevent expansion.

---

### 2.8.2 Temporarily pause Typelt4Me



If you want to type continuously for a few minutes without any interference by Typelt4Me, you can temporarily pause automatic expansion of typed abbreviations. To do this, select the Pause option in the Typelt4Me menu. A small " symbol on the Typelt4Me icon in the menu bar will denote that the app is in pause mode.

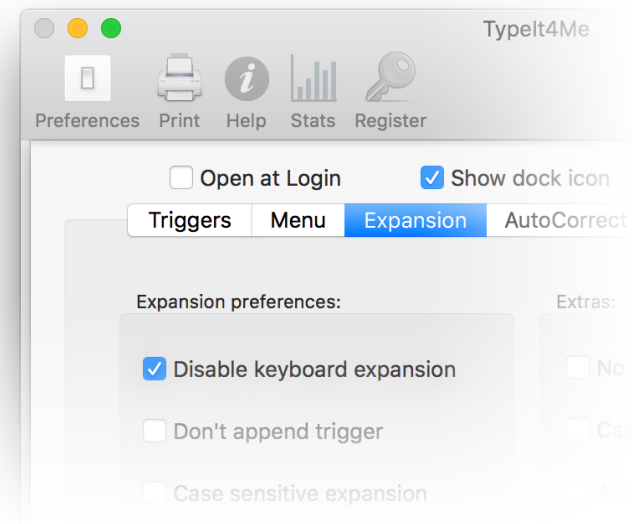


When you're ready for Typelt4Me to carry on expanding your abbreviations as normal, just select the Resume option.

### 2.8.3 Disable keyboard expansion indefinitely

If you're after a longer term solution that switches typing expansion off indefinitely - even across system restarts - you may wish to check the "Disable keyboard expansion" box in Typelt4Me's Preferences. To find this, click on Preferences and navigate to the Expansion tab. It's the first option in the list on the left.

While this box is checked in Preferences, nothing you type will ever be expanded. However, you'll still be able to use the point-and-click menu list to insert snippets, should you need them.





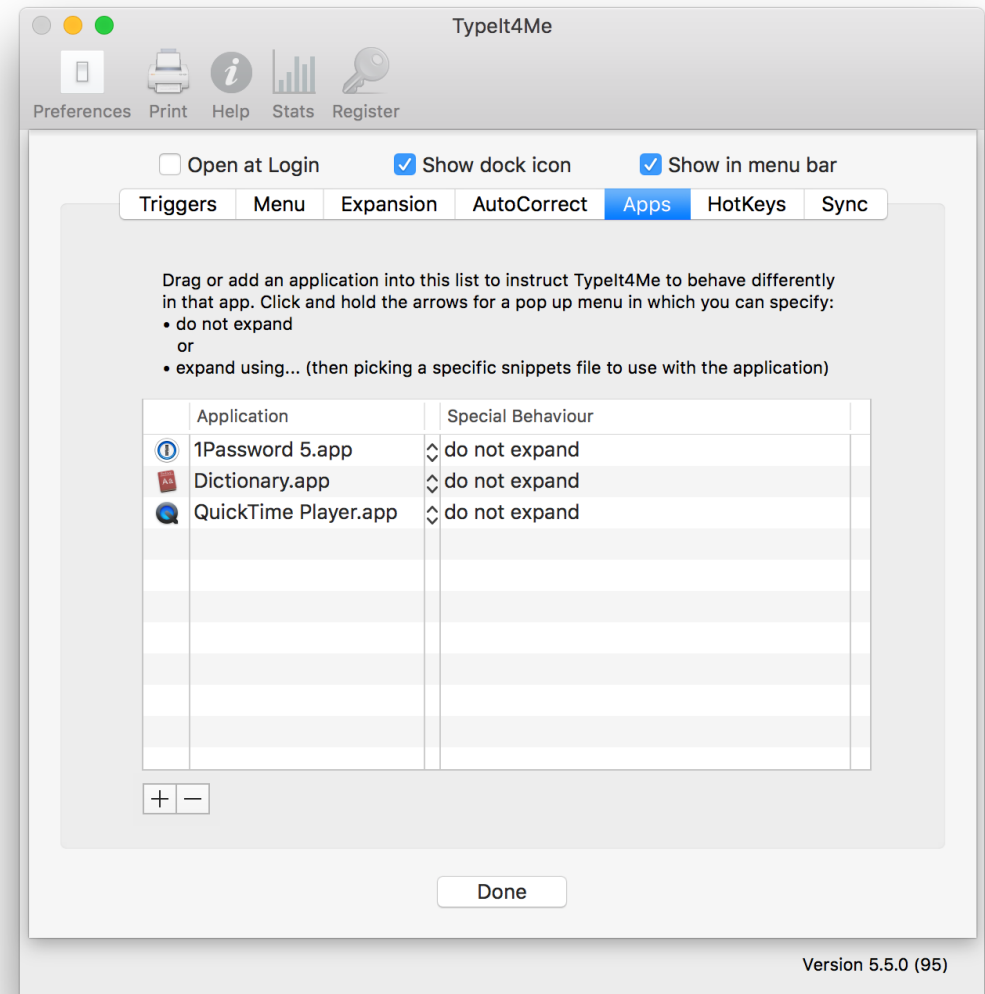
## 2.8.4 Disable Typelt4Me expansion on a per-app basis

There may be certain apps in which you never want expansion to occur. To that end, you can selectively disable Typelt4Me on a per-app basis.

All you need to do is go to Typelt4Me's Preferences, navigate to the Apps tab and add those apps you'd like to exclude from expansion to the list of apps that require special behaviour. Just click the + button at bottom left and select an app to add to the list. You'll see that the default special behaviour is to not expand snippets, so you can leave that as it is.

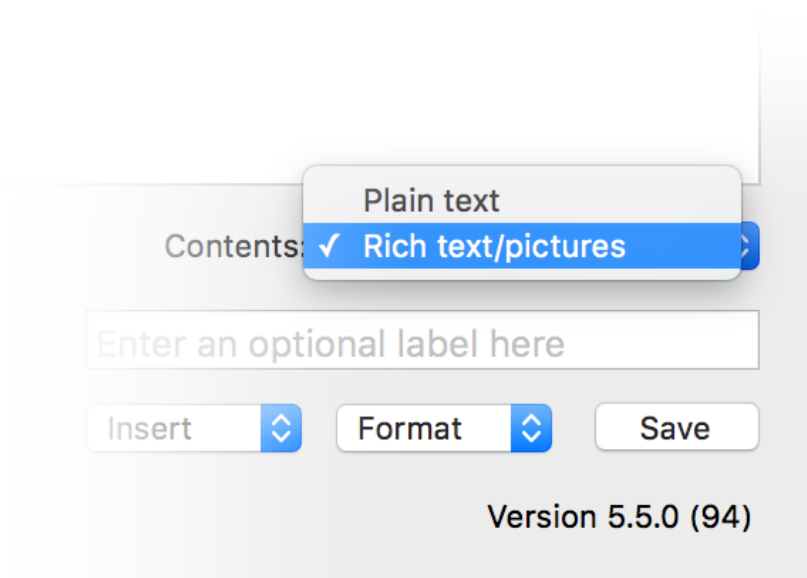
Once you've added the app(s) you'd like to exclude just click Done and from that point on, Typelt4Me won't expand any of your snippets when you're working in that particular application.

If you later change your mind, just return to the Apps tab in Preferences, click the app in the list to select it, then use the - button at bottom left to remove it.



## 2.9 - How to include pictures and / or styled text in snippets

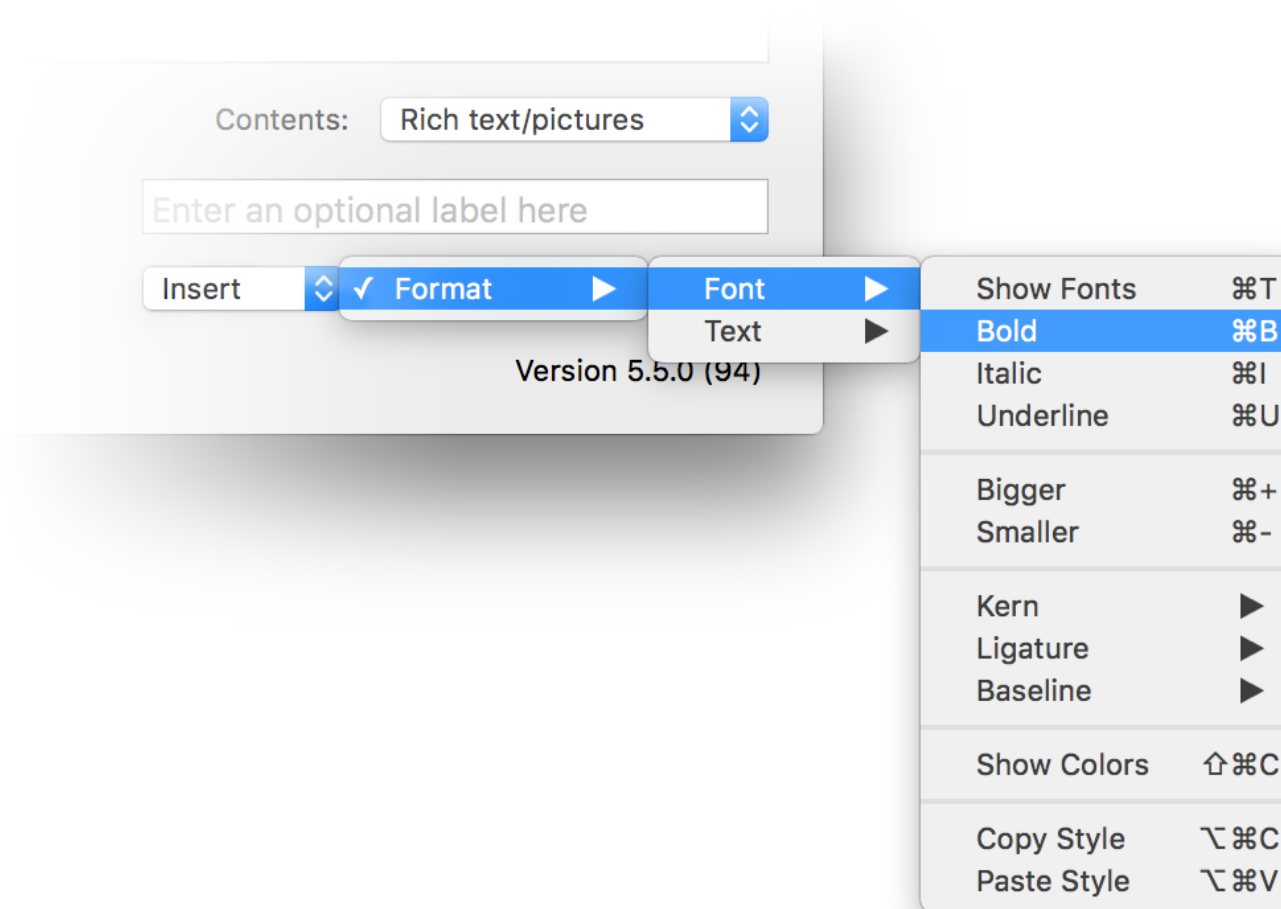
It's likely you'll mainly be using Typelt4Me to expand abbreviations to long words and phrases, but in addition to text, snippets can include pictures. To have a picture in your snippet, you just need to change the contents type from Plain text to Rich text/pictures:



Once you've done that, you'll be able to drag & drop or paste pictures in the most common formats (gif, jpeg, png, tiff, etc).

Note that when you select Rich text/pictures, you can also apply formatting attributes to your text, such as font, colour, bolding, italics, underline and so on.

When Rich text/pictures is selected, you'll notice that the Format menu will become enabled, as pictured here. Typelt4Me offers considerable flexibility when it comes to formatting your snippets. Have a play around with the various options.

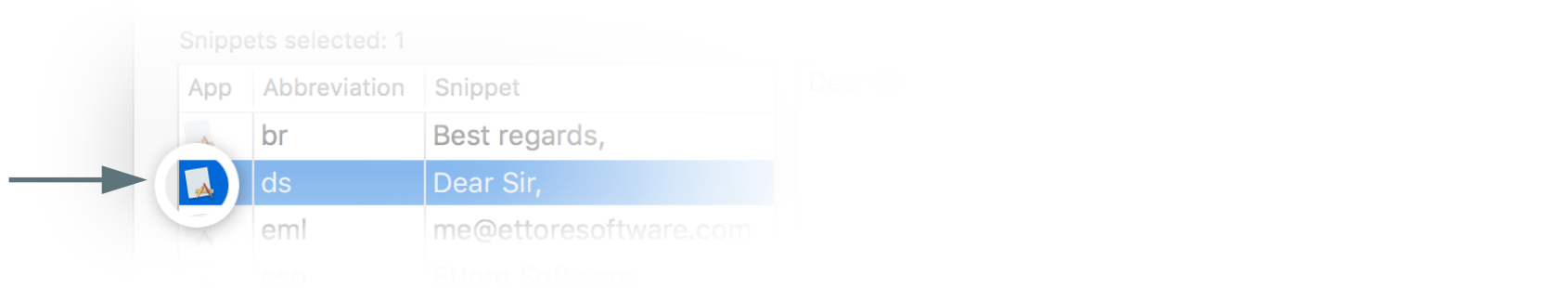


## 2.10 - How to limit an abbreviation to a specific app

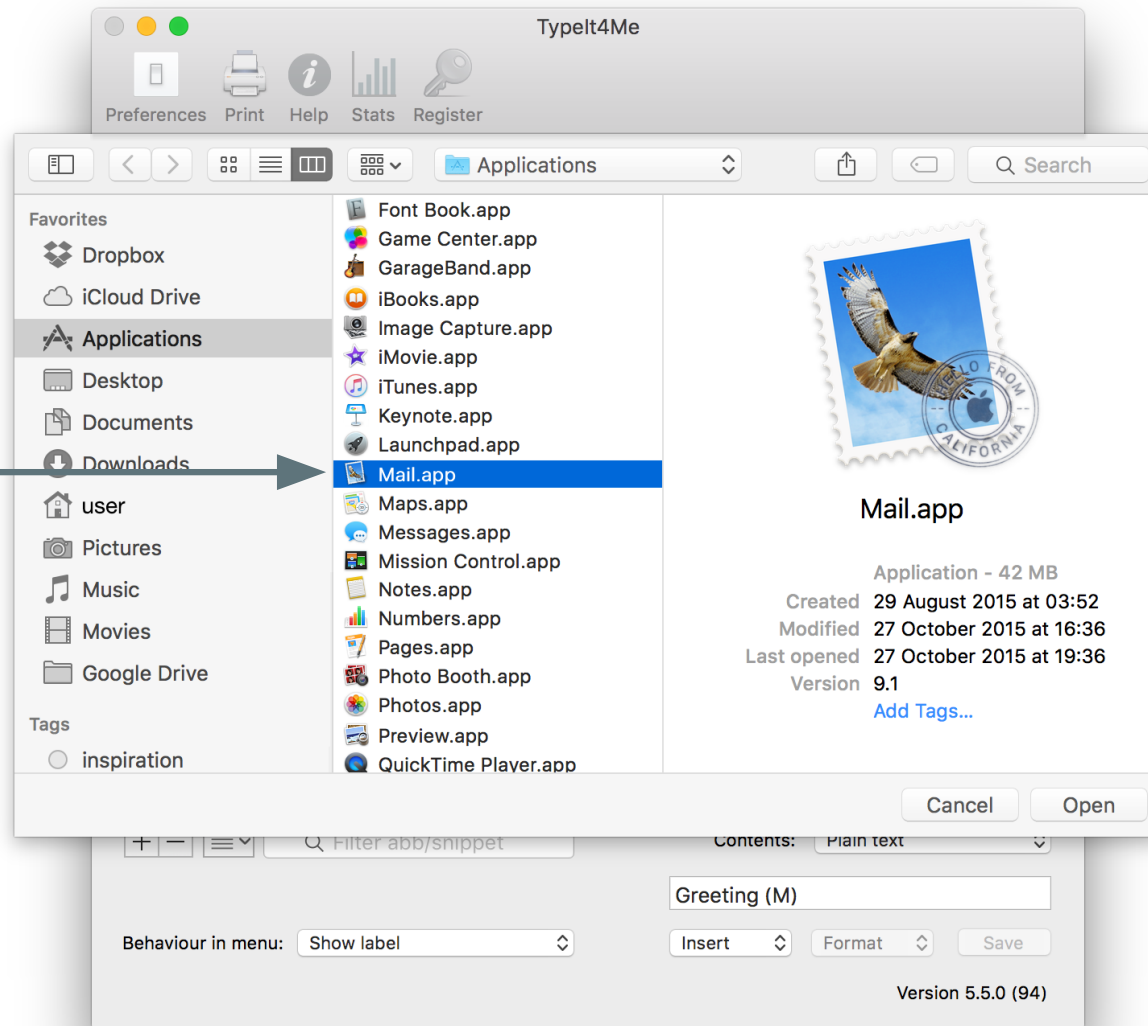
Sometimes, you may wish to specify that an abbreviation should only expand in one specific app. To do this, just click the icon in the “App” column to the left of the abbreviation; this will open a menu in which you can select the app to which you’d like to confine the abbreviation.

Say for instance we want the abbreviation **ds** to expand to **Dear Sir,** but only ever in the Apple Mail app and nowhere else. In order to specify that, we’d do the following:

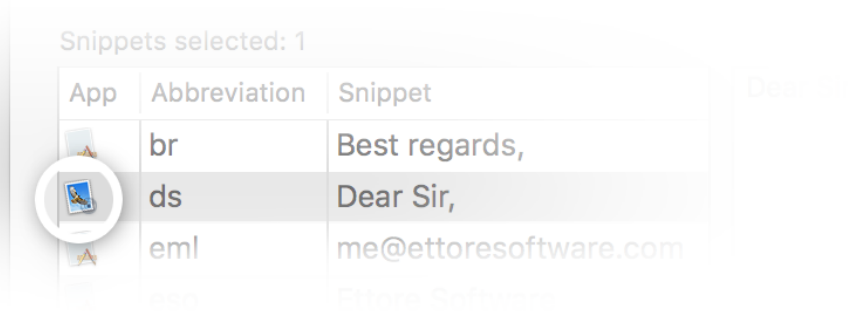
1. Click the app icon to the left of the **ds** abbreviation



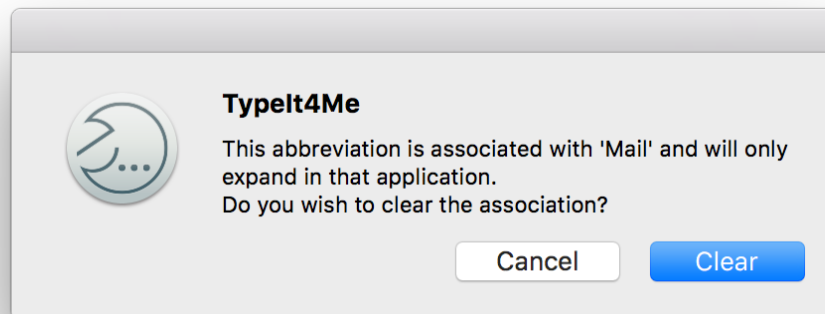
2. Double click on the Mail app in the popup dialogue to associate it with the abbreviation



Once you've done that, you'll notice the previously generic app icon (that denotes an abbreviation will expand in all apps) has been replaced with the Apple Mail icon. This means the abbreviation will now only expand when typed in that particular app.



To clear an association, just click once on the app icon to the left of an abbreviation and confirm your choice when prompted.

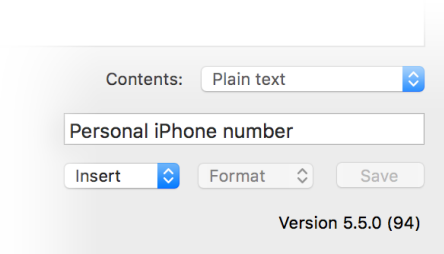


## 2.11 - Labelling snippets

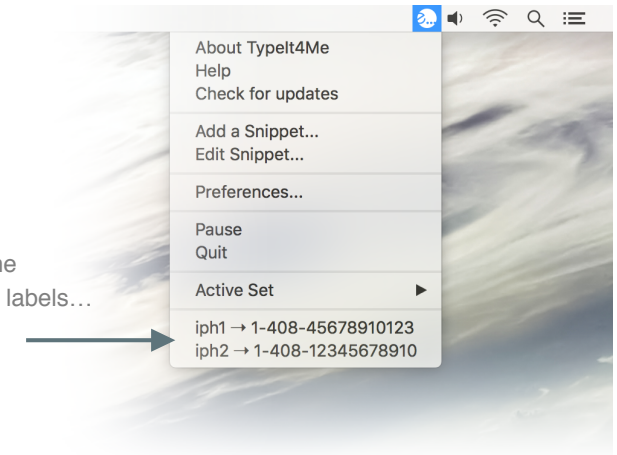
Snippets can optionally be assigned labels to help you identify them in the Typelt4Me menu. If you only ever use typed-at-the-keyboard expansion you may not want to bother with it, but it can be a useful feature if you do find yourself manually picking snippets from the menu.

For example, you might have two phone numbers: one for personal calls and the other for office-related matters. Instead of showing up in the menu as two confusingly similar multi-digit numbers, they could appear as clearly distinguishable work and personal numbers.

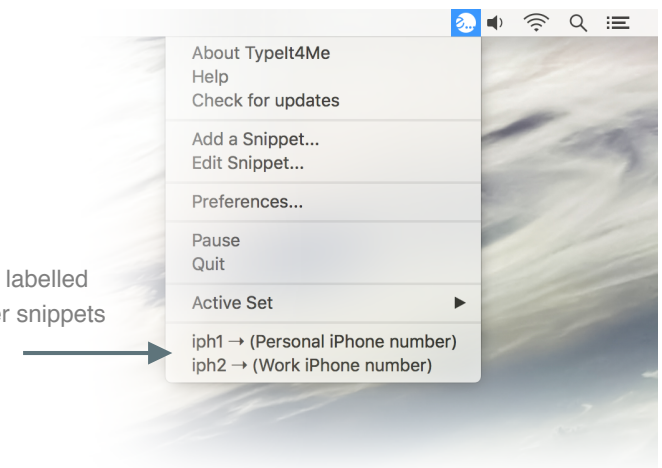
For each snippet, type a memorable descriptor in the label field (in the bottom right corner of the main app window, between the Contents and Insert menus).



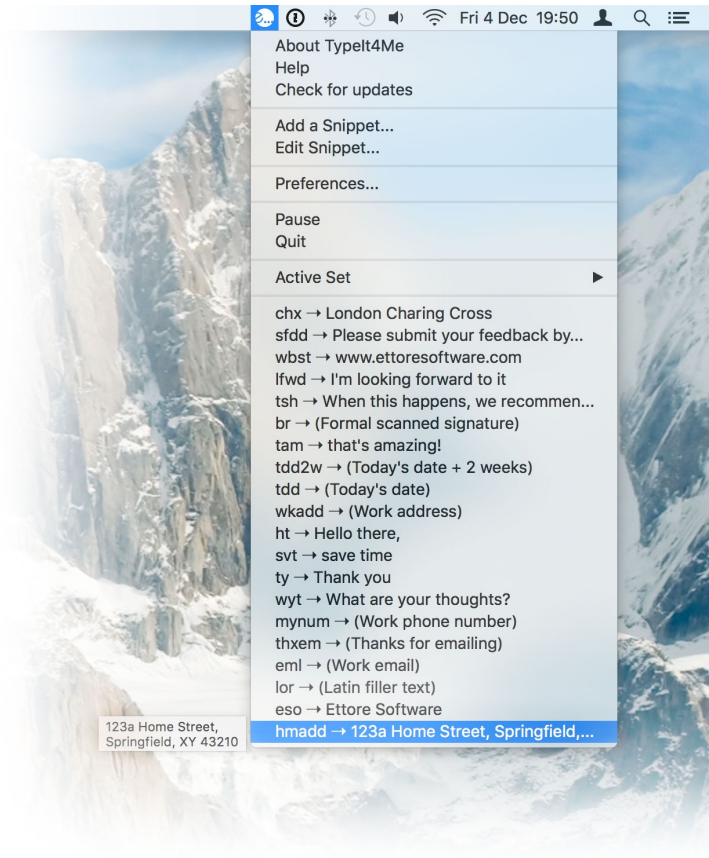
Two similar phone numbers with no labels...



...Two clearly labelled phone number snippets

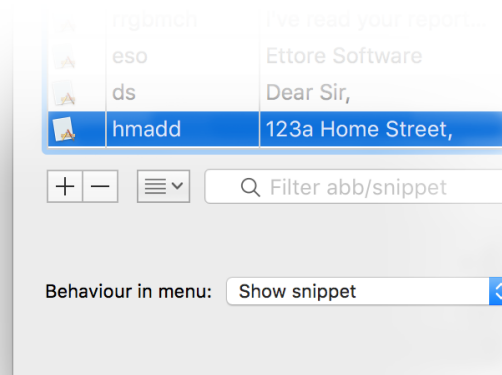


## 2.12 - Displaying snippets in the Typelt4Me menu



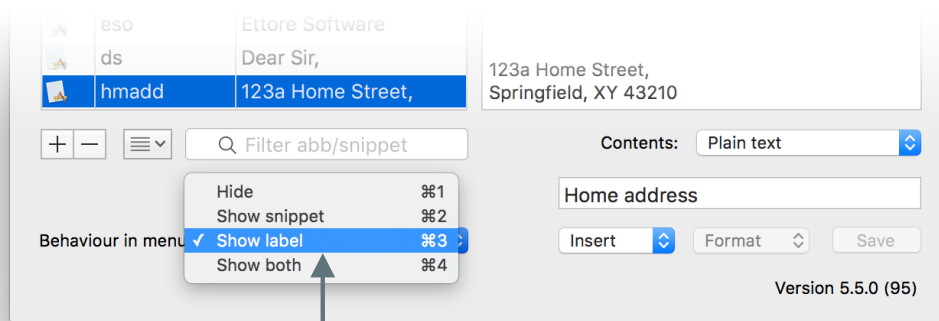
Let's take a look at the point-and-click menu Typelt4Me offers as an alternative to expanding abbreviations as they're typed. By default, this lists all the snippets in the currently active set, showing both the abbreviations and the labels (if you have labelled them). You can change this and assign different behaviours to individual snippets. It's possible to display none, some or all of your abbreviations in the menu, setting each one to show just the snippet, just the label, both or nothing at all.

To change the way a snippet is displayed in the Typelt4Me menu, bring up the main app window and click on it once in the list of snippets to select it, then pick the option you want from the 'Behaviour in menu' pulldown in the bottom left corner.



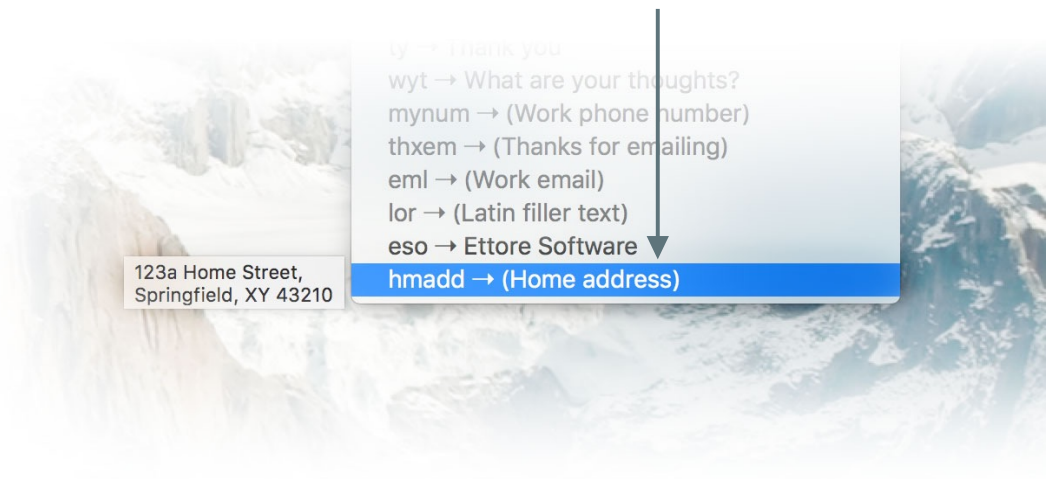
Use this pulldown to specify how you want your snippet to be displayed in the menu.





Selecting a snippet, giving it a label and picking the 'Show label' option from this pull-down...

...will give you this result in the point-and-click menu



**Please note:** while you can control the way individual snippets are displayed in the menu, this behaviour does not override the general menu settings in Preferences, which have priority. If, for example, you specify that an individual snippet's behaviour should be to show its label in the menu, the label will *\*not\** be displayed if in the general menu Preferences you have selected the "Abbs only" or "No abbs, no (label), no snippets" options.

## 2.13 - Sorting and searching abbreviations and snippets

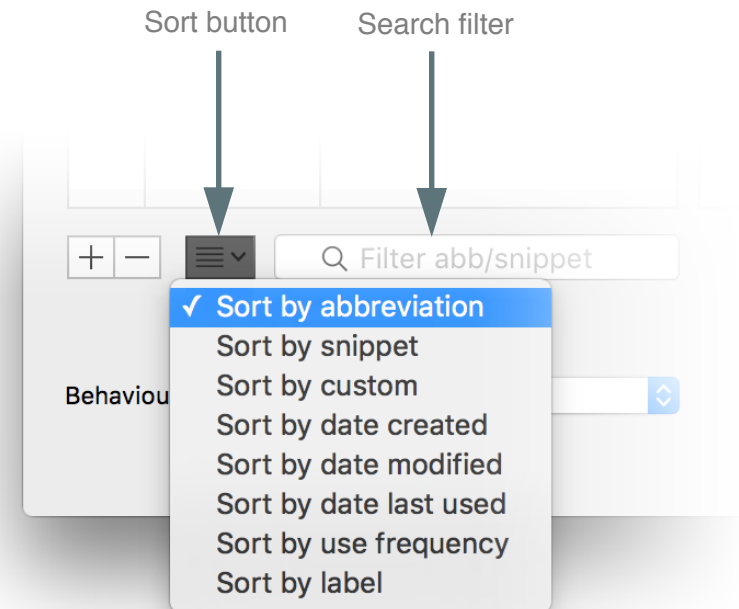
Over time, you may build a substantial library of shorthand abbreviations. It's not uncommon for Typelt4Me sets to contain *thousands* of snippets. This could grow problematic to manage if it weren't for...the humble sort button and its stalwart partner the search filter. These two controls can be invaluable for taming large snippet libraries. Between them, they can help you to zero in and find specific snippets you may be looking to edit or remove.

---

### 2.13.1 Ways you can sort





Snippets can be sorted using any of the following criteria:

- **Abbreviation** (alphabetical or reverse alphabetical order)
- **Snippet** (alphabetical or reverse alphabetical order)
- **Custom** (drag individual snippets into your preferred order)
- **Date created** (newest at the top)
- **Date modified** (most recently modified at the top)
- **Date last used** (most recently expanded abbreviations at the top)
- **Use frequency** (most frequently used snippets at the top)
- **Label** (alphabetical order)



When you select “Sort by abbreviation” or “Sort by snippet”, the relevant column header will display an upward arrow ( ^ ) indicating the alphabetical sort order, with symbols at the top, followed by numbers and finally the letters A through Z. To reverse the sort order, click once on the column header. The upward arrow will change to a downward arrow to reflect the order.

Snippets selected: 1

App	Abbreviation ^	Snippet
	br	Best regards,
	ds	Dear Sir,
	eml	me@ettoresoftware.c...
	eso	Ettore Software

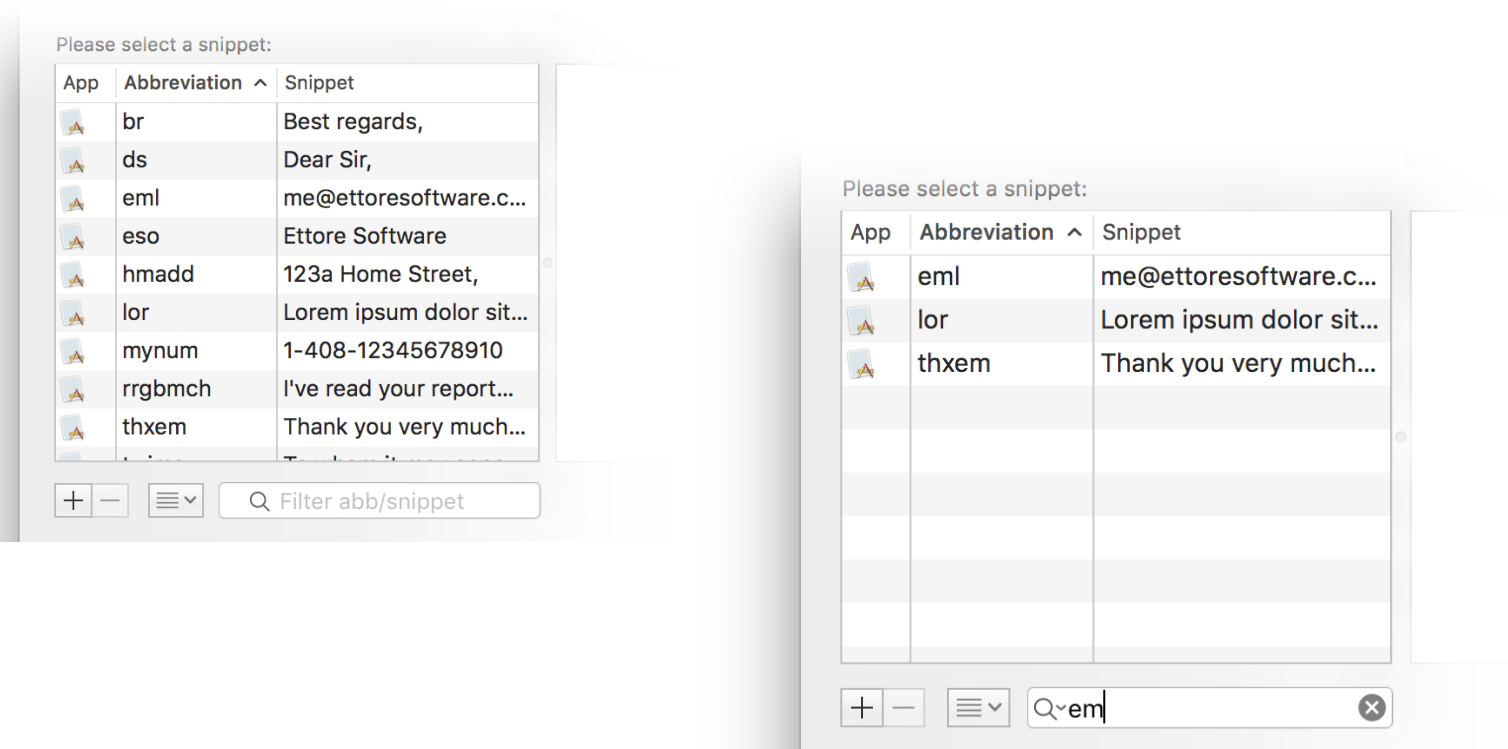
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### 2.13.2 Search your abbreviations and snippets by sorting

Looking for a specific snippet? When the snippets list is alphabetically sorted by snippet, typing a few letters will scroll the list to the first snippet that starts with those letters. When sorted by any other criteria, the list will scroll to reveal the first abbreviation that starts with the letters you type.

### 2.13.3 Search your abbreviations and snippets by filtering

Type one or more letters into the filter field and the list of snippets will shrink to show only snippets that contain the combination of letters you typed - anywhere in the abbreviation or the snippet contents. As shown here, with the bundled Examples set active typing the letters **em** into the filter narrows the list down to three snippet results. The first and last results in the list contain the letters **em** in their abbreviations (**eml** and **thxem**), while the middle result - a latin dummy copy snippet - appears because in the contents of the snippet the letters **em** are found in the latin word **Lorem**.



## 2.14 - “What does this Insert menu do?”

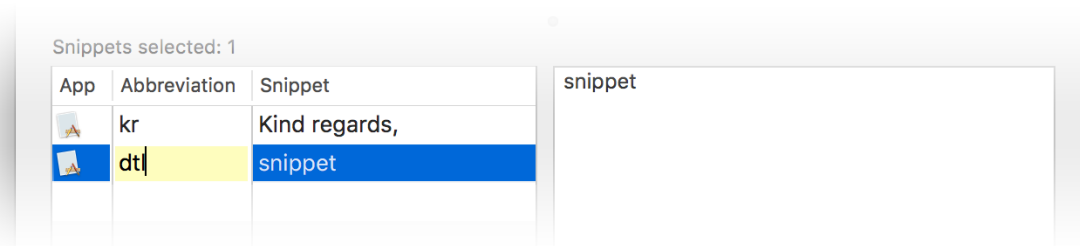
The insert menu enables you to craft more sophisticated snippets. These might produce fill-in-the-blanks placeholder ‘prompts’ when expanded or perhaps use arithmetical formulae to expand to dynamically generated, context-aware snippets. You can do things like automatically insert a date that’s two weeks from now without having to work out what it will be. You can also embed special characters, nest snippets or even execute complex Applescripts when you type an abbreviation.

---

### 2.14.1 Insert the current date

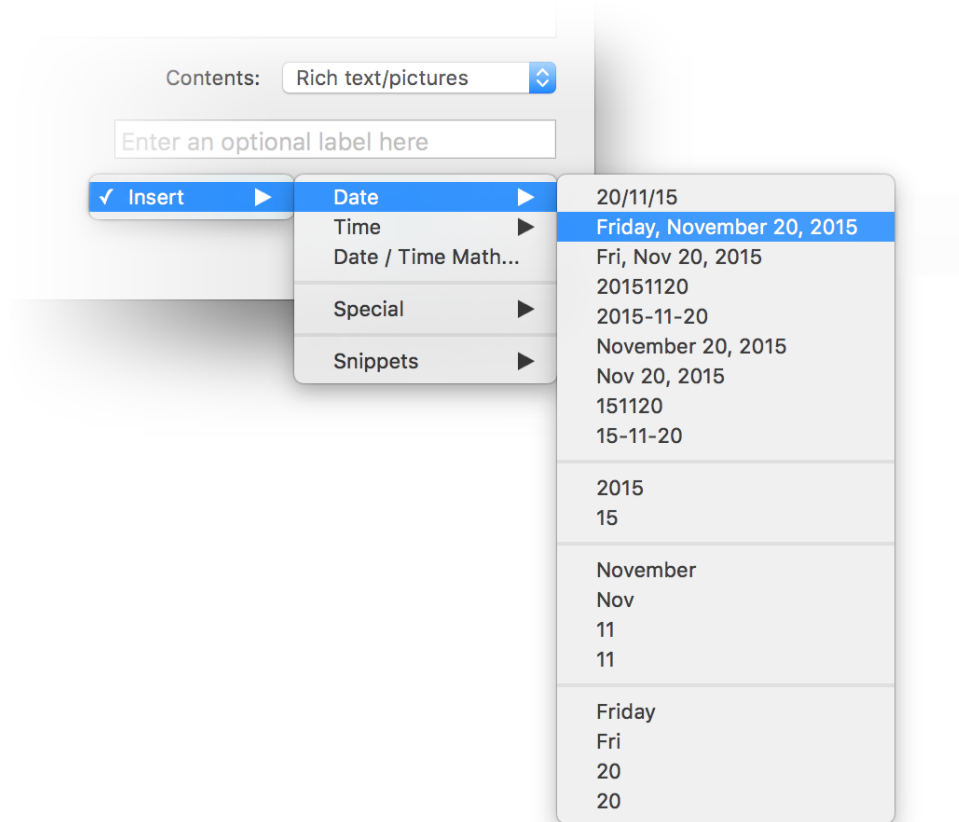
Let’s look at how you might go about inserting the current date. Click on Edit Snippet... in the Typelt4Me menu to bring up the main app window and click on the + (“add”) button underneath the list of snippets. A fresh **abb** / **snippet** entry appears at the bottom of the list, with **abb** ready to be typed over by a name of your choosing that you will assign to this new abbreviation.

Type a name for the new abbreviation. For this example, **dtl** will stand for date in long format. We’re going to make that expand to the current date, e.g. **Friday, November 20, 2015**.

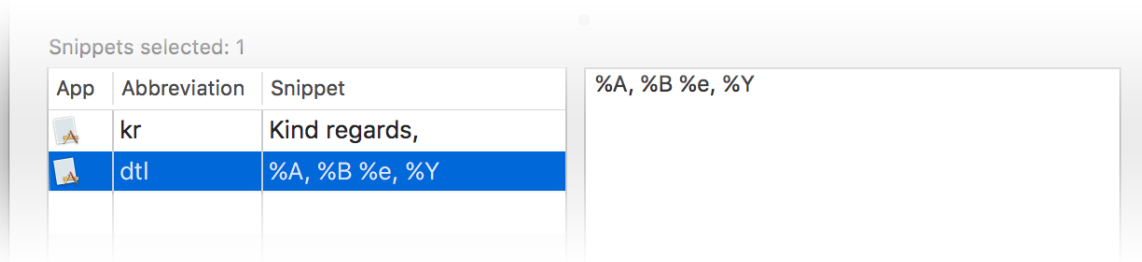


When you've typed the name for your abbreviation, press the TAB key twice: the first press to move to the [snippet](#) field, the second to move to the large snippet editing pane to the right of the snippets list.

Next, delete the word [snippet](#). We're going to replace it with a special syntax that will represent the current date in whichever format you like. Click on the Insert popup menu under the pane and select the desired date format.



Once you've selected a date format, you will see a funny looking mix of % signs and letters or numbers, for example: %A, %B %e, %Y



This is a standard way to describe the elements making up date and time, called strftime. We won't go into detail about it here; there is a wealth of information about strftime on the web, if you're curious. What's important is you can use the above Date and Time menus to pick pre-defined formats or you can roll your own using the individual elements in the lower three sections. You can get very granular and choose whether to display a leading zero in the month and / or day.

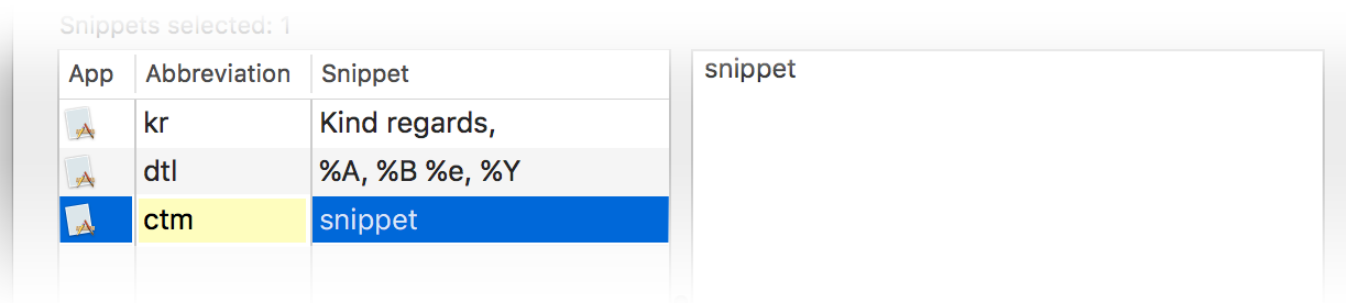
That's pretty much all there is to it. No more scratching your head trying to remember what day it is, fumbling for a calendar or painstakingly typing out the current date. Just rattle off a quick [dtl](#) (or other abbreviation of your choice) and Typelt4Me will take care of the rest, spitting out [Friday, November 20, 2015](#) (for example) in the blink of an eye.

---

## 2.14.2 Insert the current time

To insert the current time, we follow the same initial steps outlined in section 2.14.1 that covers inserting the current date. Click on Edit Snippet... in the Typelt4Me menu to bring up the main app window and click on the + ("add") button underneath the list of snippets. A fresh [abb](#) / [snippet](#) entry appears at the bottom of the list, with [abb](#) ready to be typed over by a name of your choosing that you will assign to this new abbreviation.

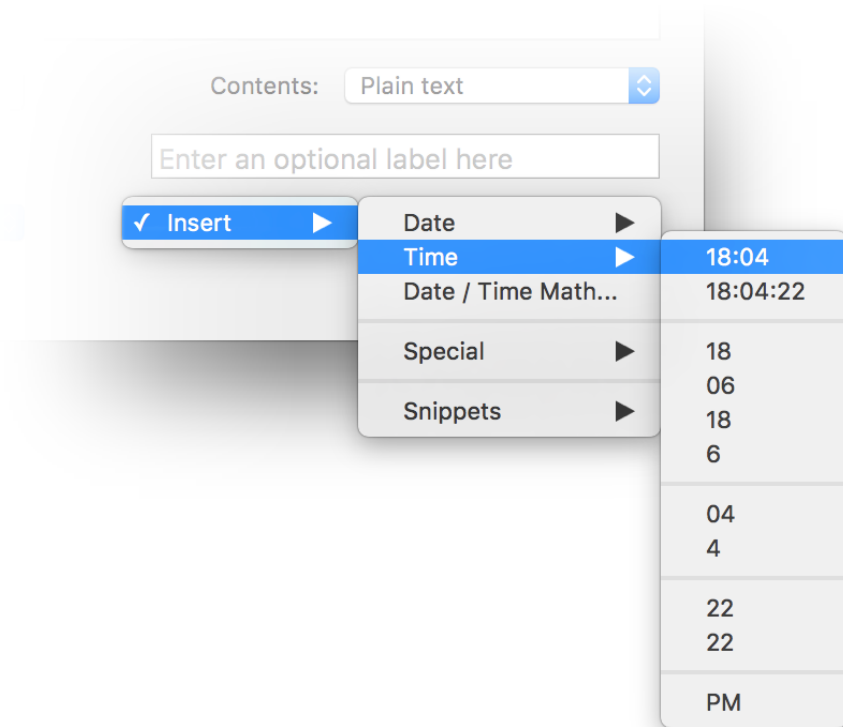
Type a name for the new abbreviation. For this example, [ctm](#) will stand for current time. We're going to make that expand to the current time, e.g. [18:04](#).



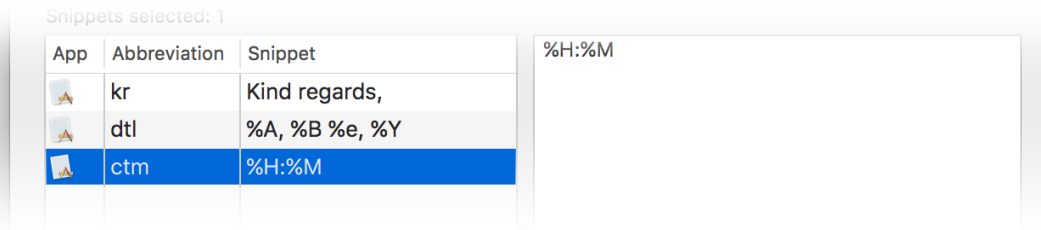
When you've typed the name for your abbreviation, press the TAB key twice: the first press to move to the [snippet](#) field, the second to move to the large snippet editing pane to the right of the snippets list.



Next, delete the word `snippet`. We're going to replace it with a special syntax that will represent the current time in whichever format you like. Click on the Insert popup menu under the pane and select the desired time format.



Once you've selected a time format, you will see a funny looking mix of % signs and letters or numbers, for example: %H:%M



This is a way of describing the elements making up date and time, called strftime. We won't go into detail about it here; there is a wealth of information about strftime on the web, if you're curious. What's important is you can use the Time menu to pick pre-defined formats or you can roll your own using the individual elements in the lower three sections. You can be very granular and choose whether to display leading zeroes before single-digit hours or minutes.

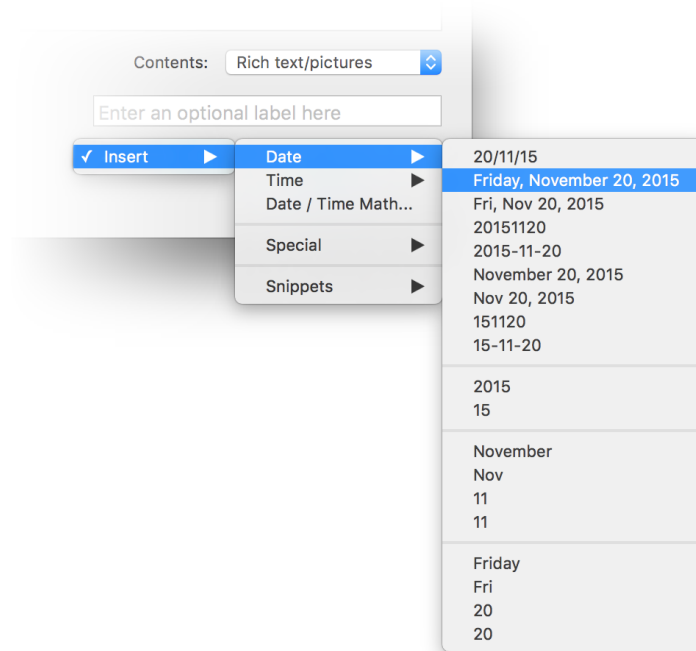
That's effectively it. Just rattle off a quick [ctm](#) (or other abbreviation of your choice) and Typelt4Me will take care of the rest, spitting out [18:04](#) (for example) in the blink of an eye.

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### 2.14.3 Date and time mathematics

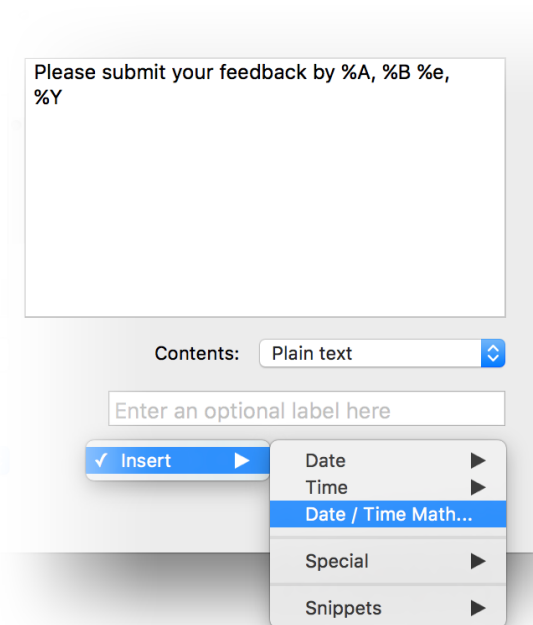
In addition to inserting the current date and time, Typelt4Me offers date and time mathematics. You can set up formulae that will calculate a past or future date for you in relation to the present and produce that dynamically upon expansion. For example, you might wish to create a 'due date' abbreviation that expands to [Please submit your feedback by \[a date exactly 3 months from now\]](#).

To create that snippet asking people to submit feedback by a due date exactly 3 months away, start off the usual way, defining an abbreviation ([sfdd](#) perhaps) that expands to [Please submit your feedback by](#). Then, with the cursor placed at the end of that phrase, click the Insert menu and pick the Date option, selecting the format you'd like.



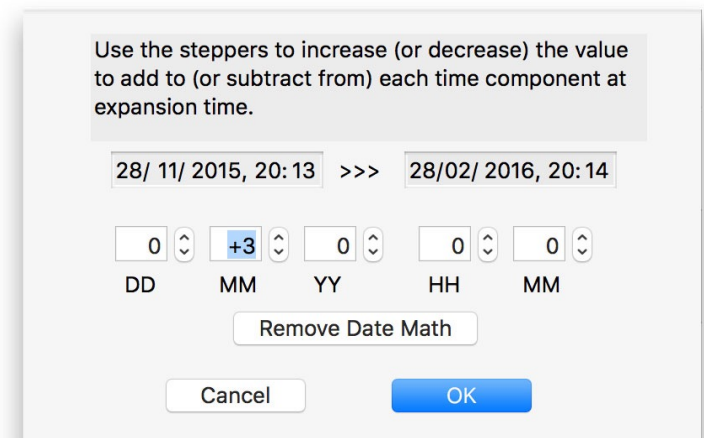
Your snippet should now look something like this: `Please submit your feedback by %A, %B %e, %Y`

The string of percentage signs and letters tells Typelt4Me what date format to use when it calculates and outputs the date during expansion.



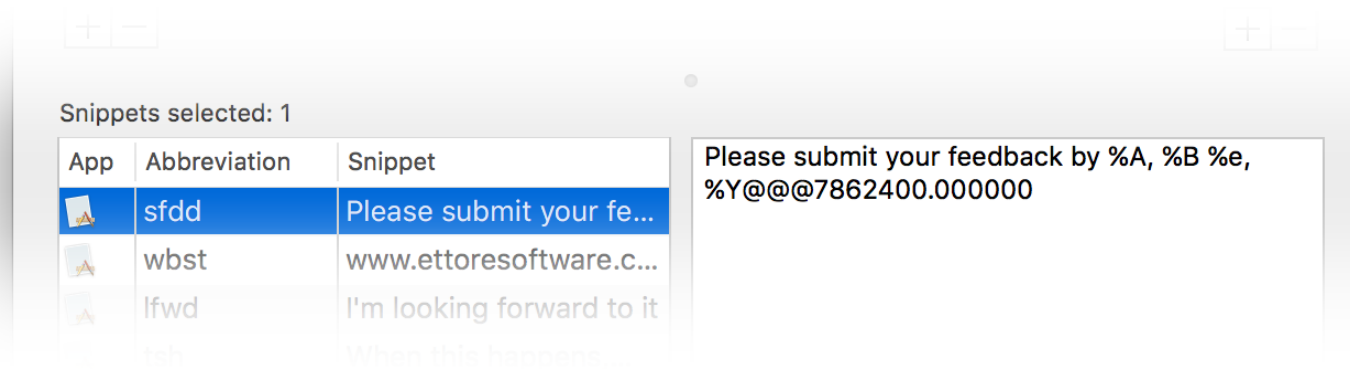
Next, it's time to concoct a formula. In the Insert menu, pick the Date / Time Math... option. A window will appear that shows the current date and time. Underneath that, there will be a number of 'stepper' buttons that correspond to days (DD), months (MM), years (YY), hours (HH) and minutes (MM). These are for specifying how far in the past or future the dynamically generated date should be.

Click on the upward arrow part of the MM stepper button three times to add three months to the current date (the resulting date in relation to the present will be displayed above, on the right). When you're done, click OK. This will insert a formula in your snippet that will output a date exactly three months in the future every time the snippet is expanded. Click the Save button and you're done.



With the date and time mathematical formula added, your snippet will look something like this:

Please submit your feedback by %A, %B %e, %Y@@@7862400.000000



In this example, now every time you type the abbreviation `sfdd` Typelt4Me will expand it to `Please submit your feedback by [Day, Month Date, Year]`, dynamically calculating the last part upon expansion to produce a date exactly 3 months hence. So if today is Saturday, December 5, 2015, typing `sfdd` will produce `Please submit your feedback by Saturday, March 5, 2016`.

Now you know how it's done, you may wish to practice repeating the process and use more of the stepper buttons to construct more complex formulae and create abbreviations that will expand to various different dates and times of your choosing.

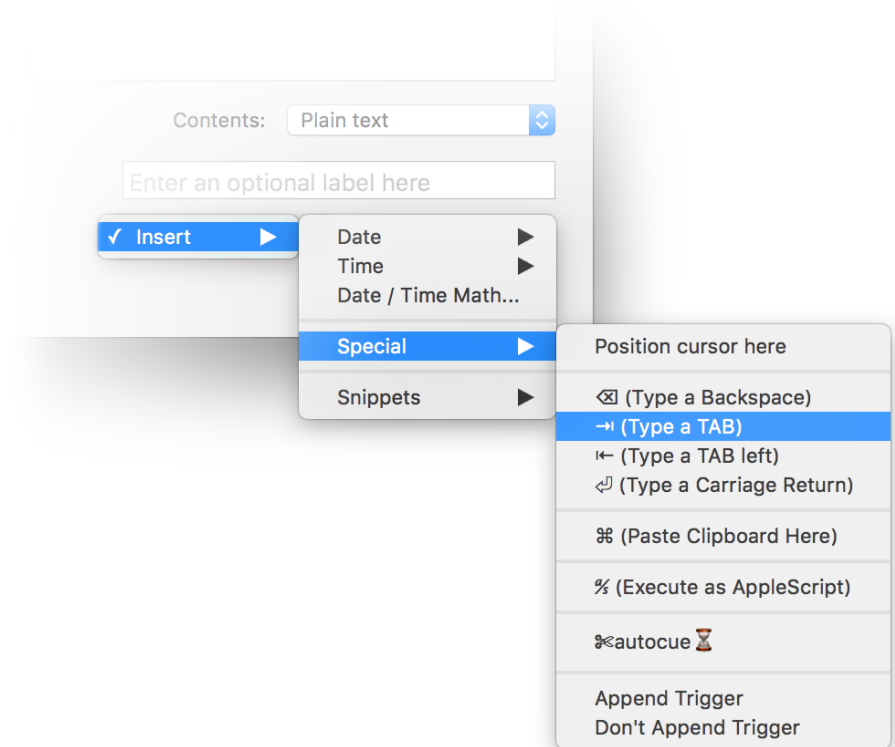
## 2.14.4 Embed special characters

You can use the Insert > Special menu (pictured right) to embed certain characters in expanded text (but only when the cursor is blinking in the large right-hand pane, not in the cell in the Snippet column). These are:

- a special syntax (%l ) to tell Typelt4Me where to position the cursor after expansion. For example: **b** could be defined as `<b>%l</b>%-` and would expand to `<b></b>` with the cursor placed between the html tags, ready for you to type the text to be tagged as bold in a web page you are editing.

*Notice the use of %l to move the cursor left between the begin/end html tags and the use of %- at the end of the expanded text to tell Typelt4Me \*not\* to add the trigger after expanding the abbreviation or else it would come out as `<b> </b>`, with a space (or whatever your chosen trigger) just after the `<b>` tag.*

- a special symbol (⌫) to represent a backspace (e.g. if you define **g** to type `<backspace>ing` you'll be able to stick the **ing** ending to any previously typed verb, saving you a keystroke)
- a special symbol (→) to represent a TAB that will be typed separately from the rest of the snippet (very useful to create snippets that fill two or more tab-separated fields or cells)



- a special symbol (↵) to represent a Carriage Return (also called Enter) that will be typed separately from the rest of the snippet (very useful to "press" the Send, OK or Login button when filling in forms)
- a special symbol (⌘) to tell Typelt4Me to insert the current contents of the clipboard at that position (NB if you ever need to have the ⌘ symbol actually appear in the expanded text, insert 2 of them next to each other: ⌘⌘)
- a special symbol (%\$) which will cause Typelt4Me to send the entire text of the snippet to AppleScript for execution.

*Note: if the text is not a valid AppleScript script, expanding the abbreviation will return an error. It is up to you to ensure the AppleScript is valid, as Typelt4Me performs no checks*

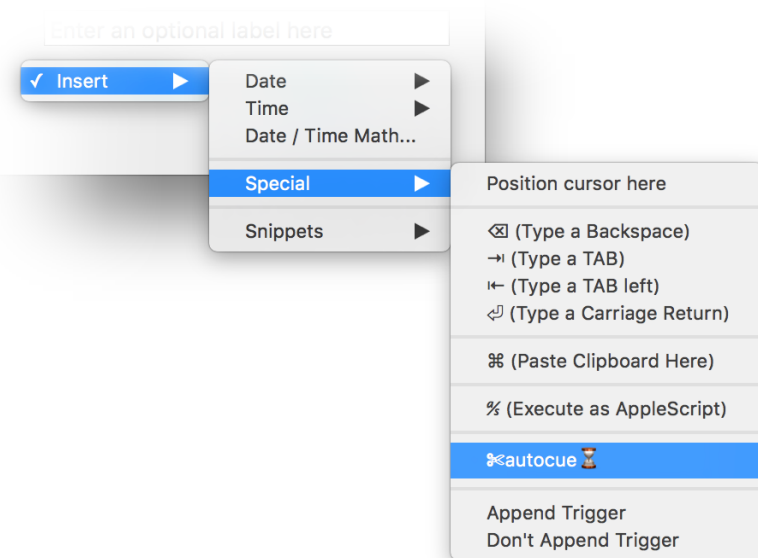
- a special syntax (%+) to tell Typelt4Me that it *\*must\** append the trigger that caused the abbreviation to expand. This is useful for overriding the general Preferences setting for the Append/Don't Append Trigger on an abbreviation by abbreviation basis.
- a special syntax (%-) to tell Typelt4Me *\*not\** to append the trigger that caused the abbreviation to expand. Again, this is handy if you want to override the general Preferences setting for the Append/Don't Append Trigger on an abbreviation by abbreviation basis.

- a special syntax (`%<autocue`) to tell Typelt4Me to display the text between the scissors and hourglass as a cue and then wait until you press Tab. We'll explain Autocue in more detail later.

---

## 2.14.5 Set up Autocue templates

Autocue is a great time-saving feature that's popular with power users. It enables you to set up templates containing placeholder prompts ("cues") for you to replace with corresponding text or data when a particular abbreviation is expanded.




To include an autocue within a snippet, position the cursor in the large snippet content editing pane where you want it to start, then use the Insert > Special menu to insert an autocue. It will appear like this: `%<autocue` ⌚ . Just replace the word autocue with whatever you would like the prompt to say during expansion and you're done.



Let's look at a hypothetical example of how a doctor writing a letter might use Autocue for quickly entering a patient's details in a standard format. S/he could have defined an abbreviation, e.g. **pdet**, that expands to a snippet spread over several lines, with autocues inserted to prompt for the patient's name, date of birth, height and so on.

Snippets selected: 1

App	Abbreviation	Snippet
	pdet	Patient Details:

**Patient Details:**  
 Name: <name>  
 Date of Birth: <dd> / <mm> / <yyyy>  
 Height: <height>  
 Weight: <weight>

The abbreviation will expand in stages, with each autocue prompting the doctor and waiting for input before proceeding to the next line. So when s/he types **pdet** Typelt4Me will begin by typing the first line, with the name autocue prompt highlighted ready to be replaced by the patient's name:

**Patient Details:**

Name: **name**

Our doctor types the patient's name, then presses TAB to continue. Typelt4Me expands the next part of the snippet and prompts for the patient's date of birth in dd/ mm/ yyyy format\*. All the doctor has to do is continue the process, entering details and pressing TAB to progress to the end, at which point the expansion is complete.

### Patient Details:

\* By default, when creating date Autocue prompts Typelt4Me inserts forward slashes between the day, month and year. If you prefer dashes, just go into the snippet editing pane and change the slashes to dashes, then hit the Save button.

Name: Jon Appleseed

Date of Birth: 22/ 11/ 1984

Height: 6'1"

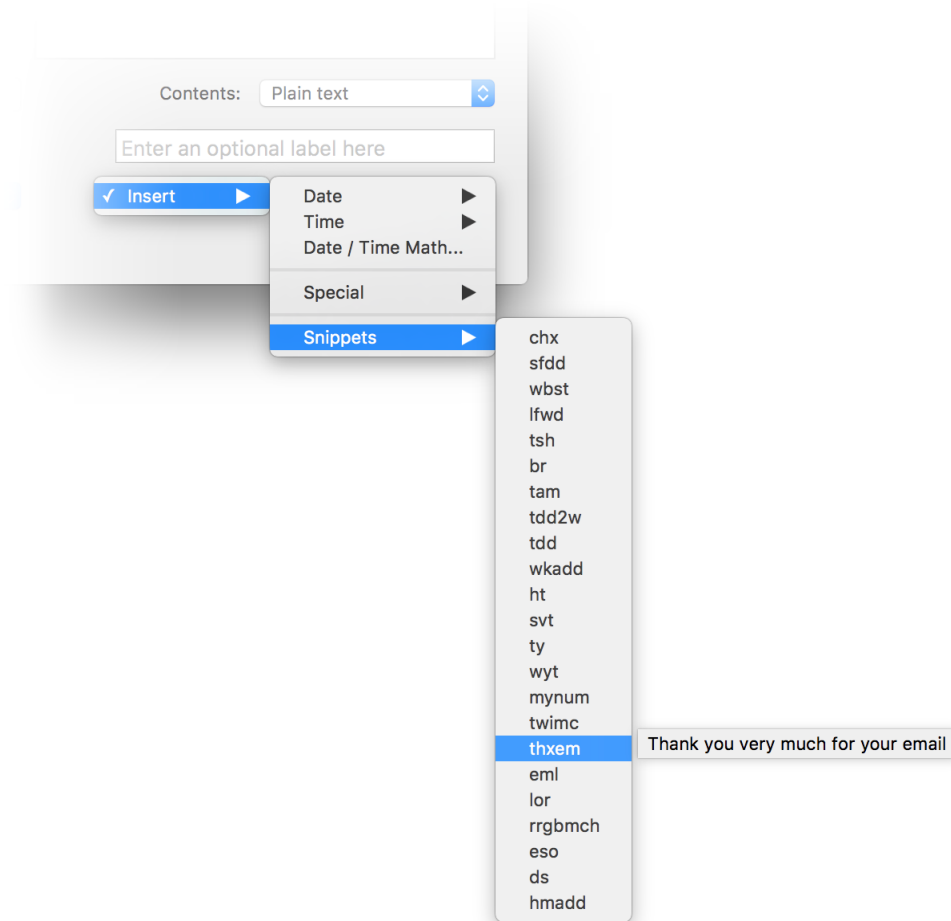
Weight: weight

So, when you want to use Autocue, just remember that when you type your chosen abbreviation Typelt4Me will expand the text up to the first hourglass symbol, highlight the "cue" (the word between the scissors and hourglass symbols) and wait for your input. You'll type the content to replace it and then press TAB to tell Typelt4Me you're ready to proceed to the next part - if there is one. Just repeat as necessary until you're done.



Note: while Typelt4Me is awaiting your input during an Autocue expansion, you can't expand other abbreviations. Don't panic, though: you can always exit 'autocue mode' and cancel the expansion in progress at any time by pressing the esc key twice.

## 2.14.6 Nest your snippets

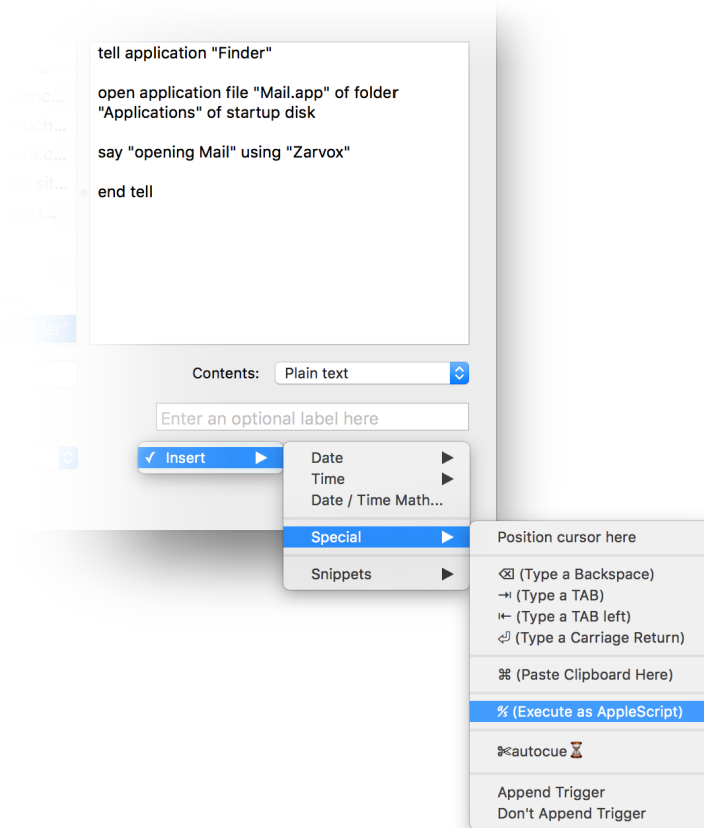
Using the Snippets submenu, you can embed or “nest” other snippets to appear (expanded of course) within the expanded text of any given snippet. Just pick it from the list and it will be inserted wherever you’ve positioned the cursor in the snippet you’re editing.



Where they’re inserted in other snippets, in the editing pane nested snippets look like this:

thxem

## 2.14.7 Execute Applescript

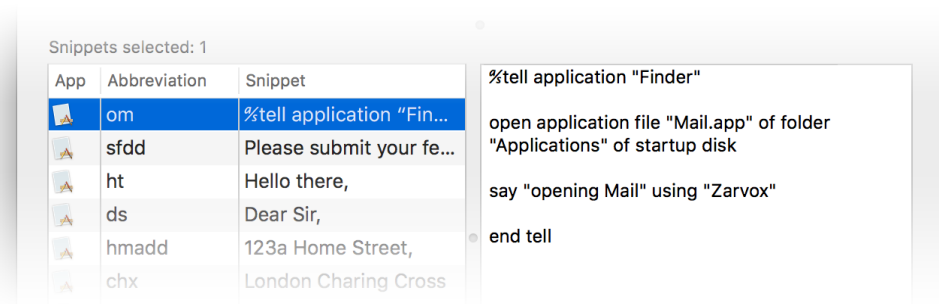


If you know how to use AppleScript, you can use Typelt4Me to execute a script when you type a shortcut. Just create a new abb / snippet pair and type or paste your AppleScript code into the snippet editing pane\*. Then pull down the Insert > Special menu and pick Execute as AppleScript.

This will place the special symbol %s at the beginning of the snippet, instructing Typelt4Me to pass your snippet along to AppleScript for execution instead of inserting it.

For example, you could specify that typing **om** should open Mail and have the built-in OS X voice Zarvox say "opening Mail":

\*Note: take care with inverted commas. These must be straight ("), not curly ("), or you will get an error when your Mac attempts to execute the Applescript.

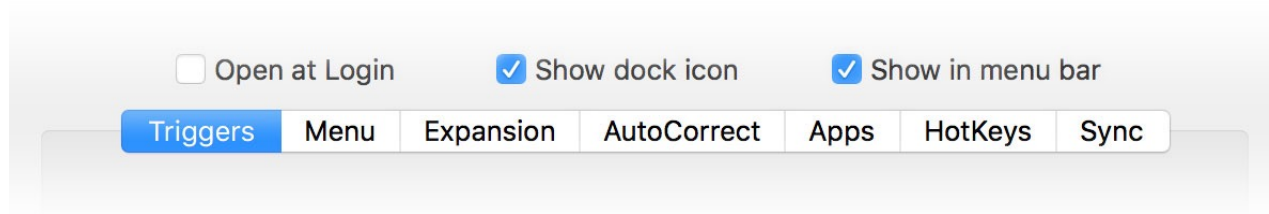


## 2.15 - Preferences

Many of Typelt4Me's features can be customised to suit your own personal requirements. You can tweak them to your heart's content via the Preferences section. Don't want spaces to trigger expansion? Looking to disable it completely in certain apps? This is where you'll do it.

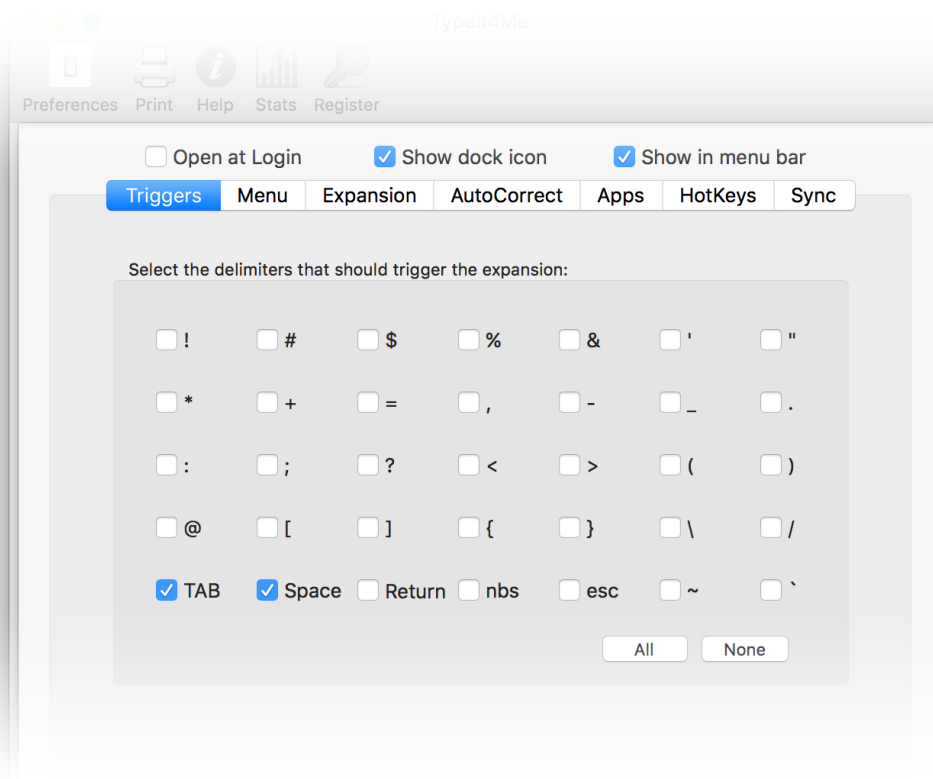
Along the top of the Preferences section you'll find three ever-present global app setting controls: checkboxes with which you can specify whether you want Typelt4Me to launch on login and whether it should display its app icon in the dock and / or menu bar.

The rest of the app's preferences are organised under seven tabs:  
Triggers - Menu - Expansion - AutoCorrect - Apps - HotKeys - Sync



## 2.15.1 Triggers

Under the Triggers tab you'll find a set of checkboxes you can use to choose one, several or even all of 35 different keyboard characters that will act as triggers and cause your abbreviations to be expanded as you type. To add or remove a trigger, just tick or untick the checkbox next to it.



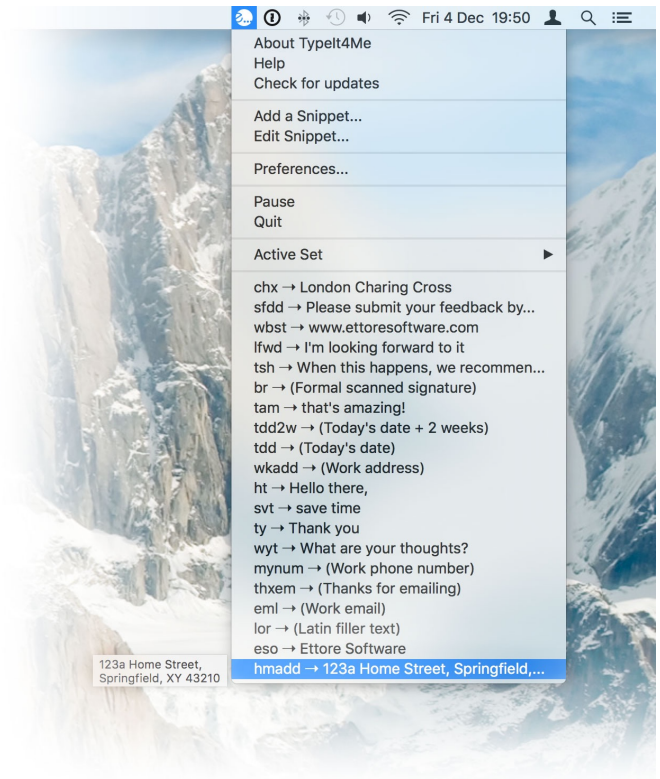
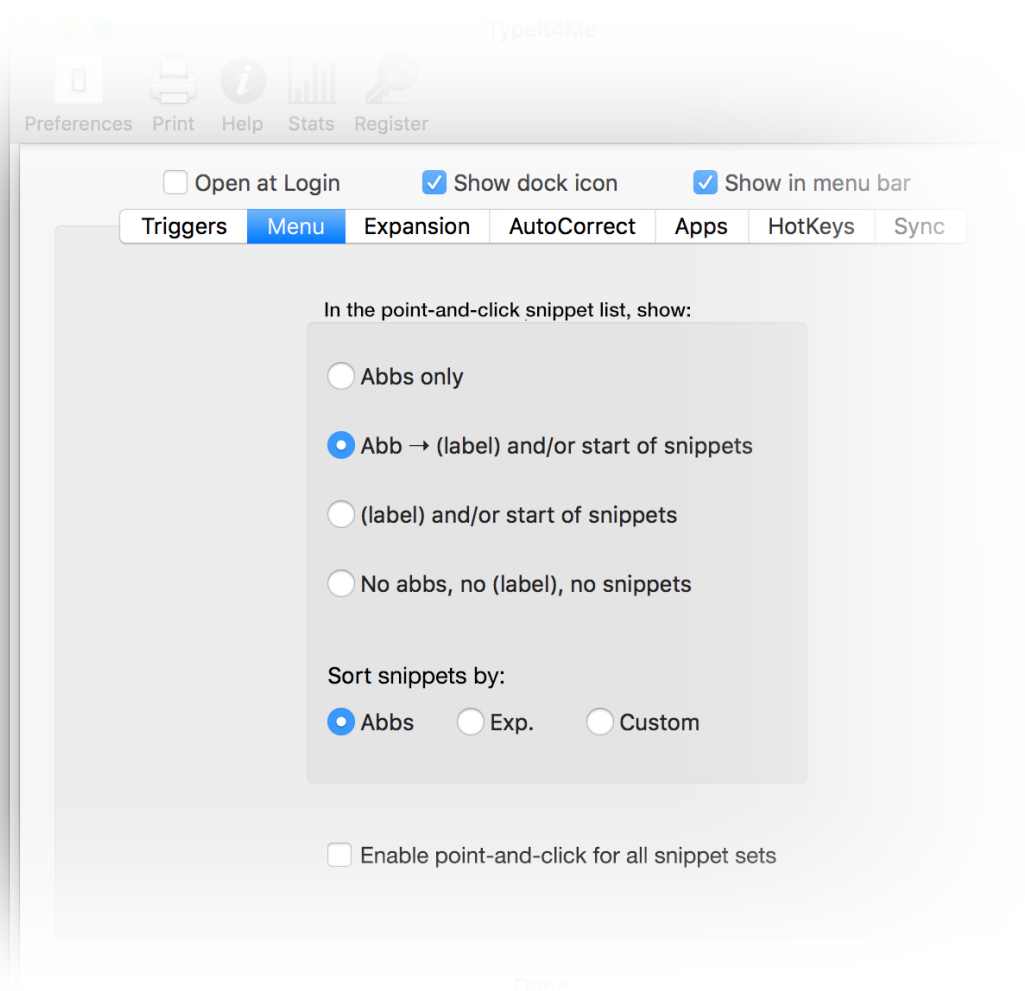
This picture shows the default setting, which is that typing a TAB or space will trigger expansion. Use the All or None buttons to quickly select or deselect all check boxes.

If you select None, abbreviations will expand without the need to type a trigger. While some users have requested this feature, should you elect to go with this setting you will need to ensure that no two abbreviations start with the same letters. Otherwise, the shorter one will trigger as soon as you type it.

You can choose to have the trigger appended or discarded, either as a global setting or on an abbreviation by abbreviation basis.

## 2.15.2 Menu

Click the second tab in Preferences if you want to tweak the Typelt4Me menu. This is where you specify global settings to apply to the point-and-click list of snippets and control how snippets should be displayed - if at all. See the next page for more detail.



Menu preferences determine how your snippets will be displayed in the Typelt4Me menu (above)

### Abbs only

This will list just your abbreviations, with no accompanying label or snippet contents. Hovering over an abbreviation will always reveal a tooltip containing the full snippet contents, however.

### Abb → (label) and/or start of snippets

This is the default setting. Your abbreviations are listed with their accompanying labels (if you labelled them) and the first few characters of the snippet contents. Exactly what you see will depend on the snippet's individual "Behaviour in menu" setting.

### (label) and/or start of snippets

This won't display your abbreviations, just the labels assigned to your snippets (if you have labelled them) and / or the first few characters of snippet content will be shown.

### No abbs, no (label), no snippets

Select this option if you'd prefer to completely hide the point-and-click snippet list.

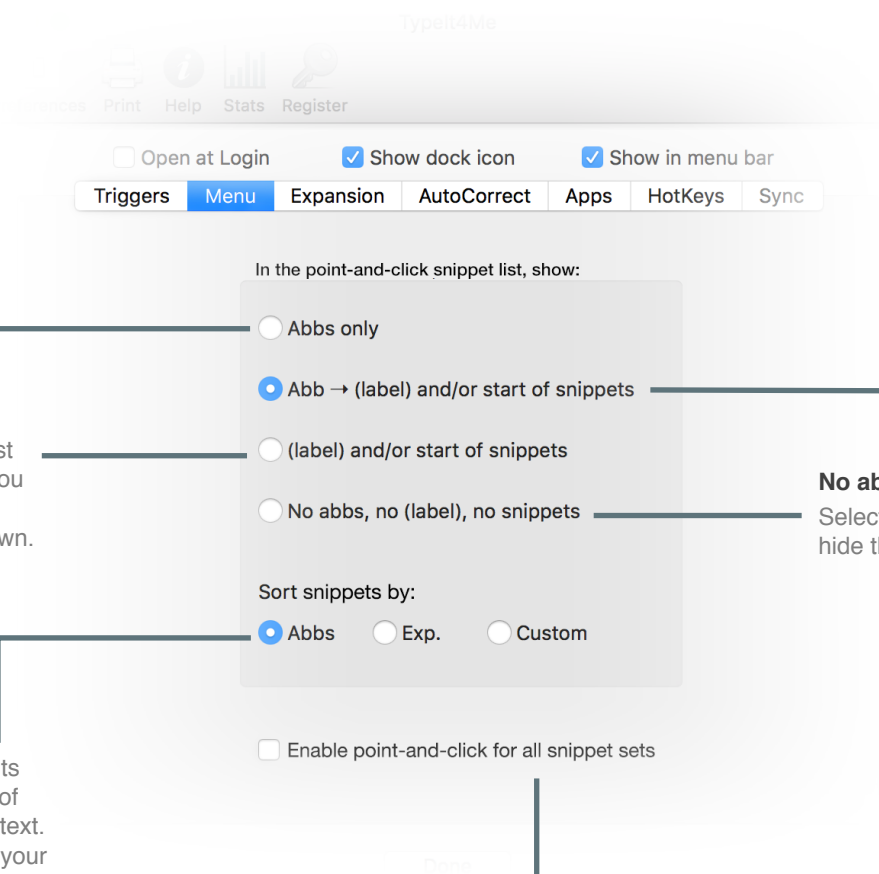
### Sort snippet by

This enables you to sort snippets alphabetically by the first letter of their abbreviation or expanded text. Alternatively, if you've dragged your snippets into a custom order in the main editing window, enable the Custom option here to reflect that order in the menu, too.

### Enable point-and-click for all snippet sets

By default, point-and-click is limited to a list of the snippets in the current active snippet set. If you check this box, an extra Snippets menu item will be added, enabling you to browse \*all\* snippets in all sets and insert them by clicking.

**Important note:** menu preferences that you set here may in some cases override behaviours assigned to individual snippets in the main editing window. For instance, when defining a snippet you may have set it to show its label in the menu list - but if in Menu Preferences you've selected "Abbs only", that's what you'll get.





### 2.15.3 Expansion

Go to the third preferences tab if you want to tinker with settings that govern how Typelt4Me behaves when expanding your snippets. There are eleven checkbox options from which to choose. We'll give you a rundown of what each one does.

#### Disable keyboard expansion

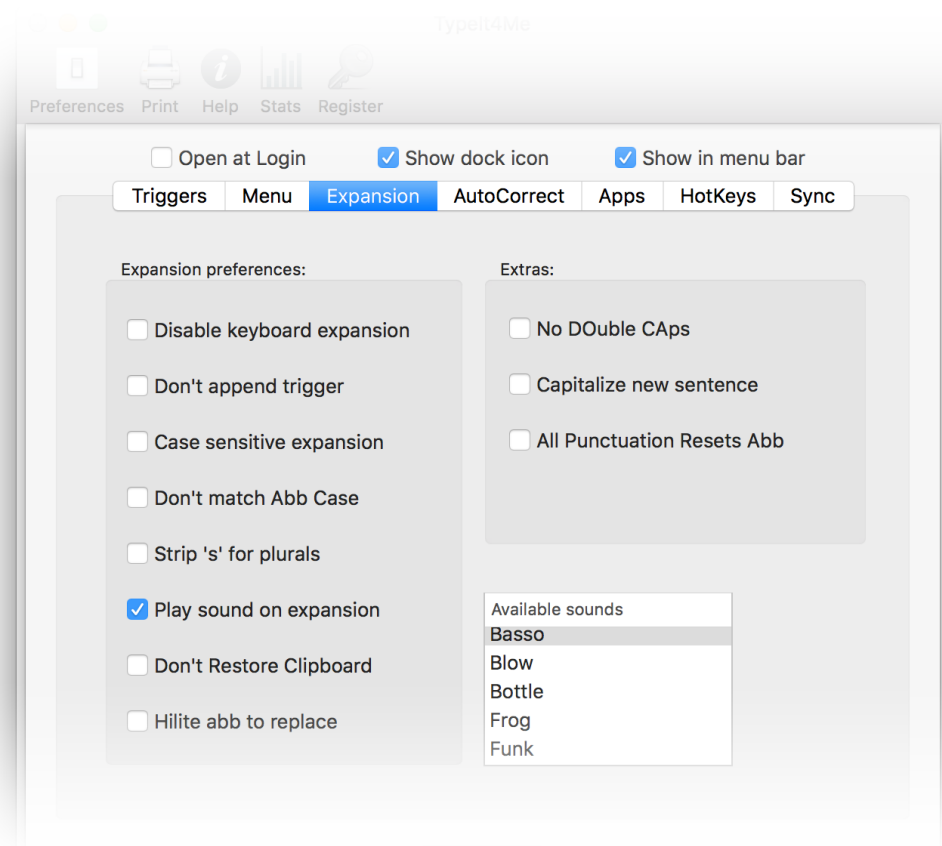
This is fairly self-explanatory. If you check this box, Typelt4Me will no longer expand your abbreviations automatically as you type. You'll only be able to expand abbreviations using the point-and-click menu list.

#### Don't append trigger

You should check this if you don't want the character that triggers expansion to be added to the end of expanded snippets.

#### Case sensitive expansion

If you check this option you will have to type your abbreviations in exactly the same upper and / or lower case format in which they were defined or they won't be expanded. Note that Typelt4Me will still alert you if you attempt to define two identical abbreviations, even if you type them in a different case. So, if "ty" already exists, Typelt4Me will intervene to remind you if you later try to define a "TY" abbreviation.



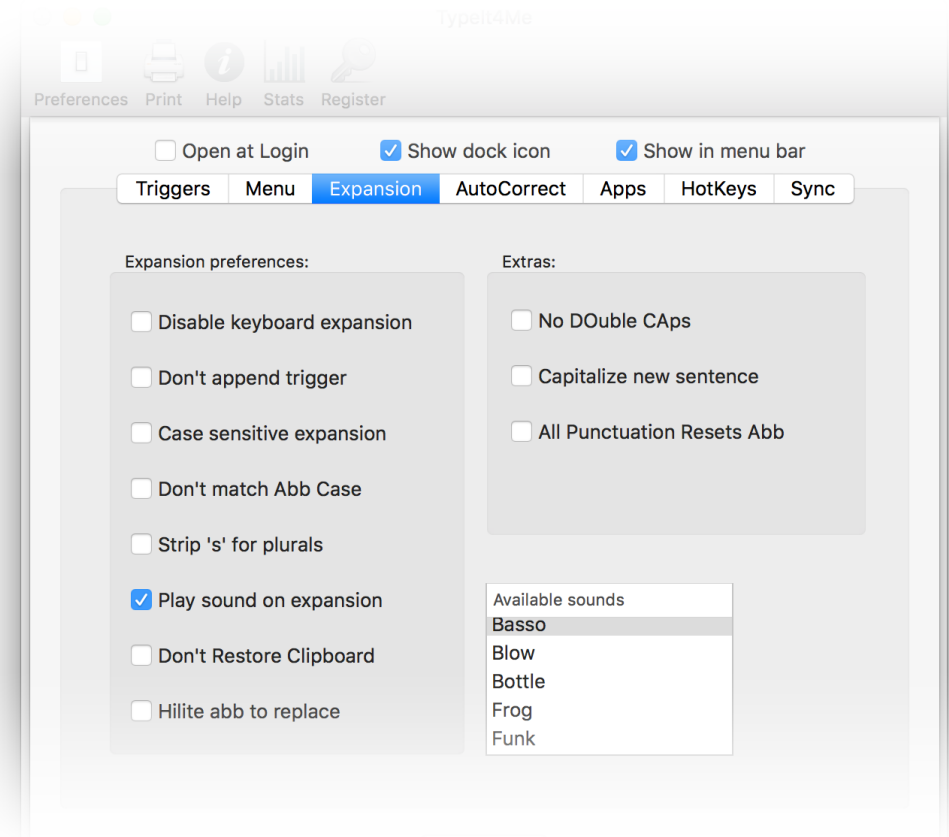
## Don't match Abb Case

By default, if you type an abbreviation starting with a Capital letter or in ALL CAPS then Typelt4Me will expand the snippet accordingly, so that it starts with a Capital letter or is typed in ALL CAPS. If you check it, the “Don't match Abb Case” option stops that from happening.

## Strip 's' for plurals

The “strip 's' for plurals” setting enables you to define an abbreviation only once to cover both singular and plural forms. If you check this option, typing an abbreviation and adding an **s** to the end before triggering it will result in the expanded snippet also having an **s** at the end.

Suppose you define **abb** as **abbreviation**. Without this option, you would also have to define **abbs** to produce **abbreviations**. Either that, or you would have to type **abb**, then a space to trigger the expansion to **abbreviation**, then a backspace and finally type an **s** at the end of **abbreviation**. Instead, if you choose to strip **s** for plurals, you'll be able to type **abbs** and see it expand to **abbreviations**, without the need to define **abbs** separately.



## Play sound on expansion

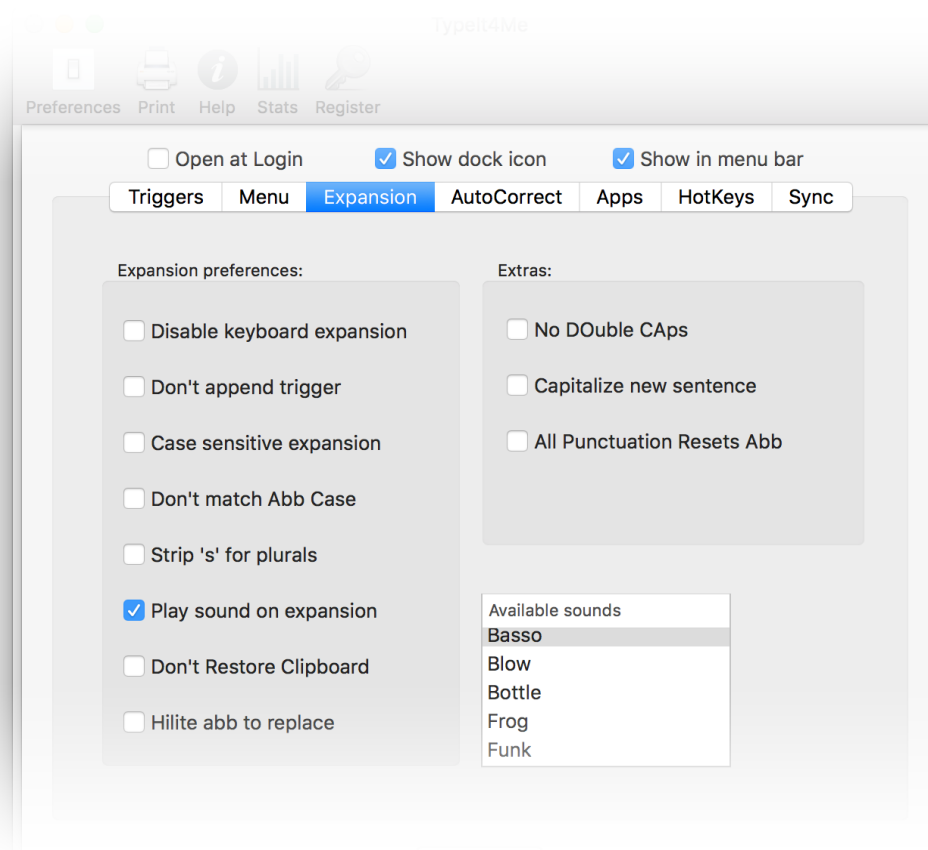
Select this option if you'd like to hear a system alert sound every time you trigger an expansion. When the checkbox is ticked, a list of available sounds will appear for you to choose from. Power users with lots of abbreviations may be driven crazy by constant beeping, but if you only use text expansion sparingly and tend to look at the keyboard rather than the screen while typing, it can be useful for alerting you to typos triggering unintentional expansion, for example.

## Don't restore Clipboard

Very rarely, you may run into an issue which causes Typelt4Me to misbehave and consistently produce the contents of the clipboard instead of the snippet corresponding to the abbreviation you typed. It can happen on older, slower Macs or when many apps are open, causing event handling to slow down. Selecting the "Don't restore Clipboard" option will prevent this and ensure you always get the right snippet expansion. We don't recommend using this feature unless you have to, however, because it does mean every time you expand an abbreviation you'll lose anything that was copied to the clipboard.

## Hilite abb to replace

Tick this checkbox if when you undo (cmd-z) an expansion you'd prefer to see the abbreviation you typed come back, highlighted and ready to be replaced with something else.



## No DOuble CAPs

This will prevent you from typing two or more consecutive letters in uppercase. If you turn this option on, you will have to press the capslock key to type OK, US, USA, NASA, etc. Backspacing over a letter that has been turned to lowercase will allow you to re-type it in uppercase.

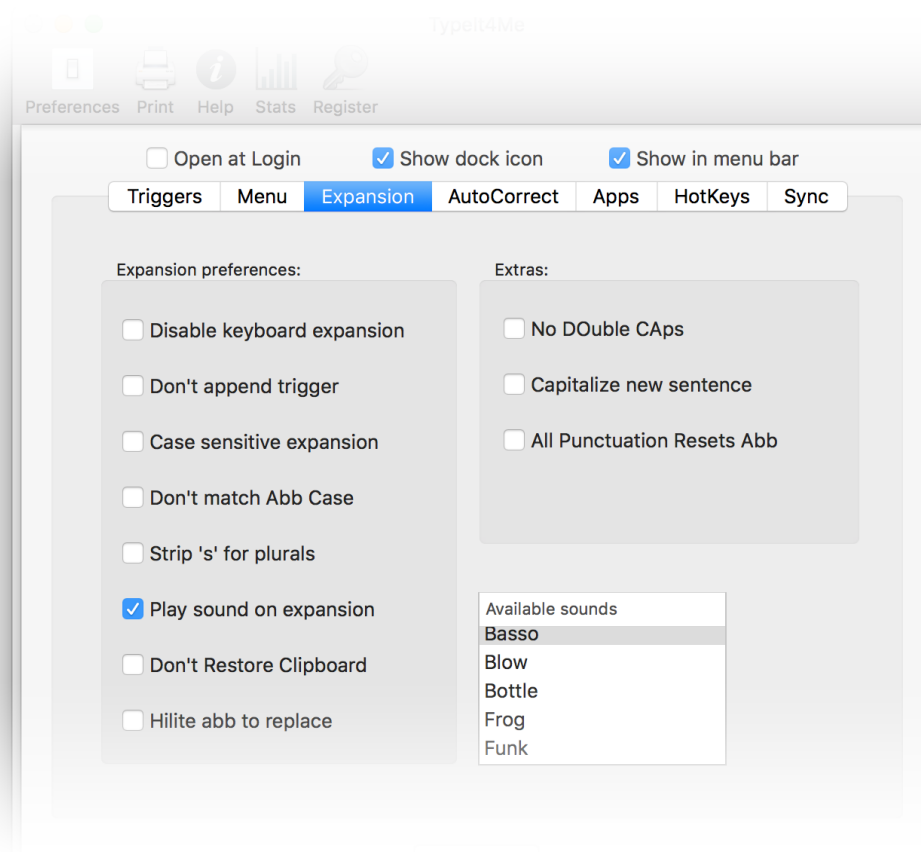
## Capitalize new sentence.

Turning this on will automatically turn the first letter you type after pressing return to uppercase. Ditto for letters typed after a . ! or ? but only when they are followed by a space. Note: when typing the first letter in a new document, it will not be capitalized because Typelt4Me can only do so when it “watches” you type punctuation, as explained. This is not a bug, but a normal feature constraint.

## All Punctuation Resets Abb

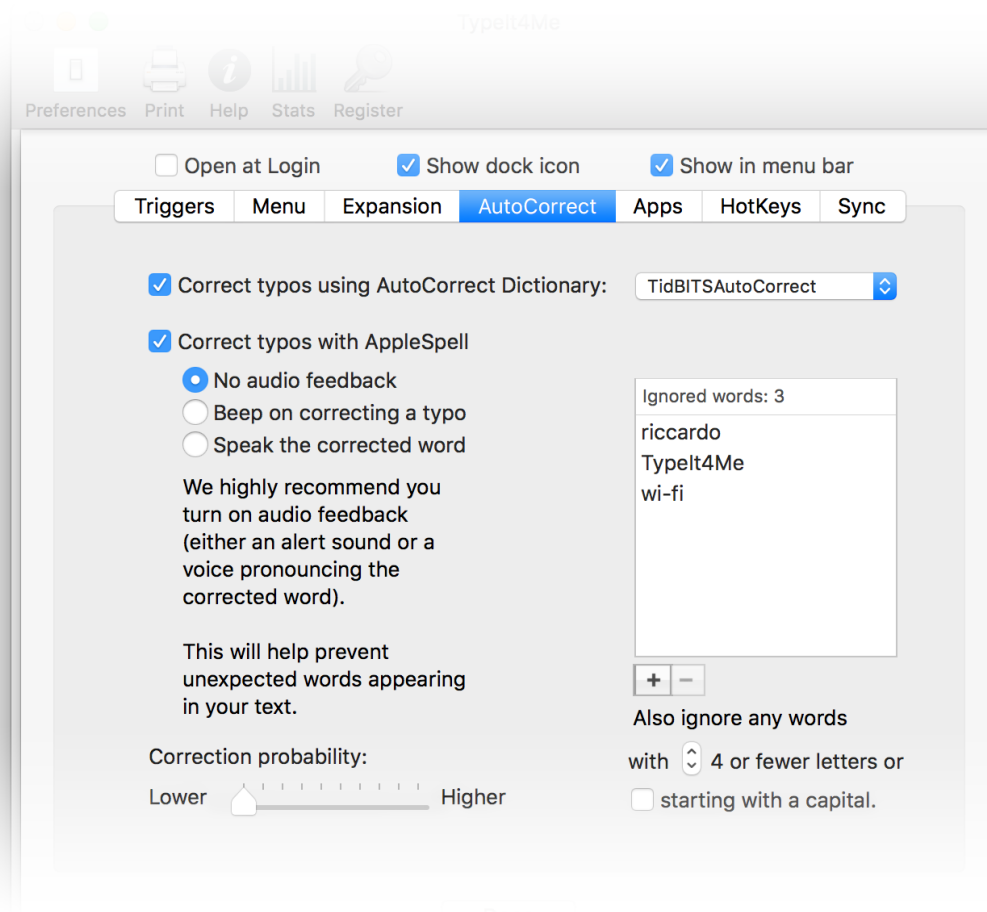
Tick the “All Punctuation Resets Abb” checkbox if you want to expand abbreviations even when you type them straight after a punctuation mark.

*Please note: the three “Extras” options may have undesirable side effects in certain exceptional circumstances. The bottom line is: if they work for you, turn them on. If you are unhappy with their behaviour, just turn them off. They’re entirely optional.*



## 2.15.4 Autocorrect

Typelt4Me is primarily concerned with expanding your custom defined abbreviations to longer snippets of content. Your abbreviations will of course not be dictionary words themselves, so it might not be the best idea for the app to second guess everything you ever type. That said, it does offer two flavours of AutoCorrect functionality, accessible under the fourth preferences tab.



Since these days OS X already does a pretty good job of spellchecking, both of Typelt4Me's AutoCorrect options are switched off by default. You can opt to enable just one or choose to have both active at the same time; they're complementary to each other.

If you type something that's not a dictionary word and it's not a defined abbreviation in your active snippet set, either, that's when AutoCorrect kicks in. When both options are enabled, Typelt4Me will first look up your typo in the TidBITS AutoCorrect Dictionary (a compendium of commonly misspelt words). If it doesn't find it there, it will ask AppleSpell (the built-in OS X spell checker provided by Apple) to make a suggestion for correction.

If you place .typeit4me snippet sets in ~/Library/Application Support/TypeIt4Me/AutoCorrect/ they will be listed in the popup menu, allowing you to easily change from one to another. By default, the menu includes the public domain file made available by TidBITS.

When you tick the Correct typos with AppleSpell checkbox, a number of extra options will appear in the window: No audio feedback, Beep on correcting a typo and Speak the corrected word.


☒ Correct typos with AppleSpell

- ☒ No audio feedback
- ☐ Beep on correcting a typo
- ☐ Speak the corrected word

We recommend you turn on audio feedback, preferably by having TypeIt4Me speak the suggested correction. On selecting either Beep... or Speak..., you will be presented with a choice of system alerts or system voices.

You can use the slider to fine tune how different the suggested correct word can be in relation to your typo. Different users will be better served with different settings to match the kind of typos they're prone to making. We recommend experimenting until you find the setting that suits you.

Correction probability:

Lower  Higher

Ignored words: 3

riccardo  
Typelt4Me  
wi-fi

+ -

Also ignore any words

with  4 or fewer letters or

☐ starting with a capital.

To tell Typelt4Me to leave a specific word alone, add the word to the ignored words list. To add a word, click the + button and type the word. To remove a word from the list, select it by clicking on it, then click the - button.

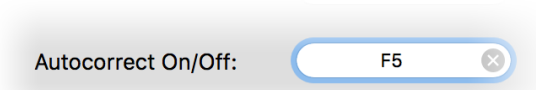
...You may not want to keep opening up Typelt4Me's AutoCorrect preferences every time you need to add a word to ignore. Should that be the case, you can define a HotKey to use as a shortcut. The next time Typelt4Me AutoCorrects a word that should have been left alone, press cmd-z (undo) and while the word you want Typelt4Me to ignore is highlighted, press the HotKey; the word will be added to the ignored words list.

Finally, you can also tell Typelt4Me to ignore words that are shorter than a minimum length that you specify, or those that you type with a capital letter, such as proper nouns and acronyms.

*Note that AutoCorrect is probably not suited to everyone. It very much depends on the speed and style of typing of each individual. If you find it doesn't suit your needs, even after tweaking all the settings, just turn it off. Also note that for AutoCorrect to work, you must select at least one trigger (space for example) in the Triggers preferences dialog tab.*

## AutoCorrect in multiple languages

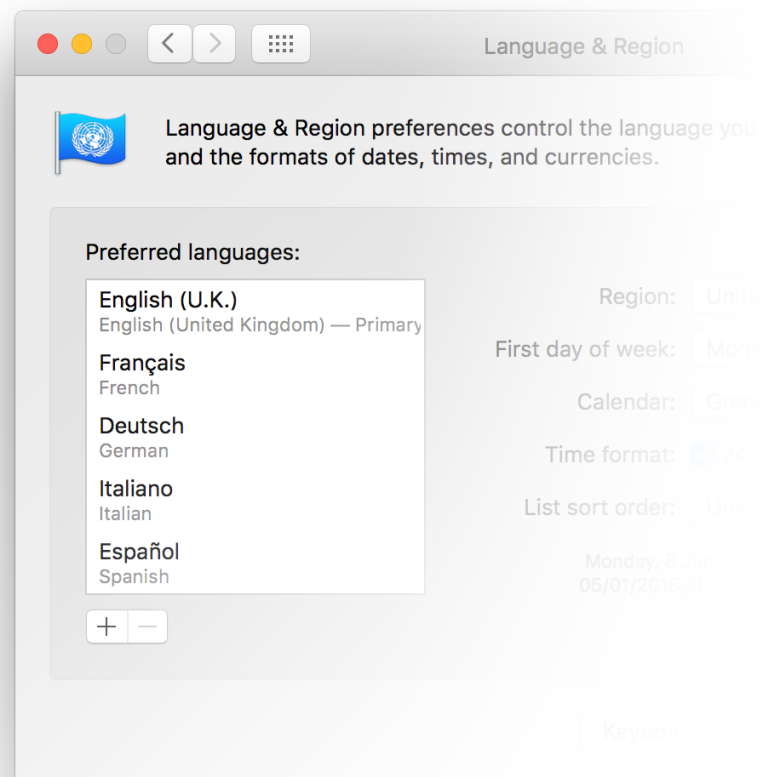
If you assign a hot key for toggling AutoCorrect on and off and have also enabled more than one language in Language & Region System Preferences, Typelt4Me will first cycle through the top three languages in the list when you press the hot key.



For example, if you set F5 as the AutoCorrect hot key and your list of languages is like the one pictured here, pressing the hot key will switch from English (U.K.) to Français. Pressing it again will switch to Deutsch. One more press on the hot key will turn AutoCorrect off. The next press on the hot key will bring back British English, starting a new cycle.

Note that when you make changes to the Preferred Languages list in System Preferences, you will need to relaunch Typelt4Me for the changes to take effect.

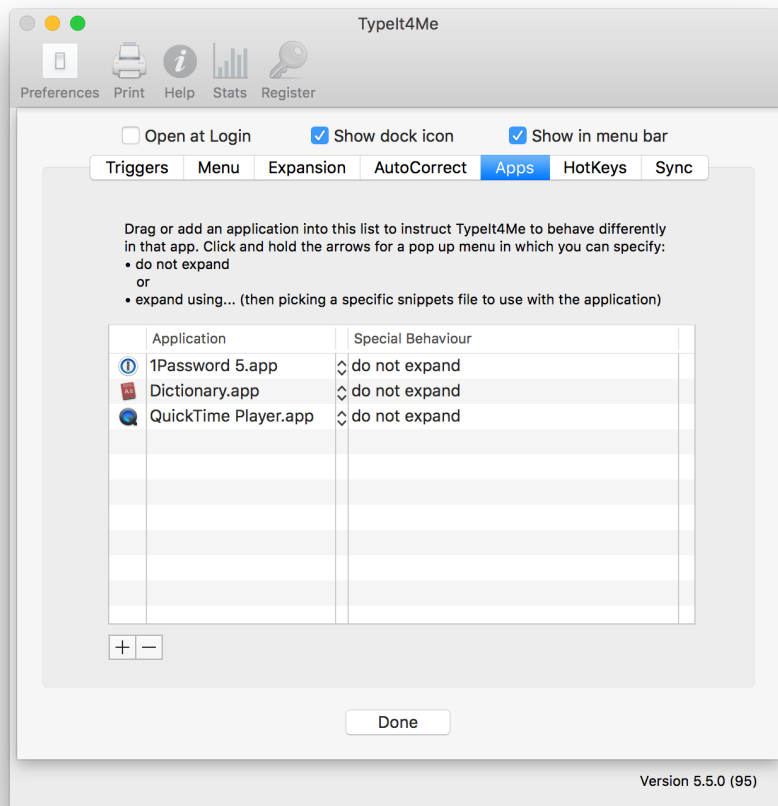
The languages AppleSpell can check are: English, French, Italian, Spanish, German, Dutch, Swedish and Portuguese.





## 2.15.5 Apps

The Apps preference tab is where you'll find the option to assign special behaviours to Typelt4Me when you're typing in specific apps. For each app listed (added by drag and dropping or by using the + button), you can either assign a specific snippet set to be used or you can tell Typelt4Me not to expand abbreviations at all while you're in that app. To remove an app from this list, just select it and click the - button.

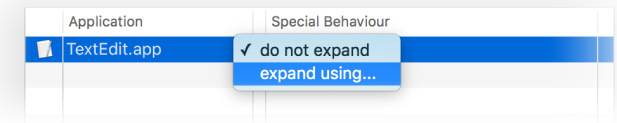


### Turn Typelt4Me off in a specific app

Perhaps you never want Typelt4Me to expand your abbreviations when you're typing in, say, your password manager app. Just add it to the list using the + button. Leave the Special Behaviour field on the default setting, "do not expand".

### Associate a snippet set with a particular app

If you'd like Typelt4Me to expand abbreviations from one specific snippet set when you're typing in a particular app - i.e. not necessarily the set that's currently active - add the app to the list using the + button, click on the popup menu between the Application and Special Behaviour columns and pick "expand using..." then locate the snippet set you wish to associate with the app in question.

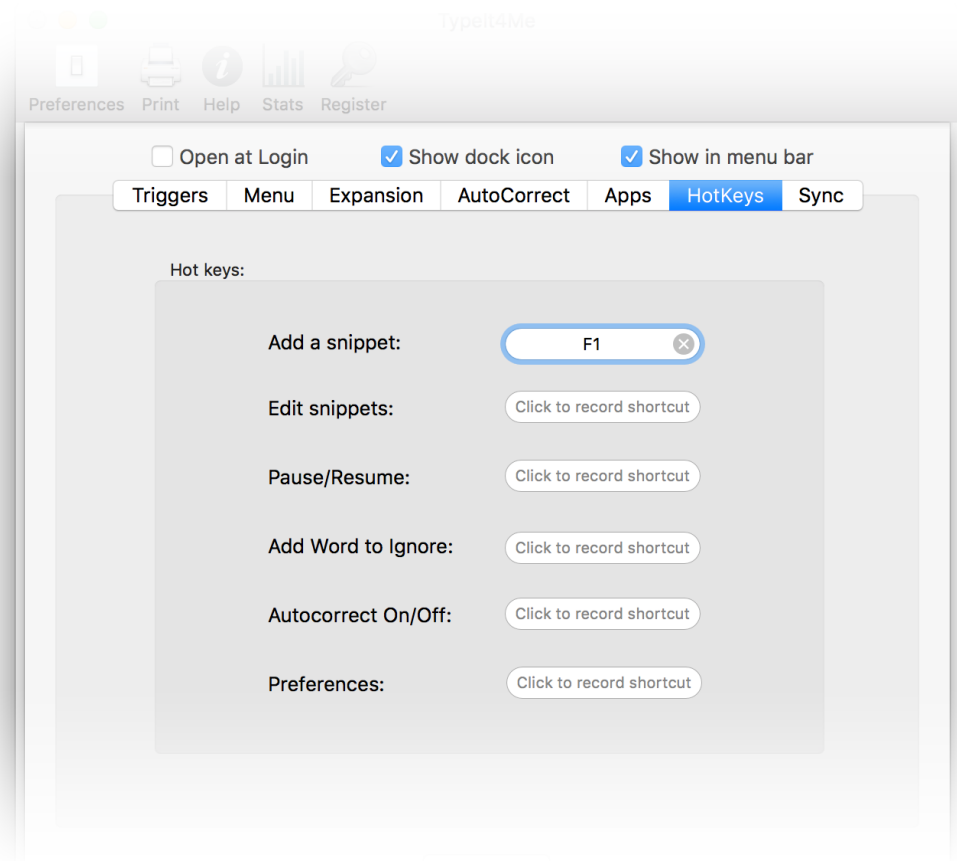


## 2.15.6 HotKeys

Rather than constantly move your mouse or trackpad pointer to click on the Typelt4Me menu, you may wish to use quick keyboard shortcuts to initiate certain Typelt4Me actions. To set these up, head to the sixth preferences tab, HotKeys. Here you can define up to six “hot” keys that when pressed will invoke the following menu options:

- Add a snippet
- Edit snippets
- Pause/Resume expansion
- Add a word to the ignored words list
- Toggle AutoCorrect on/off  
(Note that if you have more than one language listed in International, this hot key will actually cycle through the top three listed languages in sequence before reaching the off state.)
- Go to Typelt4Me’s Preferences

In the example pictured here, the F1 function key has been selected to invoke the “Add a snippet” action.

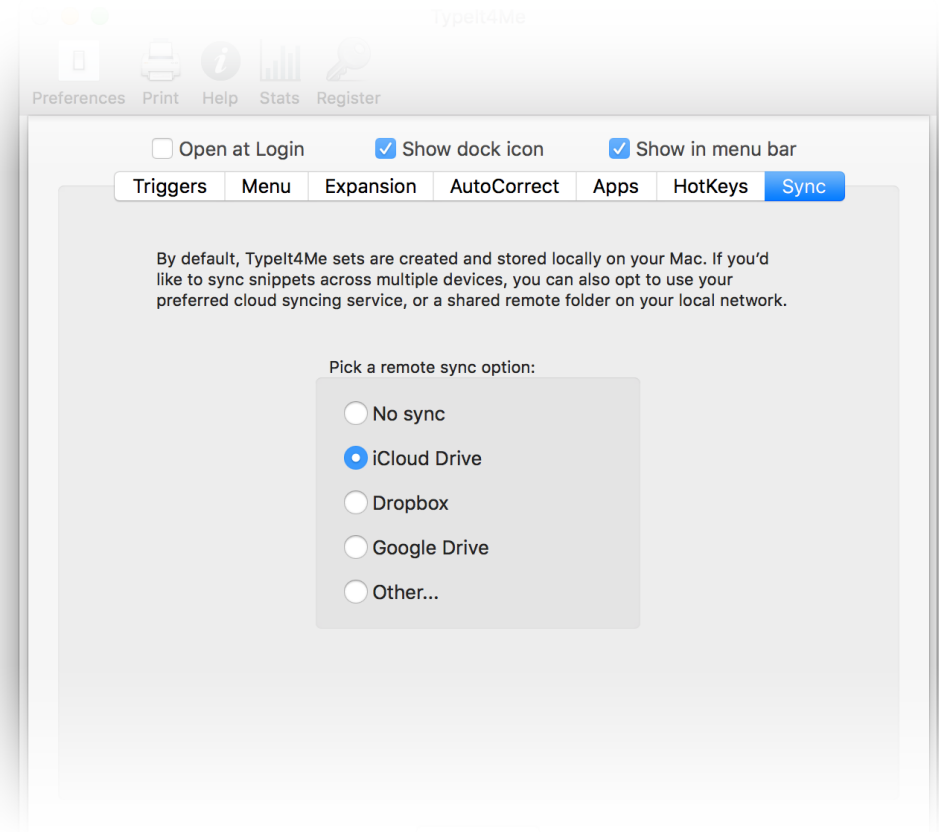


## 2.15.7 Sync

The seventh preference tab is where you'll find options for sharing and syncing your Typelt4Me snippets across multiple devices, either via the cloud or via a shared local network folder. If you've installed a cloud syncing service on your Mac, you can enable it here to activate the remote / cloud sets pane in the main app window. You'll then be able to save snippet set(s) in your preferred cloud or shared folder and use the same set(s) with more than one machine. The available sync options are as follows:

- No sync
- iCloud Drive
- Dropbox
- Google Drive
- Other...

(Use this option to specify a shared local network folder.)



On launch, Typelt4Me scans for Dropbox and Google Drive folders in their default locations on your Mac. If you have moved the Dropbox or Google Drive folder from its default installation location, then that service will appear greyed out in the sync options list. In this case, Typelt4Me just needs a little help: select the Other... option to locate the folder and you're good to go.

## 2.16 - How to uninstall Typelt4Me

Should you ever wish to completely remove Typelt4Me from your Mac, it's a relatively straightforward process. Just follow these steps to banish all traces of it for good:

- Quit the app (if it's running).
- Locate the Typelt4Me app icon in your Applications folder and move it to the trash.
- Locate the [com.typeit4me.Typeit4MeMenu.plist](#) file and move it to the trash.  
(This file is located in the Preferences folder in your user library. In OS X Lion and later Apple hides the user library, but you can reveal it by clicking Go in the Finder menu bar and holding down the alt key on your keyboard.)
- Empty the trash.

This will completely remove Typelt4Me and your Mac will forget it was ever installed. If you later change your mind and re-install Typelt4Me you'll need to re-enter your licence code to prevent it regularly popping up messages asking you to register.

## 3. Troubleshooting

A lot of hard work has gone into ensuring your Typelt4Me experience will be as trouble-free as possible. That said, every app ever developed has the odd hiccup and Typelt4Me is no exception. If you run into trouble, we are of course happy to help if we can. First, though, we recommend that you consult this troubleshooting section before contacting us; it could help resolve your issue more quickly. What follows is a list of common issues you may encounter, together with potential solutions.

### 3.1 - Common issues and their solutions

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#### 3.1.1 Typelt4Me is not available after you restart or login

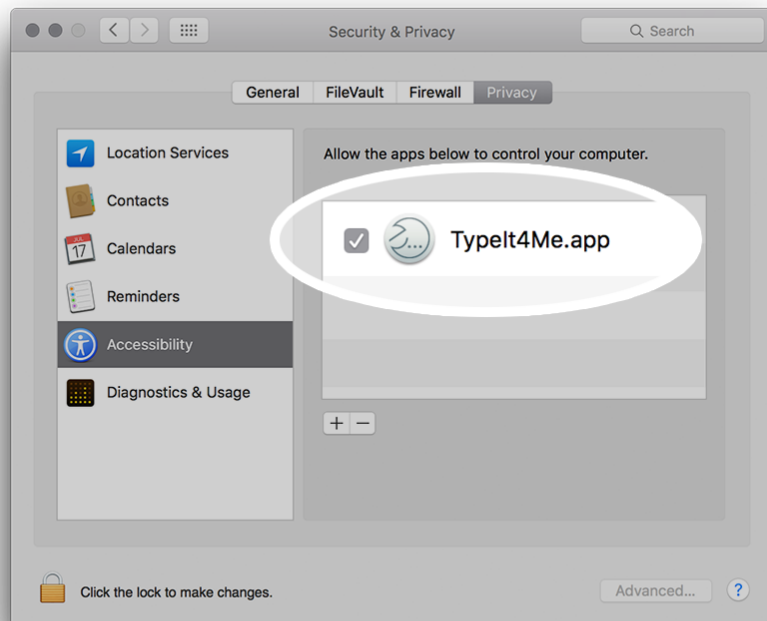
If every time you restart or log in to your Mac you find that Typelt4Me is not running but you'd like it to launch automatically, there's a simple solution. Launch Typelt4Me and go to Preferences, then tick the checkbox at the top that says "Open at Login". With that option selected, you'll never have to launch Typelt4Me manually again.

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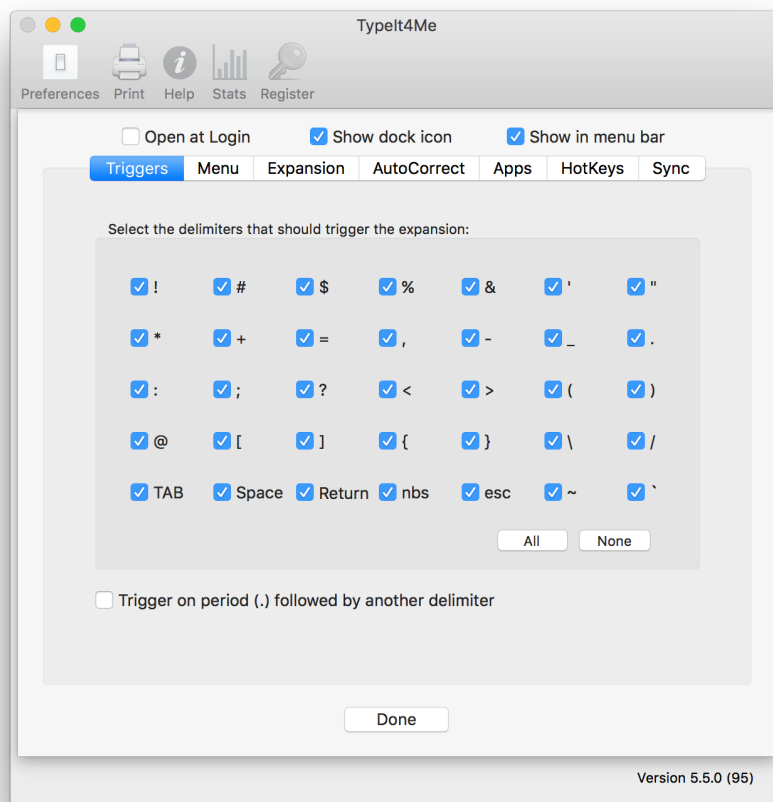
### 3.1.2 Typelt4Me is running but not expanding abbreviations

Sometimes, people report that Typelt4Me was working normally but then inexplicably stopped expanding abbreviations. There are a number of potential causes. If this happens to you, before contacting support you may want to try these troubleshooting steps, testing to see if expansion works again after each step:

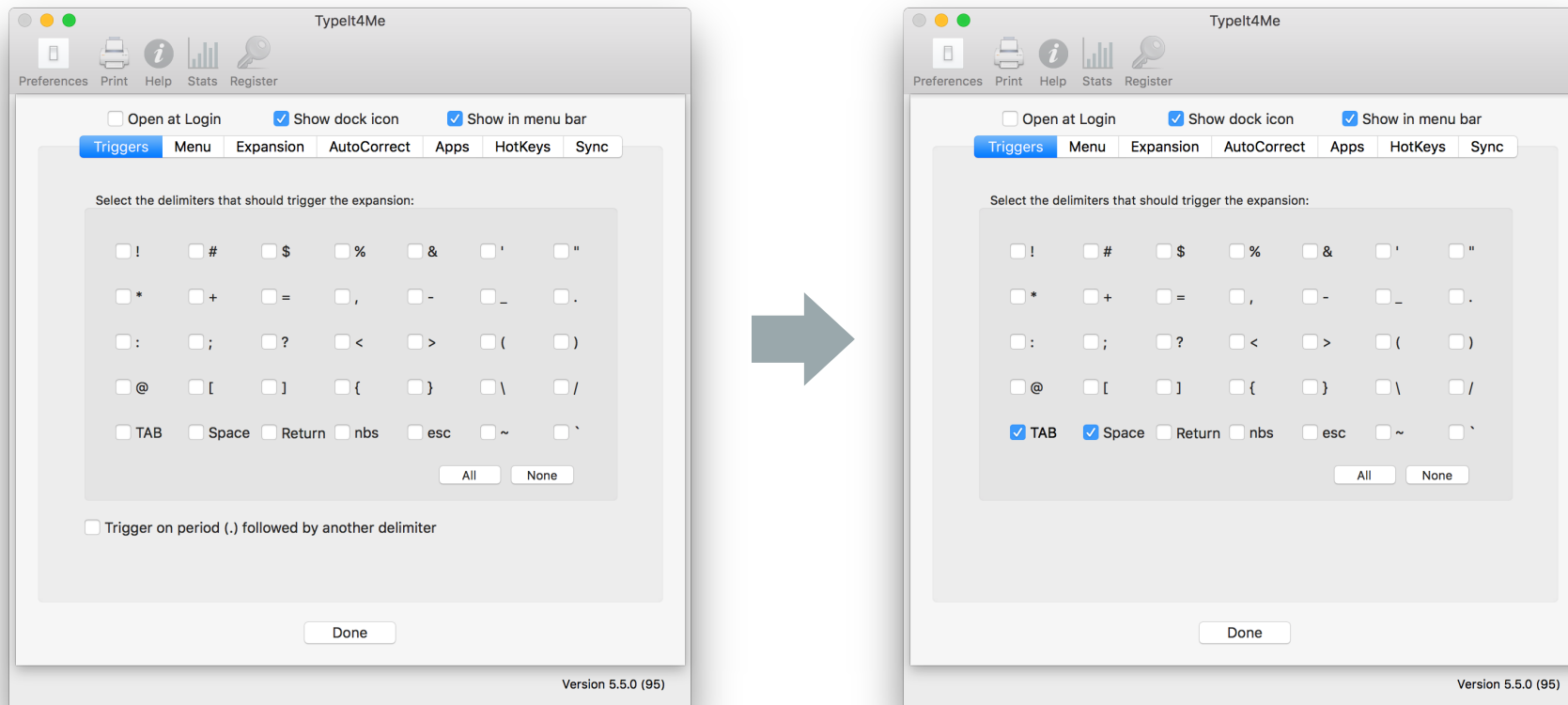
1. Go to System Preferences > Security & Privacy > **Accessibility** and make sure the checkbox next to Typelt4Me is ticked.



2. Restart your Mac
3. Check that the abbreviation(s) you have defined does **not** contain any delimiters (space, etc) that you also defined as triggers
4. Try turning all delimiters ON (click on All) in the Triggers section of Typelt4Me's Preferences



5. Try turning all delimiters OFF (click on None) in the Triggers section of Preferences, then quit Typelt4Me, relaunch it and select the TAB and Space delimiters.

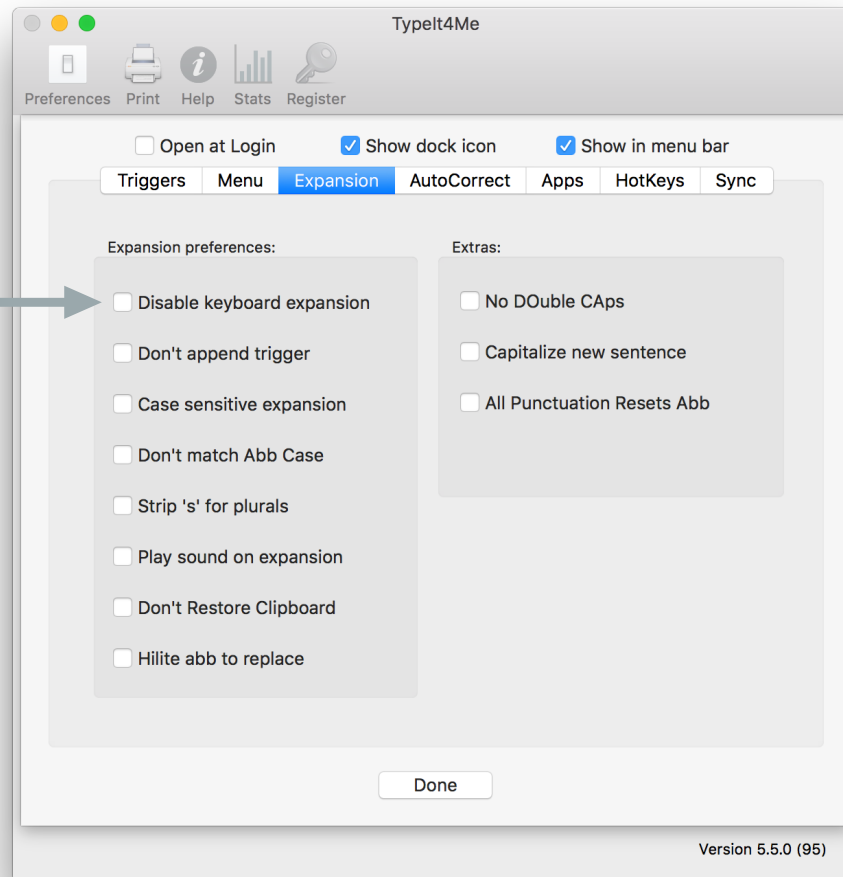


6. Restart your Mac again



7. Go to the Expansion tab of Typelt4Me's Preferences and make sure that the first checkbox, "Disable keyboard expansion", is **not** selected. It may have been ticked by accident.

Make sure this option is NOT selected.



If you've tried all these steps and Typelt4Me still won't expand your abbreviations, please email [support@ettoresoftware.com](mailto:support@ettoresoftware.com)

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### 3.1.3 The Typelt4Me icon is not showing up in the menu bar

If you're not seeing the Typelt4Me icon in your menubar, don't panic. There are three possible causes, each with a very simple explanation and fix:

- Firstly, Typelt4Me may not in fact be running, in which case you simply need to relaunch it by double clicking it in your Applications folder (or clicking it in the dock if you keep it there).
- Secondly, you may have specified in Typelt4Me's preferences that the menubar icon should not be visible. Long-press on Typelt4Me in your dock, then navigate to Preferences and make sure the 'Show in menu bar' checkbox at the top is ticked.
- The third possibility is that - though it's still running - Typelt4Me's icon is being hidden because the menubar has become crowded and there are a lot of other items displayed to the right of it. Menubar overcrowding can come about when your screen is not wide enough to accommodate all your icons as well as all the menu options for the current application in use. MS Word and other Office applications have lots of menubar options, so you may find this happens when using them.

Fortunately, there are ways to save space and mitigate this. You could, for example, go into 'System Preferences' > 'Users & Groups' > 'Login Options' and change the fast user switching menu to display as 'Icon' or 'Short name' instead of 'Full name'. Another space saving trick could be to change the way the date and time are displayed. If you've tried both of these and there still isn't enough space for you to see the Typelt4Me icon, you could also quit some other less frequently used apps that perhaps live in your menubar and then relaunch them so that the Typelt4Me icon moves further over to the right and will be more likely to remain visible at all times.

## 4. Glossary

If you're familiar with Macs and OS X in general then hopefully the language used to describe how Typelt4Me works won't sound too much like alien gobbledegook. We've tried to keep it as simple as possible and limit the amount of jargon for you to decipher. The following is a short list of explanations for terms used in a context that's quite specific to Typelt4Me.

### **Text expansion**

Text expansion is essentially automatic on-the-fly substitution of short typed abbreviations with 'snippets' of content. Its name derives from the fact that these snippets are usually longer than the abbreviations they replace and thus 'expand' upon them, producing lengthy words, phrases, reams of boilerplate text or even pictures.

### **Text expander**

A text expander is a software application that executes text expansion, automatically replacing custom defined abbreviations on the fly with snippets of text and / or pictures.

## Snippet (aka clipping)

Snippet refers to the full text and / or picture(s) that Typelt4Me will automatically insert in your document when any given abbreviation is expanded. It may also refer to the full contents of an expansion *together* with its corresponding abbreviation as a defined pairing constituting a single unit, e.g. “there are 15 snippets in the set” can mean “there are 15 abbreviation / snippet pairs in the set”. In earlier versions of Typelt4Me snippets were referred to as “clippings”, because they are items of content that are copied to and from the Mac’s clipboard.

## Abbreviation (aka shortcut)

This is the text you will type (or pick from a list in the Typelt4Me menu) in order to have a snippet “expanded” (inserted at the cursor) in the document or text field in which you’re typing.

## Snippet set

In Typelt4Me a snippet set is a file containing a list of abbreviations and their corresponding snippets. In the Mac Finder these appear as files with the extension “.typeit4me”. They’re stored in a Sets folder in Typelt4Me’s Application Support folder within your User Library.

## **Trigger**

A trigger is a key on your keyboard that when typed directly after a Typelt4Me abbreviation will cause it to be expanded. There are a total of 35 potential trigger keys from which you can choose. Most of them are punctuation keys and symbols.

## **Delimiter**

A delimiter is a punctuation or symbol character that can be used as a trigger for expanding typed abbreviations.

## **Sync / syncing**

Sync is short for synchronise / synchronisation. Where we refer to “sync services” and “sync options”, we mean services like iCloud Drive, Dropbox and Google Drive. Keeping your snippet sets in sync across multiple Macs means ensuring that changes made to a snippet set on one Mac are automatically available on all your other Macs that have been set up to use the same sync service and set.

# 5. Support

This guide is designed to provide you with a solid understanding of how Typelt4Me works. Hopefully you're already well on your way to saving time and effort that would otherwise be spent needlessly grinding away at your keyboard. If there's anything in this documentation that you find unclear, please do get in touch to let us know. We're also happy to help if you run into problems that don't appear to have been covered here.

Please bear in mind that we are a very small team, so if you contact us during an exceptionally busy period it may sometimes take a little while for us to reply. It's always a good idea to first check the troubleshooting section of this guide (page 81) and the Typelt4Me Frequently Asked Questions section at the Ettore Software website. 9 times out of 10 any problem you've encountered will be a known issue with a documented solution or workaround.

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## Frequently Asked Questions

There's an extensive online FAQ available at <http://faq.typeit4me.com>

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## Get help via email

If you have questions that aren't covered in the FAQ or you've run into a problem and can't find a fix anywhere, please send an email to [support@ettoresoftware.com](mailto:support@ettoresoftware.com)