



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.



1. Quick Start **8**

1.1 - Opening the app 8

1.2 - Getting acquainted with text expansion 9

1.3 - Defining your first abbreviation / snippet pair 11

1.3.1 Create a new snippet set 11

1.3.2 Define a new abbreviation via the main app window 13

1.3.3 Define a new abbreviation via the Add a Snippet shortcut 16

2. Reference: What? Where? How? **18**

2.1 - What is Typelt4me? 18

2.2 - “How might I use Typelt4Me?” 19

2.3 - An overview of the main Typelt4Me app window 21

2.4 - How to create your own custom abbreviations 22

2.4.1 First method: “Add a Snippet...” from the Clipboard	22
2.4.2 Second method: create snippets from scratch	24
2.5 - How do I get something typed for me?	27
2.5.1 Keystrokes (type your abbreviation)	27
2.5.2 Point-and-click (pick your abbreviation from the menu bar)	28
2.6 - What are snippet sets?	29
2.6.1 Create a new snippet set	31
2.6.2 Sync snippets via the cloud, or use a shared network folder	33
2.6.3 How to get to a snippet set file in Finder	34
2.6.4 How to copy snippets from one set to another	35
2.6.5 How to import existing snippet sets from other software	36
2.6.6 How to restore “Sets on this Mac” from a Time Machine backup	37
2.6.7 How to restore iCloud Drive snippet sets	38
2.7 - Where and when does Typelt4Me type?	39

2.7.1 Compatibility issues with other third party software	40
2.7.2 Password entry	40
2.7.3 Secure Input	41
2.8 - How do I stop Typelt4Me from typing stuff for me?	44
2.8.1 One-off keyboard expansion blocking	44
2.8.2 Temporarily pause Typelt4Me	44
2.8.3 Disable keyboard expansion indefinitely	45
2.8.4 Disable Typelt4Me expansion on a per-app basis	46
2.9 - How to include pictures, styling and hyperlinked text in snippets	47
2.9.1 Add a picture to a snippet	47
2.9.2 Apply formatting to the text of a snippet	48
2.9.3 Include hyperlinked text in a snippet	49
2.10 - How to limit an abbreviation to a specific app	50
2.11 - Labelling snippets	53

2.12 - Displaying snippets in the Typelt4Me menu	54
2.13 - Sorting and searching abbreviations and snippets	56
2.13.1 Ways you can sort	56
2.13.2 Search your abbreviations and snippets by sorting	57
2.13.3 Search your abbreviations and snippets by filtering	58
2.13.4 Search and insert snippets using the floating search window	59
2.14 - “What does the Insert menu do?”	60
2.14.1 Insert the current date	60
2.14.2 Insert the current time	64
2.14.3 Date and time mathematics	67
2.14.4 Embed special characters	70
2.14.5 Set up autocue templates	72
2.14.6 Nest your snippets	75
2.14.7 Execute Applescript	76

2.15 - Preferences	77
2.15.1 General	78
2.15.2 Triggers	79
2.15.3 Expansion	80
2.15.4 AutoCorrect	84
2.15.5 Special	88
2.15.6 HotKeys	89
2.15.7 Sync	90
2.16 - How to uninstall Typelt4Me	91
3. Troubleshooting & Support	92
3.1 - Common issues and their solutions	92
3.1.1 Typelt4Me is not available after you restart or login	92
3.1.2 Typelt4Me is running but it's not expanding typed abbreviations	93

3.1.3 The Typelt4Me icon is not showing up in the menu bar	95
3.1.4 “An error occurred” moving sets to the correct iCloud location	96
3.1.5 “The licence code does not match the user name.”	97
3.2 Support	98
Frequently Asked Questions	98
4. Glossary	99
Text expansion / Text expander	99
Snippet (aka clipping)	99
Abbreviation (aka shortcut)	100
Snippet set	100
Trigger	100
Delimiter	101
Sync / syncing	101

1. Quick Start

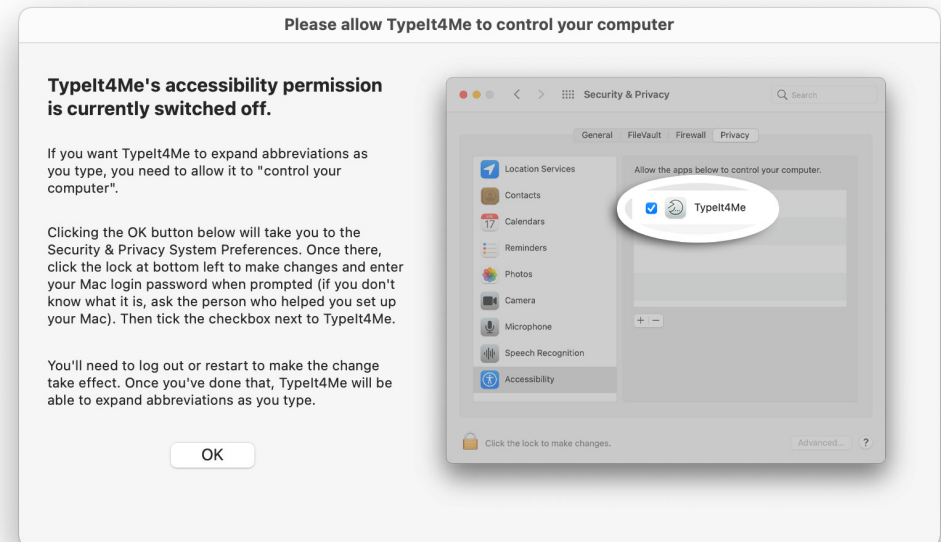
1.1 - Opening the app

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** so that the setting can take effect.

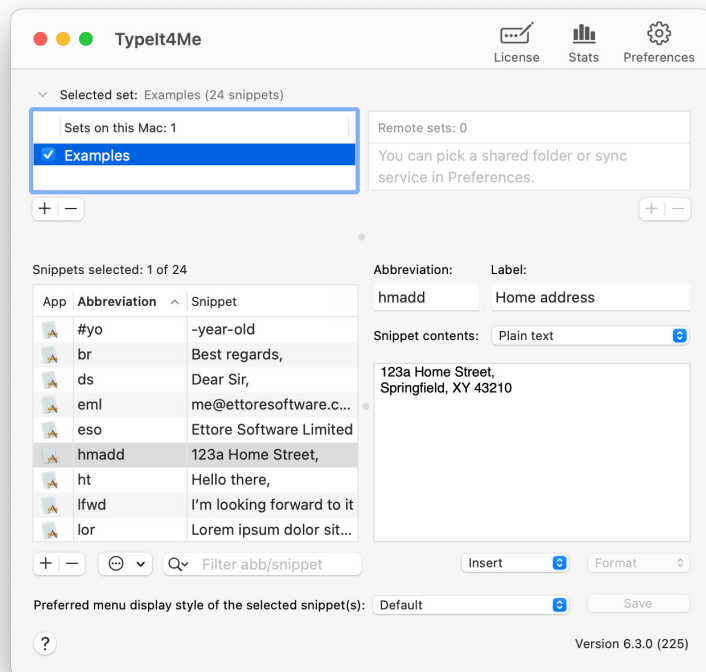
Please note: until you grant Typelt4Me this accessibility permission, expansion will **not** work when you type abbreviations with the keyboard.

*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). 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 almost *any app that accepts text input*, they'll expand to common greetings, contact details and phrases - ‘snippets’ of text and / or images.

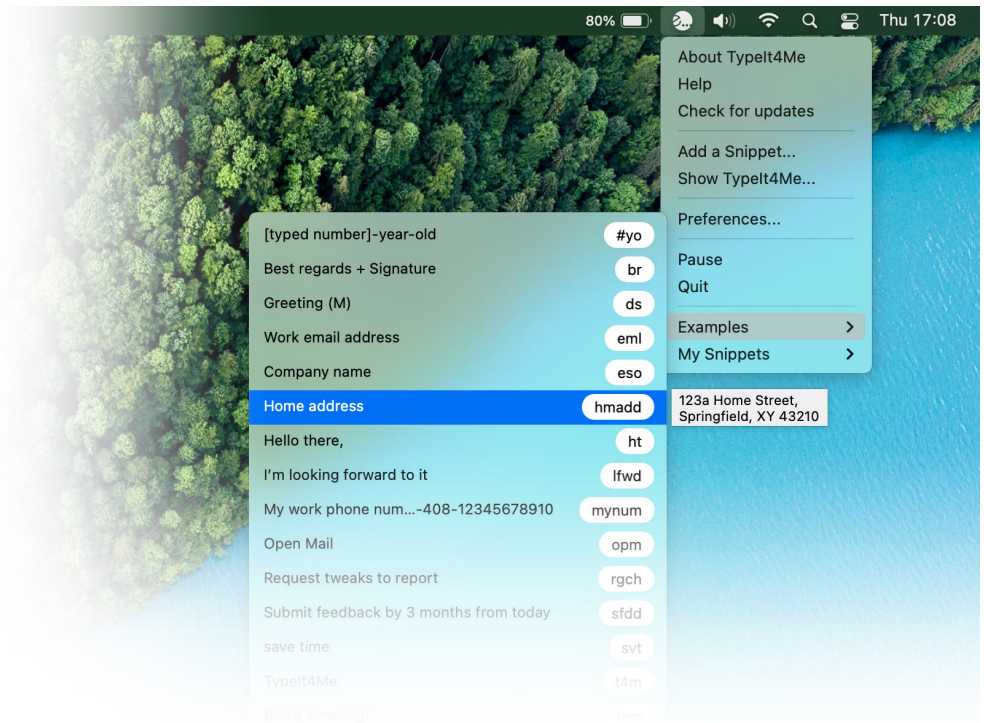
How about trying one of the examples out? With Typelt4Me running, switch to your text editor of choice and type `thxem`. As soon as you type a space after it, this should instantly become: `Thank you very much for your email`.*

*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.

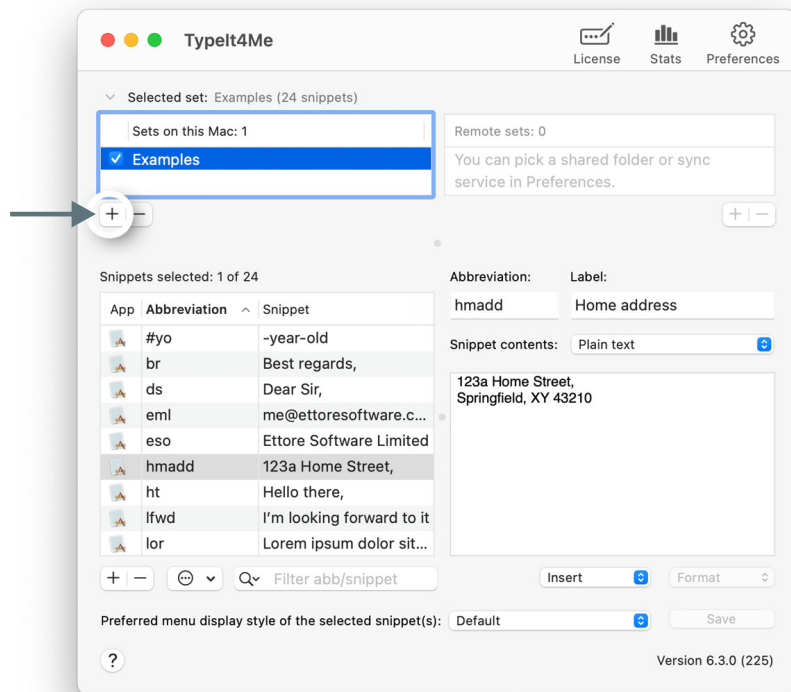
In addition to expanding abbreviations typed on the keyboard, Typelt4Me offers a handy point-and-click option. If, like us, you occasionally forget what abbreviation you assigned to a particular snippet, or even if you simply don't feel like typing it, you can scroll through the Typelt4Me menu bar list 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.



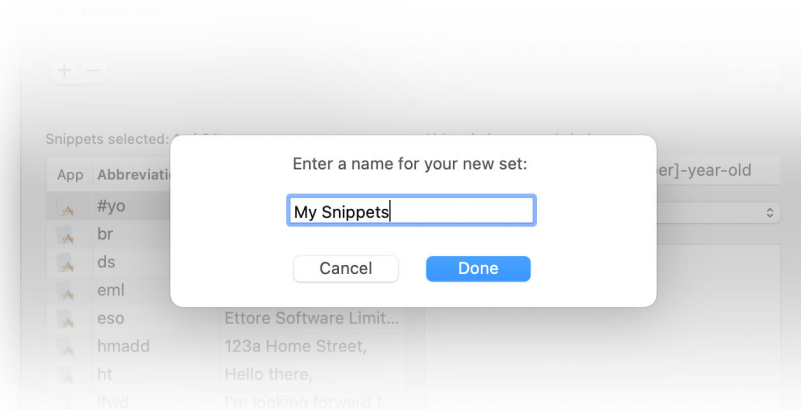
1.3 - Defining your first abbreviation / snippet pair

OK, we've had a play with the provided examples and explored the delights of text expansion, so by now you're probably keen 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 snippet set, i.e. a file that will contain a new group of snippets. Head to the “Sets on this Mac” pane and click the + button below its bottom left corner (pictured left). When prompted, give your new set a name (“My Snippets”, perhaps) and click Done.



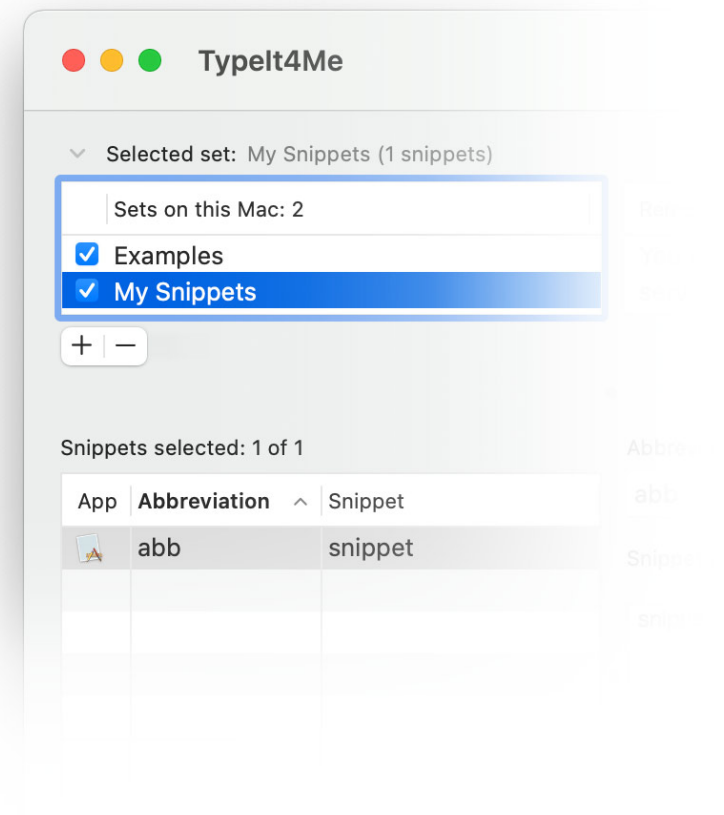
Once you've saved your newly created snippet set, you'll see it appear in the list, along with the bundled Examples set. You'll notice it's highlighted, which means it's now the selected set. All the snippets in the selected set are displayed in a list below. You'll also notice a ticked checkbox to the left of the set name. This means it's "active" or, in other words, enabled. If later you want to temporarily disable the set, so snippets it contains won't expand when typed, just untick its checkbox.

Unlike in older Typelt4Me versions, multiple sets can be active at the same time. You can easily toggle them on and off as and when you need them. You can also drag sets to re-order them. Sets higher in the list take priority over the sets below. If the same abbreviation is present in more than one set, the one in the topmost set in the list will be expanded when you type that abbreviation.

You don't have to use multiple sets. The option is simply there for anyone who prefers to organise different snippet types into separate groups, for use in very specific contexts or applications.

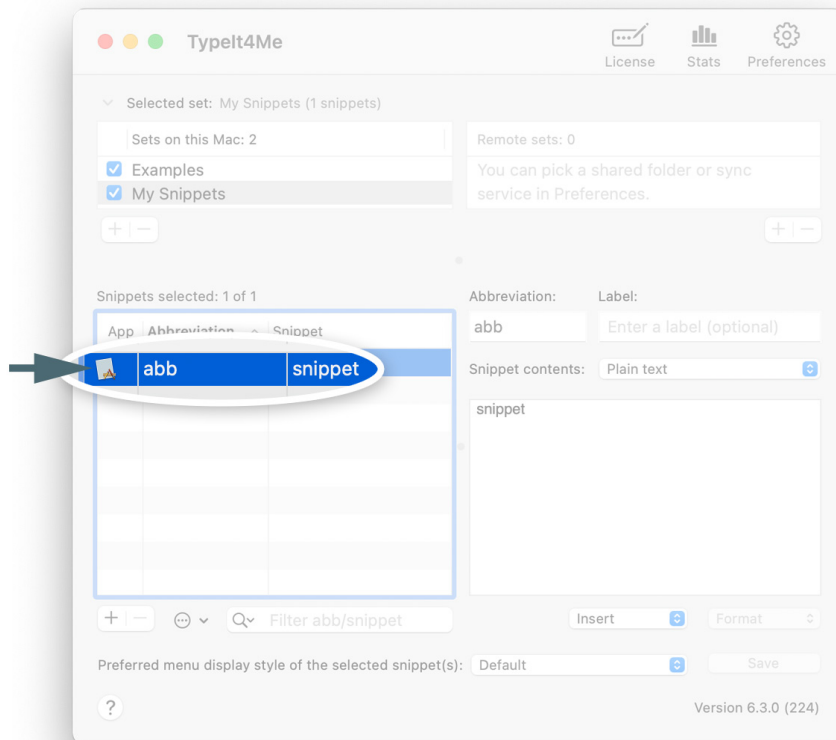
Looking further down, you'll see that the list of snippets is now empty save for one abb / snippet pair. This is a placeholder that is created by default. Try typing **abb** in your favourite word processor or in the body of an email (or just about anywhere else). As soon as you type a space* after it,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

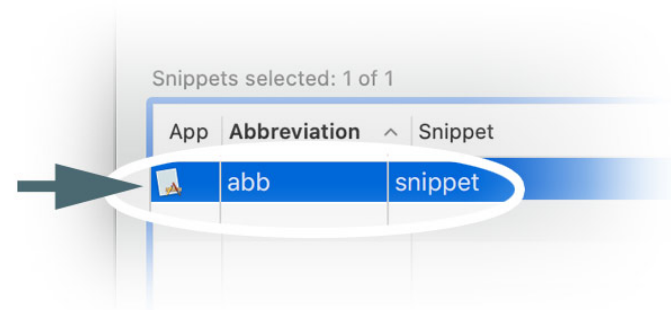


1.3.2 Define a new abbreviation via the main app window

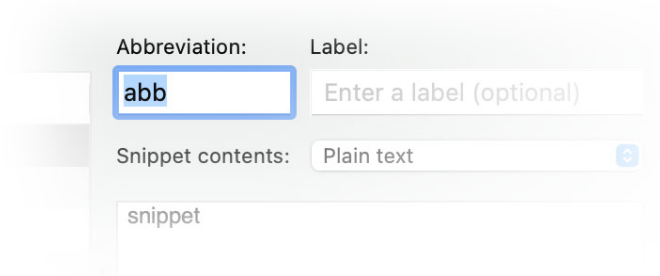
Now that we've observed the snappy way Typelt4Me expands `abb` to `snippet`, it's time for you to redefine both `abb` and `snippet` to something more useful. If you often type the phrase "Thank you so much", you might want to type `tysm` and have that expand to `Thank you so much`. Let's try that, shall we?



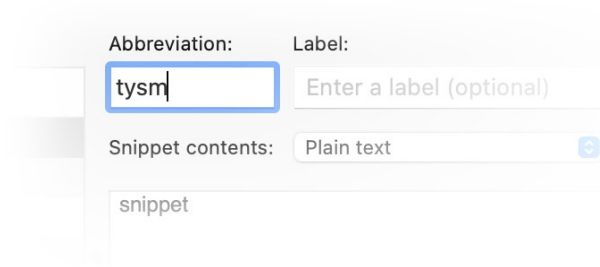
First, click on the newly created `abb` / `snippet` entry in the list to select it.



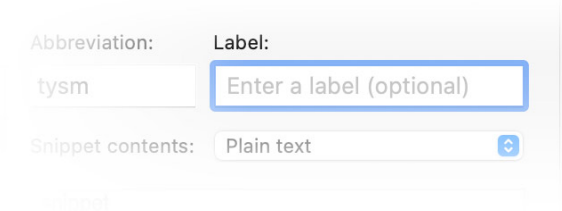
Next, press the `→` (tab) key. This will move the focus to the abbreviation field.



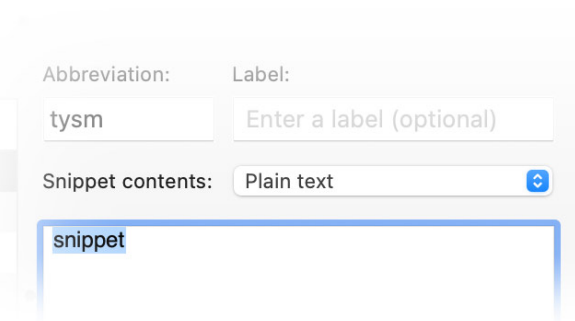
Now you can overwrite `abb` by typing `tysm` in the abbreviation field...



...and press the `→` key again to move to the Label field. Here you can choose to give your snippet a descriptor, but you don't have to enter anything. While it can come in handy for summarising the content of your longer boilerplate snippets, for words and short phrases you may want to just leave it blank.

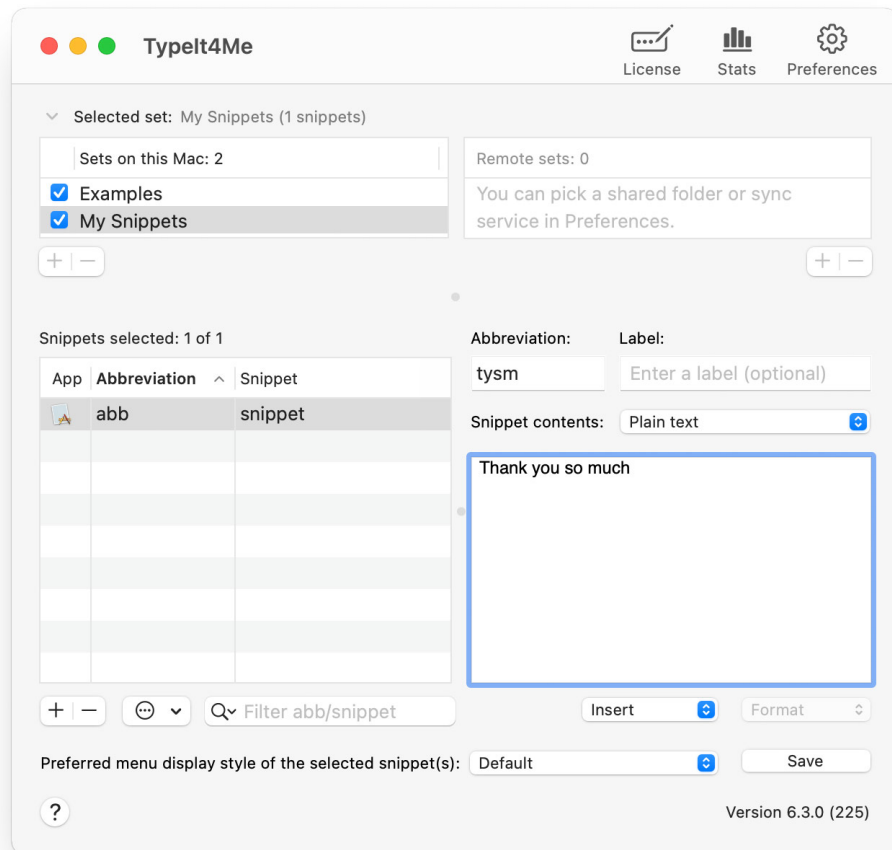


Press `→` once more to progress to the main snippet content editing field*. You'll notice the `snippet` placeholder is highlighted, ready for you to type over it with your new content.



*You may be asking yourself "What's that pulldown menu in between, though?" Great question. That's where you can choose to create a special kind of snippet that will contain rich text formatting and / or pictures. We'll come back to that and look at it in more detail later in this guide. Don't worry about it for now.

Type the phrase **Thank you so much** in the main content editing field.



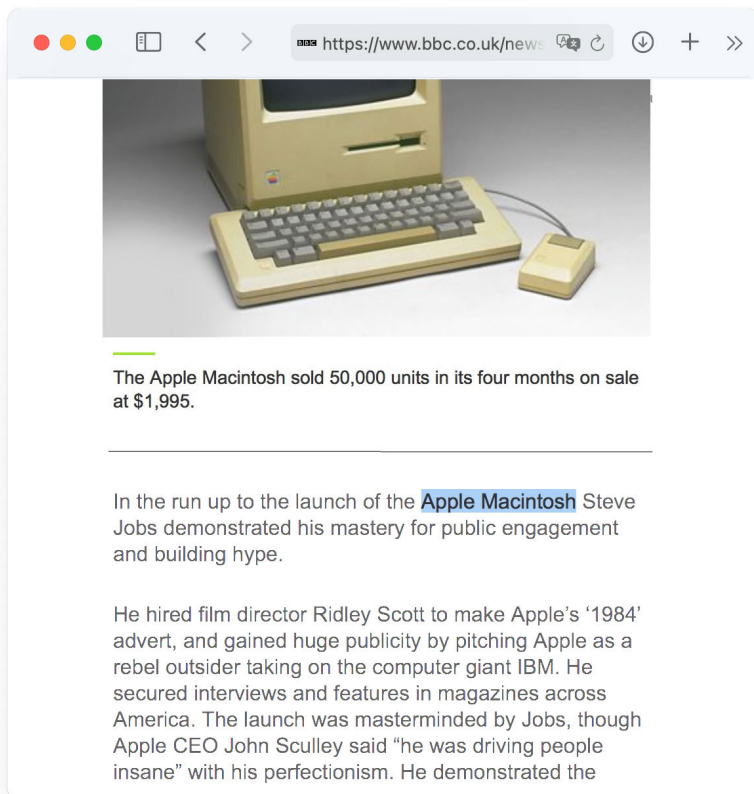
You'll then want to save the new snippet you've just created. There are three ways to save changes to a snippet. You can:

- Use the ⌘-S keyboard shortcut.
- Click anywhere in the adjacent list of snippets.
- Click the Save button in the bottom right corner of the app window.

All done? 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 **tysm** in almost any Mac app in which you can type, it will expand to **Thank you so much**. Go ahead and create as many new abbreviation / snippet pairs as you need. Add new ones or delete existing ones using the + and - buttons below the snippets list. You can also use the ⌘-N keyboard shortcut to start a new snippet.

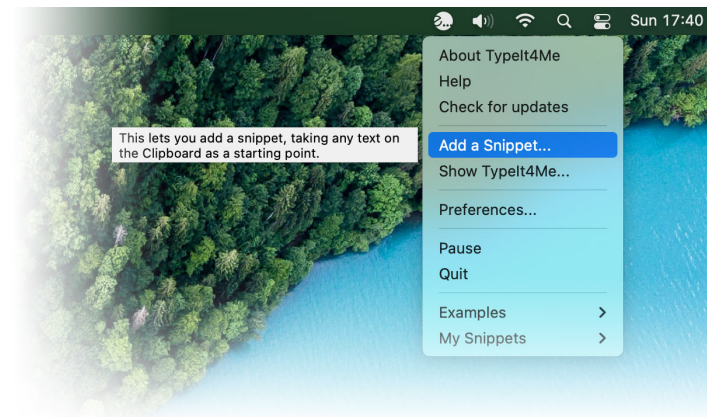
1.3.3 Define a new abbreviation via the Add a Snippet shortcut

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.

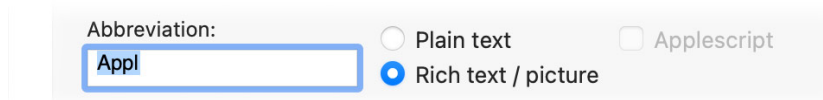


Imagine you are browsing in Safari and there's some text in a web page discussing Steve Jobs' myriad successes that you want to add to your collection of snippets. For instance, you may want to abbreviate "Apple Macintosh" and have it come up whenever you type the letters **Appl**.

Begin by selecting and copying to the clipboard the text you want to abbreviate: in this case, *Apple Macintosh* (pictured left). Next, pull down the Typelt4Me menu and click on the *Add a Snippet...* option as shown below.

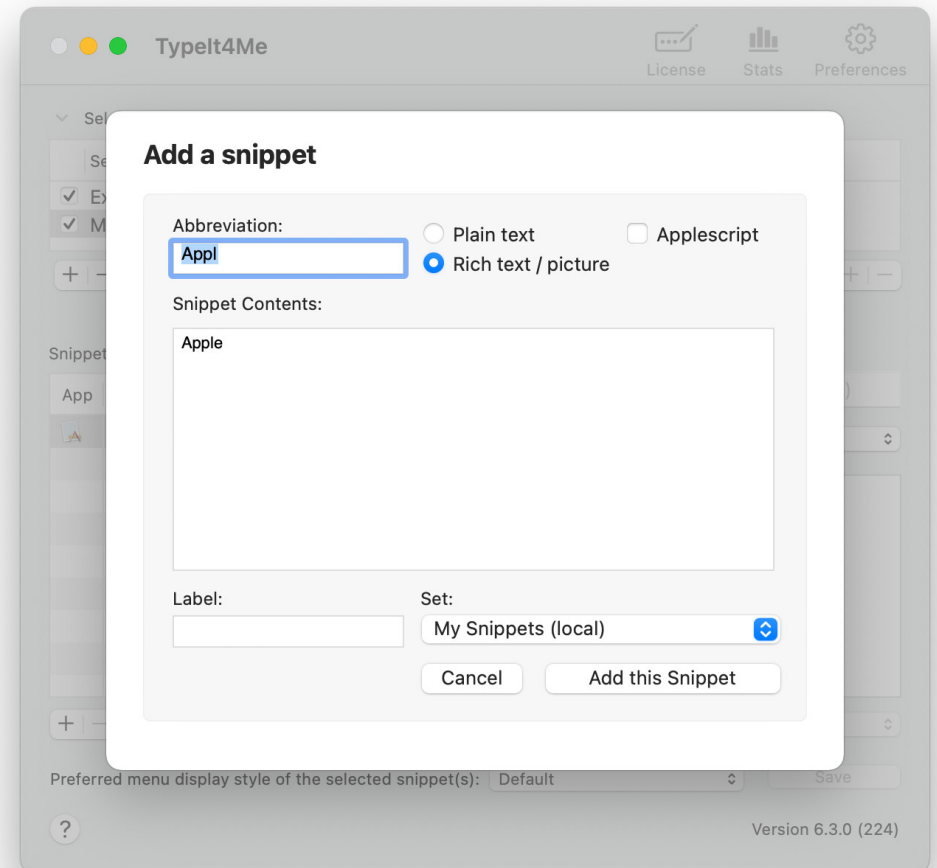


A window will come up prompting you to add a snippet with **Appl** as its abbreviation (pictured right). By default, Typelt4Me uses the first four letters on the clipboard to suggest the abbreviation, but you are of course free to change this to something better / more memorable. Add a descriptive label if you like, then pick the set to which the new snippet should be added (it will default to the currently selected set). When you're done, click the Add this Snippet button and dismiss the window. Just remember, if you want to add pictures, you'll need to click the "Rich text / picture" radio button, as illustrated below.



Abbreviation: ☐ Plain text ☐ Applescript
☒ Rich text / picture

Pretty painless, all in all, no? You may want to consult 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 on-the-fly substitution of short typed abbreviations with longer 'snippets' of content. These can include lengthy words, phrases, boilerplate texts, dynamically calculated dates and time stamps or even pictures. Wherever you type a shorthand abbreviation of your choosing, it is instantly replaced with the corresponding snippet that you've defined.

The very first text expander released for the Mac platform - actively maintained and developed for over 30 years - Typelt4Me is designed to make typing quick, easy and painless for you. Once launched, it runs unobtrusively in the background to help you breeze through your email correspondence and swiftly compose your reports, essays, novels, medical notes or legal texts.

Find yourself typing the same things over and over? Build up a set of abbreviations and the full text or image 'snippets' that they represent. Typelt4Me will save you time and keystrokes by automatically expanding them as you continue typing. This works system-wide, almost anywhere you can type on your Mac.

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, to give just a few examples.

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,
John 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 produce. For example, we've defined **tilde** (5 letters long) to 'expand' to a single character (~), which is often needed in programming, 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). You may find this much easier than typing alt-` + a, or switching between international keyboards or long-pressing to pick from an accented character pop-up.

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 :)

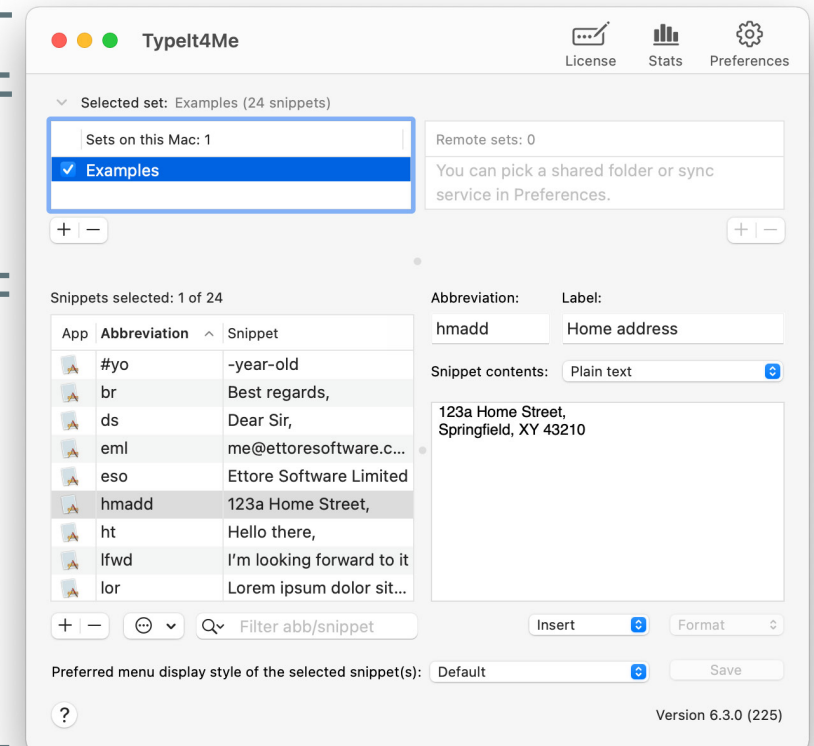
For example, **u r rh ab th cgs** could swiftly produce **you are right about the changes** (if you have defined **u=you**, **r=are**, **rh=right**, **ab=about**, **th=the** and **cgs=changes**).

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 your preferences. 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 license button for when you're ready to purchase the app and enter your licence code. That button will go away once you've pasted in and registered your details.

Below the toolbar is a shallow segment where you'll create and manage your snippet "sets" - data files that contain 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 currently selected set. Select one and its contents will be displayed as a large editable preview in the large pane on the right. Above and below 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. In the bottom left corner you'll find a help button that when clicked will open this user guide.



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.

2.4.1 First method: "Add a Snippet..." from the Clipboard

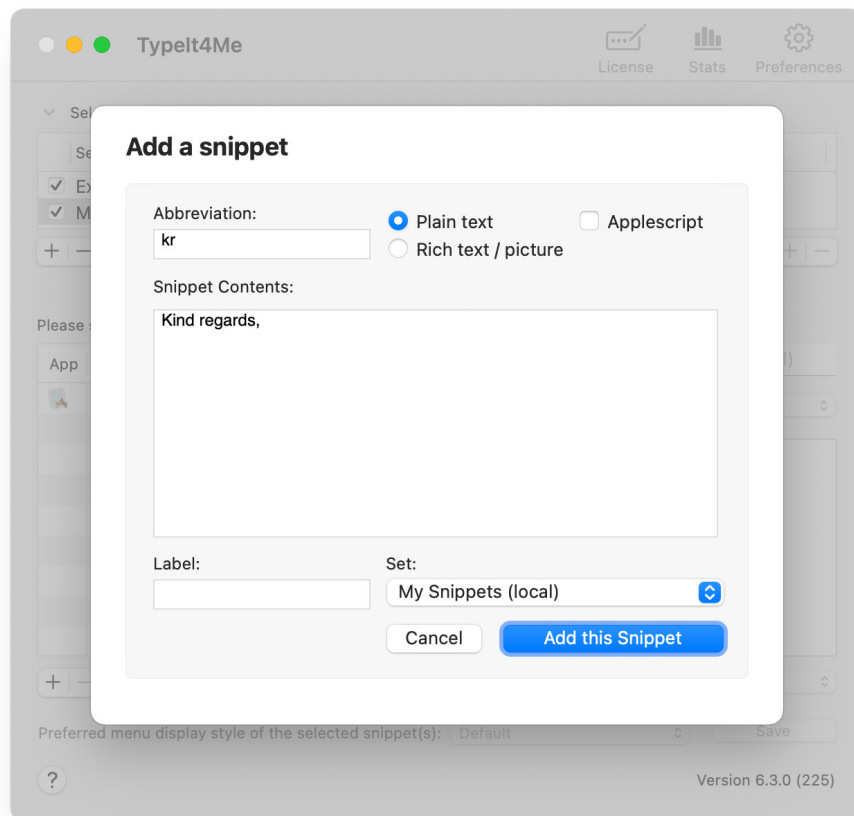
Suppose you often close your emails with the words [Kind regards](#).. It'd be easy to remember the abbreviation [kr](#) as shorthand for [Kind regards](#), wouldn't it?

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. Add a descriptive label if you like, then pick the set to which the new snippet should be added (it will default to the set you last viewed in the main app window). When you're done, click the *Add this Snippet* button and dismiss the window with a cmd-W shortcut or by clicking the red close button.



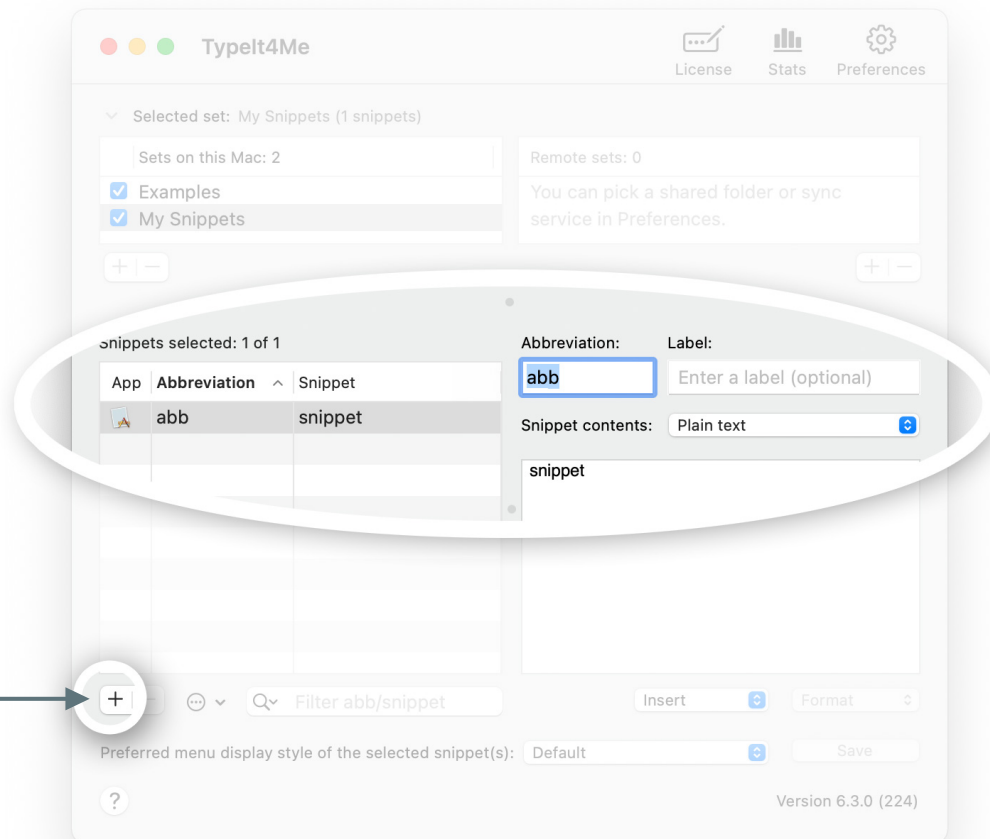
...That's it! From now on, every time you type **kr** Typelt4Me will instantly backspace over the abbreviation (**kr**) and type the full text for you (**Kind regards,**).

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, make sure the “Rich text” radio button is checked. This is necessary for those RTF attributes to be saved when you click “Add this Snippet”. If it's not checked, the snippet will be saved as plain text, losing 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.

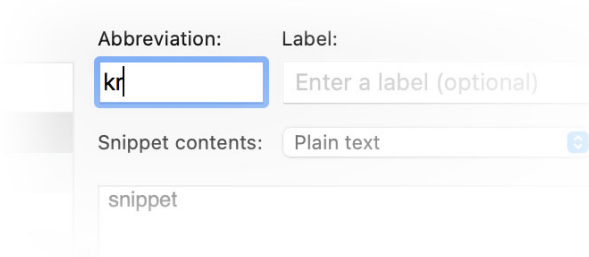
2.4.2 Second method: create snippets from scratch

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 *Show Typelt4Me...* in the Typelt4Me menu or press a hotkey you've assigned to this action in Preferences. The main Typelt4Me app window will pop up.

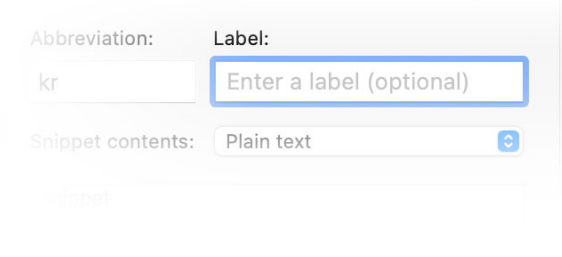


Click the + button in the bottom left corner or use the ⌘ N keyboard shortcut. A new default **abb** / **snippet** placeholder entry will appear in the list of snippets. You'll note the focus moves to the Abbreviation text field, with the **abb** placeholder text highlighted ready for you to replace it with something else.

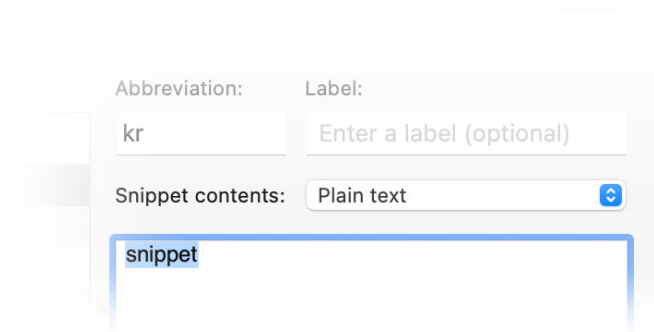
Now you can overwrite **abb** by typing **kr** in the abbreviation field...



...and press the → key again to move to the Label field. Here you can choose to give your snippet a descriptor, but you don't have to enter anything. While it can come in handy for summarising the content of your longer boilerplate snippets, for words and short phrases you may want to just leave it blank.

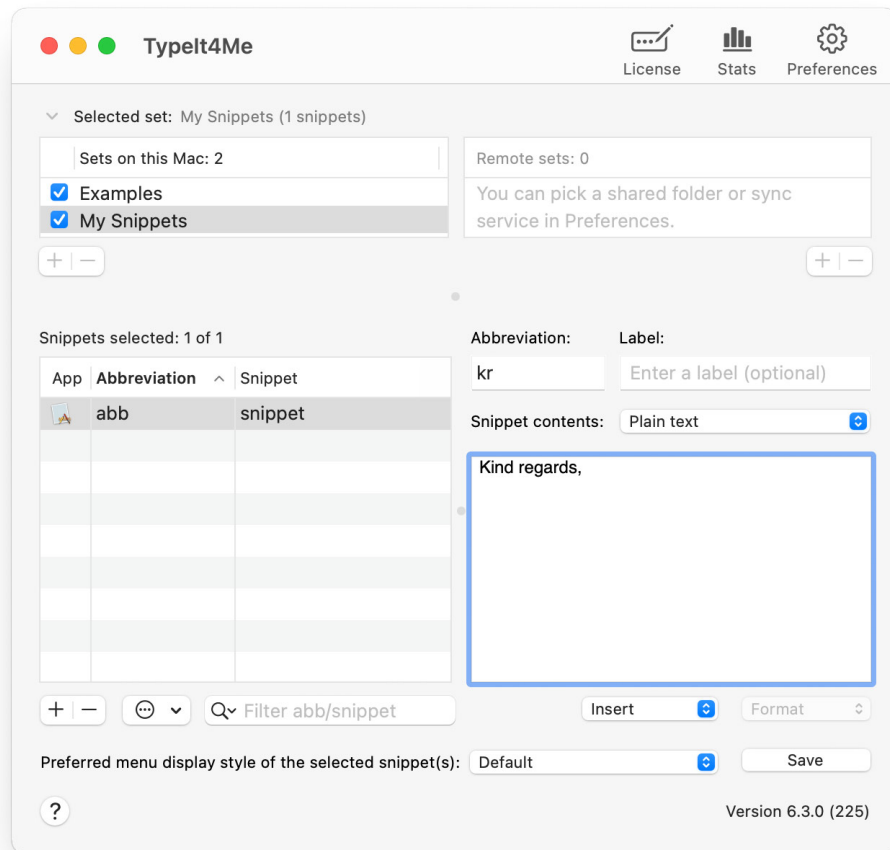


Press → once more to progress to the main snippet content editing field*. You'll notice the **snippet** placeholder is highlighted, ready for you to type over it with your new content.



*You may be asking yourself *“What’s that pulldown menu in between, though?”* Great question. If you want to apply formatting like colour, bolding or italics to your content and / or include pictures, you must first change the “Plain text” setting to “Rich text/pictures”.

Type the phrase **Kind regards,** in the main content editing field.



You'll then want to save the new snippet you've just created. There are three ways to save changes to a snippet. You can:

- Use the ⌘ S keyboard shortcut.
- Click anywhere in the adjacent list of snippets.
- Click the Save button in the bottom right corner of the app window.

All done? Voilà! Now, every time you type **kr** in a Mac app in which you can type, it will expand to **Kind regards,**.

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:

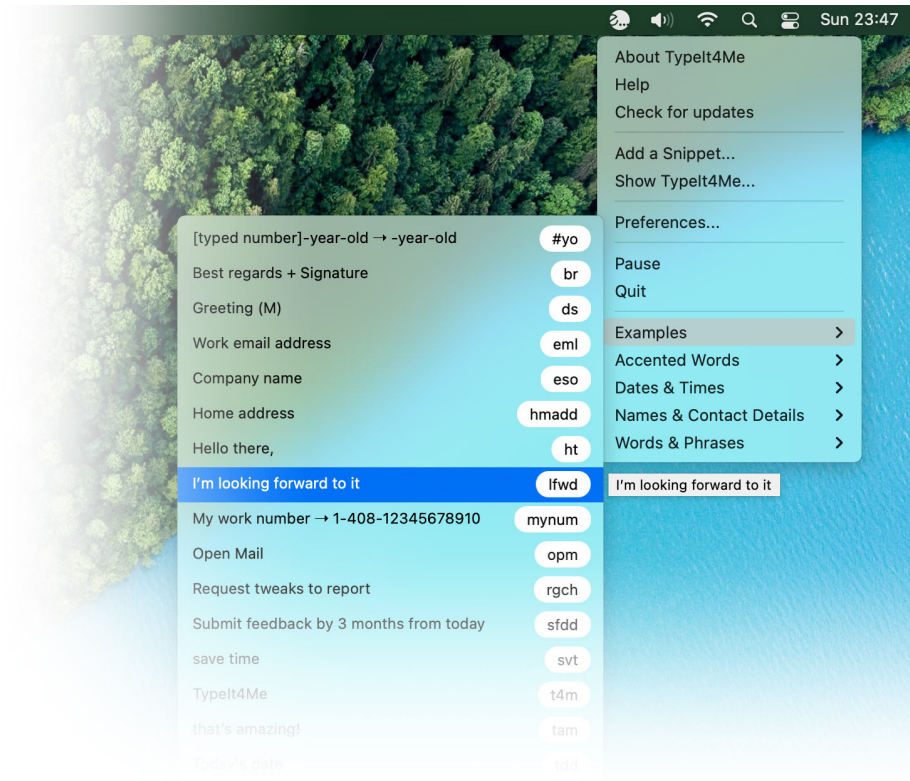
2.5.1 Keystrokes (type your abbreviation)

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)



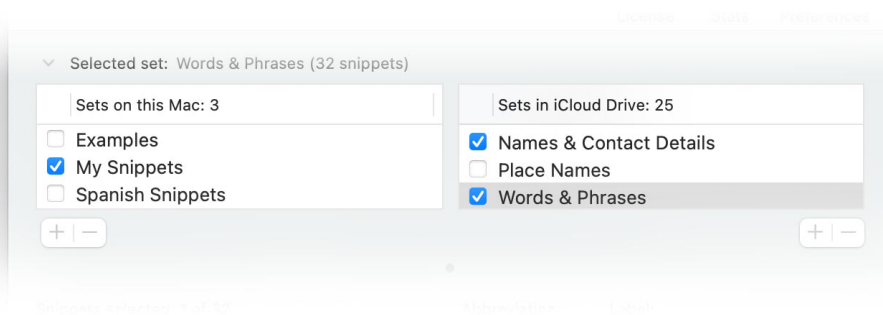
If you click on the Typelt4Me icon in your Mac's menu bar you'll see that the resulting dropdown lists all of your currently active snippet sets. You can drill down into each one to reveal the full list of snippets contained in each. Click the snippet you want and it will be inserted where the cursor is positioned in whichever application you're currently using.

This feature can be useful if 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 and 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?

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 types of snippet separate, should you be so inclined. You can have as few or as many sets as you like. If you’re only a light Typelt4Me user you might decide to use just a single set containing all of your snippets. Alternatively, if you have a large number of snippets, you could opt to maintain a number of different sets, each one suited to a particular context and / or containing a specific category of snippet.



Your available sets are listed at the top of the main Typelt4Me app window. When the checkbox to the left of a set’s name is ticked, that means the set is enabled or “active,” i.e. when you type an abbreviation from that set it will expand to the full snippet. In older versions of the software only one set could be active at a time, but as of Typelt4Me 6.0 multiple sets can now be active simultaneously. You can easily toggle them on and off as and when you need them, by ticking or unticking the checkboxes next to the set names. Clicking on a set in the list will select it and the snippets it contains will be displayed in the list below, so you can browse, edit or add to them.

You can drag sets to re-order them. Sets higher in the list take priority over the sets below; if the same abbreviation is present in more than one set, the one in the set that’s higher in the list will be expanded when you type that abbreviation. Local snippets in “Sets on this Mac” are treated as ‘higher’ than remote / LAN / cloud sets and will always take priority over snippets in sets stored in iCloud Drive, Dropbox etc.

We start you off with a bundled Examples set to give you some inspiration and provide some sample snippets to play with. We also offer some useful pre-cooked sets that you can download from our website if you wish. You'll probably want to create your own in which you'll save the new snippets you define.

Here are just a few examples of how you might use sets:

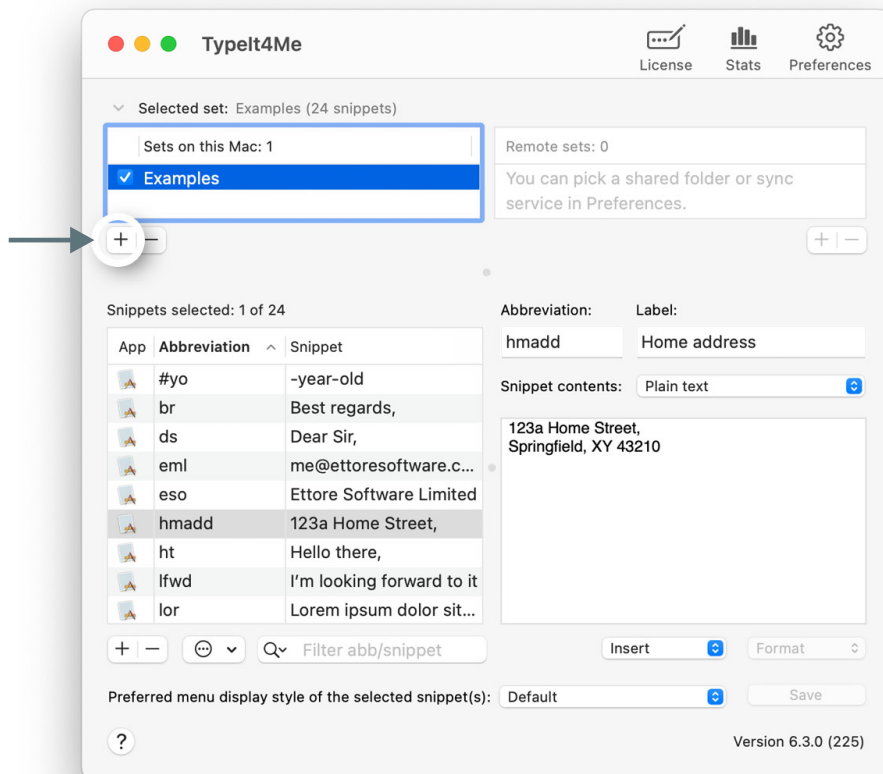
- Switch between an “Office set” and a “Home set”.
- Keep a separate “Code snippets” set that you only use when you’re programming.
- Organise your snippets into themed groups, e.g. “Names”, “Dates and times” or “Common phrases”.
- If you’re bilingual, you could maintain separate “English” and “Spanish” sets that you would enable as and when you need to type in each language.

That last example is where sets can be especially useful beyond merely keeping things tidy and organised by common themes. There may be cases in which you might want the same abbreviation to expand to something different depending on which set(s) 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.

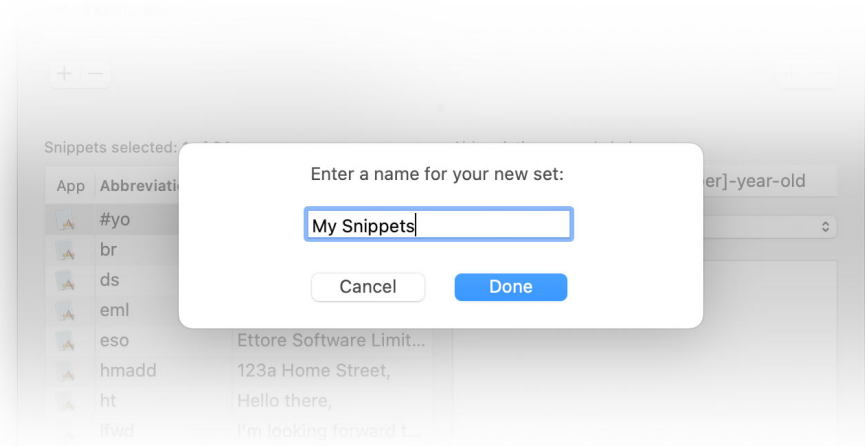
In the Mac Finder snippet sets appear as files with the extension “.typeit4me”. Local “Sets on this Mac” are stored in a Sets folder in Typelt4Me’s Application Support folder within your hidden user Library. If you have a snippet set file somewhere else on your Mac (e.g. someone has emailed or Airdropped you one to use), double-clicking it will automatically move it to the Sets folder and activate it.

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 open the main Typelt4Me window - either using a hotkey or by selecting "Show Typelt4Me..." from the menu - then click the + button below the bottom left corner of the 'Sets on this Mac' pane (pictured below).



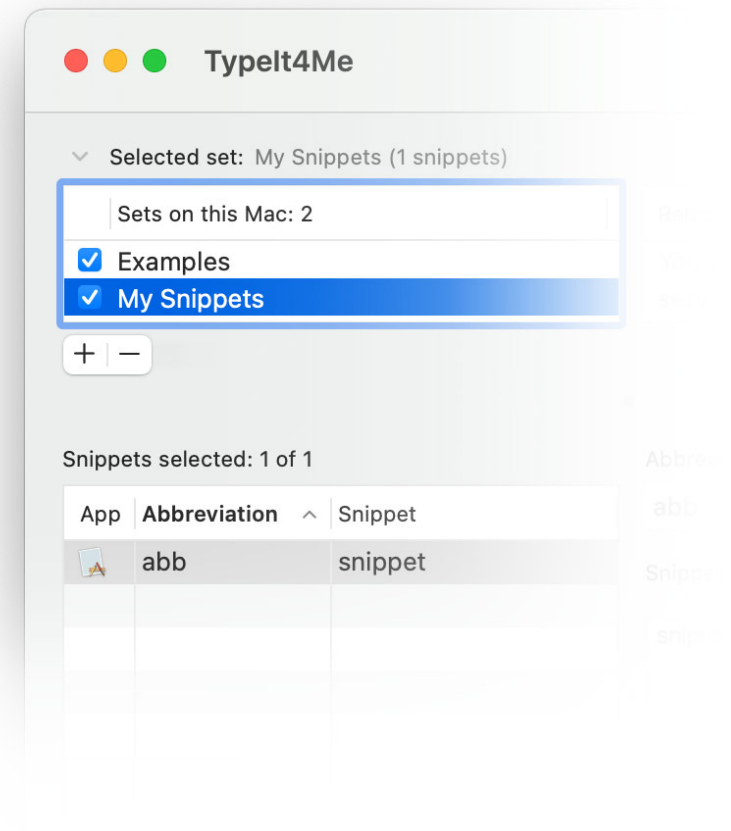
When prompted, give your new set a meaningful name ("My Snippets", perhaps) and click the Done button or hit Enter / Return to save it.



Once you've saved your newly created snippets set, you'll see it appear in the list, together with the bundled Examples set. You'll notice it's highlighted, which means it's selected and the snippets it contains will be displayed in the list below it. You'll also notice the checkbox next to the set name is ticked; this means it is now an active set - that is, all snippets added to this set will be expanded wherever you type the abbreviations that represent them.

Remember, as of Typelt4Me 6.0 multiple sets can now be active simultaneously. You can easily toggle them on and off as and when you need them, by ticking or unticking the checkboxes next to the set names. 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.

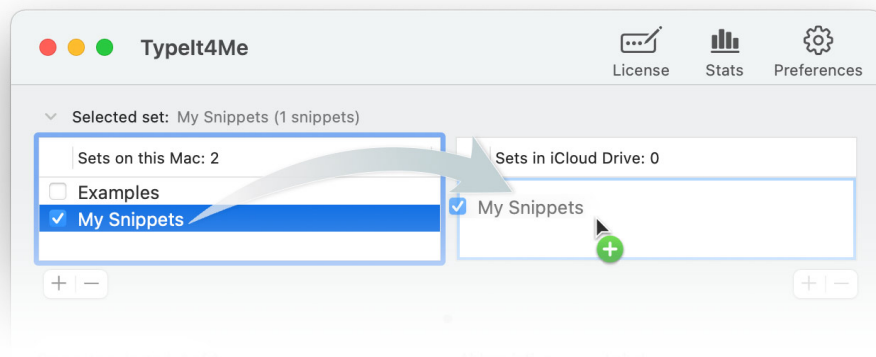
...It probably hasn't escaped your attention that there are *two* panes for sets and that the one on the right is headed "Remote sets". This is a much requested feature previously only available in the Mac App Store version for use with iCloud. Typelt4Me can make use of network connectivity and cloud 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



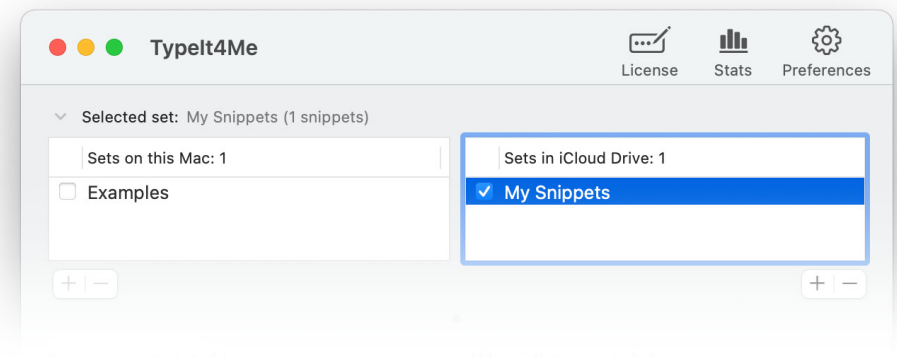
2.6.2 Sync snippets via the cloud, or use a shared network folder

In Preferences you can enable iCloud Drive sync, or you can point Typelt4Me to your Dropbox, Google Drive or other cloud-linked folders, or select a shared network folder in which to store your snippet sets. Doing so gives you the option to use the same snippet(s) on multiple Macs and keep them in sync across all your machines even as you add new ones. Enabling remote sets and specifying which cloud-synced or shared network folder you'd like to use is explained on page 90.

When you point to a cloud-synced folder 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 chosen folder using the + button on the right or move local sets to it by dragging them across (pictured below).



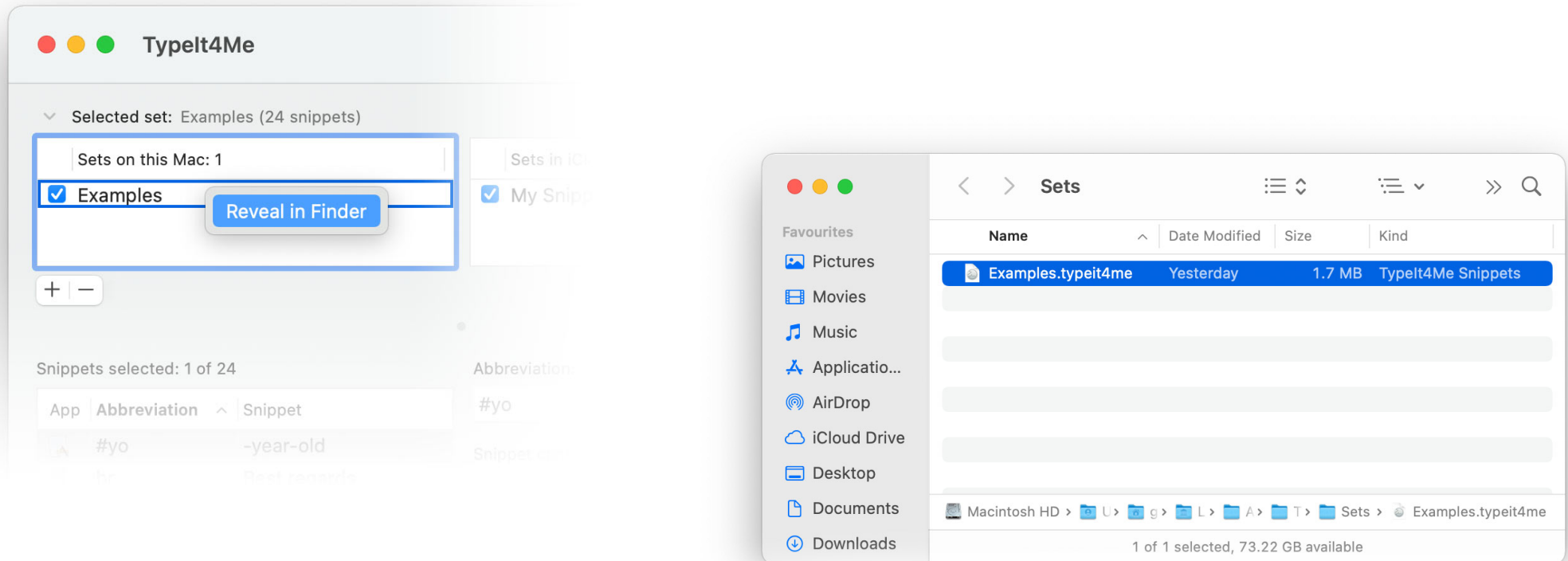
1. To move a snippet set from the local Sets on this Mac pane to your preferred cloud sync or shared network folder, just drag it across.



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

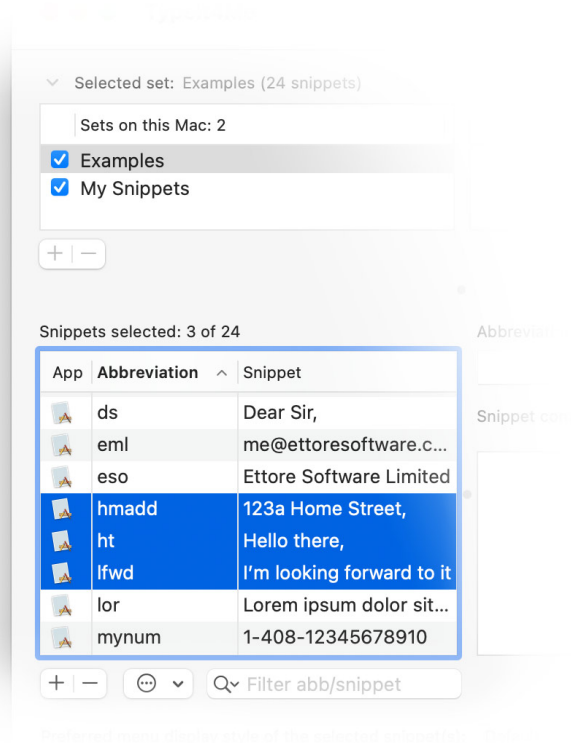
2.6.3 How to get to a snippet set file in Finder

There may be times when you want to do something directly to your set file(s); perhaps you'll want to make duplicate backup copies to archive for safekeeping, or you might want to email or AirDrop them to a colleague so s/he can use the same snippets. The folders in which snippet set files are stored on your Mac are hidden by default, but there is an easy shortcut that will take you straight to the file you want in the macOS Finder from within the Typelt4Me app. Just ctrl-click on the name of a set in the list and then click on the "Reveal in Finder" context menu that pops up.

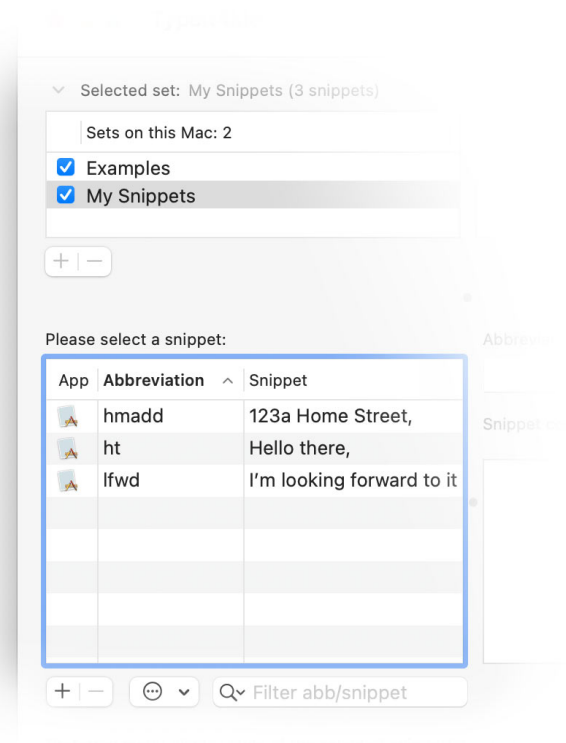


2.6.4 How to copy snippets from one set to another

Sometimes you may want to copy snippets between sets. You can do this quite easily. Just hold the command (⌘) key and select the snippets you want to move by clicking on them. Copy them to the clipboard (⌘ C). Navigate to the other set you wish to add those snippets to. Then click once anywhere in the list of snippets in the new set and paste (⌘ V).



1. Select the set that contains the snippets you wish to copy to another set. ⌘-click on the ones you want until you've selected them all, then press ⌘ C to copy them to the clipboard.



2. Switch to the target set, then click once anywhere in the list of its snippets and ⌘ V to paste the snippets you just copied from the previous set into this one. They'll be added to the bottom of the list, so you may need to scroll down to see them

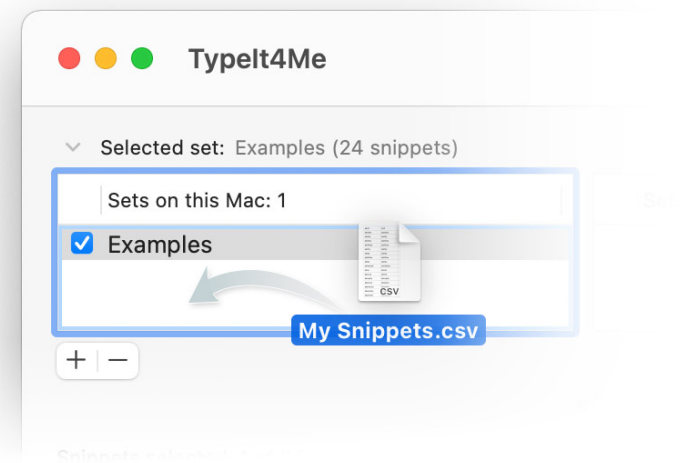
2.6.5 How to import existing snippet sets from other software

Typelt4Me was the first text expansion program for the Mac, but these days it's far from the only app of its kind. If you have previously used similar software, then you may have already built up a large library of shorthand abbreviations. We don't want you to have to re-create them all from scratch, so to save you some time Typelt4Me can import snippets you've exported from other apps in CSV format. Text snippets will be converted in bulk for you, so all you'll need to do is manually tweak any that contain proprietary date / time code, special formatting or placeholders / fill-ins to use the equivalent Typelt4Me syntax in order for those special snippets to work.

Import CSV files using drag-and-drop:

If your old software supports it, save your existing snippet file(s) in comma separated value (CSV) format, then drag and drop your exported .csv file(s) onto the "Sets on this Mac" pane to import. All that remains to be done then is to re-apply any required rich formatting and perhaps make manual tweaks to any special dynamic date and time snippets to use Typelt4Me syntax.

If you're coming from TextExpander 6, [follow the instructions at the Smile Software website to export your snippets in CSV format](#) then open it in Numbers and use Find & Replace to strip out the HTML tags Smile uses for rich formatting. Alternatively, if you have snippet data files in the older TextExpander 5 format you can skip the CSV conversion step. Just drag TextExpander 5 files straight into the "Sets on this Mac" pane in Typelt4Me. Text snippets will be converted automatically (minus rich formatting and any descriptive labels you had assigned to them).



2.6.6 How to restore “Sets on this Mac” from a Time Machine backup

The Mac may be one of the greatest inventions since sliced bread, but things still can and do go wrong, sometimes. A sudden hard drive failure or a careless click on a delete button can result in an unexpected loss of data. We’ve all been there. Fortunately, the good people at Apple gave us Time Machine, so we can back everything up to an external drive in case we need to rescue lost data. If something happens to your Typelt4Me snippets but you regularly back up the contents of your Mac, it will usually be possible to recover them. You can use Time Machine to restore Typelt4Me sets like you would any other files.

Local "Sets on this Mac" snippet sets are stored in ‘~/Library/Application Support/Typelt4Me/Sets/’

Note that the files are stored in your *user* library, which is not normally visible in Finder as Apple hides it by default. To restore a local Typelt4Me snippet set from Time Machine:

1. Connect your Time Capsule or other external backup drive.
2. Click on Go in the Finder menu bar.
3. Hold down the alt / option key on your keyboard.
4. Click on Library when it appears in the open Go menu.
5. Navigate to Application Support > Typelt4Me > Sets
6. Launch Time Machine.
7. Navigate to the most recent backup of the Sets folder(s) you want and restore.

Tip: If your snippet set appears to have suddenly disappeared, before resorting to Time Machine, look in your Trash. Your set may have inadvertently been moved there. Is there a file in there that ends with the extension .typeit4me? If so, drag it back out and double-click it to re-import it into Typelt4Me.

2.6.7 How to restore iCloud Drive snippet sets

If something happens to your iCloud Typelt4Me snippets but you regularly back up the contents of your Mac, it will usually be possible to recover them. As of Typelt4Me 6.3, local copies of your iCloud Typelt4Me sets are stored in the browsable iCloud Drive directory on your Mac. You'll find them inside a container folder named Typelt4Me that's branded with the app's icon. You can use Time Machine to restore sets backed up from this container folder, like you would any other files.

If for any reason the usual Time Machine restoration process fails, there is another fall back option. Typelt4Me regularly creates archived copies of your iCloud sets at weekly intervals that are saved to its local Application Support folder for emergency rescue purposes. If you lose or accidentally delete an iCloud Drive- stored set, this is what you should do:

1. Click on Go in the Finder menu bar.
2. Hold down the alt / option key on your keyboard.
3. Click on Library when it appears in the open Go menu.
4. Navigate to Application Support > Typelt4Me > Archives > Remote
5. Locate the archived copy of the snippet set and double-click it. It will automatically be moved and will re-appear in Typelt4Me under "Sets on this Mac."
6. In Typelt4Me drag the set back across from "Sets on this Mac" into "Sets in iCloud Drive."

Tip: If your iCloud snippet set has suddenly disappeared, before resorting to Time Machine, try this: in Typelt4Me, create a temporary new set in "Sets in iCloud Drive" then control-click on it and select "Reveal in Finder" from the context menu that pops up. This will take you to the .typeit4me file you just created in a Finder window. If you also see your missing set file listed in that window, with a cloud icon next to it, click once on the cloud icon to re-download the file from Apple's server. Quit and restart Typelt4Me and that set ought to show up again in "Sets in iCloud Drive."

2.7 - Where and when does Typelt4Me type?

Technically, the “typing” that Typelt4Me performs when it expands one of your abbreviations is usually 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. To do that, just click the “None” button at bottom right.

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 and you may encounter compatibility issues once in a while. The automatic "typing" of your snippets is achieved by temporarily placing the snippet contents on the clipboard and issuing a Paste (⌘ V) 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. It's also possible that third party apps and utilities for managing or extending the functionality of the clipboard could interfere with Typelt4Me expansions.

If Typelt4Me ever appears to fail, try doing a "manual" paste (⌘ 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 some versions of 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.

2.7.2 Password entry

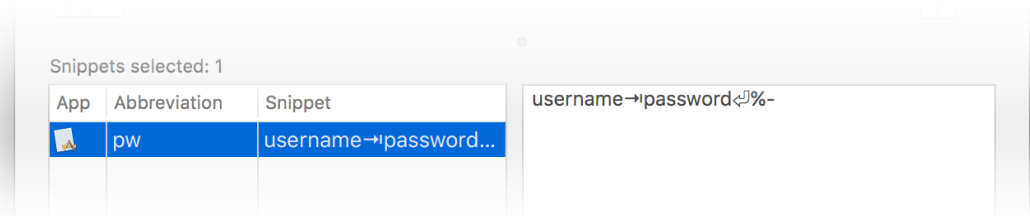
Nowadays, password entry fields are typically protected against programs trying to "sniff" what you type into them using a mechanism known as Secure Input. This temporarily prevents Typelt4Me from working. For example, entering a Typelt4Me abbreviation directly in a password field in Safari will **not** 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

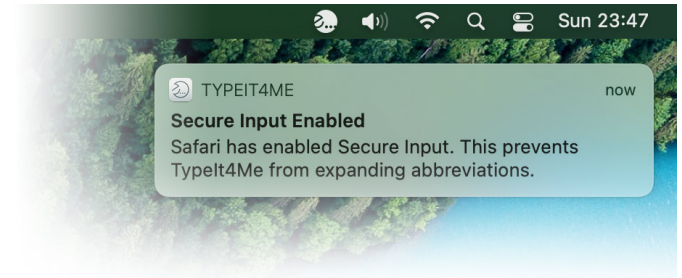
Create an abbreviation, e.g. **pw**, and define the snippet as **username→password↵%-** using the Insert > Special menu to insert the →, carriage return and Don't Append Trigger symbols. On a login page in Safari, typing the abbreviation and expansion trigger into the username field will submit your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



2.7.3 Secure Input

From time to time - typically when filling in forms on web pages - you may see notifications from Typelt4Me appear in the corner of your screen and / or in Notification Centre. These are to inform you that an app you're currently using (most likely a web browser) has enabled something called

Secure Input and that this will stop Typelt4Me from working. Secure Input is a powerful protective feature built into macOS that many apps and websites use 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 and it's a crucial defence against data theft, 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.



For as long as it's enabled, Secure Input will prevent Typelt4Me from working

In some apps, when the Secure Input protection is triggered it can erroneously remain 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 be 'locked out' of keyboard input, unable to see what you're typing and prevented from functioning until Secure Input is turned off.

It's important to note, though, that when a Typelt4Me notification appears and alerts you that an app has enabled Secure Input, that doesn't necessarily mean that expansion will no longer work until the app in question is closed. Rather, its purpose is to make you aware of the last app(s) that recently switched Secure Input on, *in case* you then find text expansion no longer works and you need to identify which app may have left Secure Input enabled for too long.

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

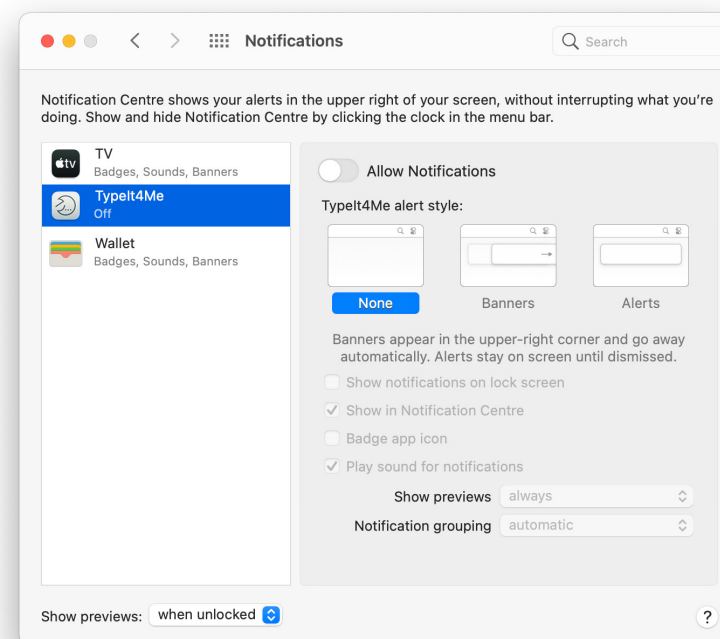
If Secure Input stops Typelt4Me from working you'll need to identify the app that has left Secure Input enabled and quit that app. Doing so will enable Typelt4Me to resume expanding your abbreviations as normal again. If you can't remember what the last alert or banner said, check your Notification Centre to see if there are any Typelt4Me messages in there to help track down the app that's responsible.

It's often a web browser such as Google Chrome or Firefox that leaves Secure Input enabled, though there are known issues with other software too, including VPN apps, antivirus clients and popular password managers such as 1Password or Lastpass. If none of those looks to be responsible, it could also be down to other third party apps like Authy, Slack, 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.

How to stop Secure Input warnings

Secure Input is a core functionality built in to macOS and can't be completely disabled or bypassed. If an app wants to turn it on, there's no stopping it; Typelt4Me has no control over that. But if notifications become so frequent and / or irritating that you'd rather not see them, it's easy to stop them from appearing. Open your Mac's System Preferences and click on Notifications. Once you're in Notifications you'll see a list of apps on the left. Select Typelt4Me in the list, then toggle the "Allow Notifications" switch to the off position.

Turning off *all* notifications is not something we recommend, however, as they can provide invaluable clues to what's happened should Typelt4Me expansion stop working all of a sudden. If you just want to make notifications less intrusive so they don't distract you, we suggest that you leave "Allow Notifications" and "Show in Notification Centre" switched on, while turning off alerts and sounds.



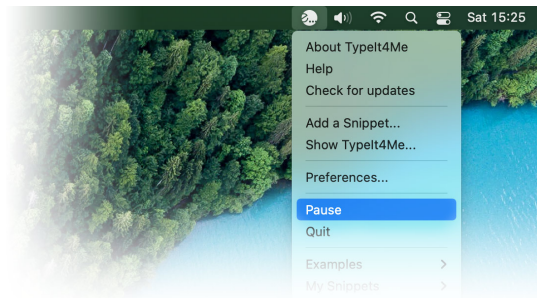
2.8 - How do I stop Typelt4Me from typing stuff for me?

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.

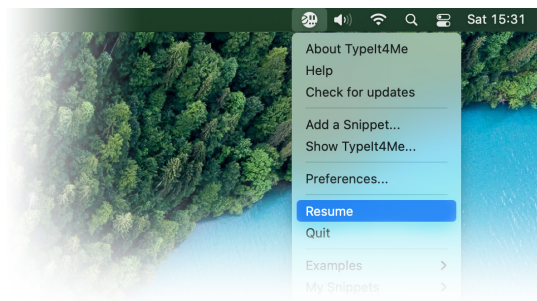
2.8.1 One-off keyboard expansion blocking

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.

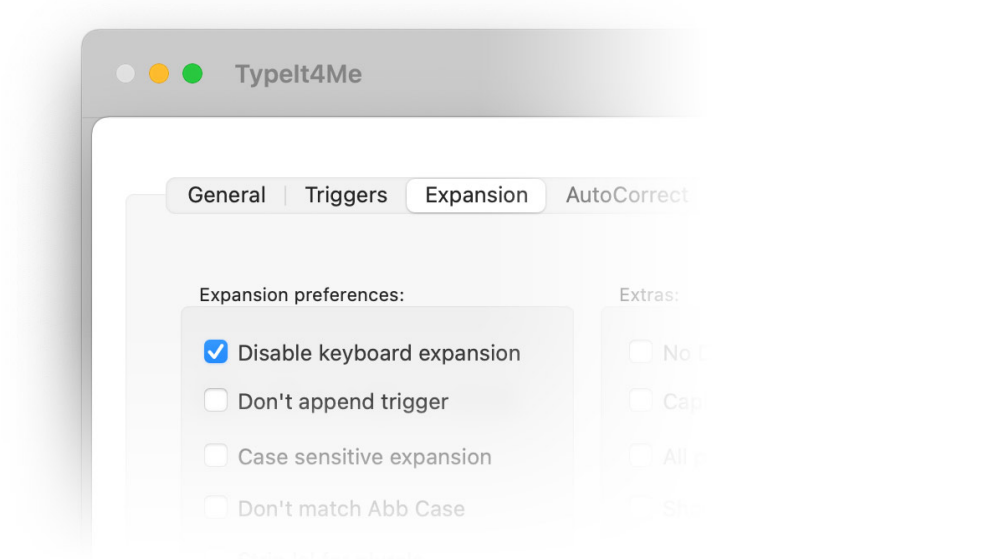


When you're ready for Typelt4Me to carry on expanding your abbreviations as normal, just select the Resume option.

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.



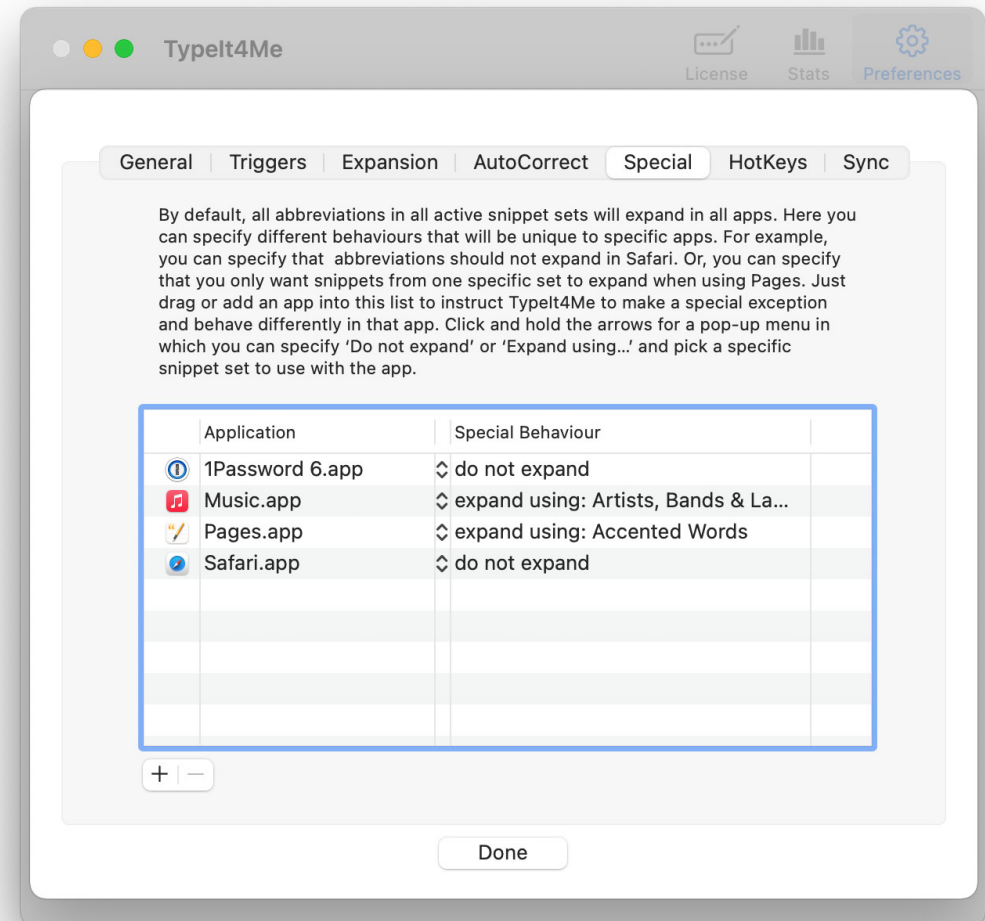
2.8.4 Disable Typelt4Me expansion on a per-app basis

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 Special 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. (The other option is to expand using only one specific set when using a certain app.)

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.

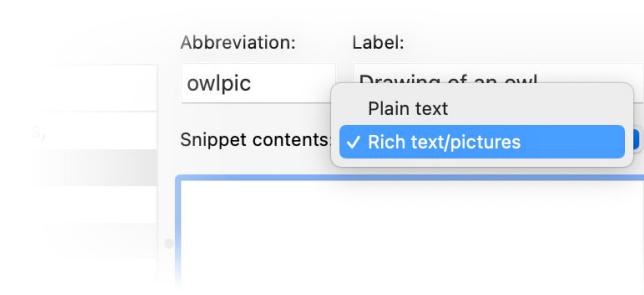
If you later change your mind, just return to the Special tab in Preferences, click the app in the list to select it, then use the - button at bottom left to remove it.



2.9 - How to include pictures, styling and hyperlinked text in snippets

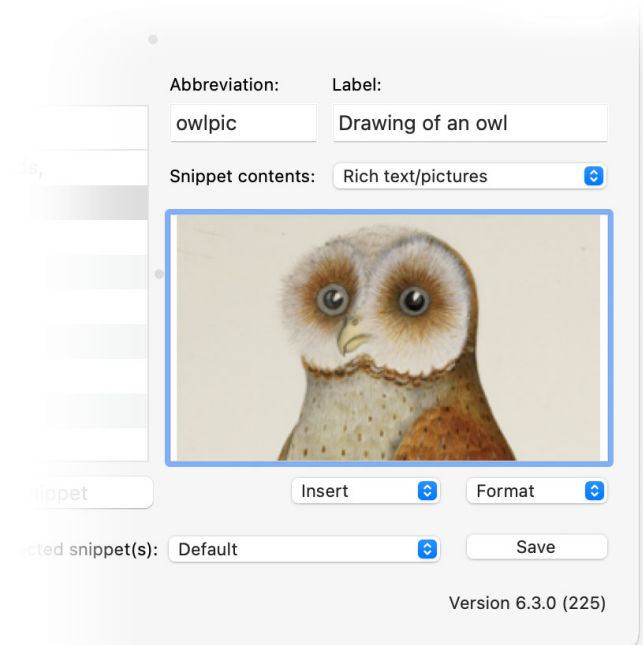
2.9.1 Add a picture to a snippet

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. You might, for example, create an email sign-off snippet that contains a scanned picture of your signature. Or, you could create a snippet that inserts a drawing when you type the abbreviation that represents it.



To include a picture in your snippet, you first need to click the “Snippet contents” pulldown menu and change the content type from “Plain text” to “Rich text/pictures” (as in the screenshot to the left).

Once you've done that, place the cursor in the main snippet editing box. You can then either drag & drop or copy and paste pictures into the snippet. Most common formats will work (gif, jpeg, png, tiff, et al.) but do keep an eye on the file size of your images. If you accumulate an extensive snippet library containing lots of very large, high resolution images, this can slow Typelt4Me down.



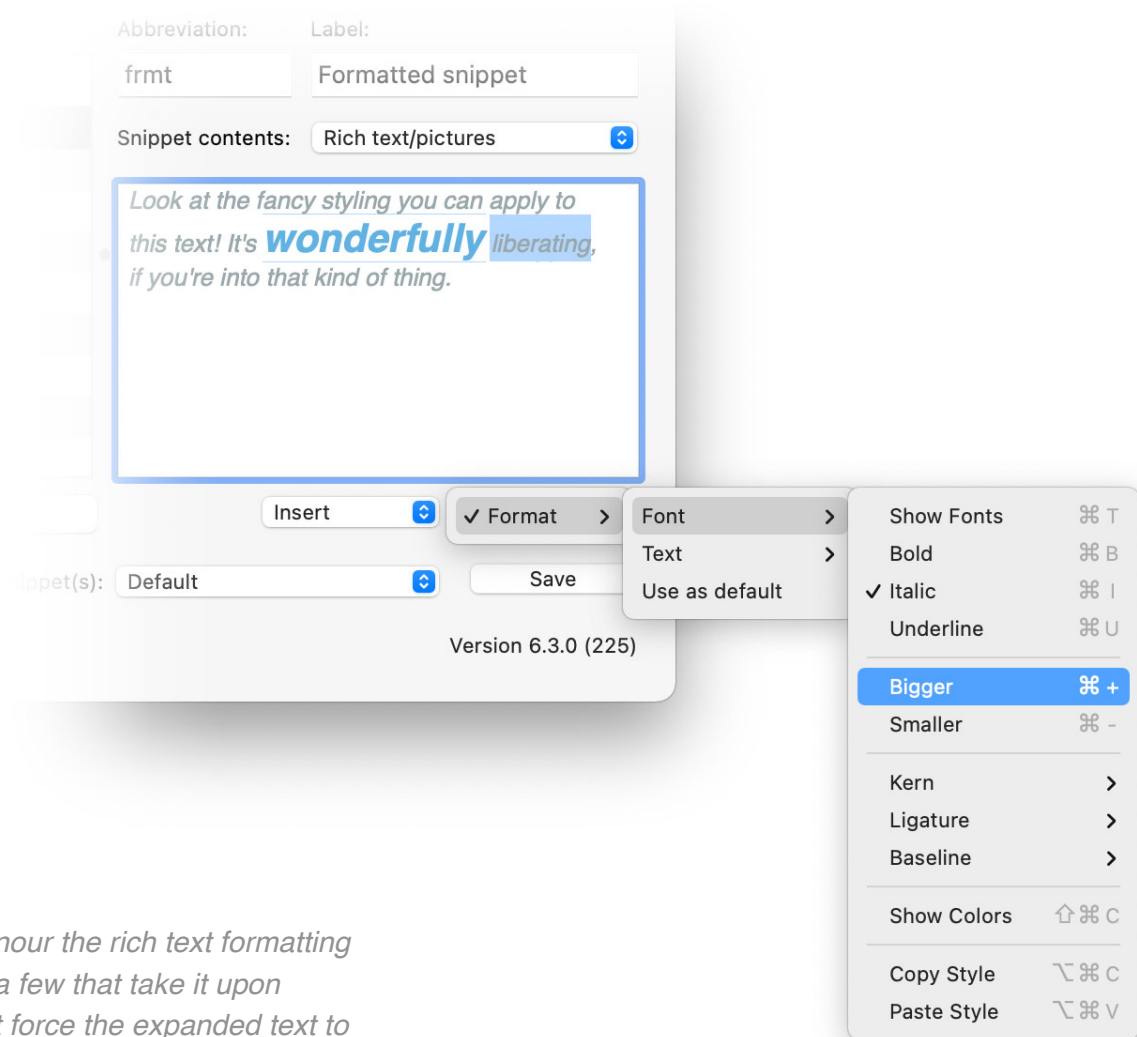
2.9.2 Apply formatting to the text of a snippet

When “Rich text/pictures” is selected from the “Snippet contents” pulldown menu, you can apply formatting to any of the text in your snippet. Font, colour, bolding, italics, underline and other attributes can all be adjusted to your heart’s content. To change any of these you can either use standard keyboard shortcuts or pick from the Format menu, as pictured here.

Typelt4Me offers considerable flexibility when it comes to formatting your snippets. Have a play around with the various options and try mixing and matching different styles.

If you want all rich snippets you create from scratch to default to a particular font, size and colour: first create a snippet and apply the font attributes you want, then select all or part of the text and choose “Use as default” from the Format menu.

One caveat to note: not all apps in which you type will honour the rich text formatting you’ve applied to your snippets. You will likely encounter a few that take it upon themselves to strip out some or even all attributes, or that force the expanded text to match the formatting of immediately preceding content.



2.9.3 Include hyperlinked text in a snippet

Sometimes, you may want to include some hyperlinked text in the body of a snippet that will open a web page when clicked. Perhaps you'd like your email signature snippet to contain a link that goes to your website, for example. While you can't create an active hyperlink from scratch within the app itself, Typelt4Me does support hyperlinks in snippets.

To include a hyperlink:

1. Select and copy some hyperlinked text from an email or web page to your clipboard.
2. Create a new snippet and select "Rich/text pictures" from the snippet contents pulldown menu.
3. Paste your hyperlinked text into the snippet editing box, add any further text or other content you wish to include, then save.

That's all there is to it. Now when you type the abbreviation in apps that accept rich text and / or hyperlinks, the hyperlinked part of the snippet will remain clickable when it's expanded.

The screenshot shows the Typelt4Me snippet editor interface. On the left, a list of snippets is partially visible, with one snippet titled "Visit our website:" selected. The main editing area on the right contains the following fields:

- Abbreviation:** A text box containing "hpl".
- Label:** A text box containing "Website hyperlink".
- Snippet contents:** A dropdown menu set to "Rich text/pictures".
- Content area:** A large text box containing the text "Visit our website:" followed by a blue, underlined hyperlink "Ettore Software". Below this text, a tooltip displays the URL "https://www.ettoresoftware.store".

2.10 - How to limit an abbreviation to a specific app







In certain circumstances you may wish to specify that an abbreviation should only expand when typed 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, just do the following:

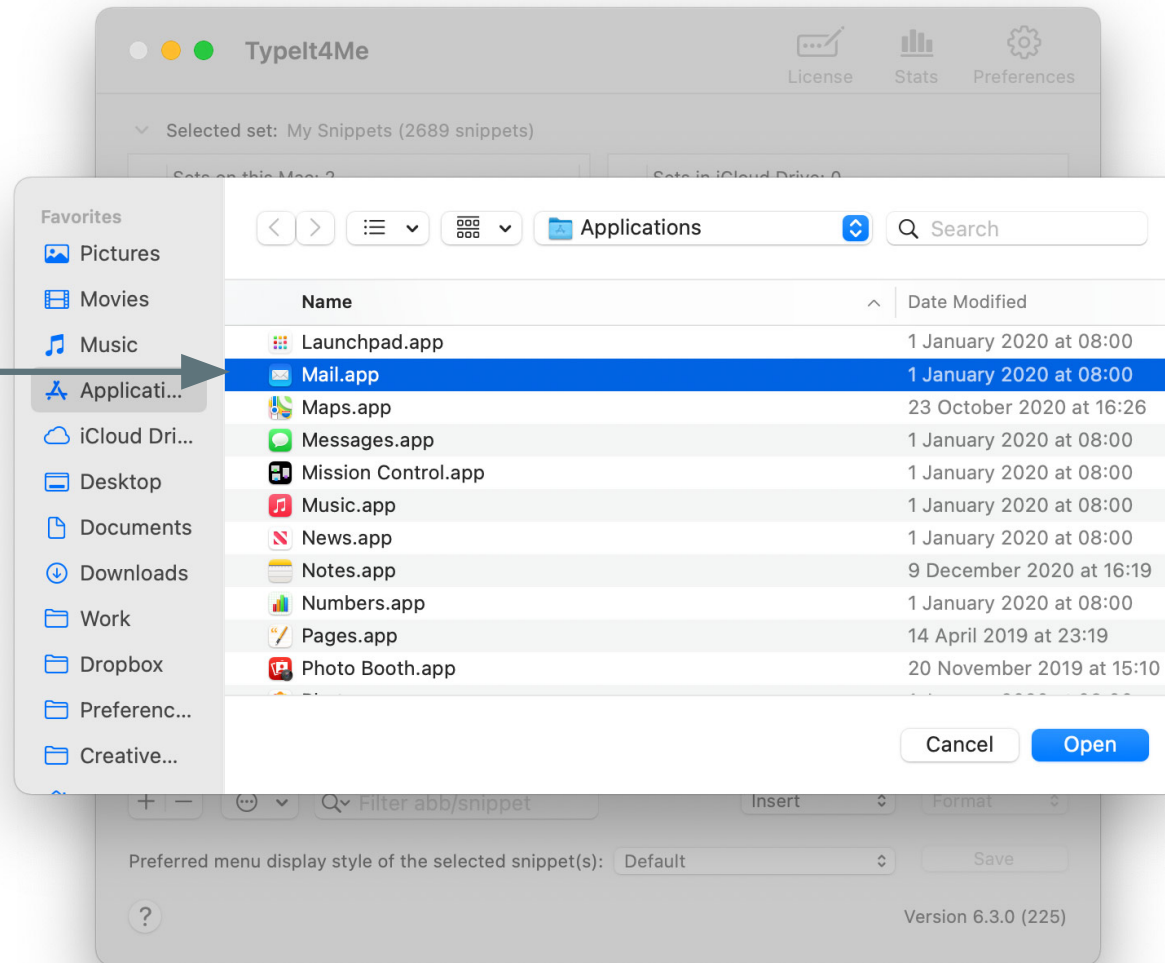
1. Click the app icon to the left of the **ds** abbreviation



Snippets selected: 1 of 24







App	Abbreviation	Snippet
	#yo	-year-old
	br	Best regards,
	ds	Dear Sir,
	eml	me@ettoresoftware.c...
	eso	Ettore Software Limited
	hmail	1234 1234 1234

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

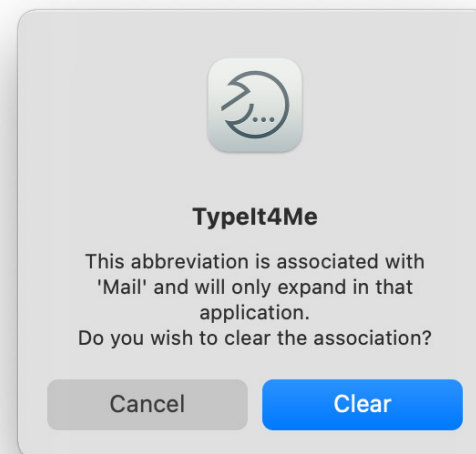


Once you've done that, you'll notice the previously generic app icon (that denotes an abbreviation will expand in all apps) has been replaced with the Apple Mail icon. This means the abbreviation will now only expand when typed in that particular app.

Snippets selected: 1 of 24

App	Abbreviation	Snippet
	#yo	-year-old
	br	Best regards,
	ds	Dear Sir,
	eml	me@ettoresoftware.c...
	eso	Ettore Software Limited
	hmaddd	123a Main St

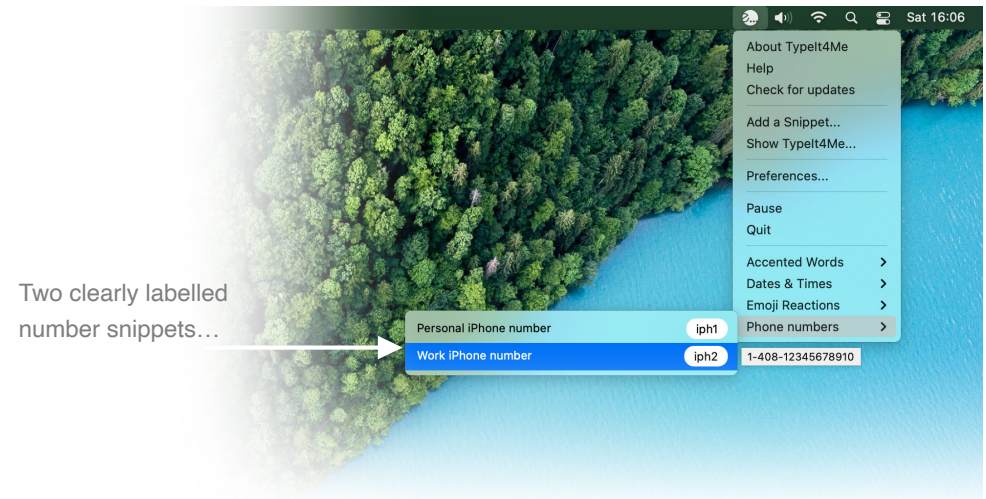
To clear an association, just click once on the app icon to the left of an abbreviation and confirm your choice when prompted.



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.

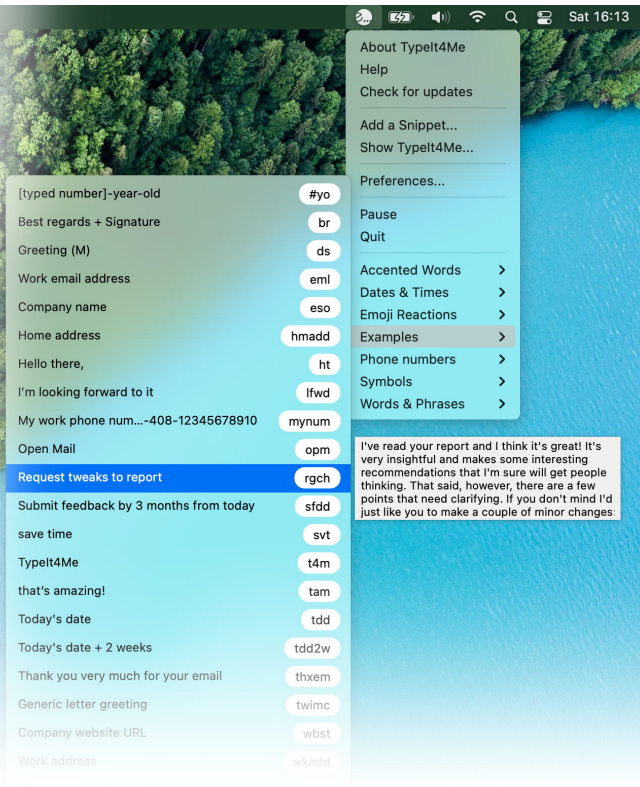
For example, you might have two phone numbers: one for personal calls and the other for office-related matters. Instead of showing up in the menu as two confusingly similar multi-digit numbers, they could appear as clearly distinguishable work and personal numbers.



Abbreviation:	Label:
iph2	Work iPhone number
Snippet contents:	Plain text
1-408-12345678910	

For each snippet, type a memorable descriptor in the Label field to help distinguish it from others that may be similar.

2.12 - Displaying snippets in the Typelt4Me menu

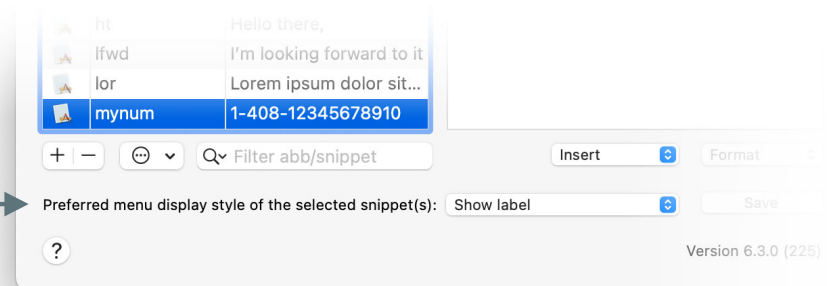


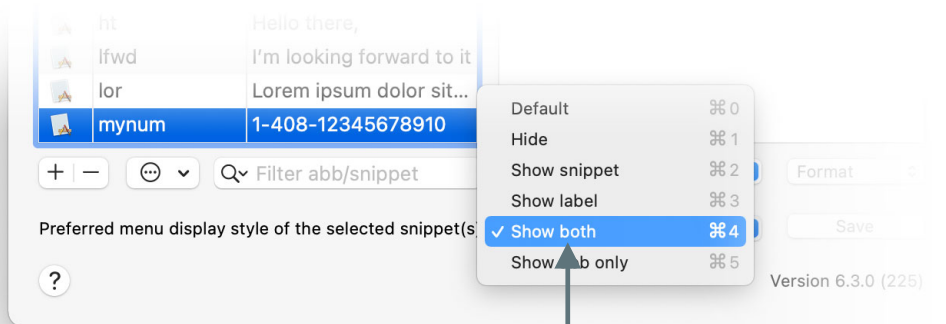
Use the display style pulldown to specify how you want your snippet to be displayed in the menu.



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 sets, showing the abbreviations alongside the labels if you have labelled them, or all or part of the snippet content if you haven't. 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.

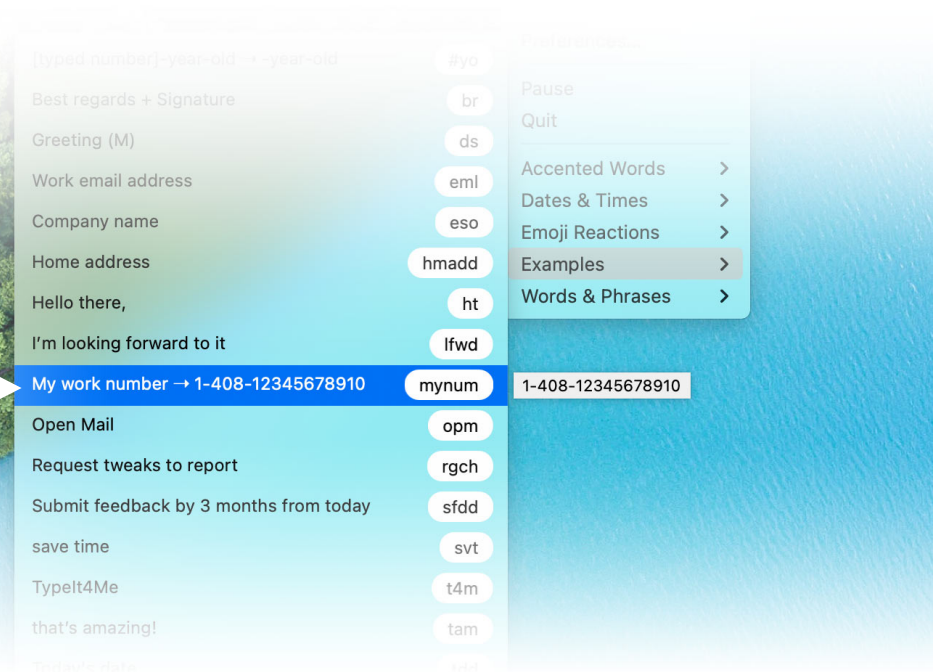
To change the way a snippet is displayed in the Typelt4Me menu, bring up the main app window and click on it once in the list of snippets to select it, then pick the option you want from the 'Preferred menu display style' pulldown at the bottom.





Selecting a snippet, giving it a “My work number” label and picking the ‘Show both’ option from this pulldown...

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



Please note: the default display style is different from that of previous versions. In Typelt4Me 5.5.x and earlier, the default was to display only the abbreviation in the menu.

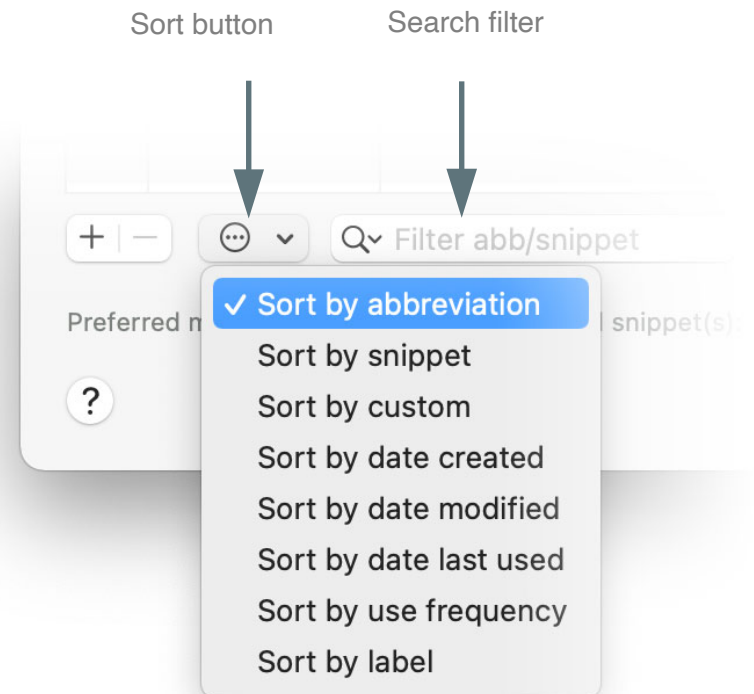
2.13 - Sorting and searching abbreviations and snippets

Over time, you may build a substantial library of shorthand abbreviations. It's not uncommon for Typelt4Me sets to contain hundreds or even *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

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 **Lo**re**m**.

Snippets selected: 1 of 24

App	Abbreviation ^	Snippet
	ds	Dear Sir,
	eml	me@ettoresoftware.c...
	eso	Ettore Software Limited
	hmadd	123a Home Street,
	ht	Hello there,
	lfwd	I'm looking forward to it
	lor	Lorem ipsum dolor sit...
	mynum	1-408-12345678910

+ | -

Filter abb/snippet

Preferred menu display style of the selected snippet(s):

Show b

?

Abbreviation

#yo

Snippet

-year-o

Please select a snippet:

App	Abbreviation ^	Snippet
	eml	me@ettoresoftware.c...
	lor	Lorem ipsum dolor sit...
	thxem	Thank you very much...
	tsh	When this happens,...

+ | -

em

Preferred menu display style of the selected snippet(s):

Show b

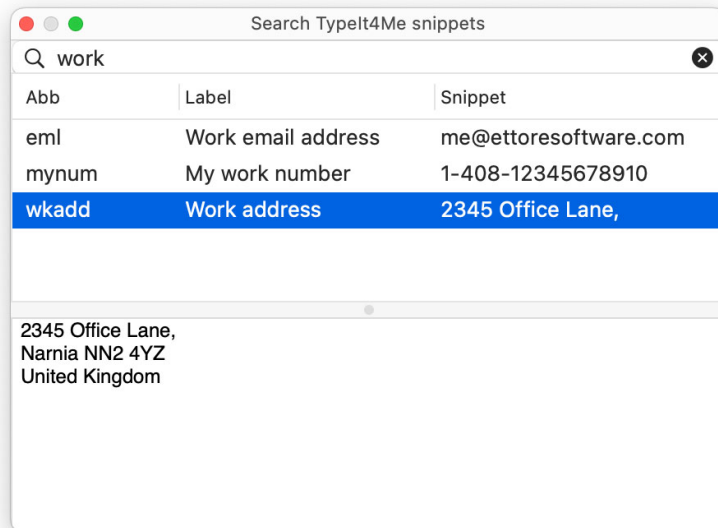
?

Abbreviation

Snippet

2.13.4 Search and insert snippets using the floating search window

As of Typelt4Me 6.0 you can assign a “Search snippets” keyboard shortcut in Preferences > HotKeys to summon up a snippet search window that floats over whichever app you’re using. Typing in Mail and can’t remember the abbreviation you defined for your work address? Just hit the search hotkey and type part of your address into the floating search field that appears (or perhaps the word “work” if that’s what you labelled the snippet). Use the arrow keys to move through the list of results and hit the return key to insert the snippet you want. To dismiss the search window without expanding anything, just press the hotkey again. It works as a toggle.



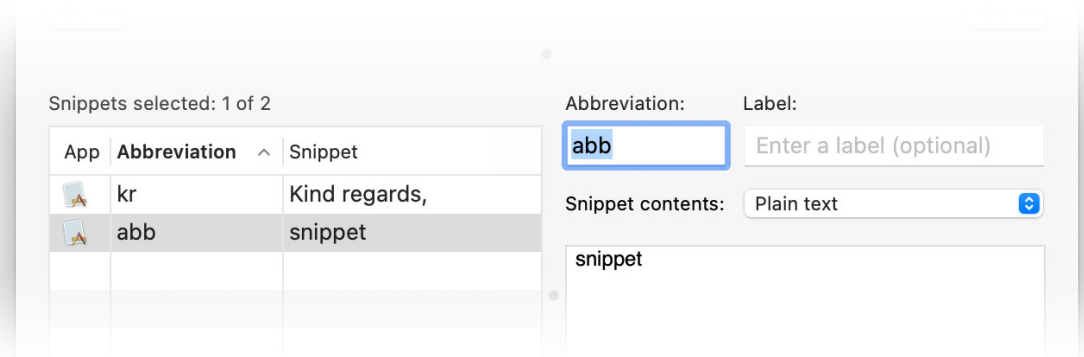
*NB: this search feature is only available when you have Typelt4Me set to *not* show in the Dock. If you have set Typelt4Me to be displayed in your Dock but you want to be able to use the snippet search window, first you need to go to Preferences > General and in the “Icon display” section select “Show Typelt4Me in: Menu bar” (click the middle radio button). Then go to Preferences > HotKeys and you’ll be able to assign a “Search snippets” key to bring up the search window.*

2.14 - "What does the Insert menu do?"

The Insert menu directly below the main snippet editing field 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 creating a snippet that expands to the current date. First, bring up the main app window and click on the + ("add") button underneath the list of snippets. A fresh **abb** / **snippet** entry will appear at the bottom of the list and the focus will move to the Abbreviation field. The **abb** placeholder text can now be typed over and replaced with a memorable text shortcut. How about **dtl** or something similar for now? You can come back and change this later if you like.



Type in 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. `Saturday, December 26, 2020`.

Once you've typed `dtl` in the Abbreviation field, press the `→` (tab) key to progress to the Label field. You can leave this blank if you like. For our example, though, we're going to give the snippet a label. This is just to make it clearer exactly what the snippet produces in case we forget later. Let's label it `Day, Month DD, YYYY` as shown, to reflect what the output will look like. If you'd prefer something different, that's fine; what's important is that it should make sense to you.

When you're ready, press the `→` key again to progress to the main snippet editing field. The `snippet` placeholder text will be selected, ready to be replaced with the content of our date snippet. Normally, you'd type or paste some ordinary text content over it, but here we're creating a snippet that will automatically produce the current date. We need to put in a kind of formula that Typelt4Me can interpret. That's where the Insert menu comes into play.

App	Abbreviation	Snippet
	kr	Kind regards,
	abb	snippet

Snippets selected: 1 of 2

Abbreviation: `dtl` Label: `Day, Month DD, YYYY`

Snippet contents: Plain text

snippet

App	Abbreviation	Snippet
	kr	Kind regards,
	abb	snippet

Snippets selected: 1 of 2

Abbreviation: `dtl` Label: `Day, Month DD, YYYY`

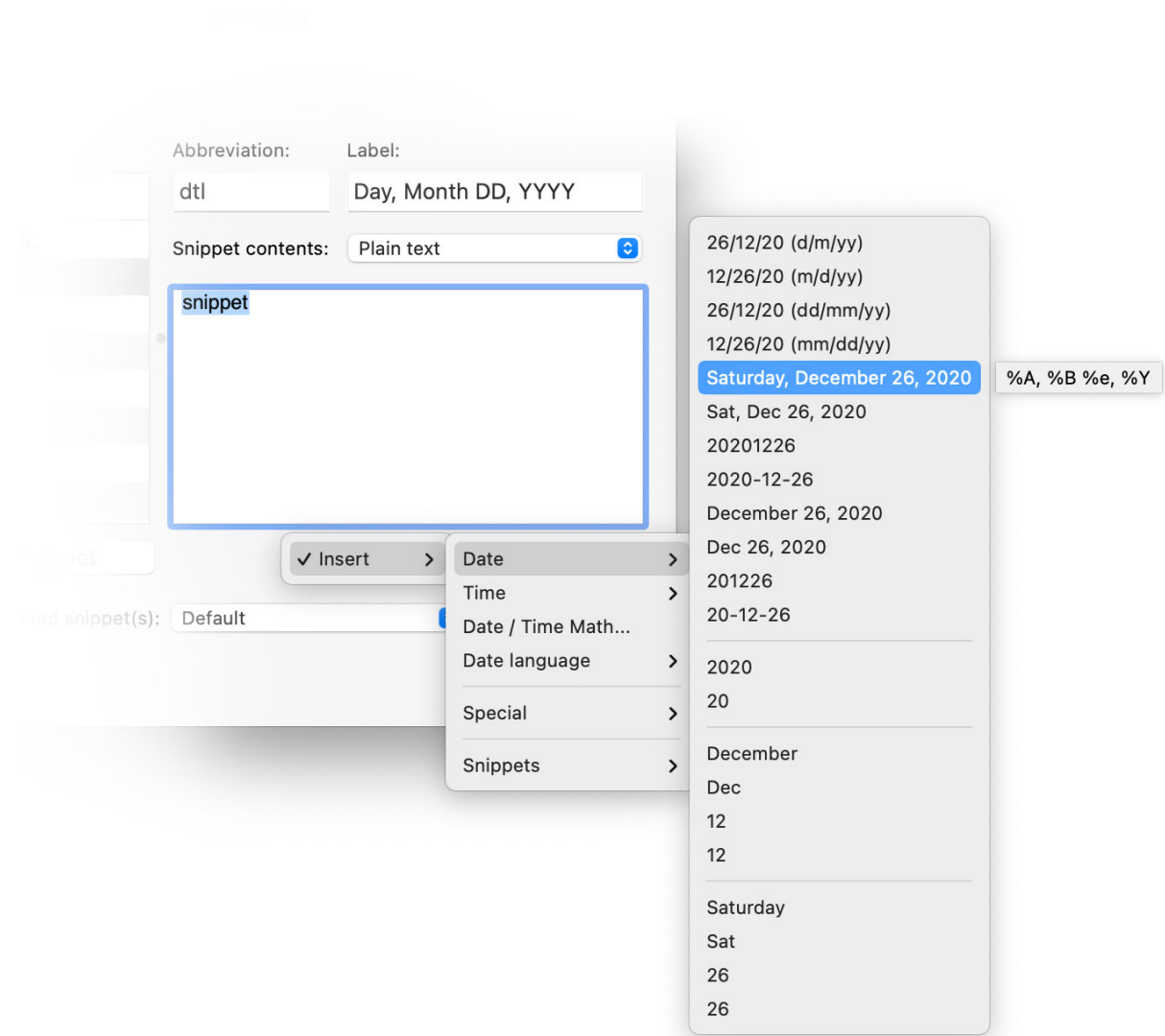
Snippet contents: Plain text

snippet

Click on the Insert menu, then roll over the Date submenu that pops up to reveal a list of options. You'll see there are a number of pre-cooked date format templates you can choose from. If you hover over them, each of these will reveal a tooltip showing the corresponding syntax* that produces it. This typically looks like a string of % symbols mixed with letters, numbers and punctuation. Clicking one of the options in the list will insert the required syntax into your snippet.

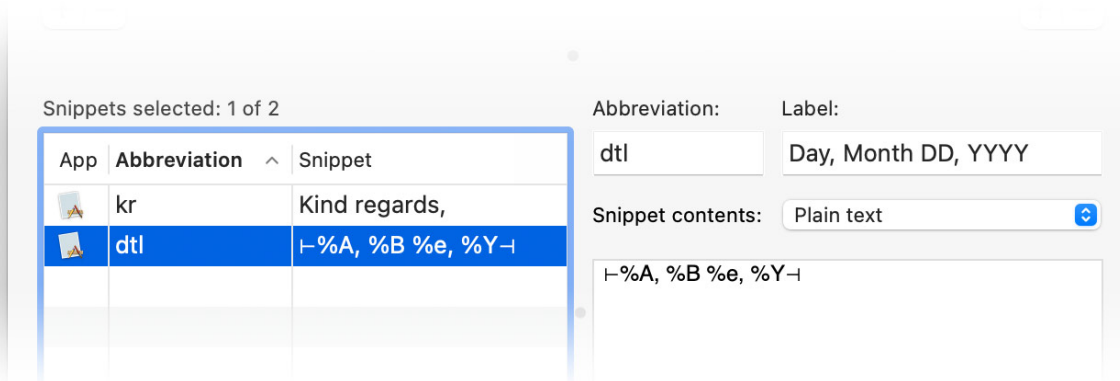
Later, when you grow more confident you may decide to use the Date and Time menus to roll your own custom snippets, mixing and matching the individual elements that are separated out in the lower three sections of the menu. You can get very granular and even choose whether to display a leading zero in the month and / or day. For now, though, let's stick to creating our basic Day, Month DD, YYYY snippet; it just so happens to match one of the provided off-the-shelf templates.

**It's actually a standard way to describe the elements making up date and time, called strftime. But as Leslie Nielsen's beloved airborne physician would say, that's not important right now.*

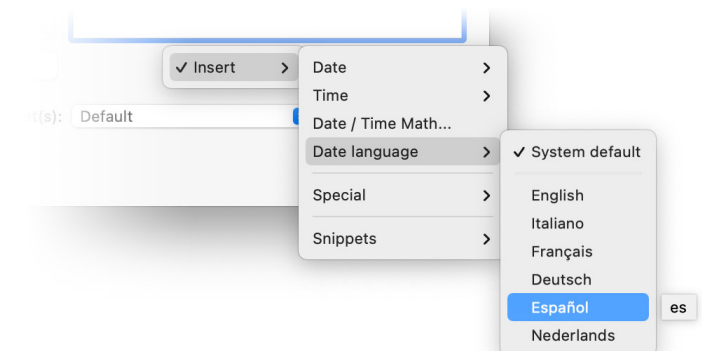


The long format current date we're creating for this example corresponds to the fifth option in the list of templates, so click on that one. Instead of the [snippet](#) placeholder, the main snippet editing pane should now contain the following: `⌈-%A, %B %e, %Y⌋` (as pictured below). You'll notice that the date syntax is placed within an opening `⌈` and a closing `⌋` container. This is so Typelt4Me knows where the date starts and ends, in case you later decide to add rich text formatting to it. Save the snippet - with a ⌘ S, or with the Save button, or by clicking anywhere in the list of snippets - and you're done! Try typing `dtl` in a text editor or Mail message and watch the date magically appear.

*Tip: if you want a date to expand in a different language from your system language setting, place your cursor anywhere in the snippet editing area, then select a language from the **Insert > Date language** menu and save. If you don't see the language you want in the list, open **System Preferences > Languages & Region** and add it to your preferred languages.*



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 `Monday, January 4, 2021` (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. First, in the main app window click on the + ("add") button underneath the list of snippets. A fresh **abb** / **snippet** entry will appear at the bottom of the list and the focus will move to the Abbreviation field. The **abb** placeholder text can now be typed over and replaced with a memorable text shortcut. How about **ctm** or something similar for now? You can always change it later.

Snippets selected: 1 of 3

App	Abbreviation	Snippet
	kr	Kind regards,
	dtl	!-%A, %B %e, %Y!
	abb	snippet

Abbreviation: **abb** Label: Enter a label (optional)

Snippet contents: Plain text

snippet

Type in the new abbreviation. For this example, **ctm** will stand for current time. We're going to make that expand to the current time in 24h format, e.g. **18:04**.

Once you've typed **ctm** in the Abbreviation field, press the → (tab) key to progress to the Label field. You can leave this blank if you like. For our example, though, we're going to give the snippet a label. This is just to make it clearer exactly what the snippet produces in case we forget later. Let's label it **Current time (24h clock)** as shown, to describe what the output will look like. If you'd prefer something different, that's fine; what's important is that it should make sense to you.

Snippets selected: 1 of 3

App	Abbreviation	Snippet
	kr	Kind regards,
	dtl	!-%A, %B %e, %Y!
	ctm	Current time (24hr clock)

Abbreviation: **ctm** Label: **Current time (24hr clock)**

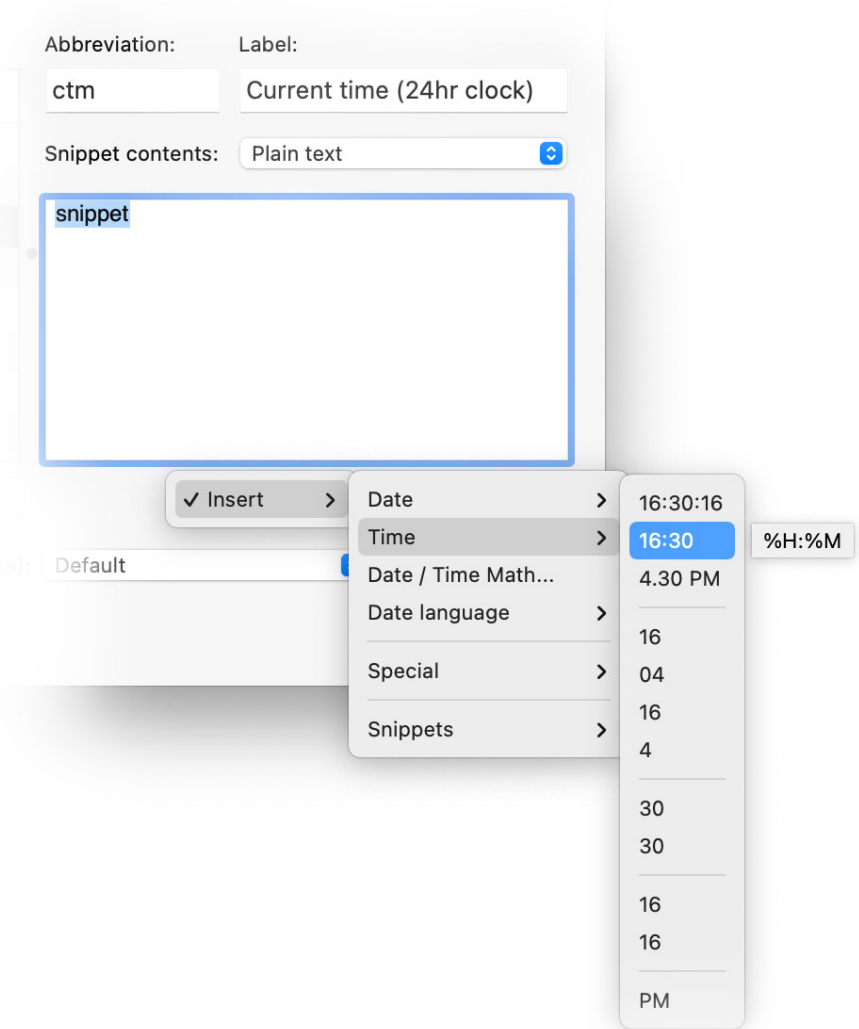
Snippet contents: Plain text

snippet

When you're ready, press the → key again to progress to the main snippet editing field. The `snippet` placeholder text will be selected, ready to be replaced with the content of our time snippet. Normally, you'd type or paste some ordinary text content over it, but here we're creating a snippet that will automatically produce the current time. We need to put in a kind of formula that Typelt4Me can interpret to produce the desired time stamp. That's where the Insert menu comes into play.

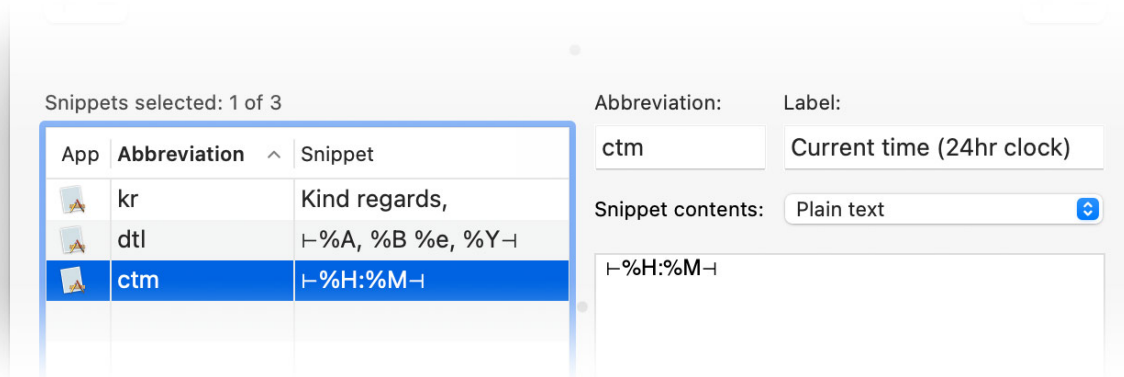
Click on the Insert menu, then roll over the Time submenu that pops up to reveal a list of options. You'll see there are some pre-cooked time format templates you can choose from. If you hover over them, each of these will reveal a tooltip showing the corresponding syntax* that produces it. This typically looks like a string of % symbols mixed with letters, numbers and punctuation. Clicking one of the options in the list will insert the required syntax into your snippet.

You can mix and match the individual hour, minute and second elements that are separated out in the lower four sections of the menu. Choose whether to output in 12 or 24h format, whether to display an AM/PM suffix and even whether to display a leading zero for the hour. For now, let's stick to creating our 24h time snippet; it just so happens to match one of the off-the-shelf templates.



**The syntax is actually a standard way to describe the elements making up date and time, called strftime. Consider reading up on it on Wikipedia if you ever have trouble sleeping.*

The 24h (XX:XX) timestamp we're creating for this example corresponds to the second option in the list of templates, so click on that one. Instead of the `snippet` placeholder, the main snippet editing pane should now contain the following: `!-%H:%M-` (as pictured below). Save the snippet - with a ⌘ S, or with the Save button, or by clicking anywhere in the list of snippets - and you're done! Try typing `ctm` in a text editor or Mail message and watch a timestamp magically appear.



That's pretty much all there is to it. Just rattle off a quick `ctm` (or other abbreviation of your choice) and Typelt4Me will take care of the rest, spitting out `16:48` (for example) in the blink of an eye.

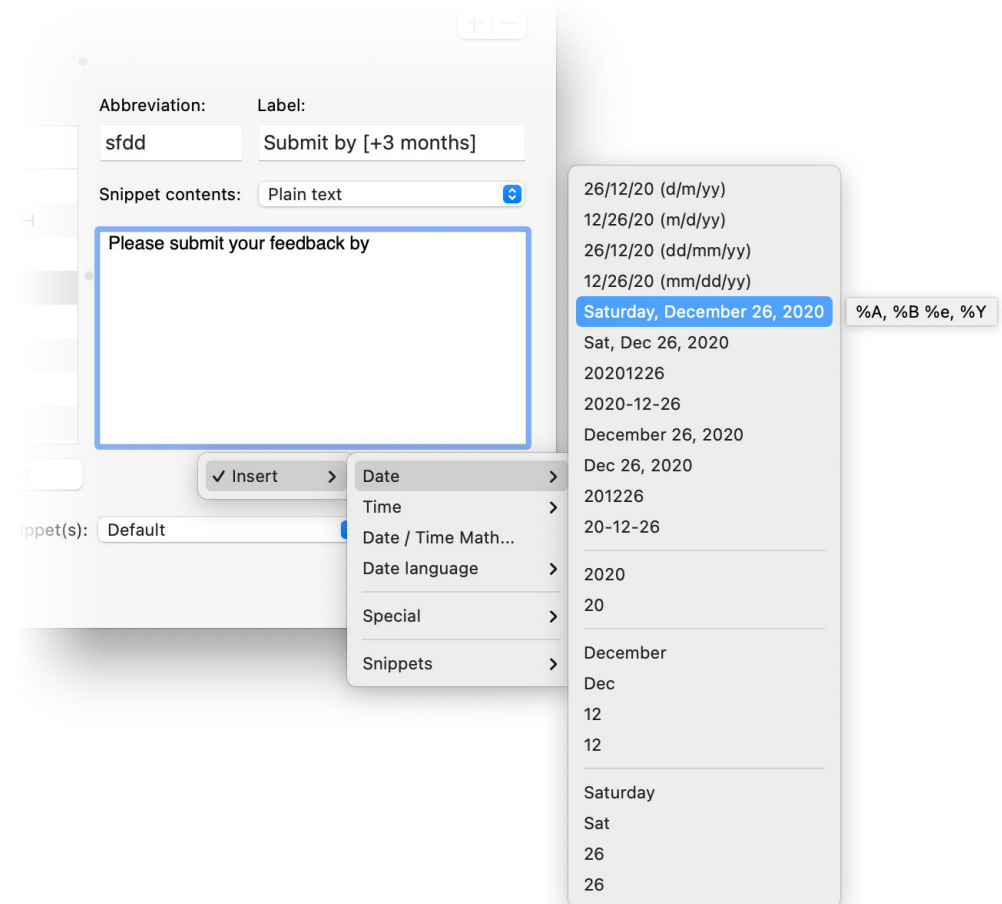
...What's that, you say? You want to be able to do more than just insert *today's* date and the current time? Aha. We thought you might. Read on to learn how to craft some more advanced date and time snippets that will automatically produce dates and times at specific points in the past or in the future.

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 a plain text abbreviation (`sfdd` perhaps) that will expand to the phrase [Please submit your feedback by](#) (include a space at the end).

All good so far? Great. We're halfway there already. Next, with the cursor still placed at the end of that phrase, click the Insert menu and pick a Date format. For this example, let's go with the second option from the top. It includes the named day and month in the output, so it will be all the more impressive when you later see Typelt4Me work its arithmetical magic and automatically type exactly the right day three months in the future without the need for you to calculate it in your head or consult a calendar.

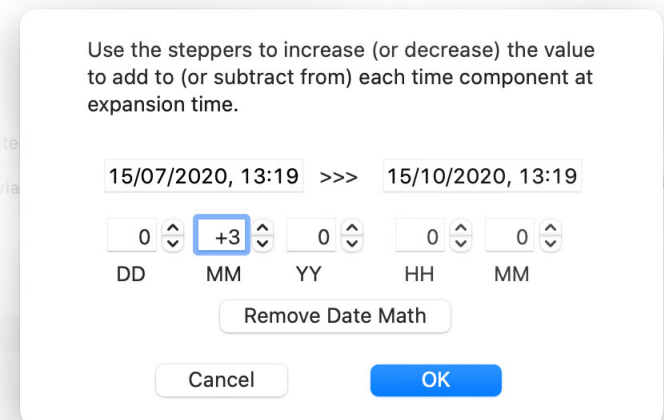
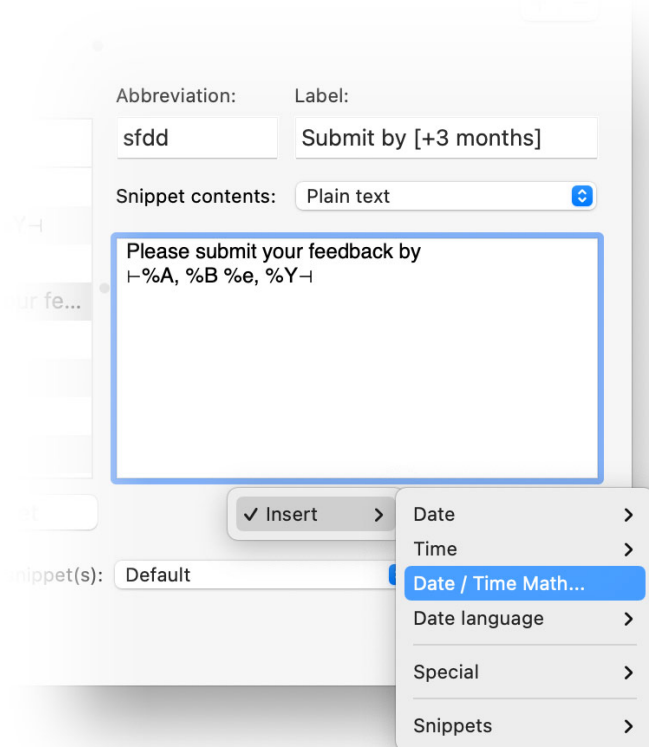


Your snippet should now look something like this: `Please submit your feedback by |-%A, %B %e, %Y|`

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. First, position the cursor anywhere inside the opening `|` and closing `|` containers. Then 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@ @7866000.000000!`

Snippets selected: 1 of 4

App	Abbreviation	Snippet
	kr	Kind regards,
	dtl	<code>!-%A, %B %e, %Y!</code>
	ctm	<code>!-%H:%M!</code>
	sfdd	Please submit your fe...

Abbreviation: Label:

Snippet contents:

Please submit your feedback by
`!-%A, %B %e, %Y@ @7776000.000000!`

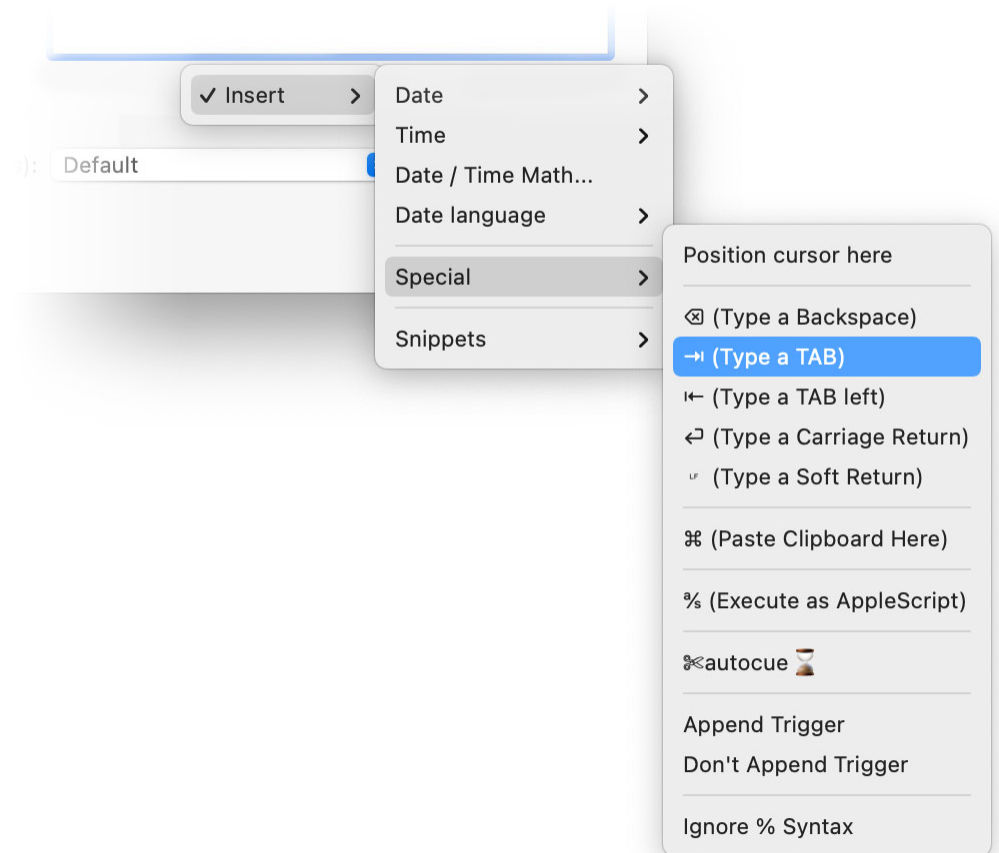
In this example, now every time you type the abbreviation `sfdd` Typelt4Me will expand it to `Please submit your feedback by [Day, Month Date, Year]`, dynamically calculating the last part upon expansion to produce a date exactly 3 months hence. So if today is Monday, July 15, 2019, typing `sfdd` will produce `Please submit your feedback by Tuesday, October 15, 2019.`

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

When defining your snippets you can use the Insert > Special menu (pictured) to embed certain special characters in expanded text. The following can be inserted:

- a special syntax (%l) to tell Typelt4Me where to position the cursor after expansion. For example: an <st abbreviation could be defined as %l and would expand to with the cursor placed between the HTML tags, ready for you to type the text to be marked up as bold in a web page you are editing.
- a special symbol (⌫) to represent a backspace (e.g. if you define g to type ⌫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. This can be very useful to "press" the Send, OK or Login button when filling in forms.

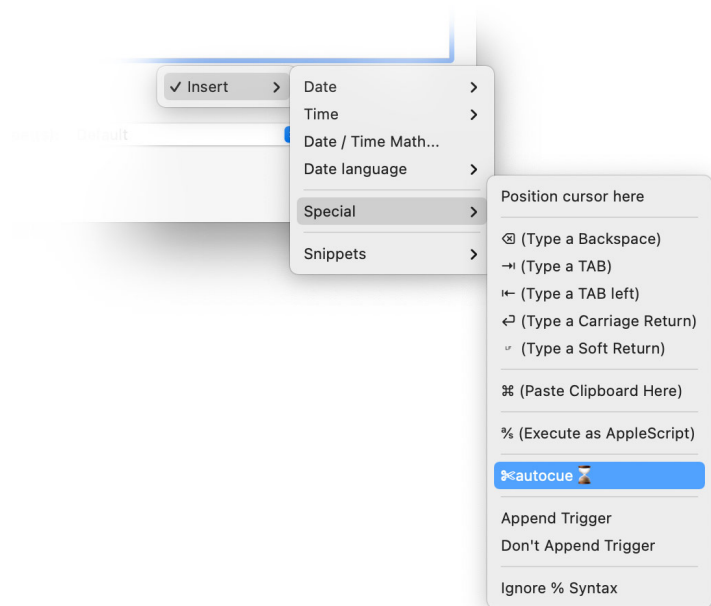




- a special symbol (§) to tell Typelt4Me to insert the current text content of the clipboard at that position (NB: if you ever need to have the § symbol actually appear in the expanded text, insert two of them next to each other when defining the snippet, like so: §§).
- a special symbol (%) which will 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 option on an snippet by snippet basis. For example, if you use a space as a trigger and you've set your general expansion preferences not to keep the space at the end once snippets have been expanded, you can make an exception for an individual snippet by inserting %+ at the end when you define that snippet.
- 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. For example, if you use a space as a trigger and have stuck with the default Typelt4Me behaviour of keeping the space at the end once snippets have been expanded, you can make an exception for an individual snippet by inserting %- at the end when you define that snippet. Doing so will discard the space once you've expanded that particular snippet.
- a special syntax (§⌂autocue ⌚) to tell Typelt4Me to display the text between the scissors and hourglass as a cue, then wait until you press → to continue. Autocue is explained in the next section.

- a special syntax (%) to tell Typelt4Me to ignore percentage symbols and expand the content of the snippet exactly as is. This can be useful if your snippet contains a line of programming code that contains percentage symbols that might otherwise be erroneously parsed as date syntax.

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 when defining a snippet, position the cursor in the snippet content editing pane where you want it to start, then use the Insert > Special menu to insert an autocue. It will initially appear like this:  autocue . Replace the “autocue” placeholder text that appears in between the scissors and hourglass with whatever word(s) you would like the temporary prompt to display when you later trigger it.

NB: once you've triggered an autocue snippet and typed over the prompt you must press → (the tab key) to complete the expansion. To exit autocue without completing the expansion, press the escape key; this will abort the expansion and allow you to carry on typing.

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 of 1

App	Abbreviation	Snippet
	pdet	Patient details:

Abbreviation:

Label:

Snippet contents:

Patient details:

Name: %<name 🕒

Date of Birth: %<dd 🕒/%<mm 🕒%<yyyy 🕒

Height: %<height (cm) 🕒 cm

Weight:%<weight (kg) 🕒 kg

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 the → (tab) key 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:

Name: Jon Appleseed

Date of Birth: 22/ 11/ 1984

Height: 6'1"

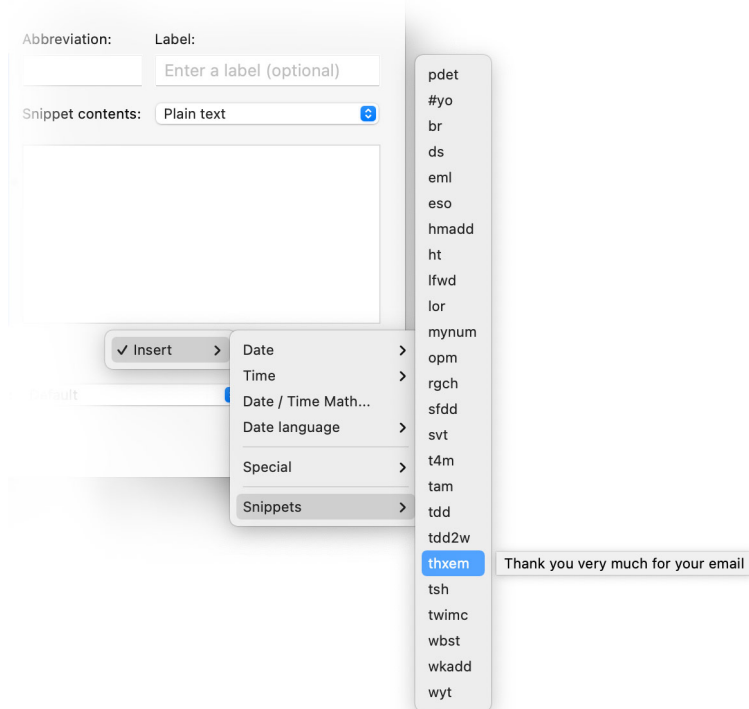
Weight: weight

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.

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:

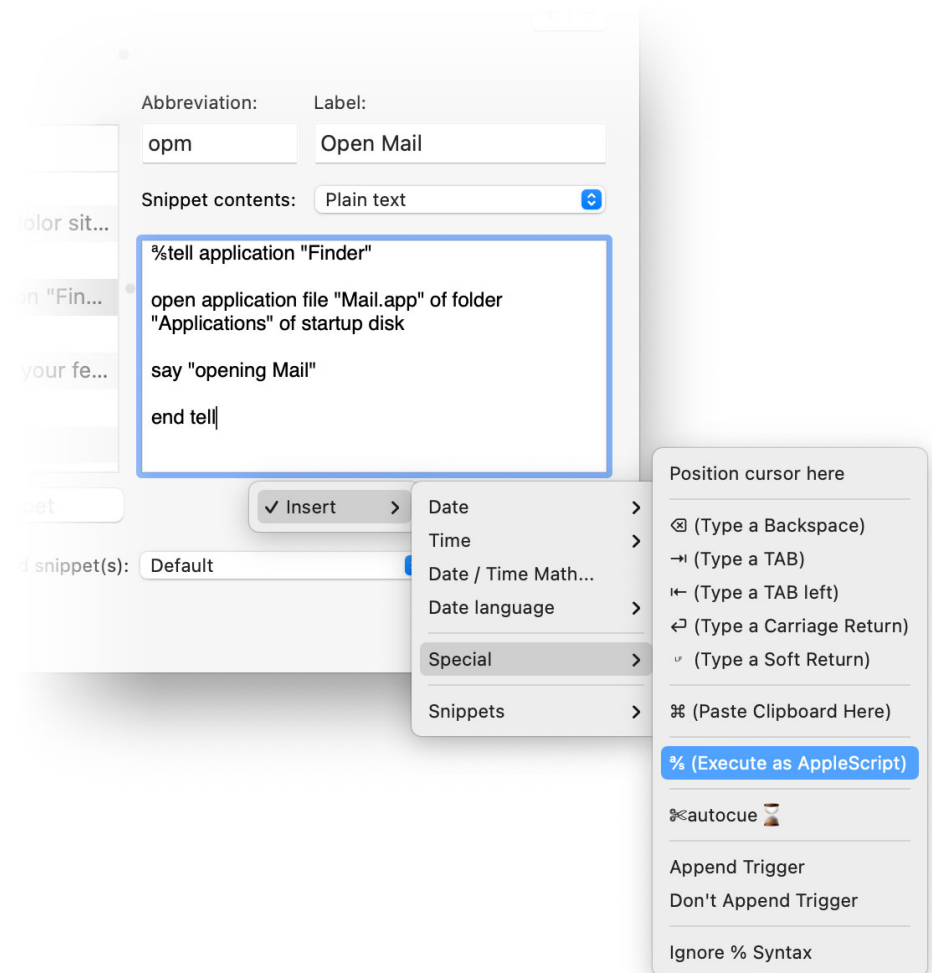
👍thxem👍

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 % 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 **opm** should open the Mail app and have the built-in macOS system voice say "opening Mail":



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

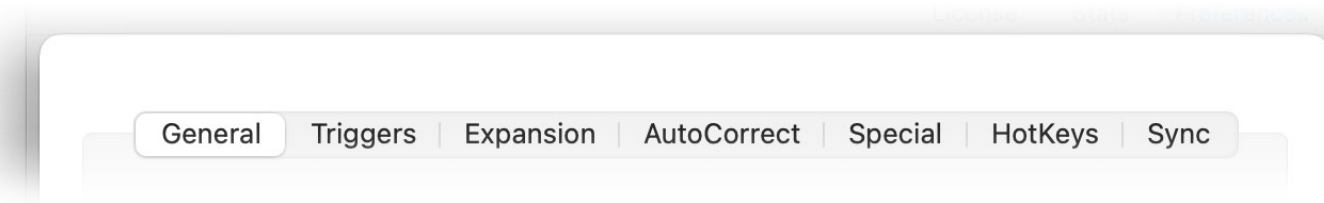
Additionally, in macOS Mojave (10.14) and newer systems, the first time you trigger a Typelt4Me AppleScript snippet you'll be presented with a system dialog asking you to grant permission to execute it. If you don't click OK your Typelt4Me AppleScript snippets won't work until you manually grant Typelt4Me the permissions it requires. You can do this in System Preferences > Security & Privacy > Privacy > Automation.

2.15 - Preferences

Many of Typelt4Me's features can be customised to suit your own personal requirements. You can tinker with them to your heart's content via the Preferences section. Don't want spaces to trigger expansion? Looking to disable Typelt4Me completely in certain apps? Perhaps you'd like to tweak spellchecking or have a sound play when abbreviations expand. It's possible to do all that and a whole lot more. The Preferences section is where you'll set everything up just the way you like it.

The app's preferences are organised under these seven tabs:

General - Triggers - Expansion - AutoCorrect - Special - HotKeys - Sync



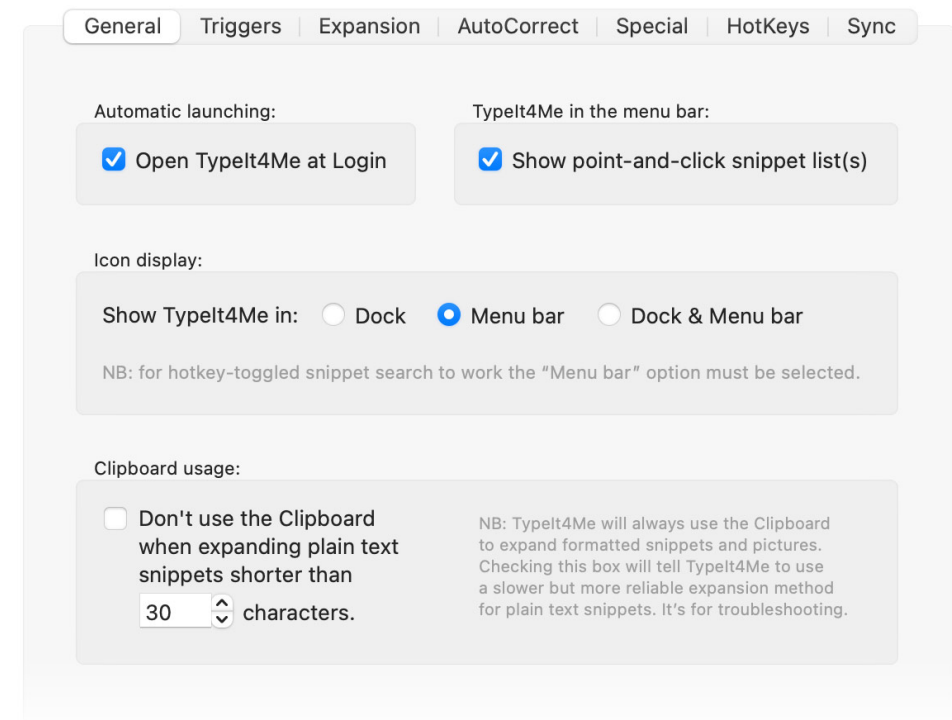
Over the next few pages, we'll explore the various options available to you. If some of this sounds a little jargon-y, don't worry too much about trying to understand and retain what everything does. As long as you get the gist of the kind of things Typelt4Me can do, you can always refer back to this section later and experiment when there's something specific you're trying to achieve. Chances are, you'll leave most of the default settings unchanged.

2.15.1 General

The first Preferences tab - “General” - groups together an array of high level options.

Here you can specify whether or not Typelt4Me should:

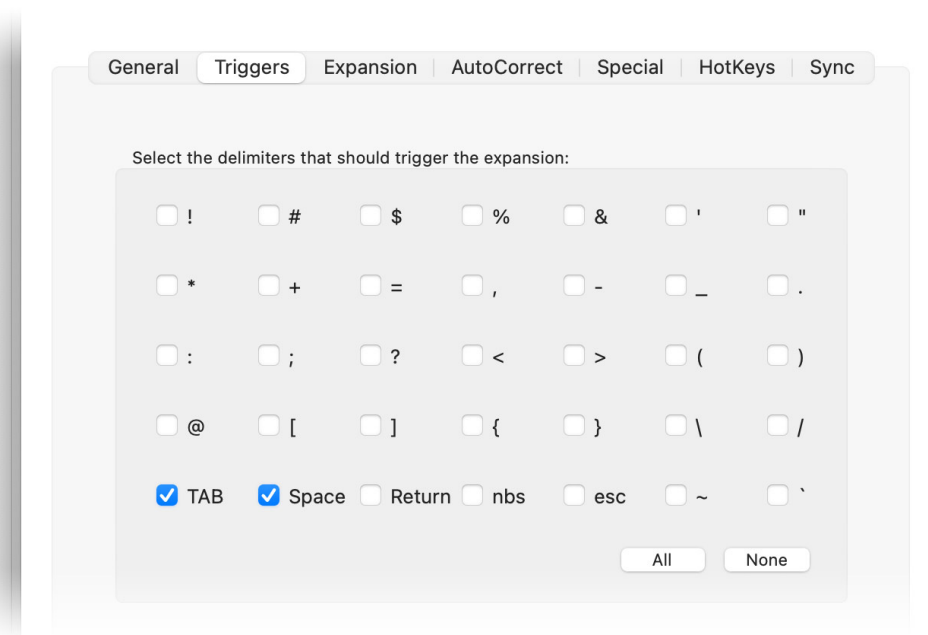
- automatically open every time you log in to your Mac (we recommend leaving this option enabled).
- display your snippets in the menu bar so you can browse through them and retain the option to insert snippets by point-and-click in addition to expanding typed abbreviations.
- display the app icon in the dock, in the menu bar or in both. (NB: the floating search window feature outlined in section 2.13.4 is only available when Typelt4Me is set to appear in just the menu bar. Make sure the middle radio button is selected if you plan to use search).
- Use a different expansion method for shorter plain text snippets. By default, Typelt4Me works by copying and pasting your snippets to and from the Clipboard on the fly. If you’re working in an environment that inhibits or interferes with pasted input and this appears to be causing problems with Typelt4Me, tick the “Don’t use the Clipboard...” option here. It will bypass the clipboard and expand snippets another way*.



**Note: this method only works for plain text snippets and because it's slower, it's limited to snippets up to a maximum of 30-characters in length. You can reduce the maximum if you find it too slow.*

2.15.2 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.

Expansion without typing a trigger:

If you select None, abbreviations will expand immediately as soon as they are typed, without the need to type a trigger. 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, every time.

Note: you can set triggers to be included at the end of expanded snippet content ("appended") or discarded. There is a global setting for this (see the next section) but it can be overridden in individual snippets (see p.71).

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 twelve checkbox options from which to choose. We'll give you a rundown of what each one does.

Disable keyboard expansion

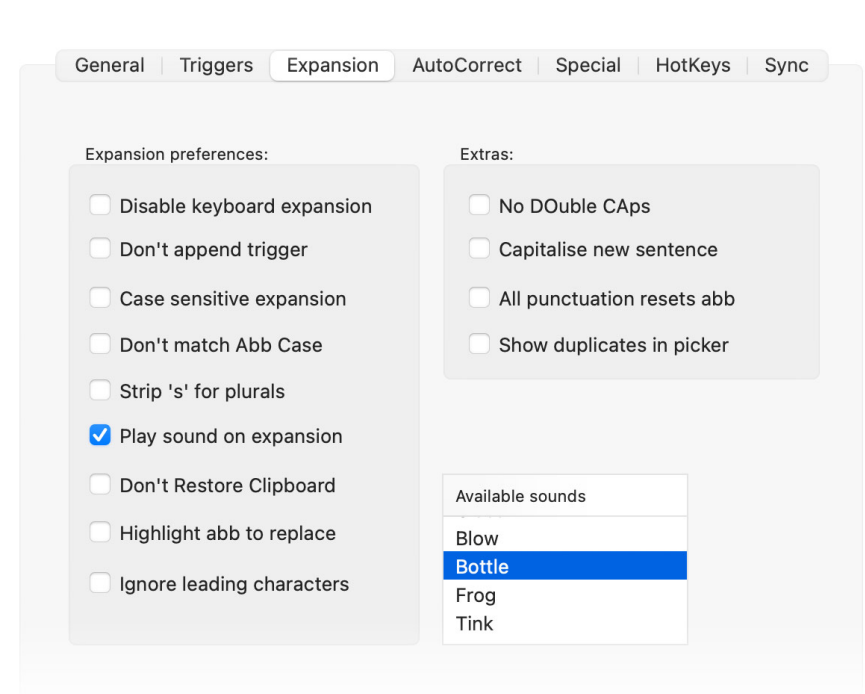
This is fairly self-explanatory. If you check this box, Typelt4Me will no longer expand your abbreviations automatically as you type. You'll only be able to expand abbreviations using the point-and-click menu list.

Don't append trigger

You should check this if you don't want the character that triggers expansion (e.g. a space) 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.

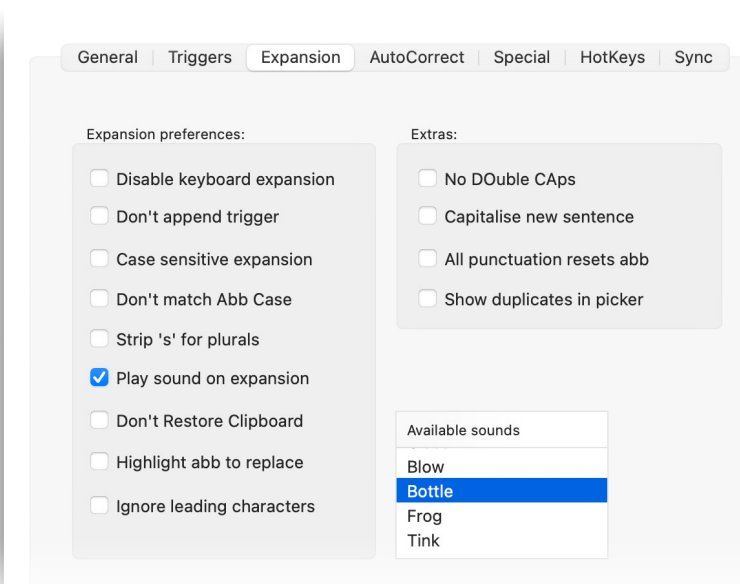
Strip 's' for plurals

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

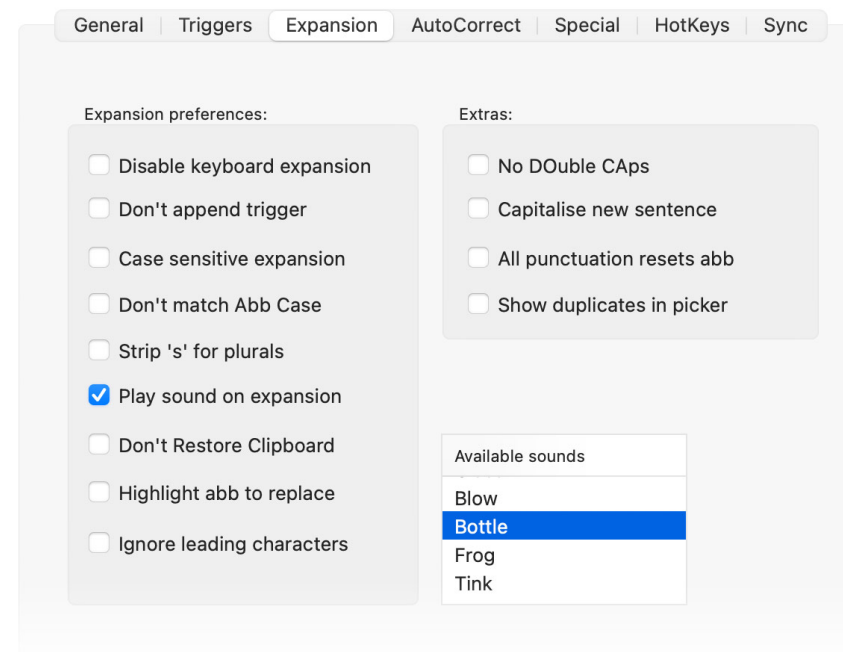
Very rarely, you may run into an issue which causes Typelt4Me to misbehave and consistently produce the contents of the clipboard instead of the snippet corresponding to the abbreviation you typed. It can happen on older, slower Macs or when many apps are open, causing event handling to slow down. Selecting 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 (⌘ Z) an expansion you'd prefer to see the abbreviation you typed come back, highlighted and ready to be replaced with something else.

Ignore leading characters

When this is selected Typelt4Me will expand your snippet even if its triggering abbreviation is immediately preceded by non-whitespace characters. This feature was requested for a very specific use case; you probably won't need it.



No DObble CAPs

This feature prevents 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.

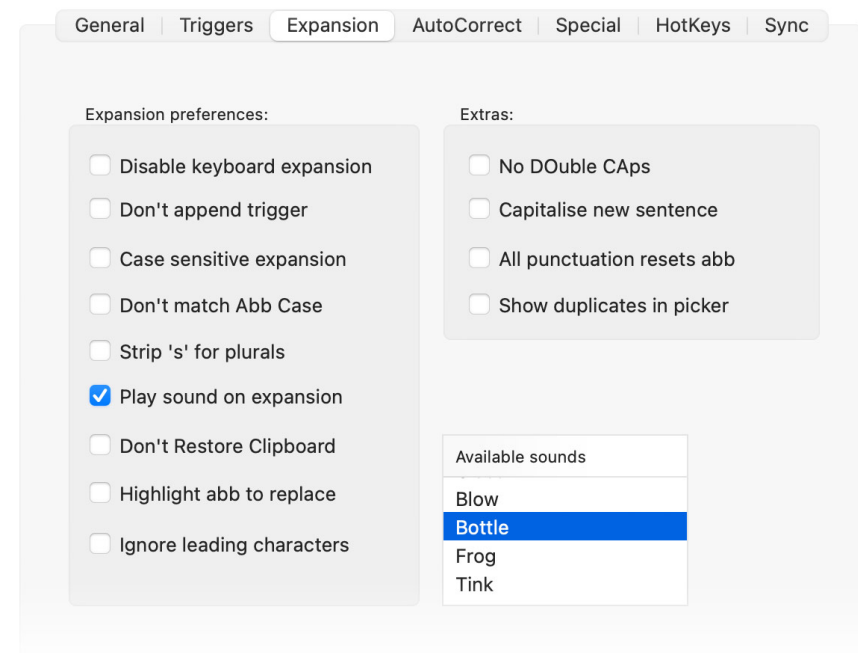
Turning this on will automatically turn the first letter you type after pressing return to uppercase. Ditto for letters typed after a . ! or ? but only when they are followed by a space. Note: when typing the first letter in a new document, it will not be capitalized because Typelt4Me can only do so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

All Punctuation Resets Abb

Enable this option if you want Typelt4Me to expand abbreviations even when they are typed immediately after a punctuation mark.

Show duplicates in picker

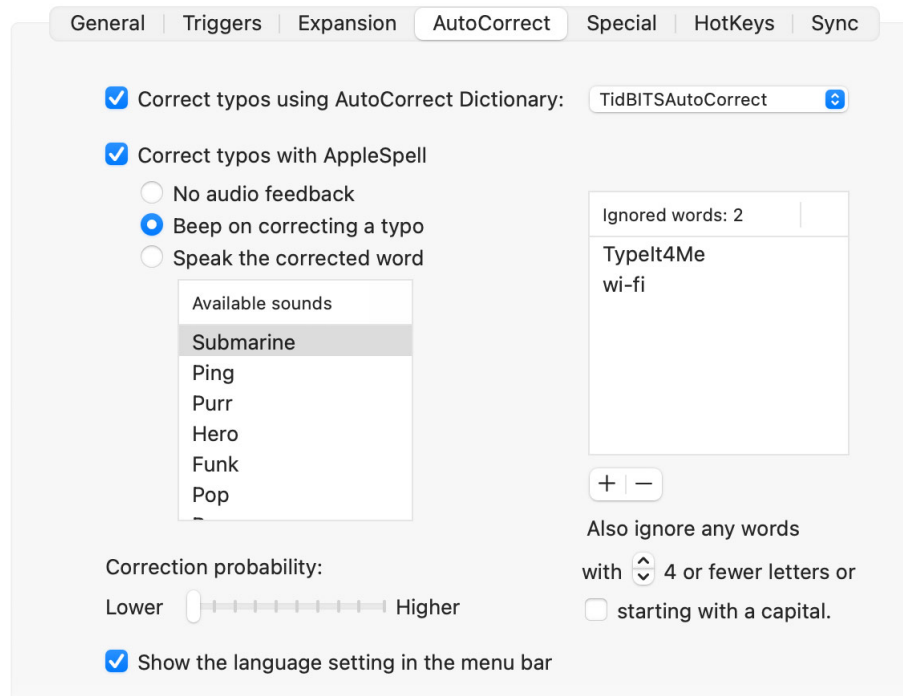
With this enabled, if multiple instances of the same abbreviation exist in active sets - perhaps with different snippet content defined for each - typing the abbreviation will bring up a popup window from which you can pick which snippet you want to expand.



Important note: some of the “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 macOS 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 macOS 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: 2

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.

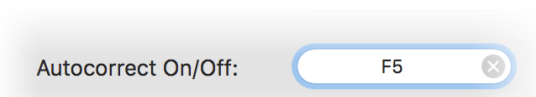
...You may not want to keep opening up Typelt4Me's AutoCorrect preferences every time you need to add a word to ignore. Should that be the case, you can define a HotKey to use as a shortcut. The next time Typelt4Me AutoCorrects a word that should have been left alone, press ⌘ Z (undo) and while the word 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.

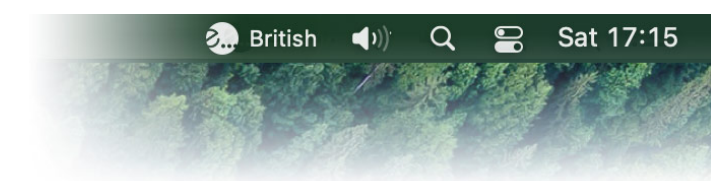
Note that AutoCorrect is probably not suited to everyone. It very much depends on the speed and style of typing of each individual. If you find it doesn't suit your needs, even after tweaking all the settings, just turn it off. Also note that for AutoCorrect to work, you must select at least one trigger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

AutoCorrect in multiple languages

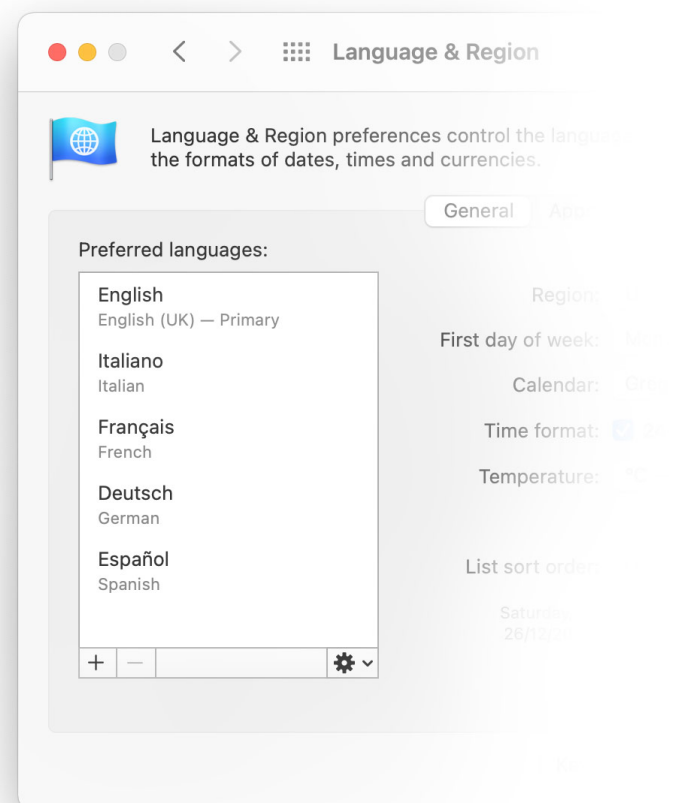
If you assign a hot key for toggling AutoCorrect on and off and have also enabled more than one language in Language & Region System Preferences, Typelt4Me will cycle through the top three languages in the list when you press the hot key.



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. If you tick the “Show language settings in the menu bar” box in your AutoCorrect preferences, your current language setting will be displayed next to the Typelt4Me icon, like so:

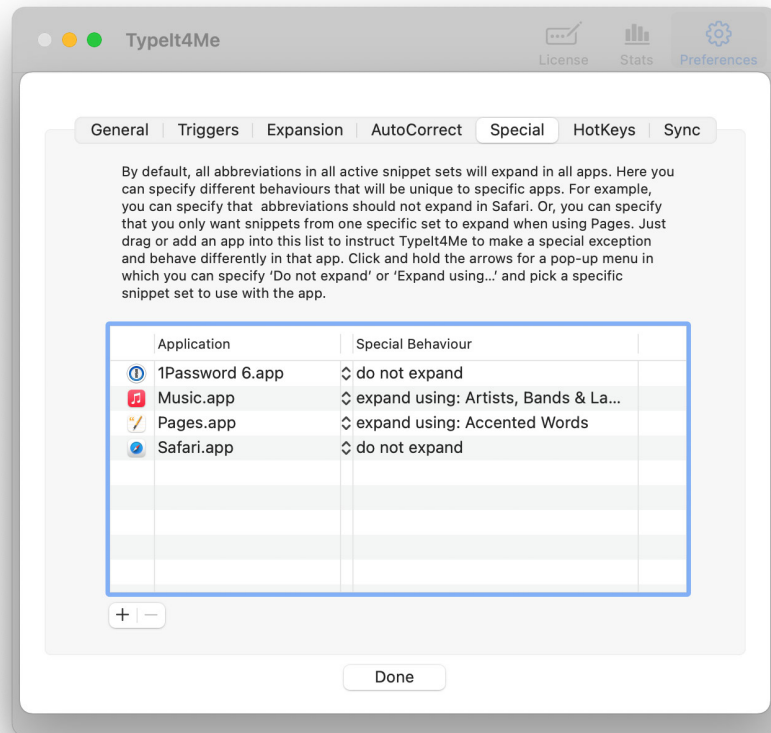


Note that when you make changes to the Preferred Languages list in System Preferences, you will need to relaunch Typelt4Me for the changes to take effect. The languages AppleSpell can check are: English, French, Italian, Spanish, German, Dutch, Swedish and Portuguese.



2.15.5 Special

The Special preference tab is where you can assign special behaviours to Typelt4Me for when you're typing in specific apps. For each app listed (added by drag and drop or using the + button), you can either assign a specific snippet set to use exclusively or you can tell Typelt4Me not to expand at all while you're typing in that app. To remove an app, 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".

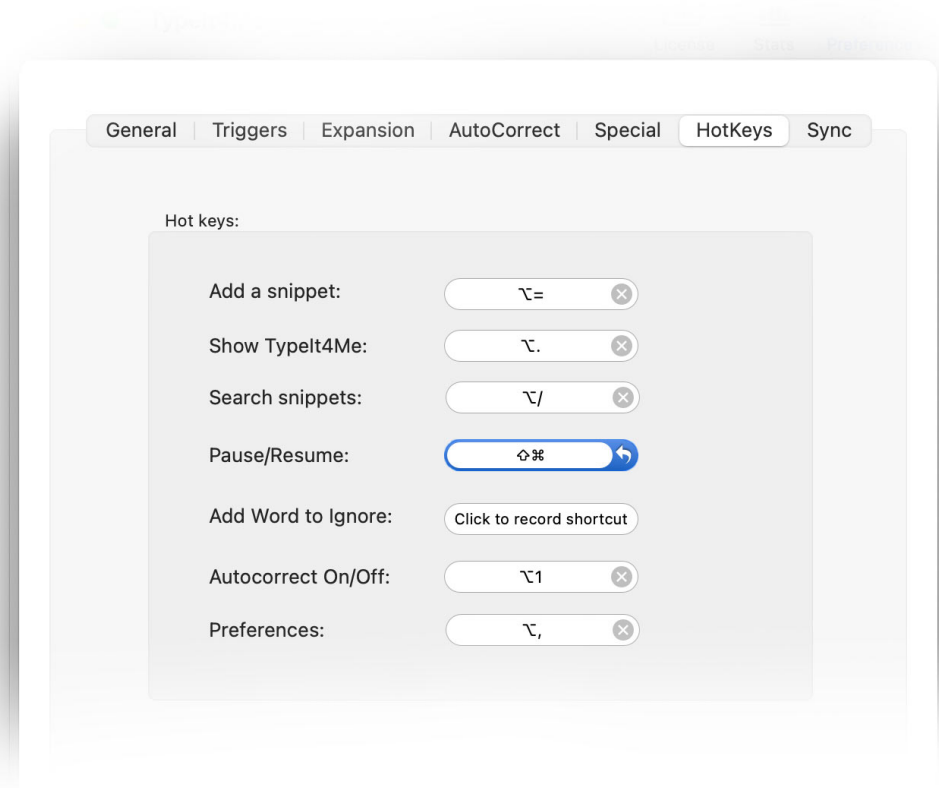
Associate a snippet set with a particular app

You can tell Typelt4Me to expand abbreviations only from one specific snippet set when you're typing in a particular app - i.e. not necessarily the currently active set(s). To do this, add the app to the list using the + button, then either drag the snippet set file you wish to associate with the app onto the Special Behaviour column next to the application's name, or click the arrows in the middle column then select "expand using..." and locate the file.

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
- Manage snippets
- Search snippets
(Note that you can only set a shortcut here if you have set Typelt4Me to display its icon *only* in the menu bar. If you’ve set the app to show in your dock, search will be disabled.)
- 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

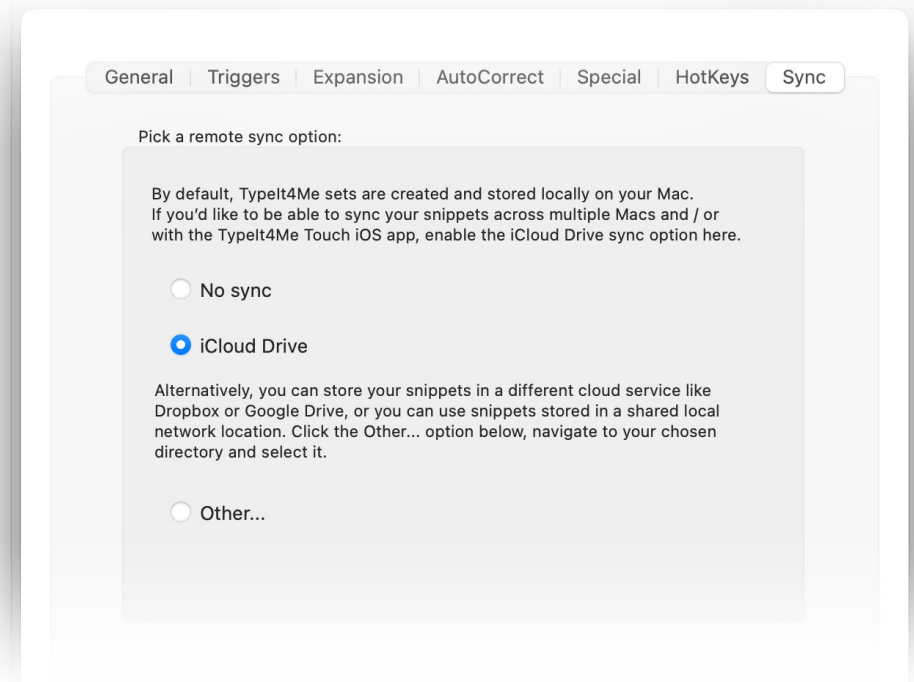


2.15.7 Sync

The seventh preference tab is where you'll find options for sharing and syncing your Typelt4Me snippets across multiple Macs and devices, either via the cloud or via a shared local network folder. If you're using a cloud syncing service on your Mac, you can point Typelt4Me to its local folder here to activate the shared / synced 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** (To only use snippets in local “Sets on this Mac.”)
- **iCloud Drive**
(Select this if you want to be able to drag snippet sets to iCloud Drive so they'll sync with the Typelt4Me Touch iOS app. They'll also sync with other Macs on which you use Typelt4Me.)
- **Other...**
(Select this to specify a shared local network folder or to point Typelt4Me to your Dropbox / Google Drive / other cloud-linked folder.)

When you select the “Other...” option a window will open in which you can navigate to your preferred folder. After you select one and click Done, any snippet sets you now add to “Sets in your shared / sync folder” will be saved in there, inside a folder named “Typelt4Me”. *NB: If a colleague or team member has already set up a shared folder on your local network that contains Typelt4Me snippets you want to use, select the “Other...” sync option then navigate to and open the ***parent directory*** that contains the existing folder named “Typelt4Me.”*



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.Typelt4MeMenu.plist](#) file and move it to the trash.
(This file is located in the Preferences folder in your user library. In macOS 10.7 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 / option 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 & Support

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 wherever we can. If you need to get in touch, use the contact form on our website, providing as much detail about your software setup as possible (including app / system version numbers) and describe the problem as clearly as you can. Before you do, though, we recommend that you consult this troubleshooting section; 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

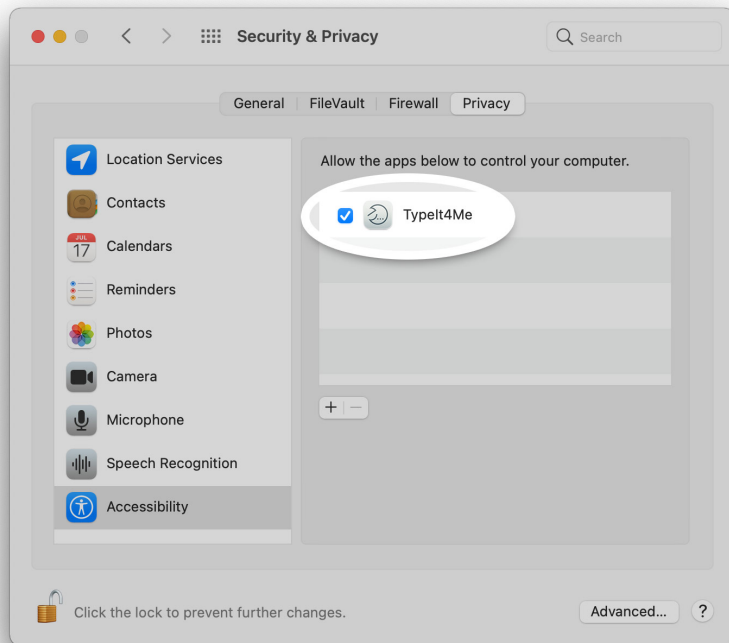
3.1.1 Typelt4Me is not available after you restart or login

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 > General, then tick the checkbox in the top left corner that says "Open Typelt4Me at Login". With that option selected, you won't need to launch Typelt4Me manually again.

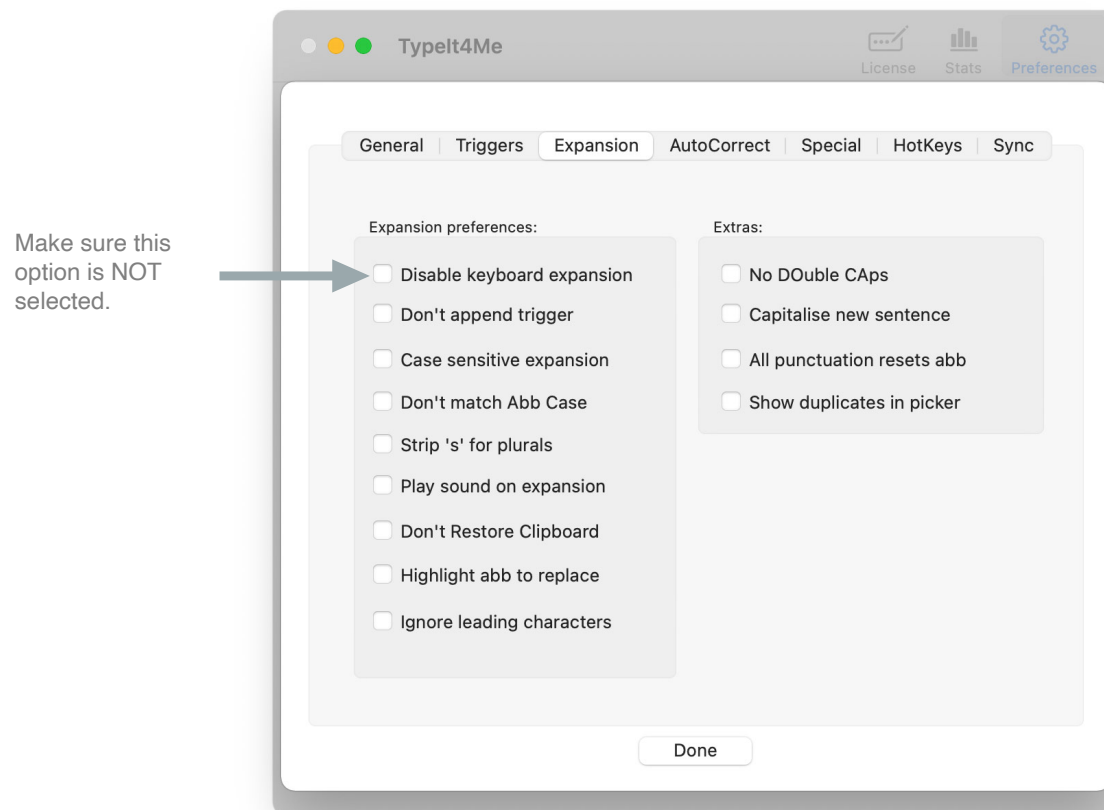
3.1.2 Typelt4Me is running but it's not expanding typed abbreviations

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 > Privacy [tab] > Accessibility**. Click the padlock and enter your password to allow changes, then *remove* Typelt4Me from the list of apps that can control your computer. Next, re-add Typelt4Me by dragging the app back into the list from your Applications folder.



2. Quit any other apps that are running. One or more of them may have enabled Secure Event Input, which blocks Typelt4Me from seeing what you type and thereby prevents expansion (see pages 41-43 for more about this).
3. Restart your Mac. This almost always does the trick.
4. 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.



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

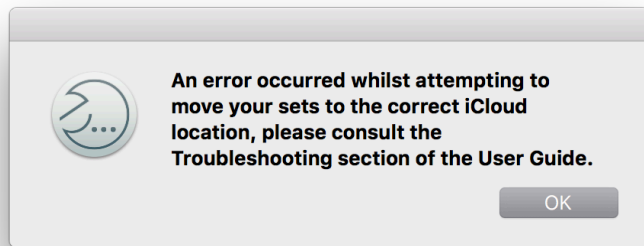
If you're not seeing the Typelt4Me icon in your menubar, don't panic. There are three possible causes, each with a very simple explanation and fix:

- 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 menu bar icon should not be visible. Click on Typelt4Me in your dock, then use the Typelt4Me menu at the top left corner of your screen to open its Preferences. In the icon display section make sure Typelt4Me is set to show either in 'Menu bar' or in 'Dock & Menu bar' (i.e. click the second or third radio button).
- The third possibility is that - though it's still running - Typelt4Me's icon is being covered by menu items because the menubar has become crowded and there are a lot of other icons 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 app that's currently 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. In macOS Sierra and newer systems, you can hold down the cmd key and then drag your menu bar icons to rearrange them. You could also go into 'System Preferences' > 'Dock & Menu Bar' and remove any items that you don't need, in order to free up space.

3.1.4 “An error occurred” moving sets to the correct iCloud location

If you’ve been using sets stored in iCloud Drive, the first time you launch Typelt4Me 6.x after updating from version 5.5.x it will automatically move your sets to a new, hidden iCloud folder. This is because the newest version of Typelt4Me now makes use of a different iCloud incarnation that can sync with Typelt4Me Touch for iOS. This migration ought to be seamless in most cases, but it’s possible something may prevent Typelt4Me from handling it for you. If this happens, you’ll see the following popup message:



When you see this message, it most likely means there is already a set with the same name in the new, hidden iCloud folder (possibly created by one of your other Macs, or by Typelt4Me Touch on one of your iOS devices). Don’t worry, the file is not lost, it just got stuck in a temporary folder en route to its intended destination. You’ll find it in your user directory, in a folder named “temp.” All you need to do is:

1. Rename the file in Finder, giving it a unique name (even just appending a number will do).
2. Double click it. It will be moved to “Sets on this Mac” in Typelt4Me.
3. In Typelt4Me, drag the renamed set from “Sets on this Mac” to “Sets in iCloud Drive.”

3.1.5 “The licence code does not match the user name.”

Occasionally, customers report problems when attempting to register Typelt4Me with their purchased licence codes. If during registration you get an error message that says “the licence code does not match the user name” but as far as you can tell you entered your details correctly, the first thing to try is to **restart your Mac and try again**. A restart of the machine will usually resolve the issue. If the problem persists even after a restart, however, it will likely be for one of three possible reasons:

1. There’s a typo somewhere. Both the user name and the licence code you enter must match exactly the ones you were emailed. Both fields are case sensitive and any extra blank spaces included by accident can cause an error. Rather than typing them in manually, copy and paste the user name and licence code carefully, exactly as they were emailed to you.
2. You may be attempting to register an older software version with a licence code issued for a newer version, or vice versa. Check the email you received that contains your user name and licence code. This will tell you the software version for which your licence is valid. You may need to click on “check for updates” in the Typelt4Me menu and follow the prompts to update if it tells you a newer version is available. Or, it could be that you need to purchase an upgrade licence to continue using the latest version. If you don’t want to pay for an upgrade, that’s OK, you can revert to using an older version for which your licence code remains valid. [Older Typelt4Me versions remain available to download at our website.](#)
3. If what you’ve entered in the licence code field begins with the letters ETT then you’ve mistakenly entered the transaction reference number from your purchase invoice. Your licence code will be a long string of letters and numbers that looks something like this:
914e608a40142d5b1mcb960ecf51675

3.2 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 pecking away at your keyboard. If there's anything in this documentation that you find unclear or if you'd like to give us feedback on the app and suggest improvements, please do use the contact form on our website to get in touch and let us know. We're also standing by to help if you've lost your licence code or if you've run into problems that don't appear to have been covered here. When contacting us, please provide as much detail as possible, including the version number of the software you're using and the macOS version your Mac is running.

We read every support email we receive and we'll do our best to get back to you within 24 hours, if not sooner. Please bear in mind, though, that we are a very small team based in the United Kingdom. If you're in a different time zone that's several hours behind or ahead of London, it may not be possible for us to reply immediately. Likewise, if you happen to contact us during an exceptionally busy period it may sometimes take a little longer for us to address your issue. It's always a good idea to first check the troubleshooting section of this guide 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.

Frequently Asked Questions

There's a searchable online Typelt4Me FAQ available at www.ettoresoftware.store

4. Glossary

If you're familiar with Macs and macOS 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 expander

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. A text expander is an app 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. It’s called an abbreviation because it’s usually shorter than the content it represents, but this does not always have to be the case. A [jyn](#) abbreviation could “expand” to a Japanese yen currency symbol, for example, to save you having to remember the standard key combo that usually produces it on a non-Japanese keyboard.

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”. By default, local “Sets on this Mac” are stored in folder in Typelt4Me’s Application Support folder within your User Library, but you can also opt to store them in iCloud or in a shared network folder, for example.

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 that will expand your typed abbreviations when pressed.

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.