TypeIt4Me User Guide

Version 5.0.2 - May 2010

http://faq.typeit4me.com

support@ettoresoftware.com

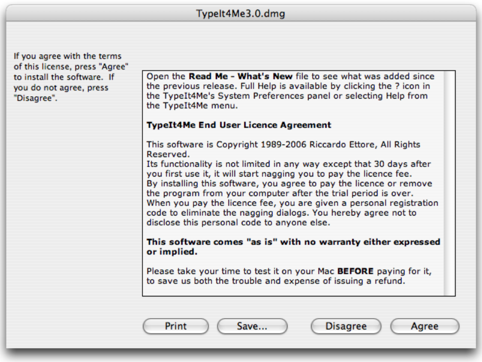
Table of contents

QuickStart

Installing the software

TypeIt4Me is distributed as a disk image (.dmg) containing both the TypeIt4Me application and a shortcut to your Applications folder.

Once downloaded to your Mac, double-click the TypeIt4Me.dmg icon and you should see a window similar to this one:



If you agree with the terms of this license, press "Agree" to install the software. If you do not agree, press "Disagree".

Open the **Read Me - What's New** file to see what was added since the previous release. Full Help is available by clicking the ? icon in the TypeIt4Me's System Preferences panel or selecting Help from the TypeIt4Me menu.

TypeIt4Me End User Licence Agreement

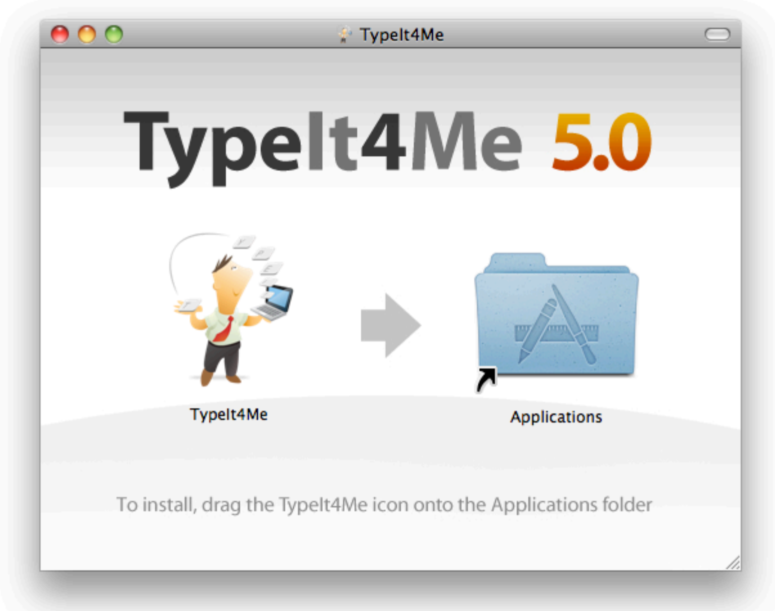
This software is Copyright 1989-2006 Riccardo Ettore, All Rights Reserved.
Its functionality is not limited in any way except that 30 days after you first use it, it will start nagging you to pay the licence fee.
By installing this software, you agree to pay the licence or remove the program from your computer after the trial period is over.
When you pay the licence fee, you are given a personal registration code to eliminate the nagging dialogs. You hereby agree not to disclose this personal code to anyone else.

This software comes "as is" with no warranty either expressed or implied.

Please take your time to test it on your Mac **BEFORE** paying for it, to save us both the trouble and expense of issuing a refund.

Read the licence agreement, then click Agree to proceed.

The following window will appear (version & date may vary):

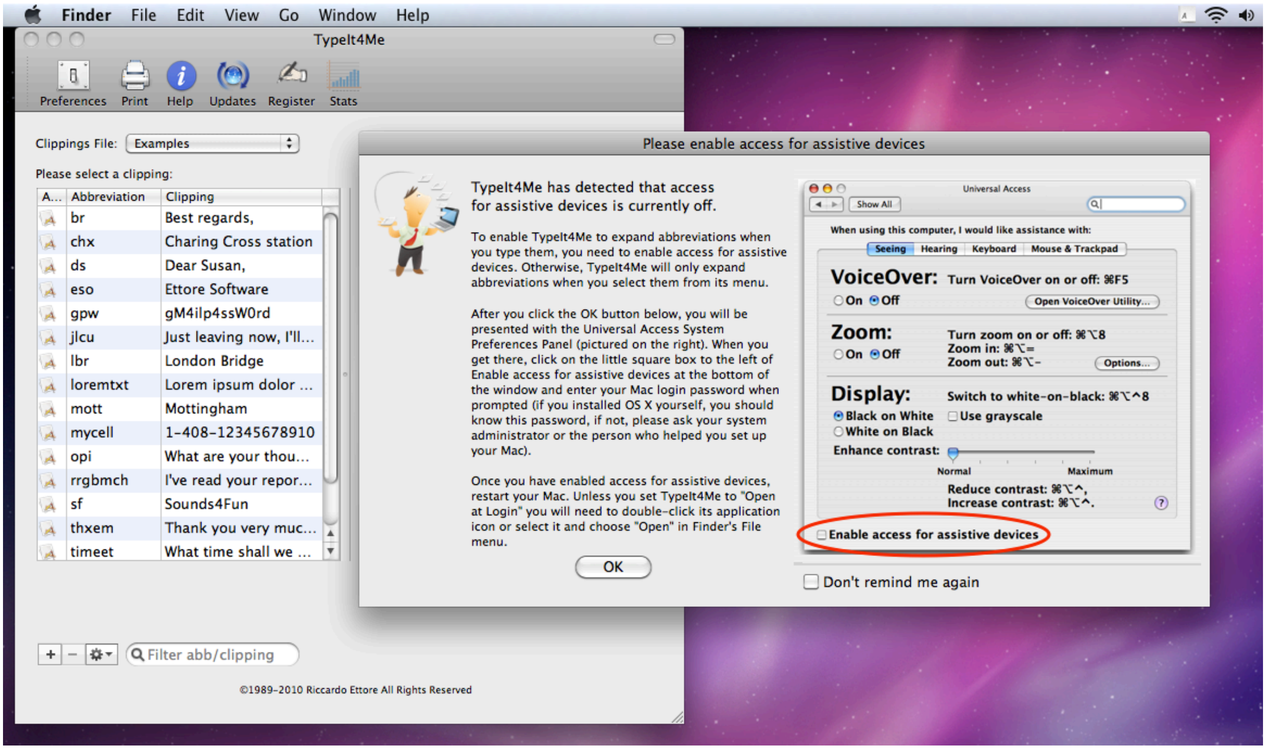


To install, drag the TypeIt4Me icon onto the Applications folder

To install TypeIt4Me, simply drag the TypeIt4Me application icon (the juggler) to your Applications folder, represented on the disk image by a shortcut.

IMPORTANT: If you have an older version of TypeIt4Me (4.x, 3.x or 2.x) still running, you need to disable it to avoid having double expansion.

If this is the first time you are opening TypeIt4Me and if you never enabled access for assistive devices, you should get the following two windows:


Finder File Edit View Go Window Help
TypeIt4Me
Preferences
Print
Help
Updates
Register
Stats
Clippings File: Examples
Please select a clipping:
Filter abb/clipping
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Please enable access for assistive devices
OK
Universal Access
Show All
When using this computer, I would like assistance with:
Seeing
Hearing
Keyboard
Mouse & Trackpad
VoiceOver: Turn VoiceOver on or off: ⌘F5
○ On ● Off
Open VoiceOver Utility...
Zoom: Turn zoom on or off: ⌘⌥8
Zoom in: ⌘⌥=
Zoom out: ⌘⌥-
○ On ● Off
Options...
Display: Switch to white-on-black: ⌘⌥^8
● Black on White
○ White on Black
☐ Use grayscale
Enhance contrast:
Normal
Maximum
Reduce contrast: ⌘⌥^,
Increase contrast: ⌘⌥^.
☐ Enable access for assistive devices
☐ Don't remind me again

A...	Abbreviation	Clipping
	br	Best regards,
	chx	Charing Cross station
	ds	Dear Susan,
	eso	Ettore Software
	gpw	gM4ilp4ssW0rd
	jlcu	Just leaving now, I'll...
	lbr	London Bridge
	loremtxt	Lorem ipsum dolor ...
	mott	Mottingham
	mycell	1-408-12345678910
	opi	What are your thou...
	rrgbmch	I've read your repor...
	sf	Sounds4Fun
	thxem	Thank you very muc...
	timeet	What time shall we ...

TypeIt4Me has detected that access for assistive devices is currently off.

To enable TypeIt4Me to expand abbreviations when you type them, you need to enable access for assistive devices. Otherwise, TypeIt4Me will only expand abbreviations when you select them from its menu.

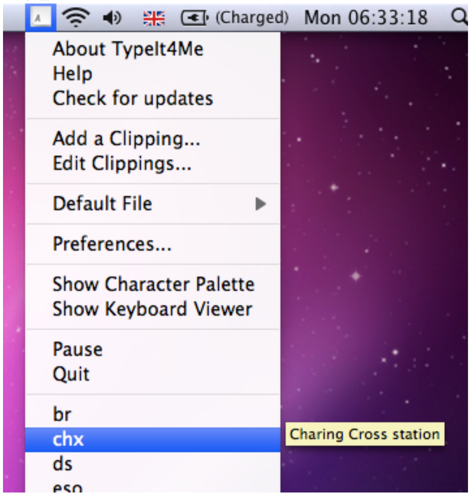
After you click the OK button below, you will be presented with the Universal Access System Preferences Panel (pictured on the right). When you get there, click on the little square box to the left of Enable access for assistive devices at the bottom of the window and enter your Mac login password when prompted (if you installed OS X yourself, you should know this password, if not, please ask your system administrator or the person who helped you set up your Mac).

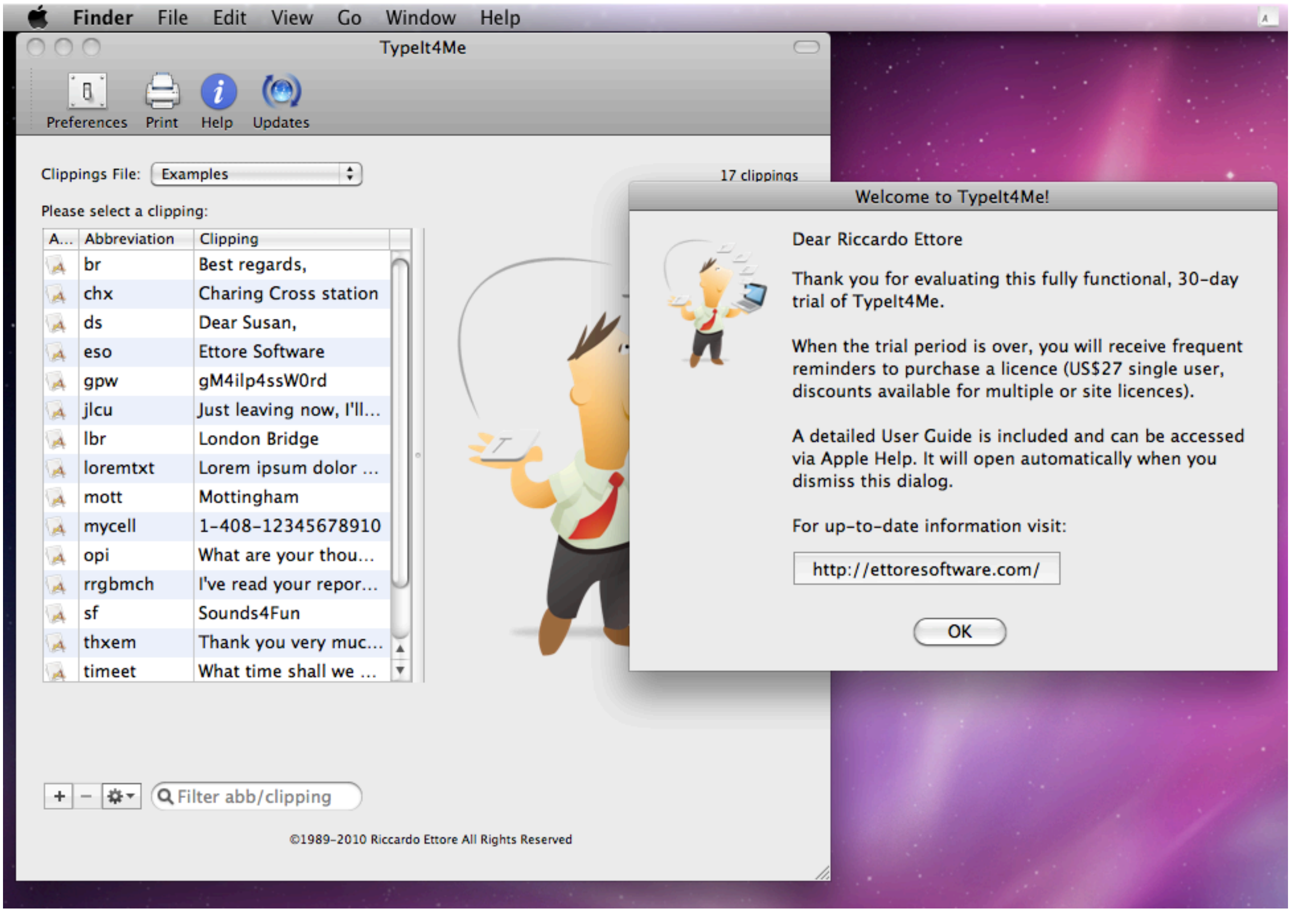
Once you have enabled access for assistive devices, restart your Mac. Unless you set TypeIt4Me to "Open at Login" you will need to double-click its application icon or select it and choose "Open" in Finder's File menu.

Read about the need to enable access for assistive devices, then click OK to be taken to the Universal Access pane of System Preferences where you will tick the box and if prompted, enter your admin password.

See this Apple page for help if you don't know your password: http://support.apple.com/kb/ht1274

IMPORTANT: If you do not Enable access for assistive devices, expansion will NOT work when you type your abbreviations. It will ONLY work when you select them from the TypeIt4Me menu icon:





Clippings File: Examples

17 clippings

Please select a clipping:

A...	Abbreviation	Clipping
	br	Best regards,
	chx	Charing Cross station
	ds	Dear Susan,
	eso	Ettore Software
	gpw	gM4ilp4ssW0rd
	jlcu	Just leaving now, I'll...
	lbr	London Bridge
	loremtxt	Lorem ipsum dolor ...
	mott	Mottingham
	mycell	1-408-12345678910
	opi	What are your thou...
	rrgbmch	I've read your repor...
	sf	Sounds4Fun
	thxem	Thank you very muc...
	timeet	What time shall we ...

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Welcome to TypeIt4Me!

Dear Riccardo Ettore

Thank you for evaluating this fully functional, 30-day trial of TypeIt4Me.

When the trial period is over, you will receive frequent reminders to purchase a licence (US$27 single user, discounts available for multiple or site licences).

A detailed User Guide is included and can be accessed via Apple Help. It will open automatically when you dismiss this dialog.

For up-to-date information visit:

http://ettoresoftware.com/

The Welcome to TypeIt4Me! Window is there to remind you that you have 30 days to try out the program before deciding if you wish to keep it and therefore pay the licence fee. After 30 days, the program will continue to operate but you will receive frequent reminders to pay for it.

Click OK and you will be left with the window on the left, which is the main window you will be using to customize TypeIt4Me to your own liking. To get you started straight away, we’ve included a few sample abbreviations so why not try a few right now?

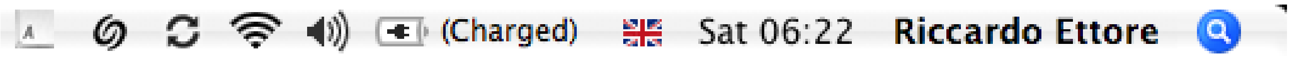
Fire up TextEdit, for example, and type jlcu: as soon as you type a space, you should see this phrase popup: Just leaving now, I'll see you soon.

Congratulations: you have installed TypeIt4Me on your Mac and it is working properly. If you want, you can try typing some of the other pre-defined abbs in the provided Example clippings file or you can delve straight into creating your first abbreviation/clipping pair.

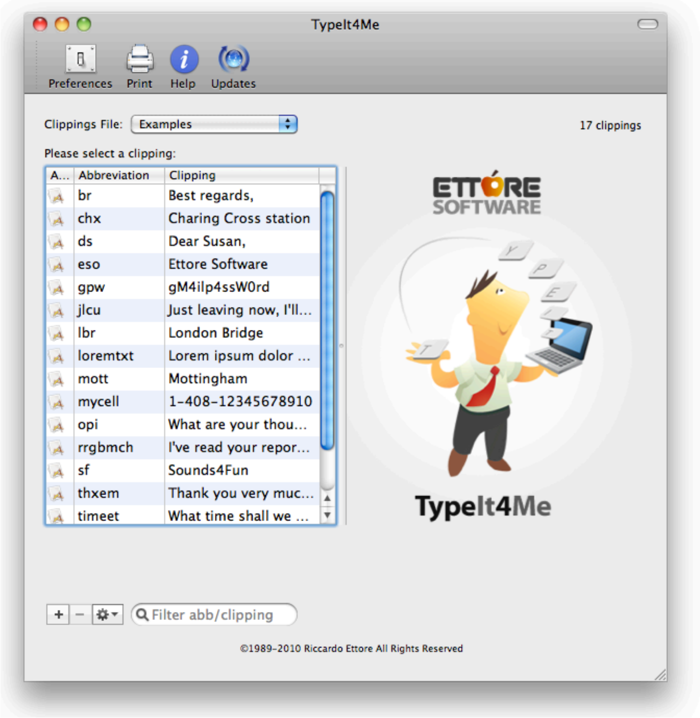
Not expanding? Check the Troubleshooting section at the end of this User Guide.

Defining your first abbreviation/clipping pair

What TypeIt4Me is all about is expanding pre-defined text and/or pictures, known as “clippings”, when you type a pre-defined abbreviation. Also note that instead of typing an abbreviation, you can select it from the TypeIt4Me menu, which is the leftmost icon in the picture below:



The very first time you open TypeIt4Me it should present you with a window like this one:



Clippings File: Examples

17 clippings

Please select a clipping:

A...	Abbreviation	Clipping
	br	Best regards,
	chx	Charing Cross station
	ds	Dear Susan,
	eso	Ettore Software
	gpw	gM4ilp4ssW0rd
	jlcu	Just leaving now, I'll...
	lbr	London Bridge
	loremtxt	Lorem ipsum dolor ...
	mott	Mottingham
	mycell	1-408-12345678910
	opi	What are your thou...
	rrgbmch	I've read your repor...
	sf	Sounds4Fun
	thxem	Thank you very muc...
	timeet	What time shall we ...

Filter abb/clipping

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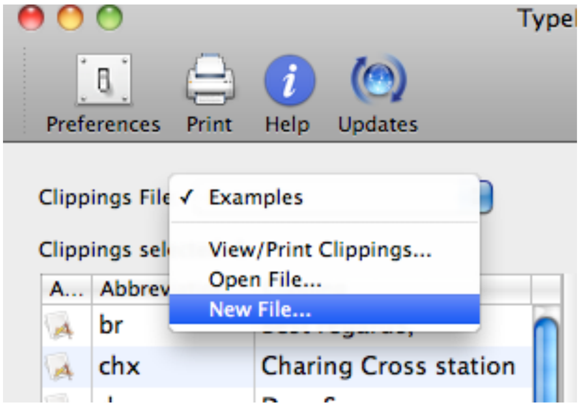
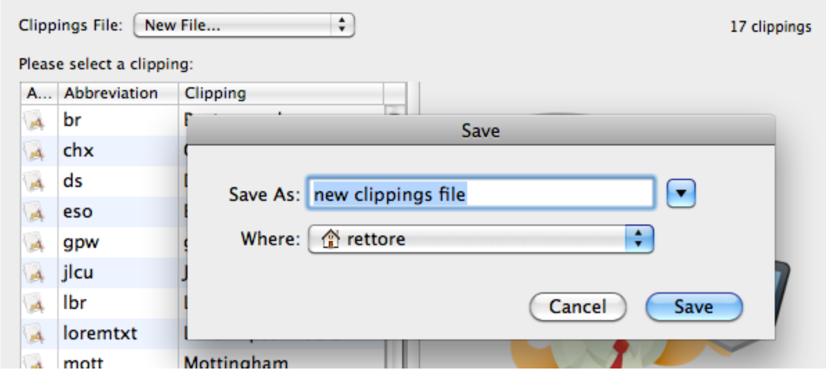
If you went through the QuickStart chapter, you probably used a few of the sample abbs to see how expansion works.

At this time, we suggest you create your own clippings file by selecting New File from the Clippings File pop-down menu:



You will be prompted to save your new clippings file:



Clippings File: New File...

17 clippings

Please select a clipping:

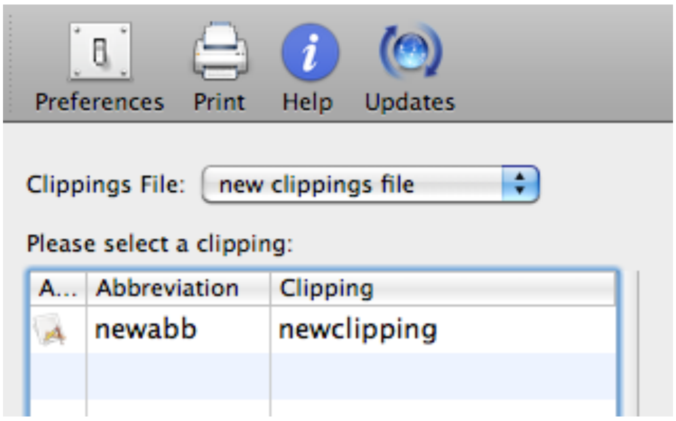
A...	Abbreviation	Clipping
	br	
	chx	
	ds	
	eso	
	gpw	
	jlcu	
	lbr	
	loremtxt	
	mott	Mottingham

Save As: new clippings file

Where: rettore

If you are happy with the suggested filename and location (i.e. “new clippings file” to be saved in your home directory) just click Save. If not, this is a good time to give the new clippings file a name and location of your own choice, much as you would do when saving any other kind of Mac document file.

Assuming for the sake of this tutorial that you didn’t rename the file, you should see this:



Clippings File: new clippings file

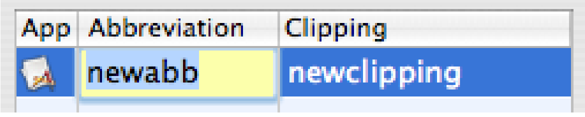
Please select a clipping:

A...	Abbreviation	Clipping
	newabb	newclipping

Try typing newabb in your favourite word-processor or in the body of an email or just about anywhere else where you can type and paste text. As soon as you type a space, the word newabb (i.e. your abbreviation) will be replaced by the word newclipping (i.e. your clipping). In a later section you will learn how to change the "trigger" from the space to alternate punctuation. Further more, you can fine tune your preferences to whether the character that triggered the expansion should be appended at the end of the expanded clipping or dropped.

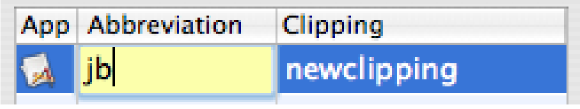
Now that you’ve witnessed TypeIt4Me expand newabb to newclipping, it’s time for you to re-define both abbreviation and clipping to something more useful. If your name was Joe Bloggs, you might for example want to type jb and have it expand to Joe Bloggs.

Here’s how you would do it. Double-click on newabb and you should get:



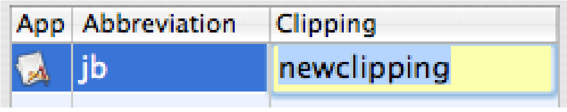
App	Abbreviation	Clipping
	newabb	newclipping

Notice that newabb is now highlighted so type jb and you should end up with:



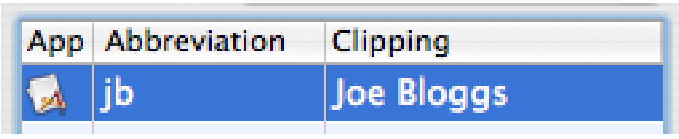
App	Abbreviation	Clipping
	jb	newclipping

Now press the TAB key and the word newclipping will be highlighted ready for you to overtype with Joe Bloggs:



App	Abbreviation	Clipping
	jb	newclipping

Type Joe Bloggs, press TAB again and... you’re done!



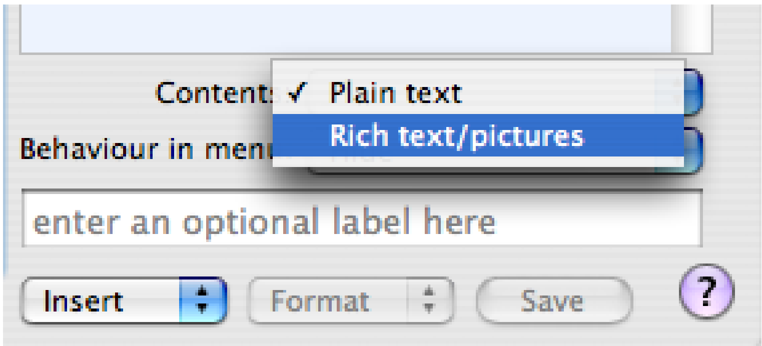
App	Abbreviation	Clipping
	jb	Joe Bloggs

Go ahead and type jb anywhere you can insert text and watch it expand to Joe Bloggs

It’s official: you now know how to edit an abbreviation and its corresponding clipping, bravo!

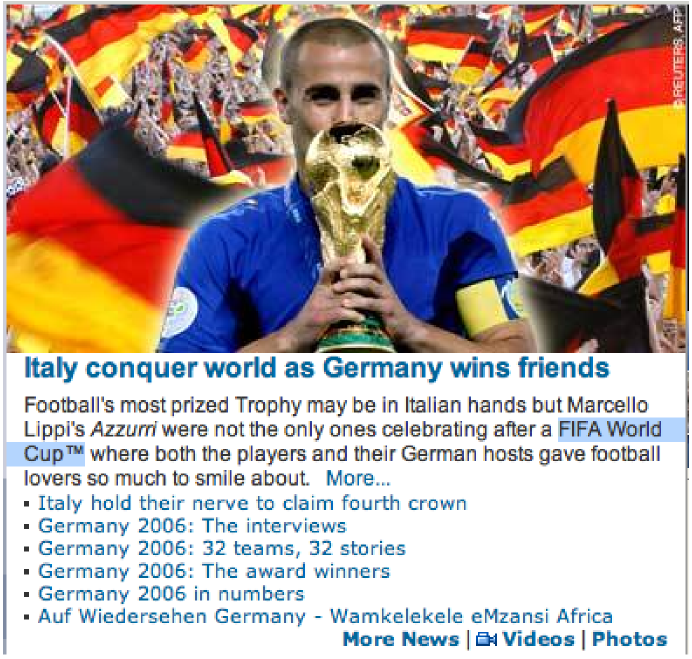
Armed with this knowledge, you can now go ahead and create as many abbreviation/clipping pairs as you need by clicking on the + sign icon + − or typing cmd-N (⌘-N).

To add pictures, make sure you select Rich/Pictures.



Defining abbs via Add a Clipping

But what if you could select some existing text and create a clipping and its abbreviation without having to re-type it? Imagine you are browsing in Safari and there is some text in a news item you want to add to your collection of clippings. For example, you may want to abbreviate FIFA World Cup™ to come up when you just type fifa.

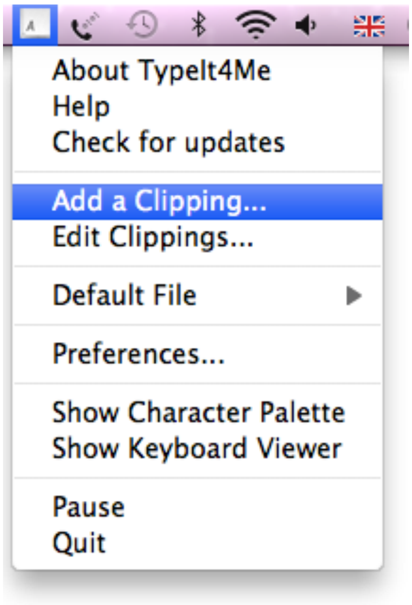


Italy conquer world as Germany wins friends

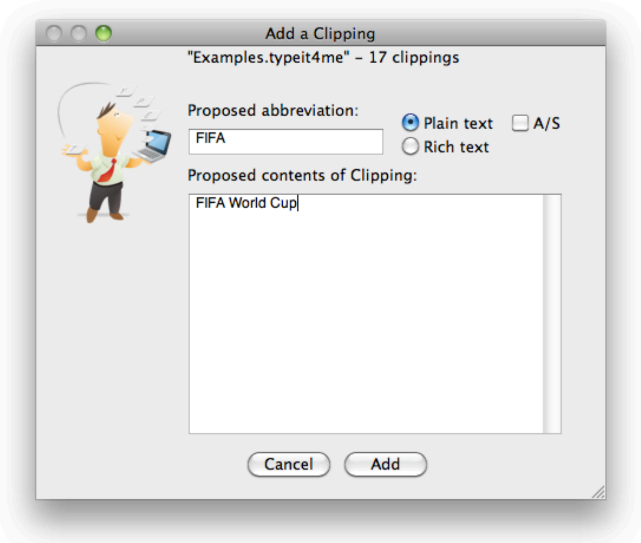
Football's most prized Trophy may be in Italian hands but Marcello Lippi's *Azzurri* were not the only ones celebrating after a FIFA World Cup™ where both the players and their German hosts gave football lovers so much to smile about. More...

- Italy hold their nerve to claim fourth crown
- Germany 2006: The interviews
- Germany 2006: 32 teams, 32 stories
- Germany 2006: The award winners
- Germany 2006 in numbers
- Auf Wiedersehen Germany - Wamkelekele eMzansi Africa

More News | Videos | Photos



Simply highlight and copy the text in question (cmd-c), then pull down the TypeIt4Me menu and choose Add a Clipping... as shown on the right above and you will be prompted to add a clipping with FIFA as its abbreviation (in case you are wondering, TypeIt4Me did not read your mind about the proposed abbreviation, it simply proposes the first four letters on the clipboard, no matter what they happen to be). Later, you'll learn to define a hot key to avoid reaching for the menu (see page 24).



Add a Clipping

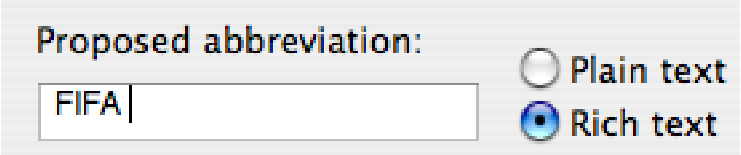
"Examples.typeit4me" – 17 clippings

Proposed abbreviation: FIFA

● Plain text ☐ A/S
○ Rich text

Proposed contents of Clipping: FIFA World Cup

To add pictures, make sure you click the Rich text radio button:



Proposed abbreviation: FIFA

○ Plain text
● Rich text

Reference

What is TypeIt4Me?

First releases for Mac OS in 1989 (yes, eighty-nine), TypeIt4Me is a background application that "watches" you type and replaces abbreviations you set up with clippings you assign to them. It requires OS X 10.5 (Leopard) or higher and works best with 10.6 (Snow Leopard). If you still need to work under OS X 10.4 (Tiger) download TypeIt4Me 4.2.1. For 9.x or Classic, then download TypeIt4Me 4.8.2.

Once installed and activated, it watches you type, always ready to help you do it faster and more accurately.

Once you define a set of abbreviations and the full text and/or image "clippings" that they represent, TypeIt4Me will expand them automatically, even as you continue typing!

Turning TypeIt4Me On/Off

Open the TypeIt4Me application to activate TypeIt4Me. When TypeIt4Me is active, you will see an icon in the menubar resembling the A key on the keyboard. (If you would rather not see an icon in the menu bar, choose Hide Menu in the TypeIt4Me preferences). To turn TypeIt4Me off, choose Quit from its menu.

Pausing TypeIt4Me

Select Pause from the TypeIt4Me menu or - even better - define a Hot Key (see page 28).

What can I use TypeIt4Me for?

That depends on who you are and what you write about. Doctors, medical transcriptionists, lawyers, tech support operators and professional writers are amongst the most prominent types of users who have bought a TypeIt4Me user licence so far.
In my own case, I find it useful for typing the current date and my return address at the top of a letter and for my standard end of letter salutation, for which I type 'br' and get:

Best regards,

Riccardo Ettore.

I also use it to type standard phrases when providing email support for my software.

Abbreviations don't have to be shorter than the text they type. For example, I defined 'tilde' (5 letters long) to 'expand' to a single character ('~'), which I often need in C programs, yet always manages to disappear from the keyboard when I most need it! And eur 'expands' to €. When I type in French, ag turns to à (a with an accent grave), much easier than typing alt-` + a.

By defining a set of mnemonic abbreviations for the most frequently used words, you can type faster yet more accurately and with less effort. On page 387 of its May 1990 issue, MacWorld had this to say about a commercial program that does the same - at nearly twice the price: "inexpensive;

saves keystrokes; has potential to help RSI sufferers".
For example, "u r rh ab teh cgs" could type out "you are right about the changes". (Assuming that you have defined u=you, r=are, rh=right, ab=about, teh=the and cgs=changes and that you defined the space bar as one of your expansion triggers.)

Correcting your typos (AutoCorrect)

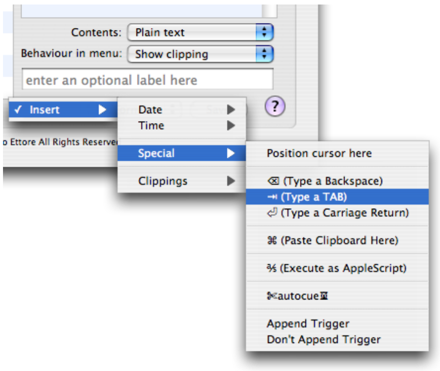
Another application of TypeIt4Me should become apparent if you look closely at the previous example:
Notice how the common mistake of typing "teh" instead of "the" gets automatically corrected as would "adn" for "and", plus any others that you can think of. So assuming, of course, that you create the appropriate abbreviation/clipping pairs first, TypeIt4Me can help you eliminate your most common typos automatically.

New in version 4.0 (released in March 2008) : the AutoCorrect tab allows you to choose a file containing thousands of pre-defined typos and their corrections or even have the resident OS X spell-checker (AppleSpell) correct your typos by replacing them automatically with the most likely suggestion (see page 25).

TypeIt4Me is also very useful for entering repetitive data in a database file or spreadsheet.

Logging on

TypeIt4Me can help you log into various systems by typing an abbreviation that expands to your user ID in one field, then tabs to the next field and pastes your password (see page 37).



Contents: Plain text
Behaviour in menu: Show clipping
enter an optional label here

Naturally, you will probably find your own, novel uses for this program. If you can spare the time, we would definitely appreciate hearing how you use it and share your tips and hints with the other users.

The bottom line is: anyone who types anything at all on their Mac can benefit from TypeIt4Me.

How do I get something typed for me?

To trigger the automatic typing of the text or image represented by an abbreviation you can either:

- type the abbreviation, (optionally) followed by a trigger

or

- select the abbreviation from TypeIt4Me's menu.

For example, when I type re TypeIt4Me comes up with Riccardo Ettore. (And, no, TypeIt4Me will not bother me when I type more or read or area, since it looks for the letters 're' as a separate word, i.e. preceded and followed by spaces or by the punctuation marks of your choice.)
Note that when defining abbreviations, it's best to avoid words that occur naturally on their own, so had my first name been Bruno, I would not have chosen ‘be’ as the abbreviation, but probably bre (bet would also not have been a smart choice). If I ever do need to type an abbreviation as a word

(say for example, "re your letter dated..."), I simply use shift space instead of just space and re does not trigger into Riccardo Ettore

Once you define an abbreviation, it is available at all times, anywhere text or images can be pasted, no matter if you are using your word processor, paint program, Finder, address book, Web browser or just about any application at all!

Where and when does TypeIt4Me type?

The “typing” (actually a “paste” operation) will occur wherever you are currently entering text, be it in a word processing document, a Finder Get Info box, a Save as... dialog, a folder or file name field, a database entry field and so on.

The text (and/or image) stored in one of the clippings will be pasted at the cursor location for you either when you select its name (i.e. the abbreviation you have defined) from TypeIt4Me's menu or when you type its name (optionally) followed by any of up to 33 trigger characters. Using the Settings tab in the TypeIt4Me pane of System Preferences, you can define exactly what characters should act as triggers (or choose to have no triggers, in which case your abbreviations will expand as soon as you type them).

Unless the clipping is defined as “Rich” text, the font and style of the text will be those currently applied to any text you may type yourself in your document, not the font and style that the text was in when you defined the clipping.
Similarly, the location of the text will be affected by the current ruler settings in your document.

Note however that the "typing" will actually occur by placing the clipping text on the Clipboard and issuing a Paste command. If TypeIt4Me ever seems to fail, try doing a "manual" paste into the field and see if that works. If it doesn't, then you need to contact the manufacturer of the software and ask them to support pasting into the field in question. For example, you cannot expand an abbreviation in the Save as dialog that follows a Save as PDF in the Entourage Print dialog, while the same operation does work in TextEdit and Mail.

Also note that some password entry fields are protected against programs trying to "sniff" what you type into them. Safari is one such case and typing an abbreviation in a password field in Safari will NOT result in expansion of the clipping. However, not all is lost as you can define an abbreviation to type your username in the field you type it in, then issue a TAB to move to the password field and finally issue a paste to place the password there. If you also include a CR (Carriage Return) after the password, it is likely that the OK or Enter or Submit button will be invoked.
Note that the TAB and CR in question must be entered in the clipping via the Insert/Special menu pictured above.

How do I create abbreviations?

There are two ways of creating a clipping and its abbreviation:

1) select some text and invoke Add a Clipping... from TypeIt4Me's menu (or via a hotkey)
or:
2) invoke TypeIt4Me's Edit Clippings... and create new clippings in the System Preferences pane.

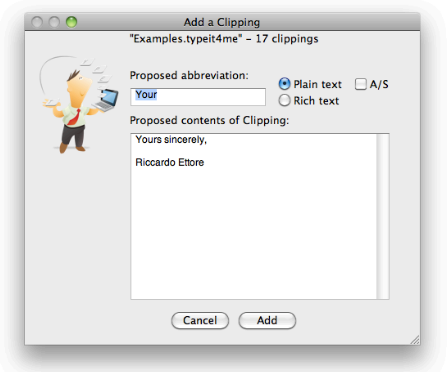
Let's have a look at each in turn:

1) Creating an entry via Add a Clipping...

Suppose you often close your letters with the words Yours Sincerely. It would be quite easy to remember the abbreviation ys to stand for Yours Sincerely, wouldn't it? Well, to add this entry to the TypeIt4Me file, you would:

- type Yours Sincerely one last time in your word processor
- select the text and either cut or copy it to the clipboard
- select Add a Clipping from TypeIt4Me's menu.

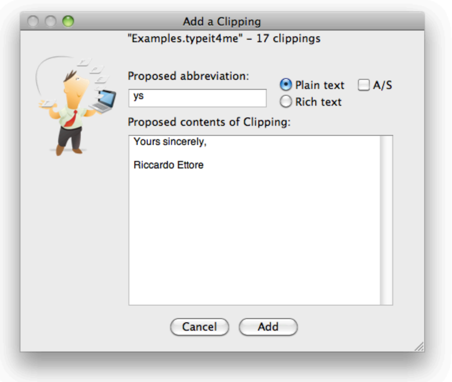
At this point, you'll be prompted to name this new abbreviation.



Your

Yours sincerely,

Riccardo Ettore



ys

Yours sincerely,

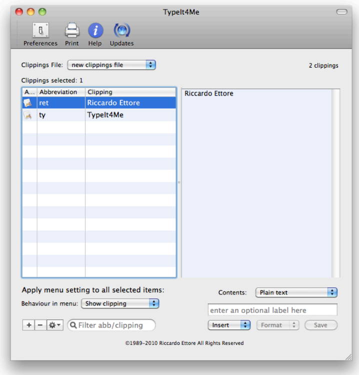
Riccardo Ettore

As you can see in the picture above, TypeIt4Me will suggest that you use the first four letters of the text in the clipboard as your abbreviation. Although this might sometimes be appropriate, we decided this abbreviation would be called ys, so that's what we'll type now (see picture on the left). Click Add now and your first abbreviation will be added to the current file of clippings. From now on, every time you type ys TypeIt4Me will backspace over the abbreviation (ys) and type the full text for you (Yours Sincerely).

NB If the text on the clipboard was in Rich text format (i.e. contained font, style and colour information), you need to turn the Rich text radio button on if you want to save those RTF attributes when you click Add, otherwise the clipping will be saved as plain text by default (and lose any font, style, etc information).

In case you are wondering, the A/S checkbox is used when defining AppleScript clippings (see page 37). Click the checkbox to insert the special symbol that will send the contents of the clipping to AppleScript for execution.

2) Creating an entry via Edit Clippings...



Clippings File: new clippings file

2 clippings

Clippings selected: 1

A...	Abbreviation	Clipping
	ret	Riccardo Ettore
	ty	TypeIt4Me

Riccardo Ettore

Apply menu setting to all selected items:

Behaviour in menu: Show clipping

Contents: Plain text

enter an optional label here

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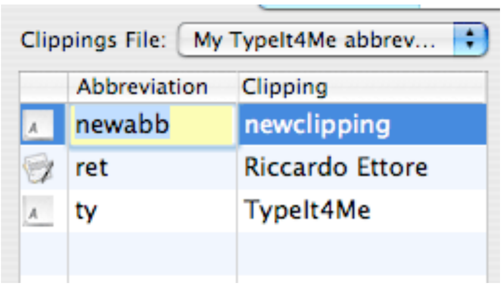
Select Edit Clippings from the TypeIt4Me menu. You'll be taken to the TypeIt4Me System Preferences pane pictured on the left.

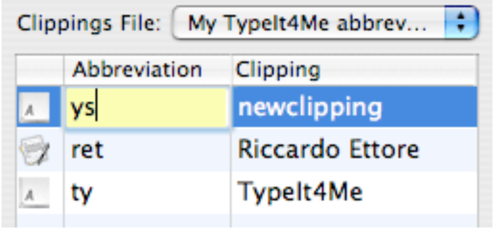
Now click on the + button or type cmd-N and a newclipping named newabb will appear in the table with the newabb cell ready for editing and highlighted so that simply typing the new name will replace the word newabb. Press TAB and you'll be taken to the newclipping cell ready to be edited. Press TAB once more to exit edit mode.



Clippings File: My TypeIt4Me abbrev...

	Abbreviation	Clipping
	newabb	newclipping
	ret	Riccardo Ettore
	ty	TypeIt4Me

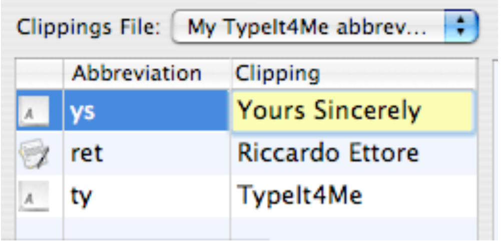
- type ys as the name of the abbreviation



Clippings File: My TypeIt4Me abbrev...

	Abbreviation	Clipping
	ys	newclipping
	ret	Riccardo Ettore
	ty	TypeIt4Me

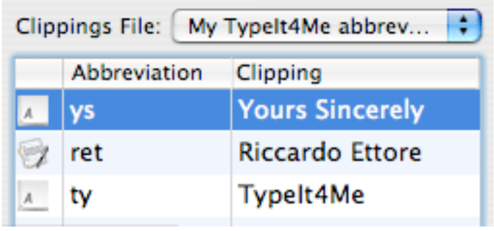
- press TAB then type Yours Sincerely



Clippings File: My TypeIt4Me abbrev...

	Abbreviation	Clipping
	ys	Yours Sincerely
	ret	Riccardo Ettore
	ty	TypeIt4Me

- press TAB once more to exit edit mode.



Clippings File: My TypeIt4Me abbrev...

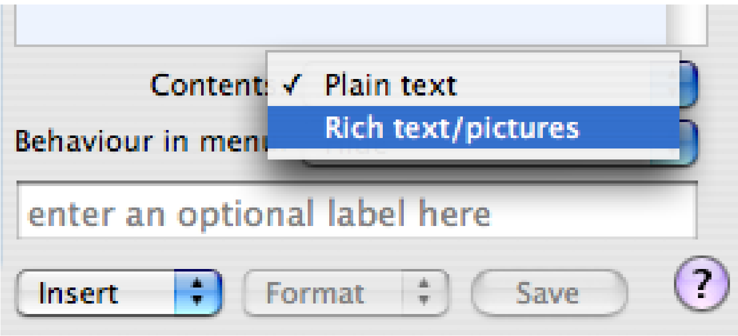
	Abbreviation	Clipping
	ys	Yours Sincerely
	ret	Riccardo Ettore
	ty	TypeIt4Me

If you wish, you can now create more clippings by repeating the above procedure. When you have finished, simply close the dialog.

That's it, you have already learnt most of what you need to know to make good use of TypeIt4Me. Read on when you are ready to take advantage of other powerful optional features.

How to include pictures and/or styled text in clippings

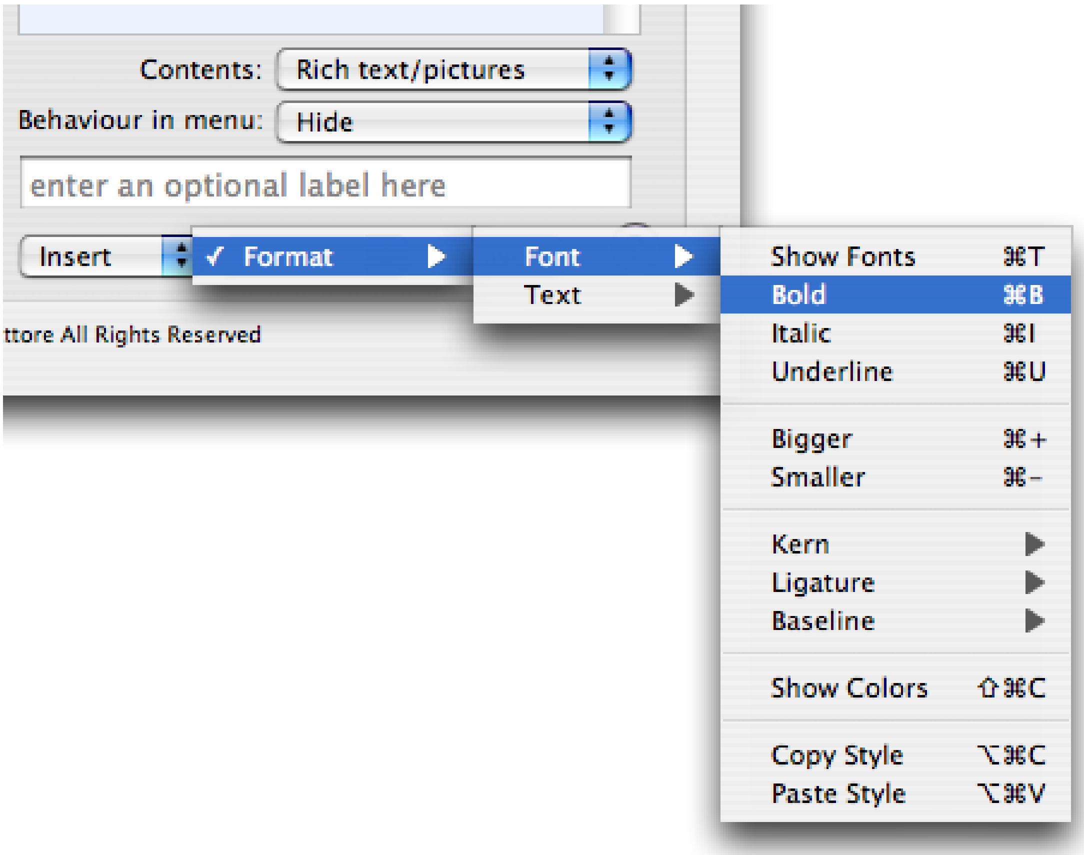
Apart from text, clippings can also include pictures. To have a picture in your clipping, you need to change the contents type from Plain text to Rich text/pictures:



You will then be able to drag & drop or paste pictures in the most common formats (gif, jpeg, tiff, etc).

Note that when you select Rich text/pictures, you can also apply various formatting attributes to your text, such as font, colour, bold, italic, underline, etc.

You will notice that the Format menu (grayed out in the above picture) will become enabled as shown below:



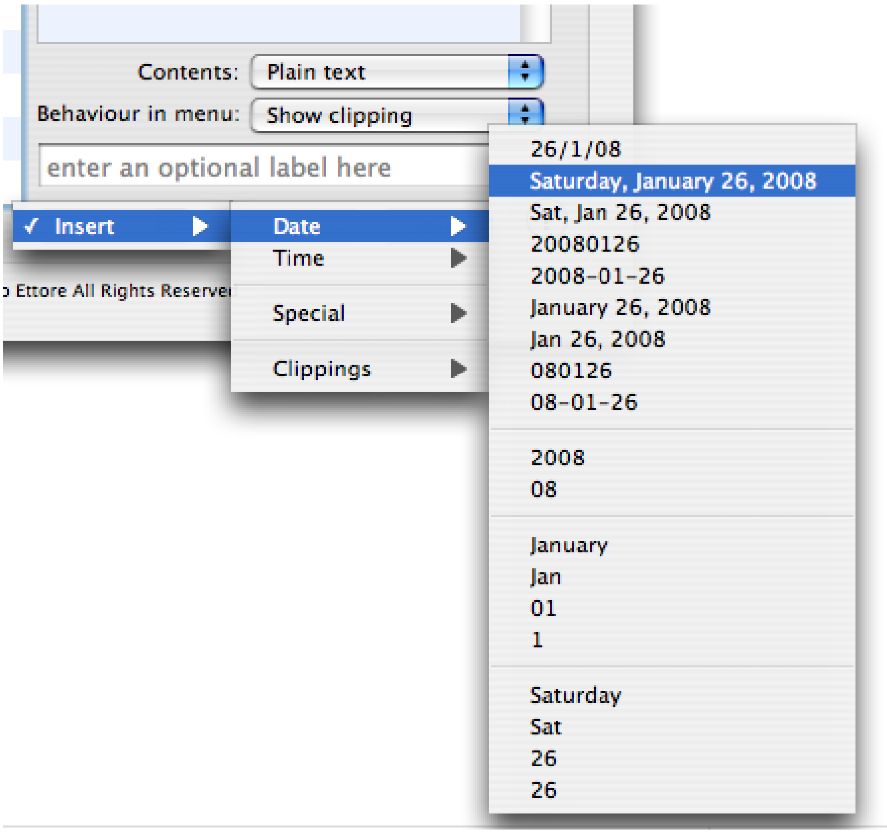
The Insert Menu

Inserting the current date

Select Edit Clippings... and click on the + ("add") button. A newabb/newclipping entry appears in the list, with newabb ready to be overtyped by the actual name you will invent for this new abbreviation.

Type a name for this new abbreviation, for example, dtl could stand for date in long format and expand to Saturday, 26 January 2008. Now press the TAB key twice: once to move the the newclipping field, twice to exit edit mode, as you will not be editing the clipping in the cell.

Now you need to change newclipping to a special syntax that will represent the date and or time in whatever format you wish. Click once on the dtl/newclipping line to select it, then press TAB: the cursor will be blinking in the right hand pane of the Clipping tab. Erase the word newclipping, then click on the Insert popup menu under the pane...



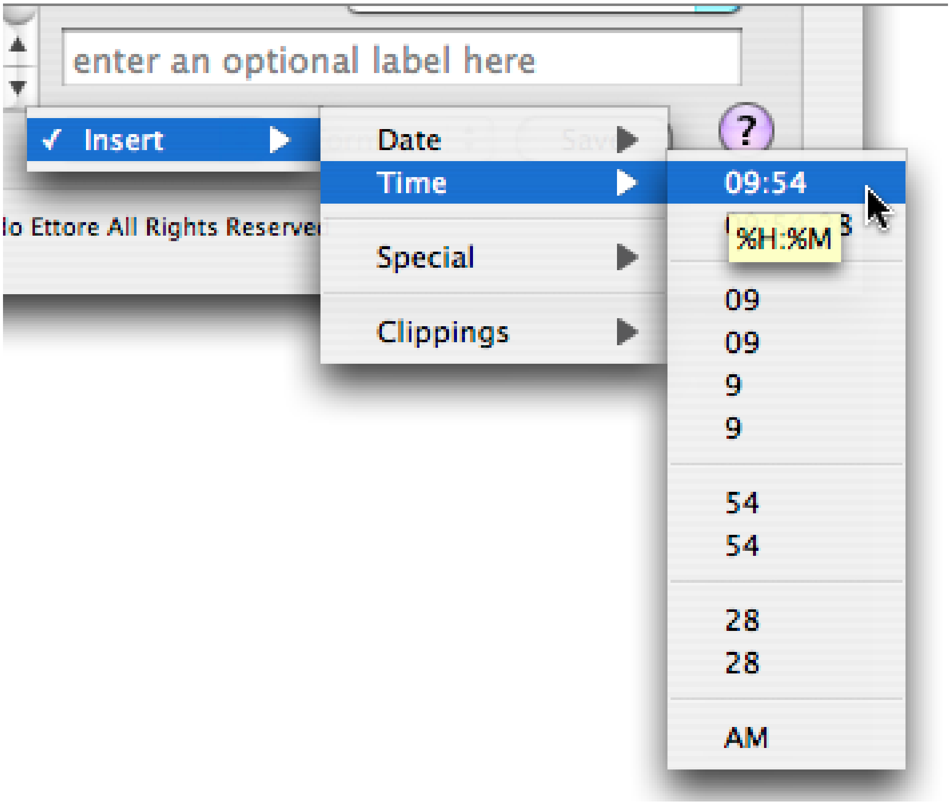
Contents: Plain text

Behaviour in menu: Show clipping

...and select the appropriate date or time format. When you make your choice, you will see a funny looking mix of % signs and letters or numbers, for example: %A, %B %e, %Y

This is a standard way to describe the elements making up date and time, called strftime. Google strftime if you want to find out more about it, or simply use the above Date and Time menus to pick the pre-defined formats or even roll your own using the individual elements in the lower three sections. Note that when the month or the day numbers are two digits long, you may wonder why they appear twice. Looking at the above picture, you'll see that the first number is 01 while the second is 1, giving you the choice for single digit months (or days) to include (or not) a leading zero.

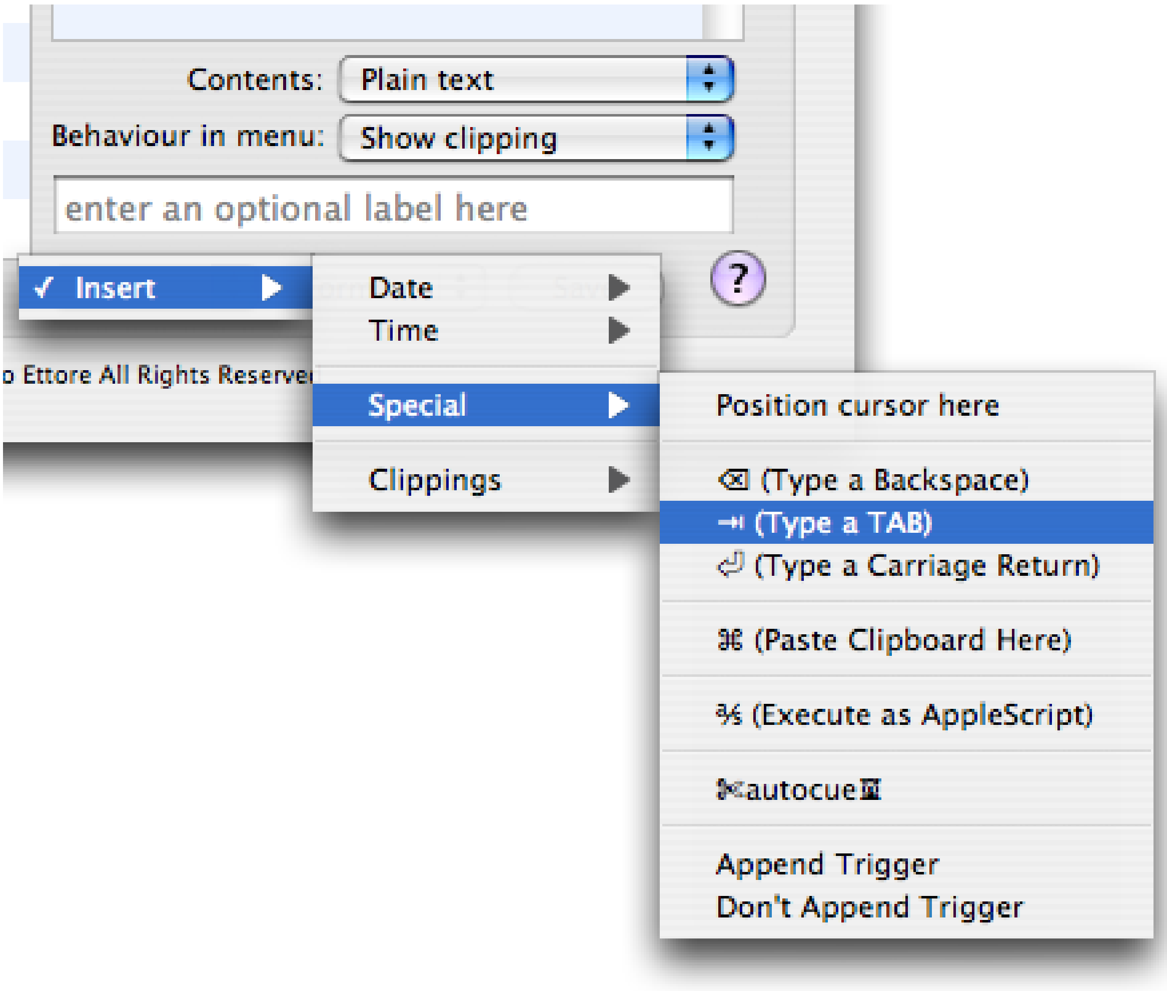
Inserting the current time



The picture above shows how you would insert the time with hours and minutes separated by a : (colon).

The syntax is %H for the hours, %M for the minutes and a colon (:) in between. Change the : to any other separator by simply editing the clipping, for example, %H-%M would result in 09-54 (assuming you expand the abbreviation when the time of day is 54 minutes past nine in the morning).

Embedding Special characters



By using the Insert/Special menu pictured above, it is possible to embed certain characters in the expanded text (but only when the cursor is blinking in the large right-hand pane, not in the cell in the Clipping column). These are:

a special syntax (%|) to tell TypeIt4Me where to position the cursor after expansion
Example: b could be defined as <b>%|</b>%- and would expand to <b></b> with the cursor placed between the html tags, ready for you to type the text to be tagged as bold in a web page you are editing.
Notice the use of %| to move the cursor left between the begin/end html tags and the use of %- at the end of the expanded text to tell TypeIt4Me NOT to add the trigger after expanding the abbreviation or else it would come out as <b> </b>, with a space (or whatever your chosen trigger) just after the <b> tag.

a special symbol (⌫) to represent a backspace (e.g. if you define g to type <backspace>ing you'll be able to stick the ing ending to any previously typed verb, saving you a keystroke)

a special symbol (⇥) to represent a TAB that will be typed separately from the rest of the clipping (very useful to create clippings 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 clipping (very useful to "press" the Send, OK or Login button when filling in forms)

a special symbol (⌘) to tell TypeIt4Me to insert the current contents of the Clipboard at that position (NB if you ever need to have the ⌘ symbol actually appear in the expanded text, insert 2 of them next to each other: ⌘⌘)

a special symbol (℁) which will cause TypeIt4Me to send the entire text of the clipping to AppleScript for execution. 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 TypeIt4Me performs no checks

a special syntax (✄autocue⌛) to tell TypeIt4Me to display the text between the scissors and hourglass as a cue and the wait until you press Tab (see page xxx)

a special syntax (%+) to tell TypeIt4Me that it MUST append the trigger that caused the abbreviation to expand

a special syntax (%-) to tell TypeIt4Me NOT to append the trigger that caused the abbreviation to expand

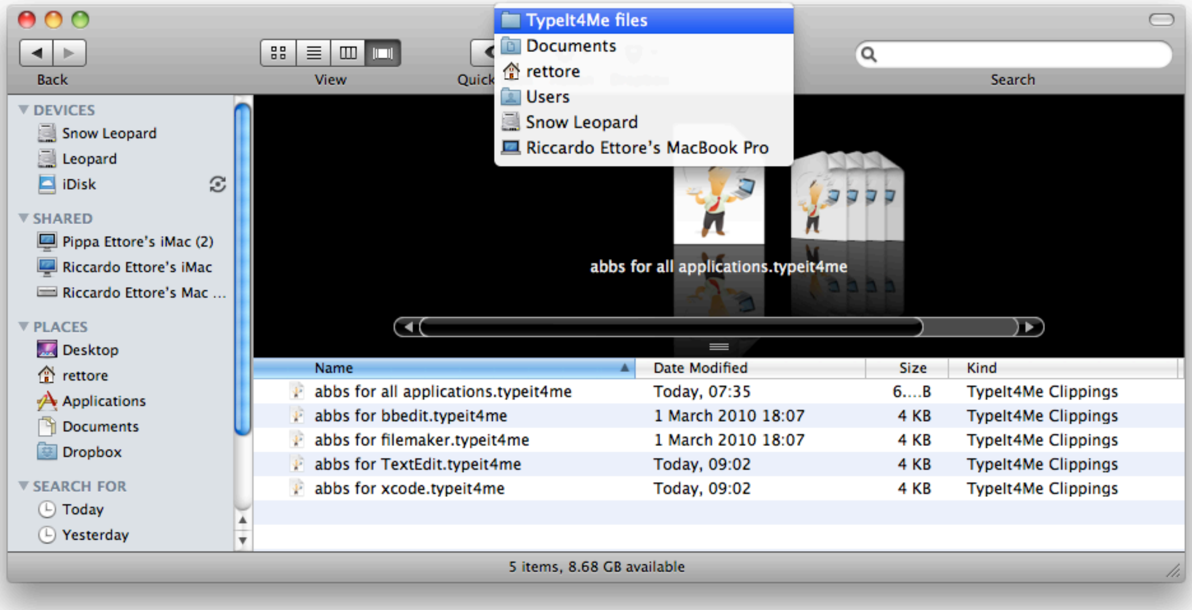
The two above settings are useful to override the general choice of Append/Don't Append Trigger on an abbreviation by abbreviation basis.

Nesting your clippings

Finally, using the Clippings submenu, you can embed or “nest” other clippings to appear (expanded of course) within the expanded text.

New File & Open File

TypeIt4Me stores its clippings in one or more files which you can name as you like and store anywhere you want on your hard disk. I store my TypeIt4Me files in a folder inside the Documents folder in my home area as shown below.

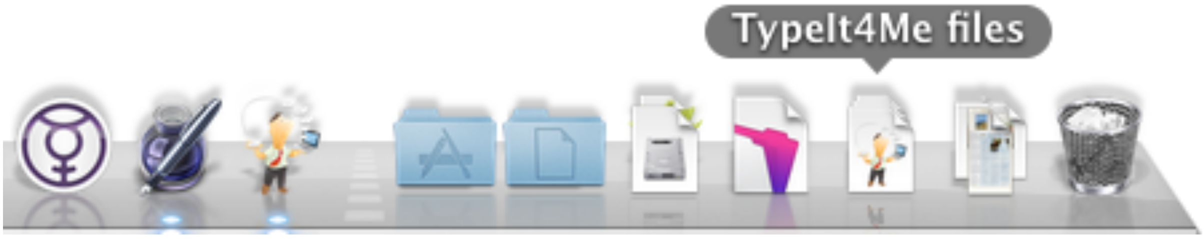


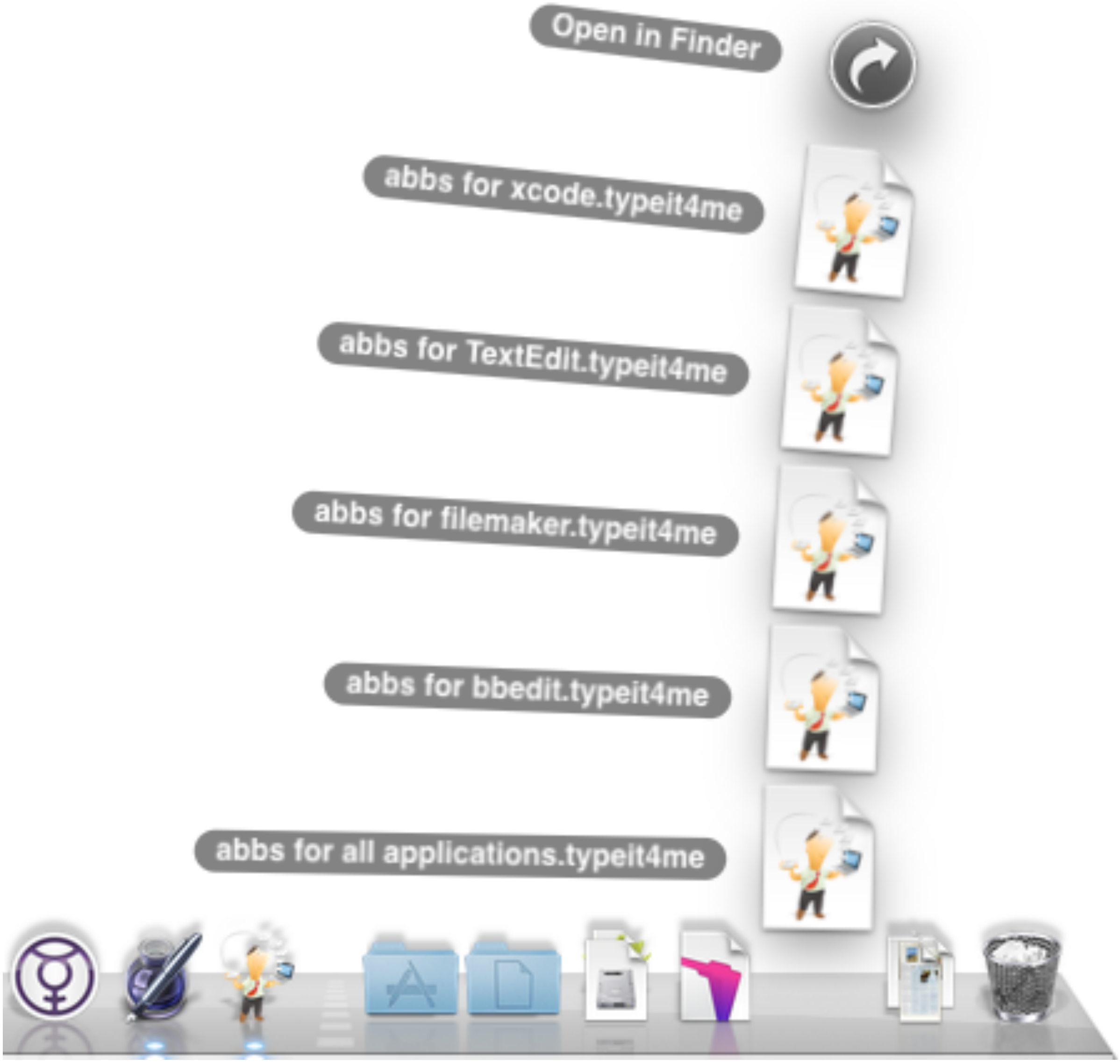
Name	Date Modified	Size	Kind
abbs for all applications.typeit4me	Today, 07:35	6....B	TypeIt4Me Clippings
abbs for bbedit.typeit4me	1 March 2010 18:07	4 KB	TypeIt4Me Clippings
abbs for filemaker.typeit4me	1 March 2010 18:07	4 KB	TypeIt4Me Clippings
abbs for TextEdit.typeit4me	Today, 09:02	4 KB	TypeIt4Me Clippings
abbs for xcode.typeit4me	Today, 09:02	4 KB	TypeIt4Me Clippings

Use New file... to create a new file for storing your clippings.
Use Open file... to open a file already stored somewhere.

New in 5.0 (released April 2010): you can now double-click a TypeIt4Me document file in the Finder and it will open and become the default file.

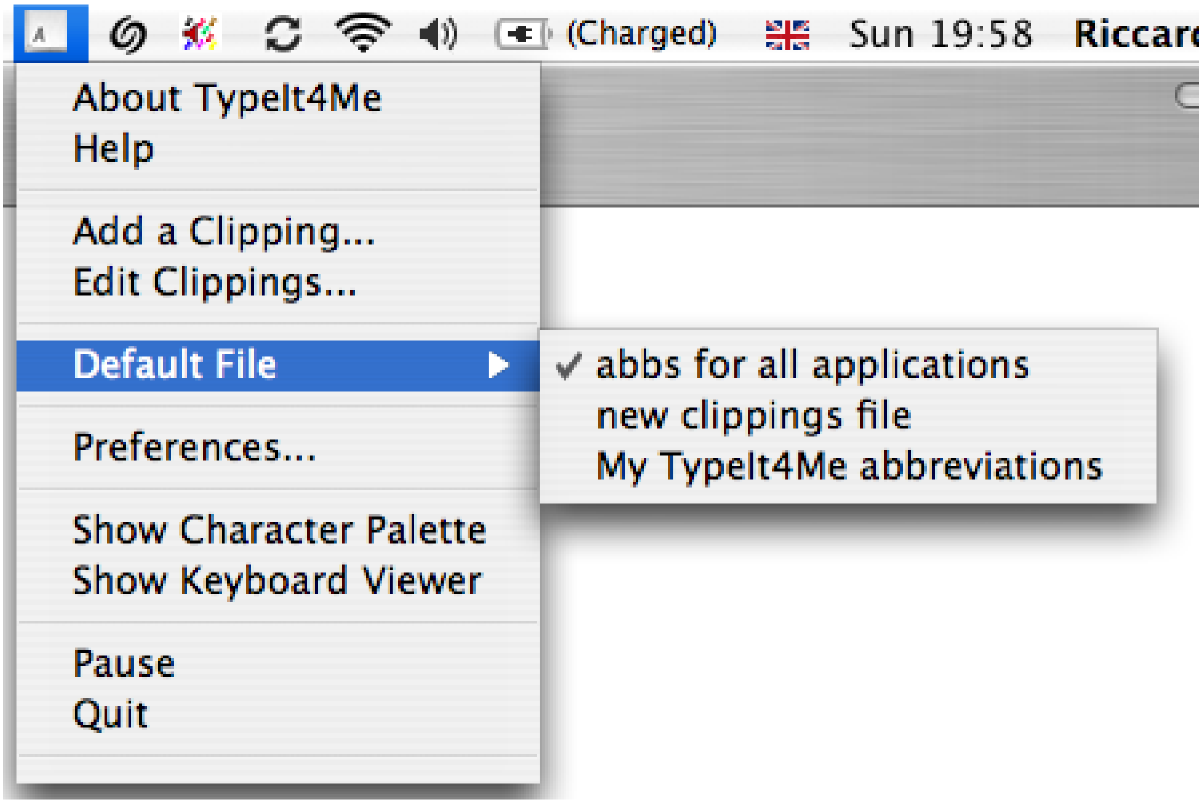
Note that if you place the TypeIt4Me files folder in your dock, you can easily switch from file to file like this:




Open in Finder
abbs for xcode.typeit4me
abbs for TextEdit.typeit4me
abbs for filemaker.typeit4me
abbs for bbedit.typeit4me
abbs for all applications.typeit4me

Default File

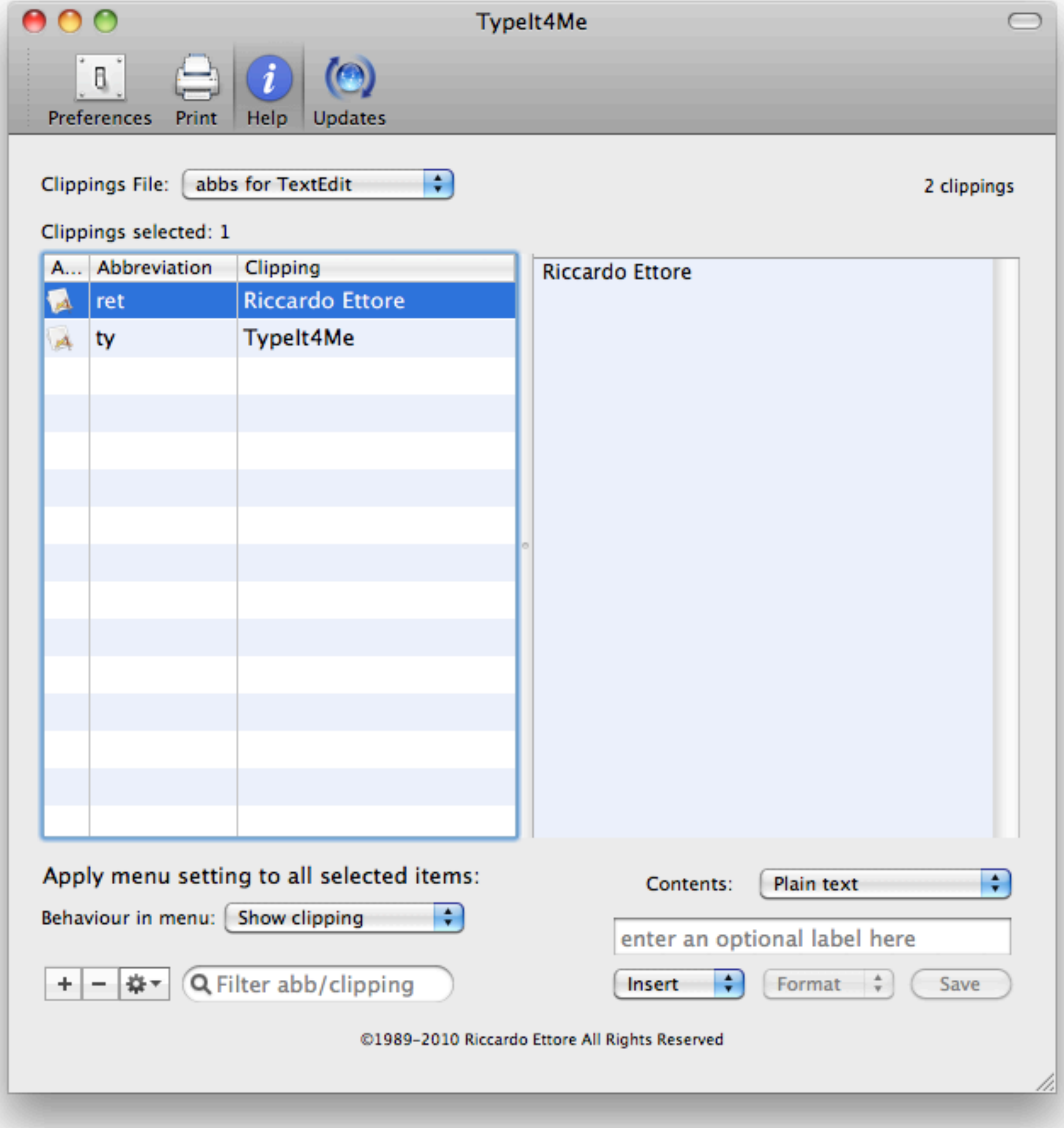
Use Default file any time you want to switch from one set of clippings to another:



The selected file will then be used in any applications that are not specifically associated with their own abbreviations file.

If you wish to have a specific set of abbreviations used in a specific application, see Applications tab.

The Edit Clippings window


TypeIt4Me
Preferences
Print
Help
Updates
Apply menu setting to all selected items:
enter an optional label here
Filter abb/clipping
Insert
Format
Save
©1989-2010 Riccardo Ettore All Rights Reserved

Clippings File: abbs for TextEdit

2 clippings

Clippings selected: 1

A...	Abbreviation	Clipping
	ret	Riccardo Ettore
	ty	TypeIt4Me

Riccardo Ettore

Behaviour in menu: Show clipping

Contents: Plain text

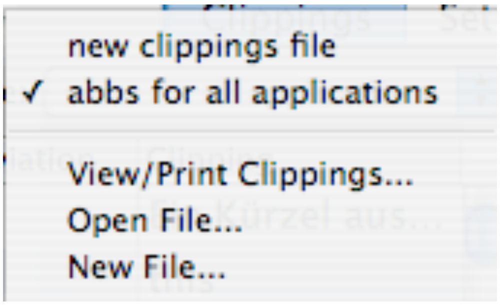
The Clippings File popup button

Select a recently opened file (if any)

View/Print Clippings...

Open File... (this will open either old or new format TypeIt4Me files, as well as TextExpander, TextPander and Typinator (but only the old format 1.x) files, plus abbreviations exported from SpellCatcher in XML format)

New File... (this will prompt you to create a file in the new format)



Select a Clipping in the list on the left in order to edit its text in the right hand pane (where the juggler watermark is showing above).

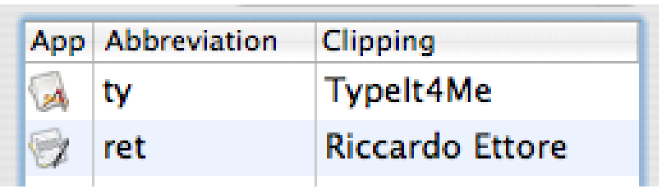
If you simply wish to edit the abbreviation name, double click on it. When you are done editing the name, press TAB and you'll be prompted to edit the actual clipping in the cell (useful for short clippings). Press TAB once more to exit edit mode or press enter to continue editing the next clipping cell.

To add a new clipping, click the + button or type cmd-N.

To remove a clipping, click once to select it then either click the - button or type backspace (or cmd-backspace if you want to skip the confirmation alert).

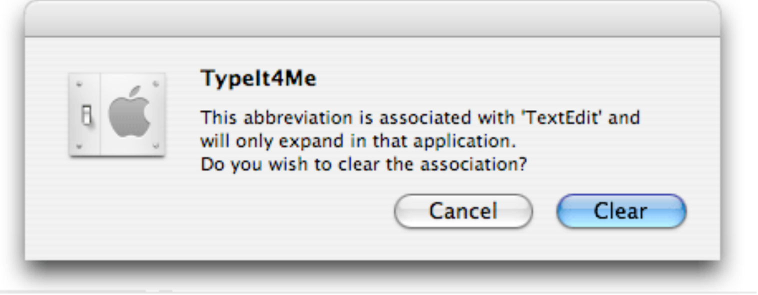
Associating an abbreviation with a specific application

click the icon in the column on the left and pick the application. Its icon will be shown next to the abbreviation to remind you of the association you just created. For example, in the picture above, ty will expand to TypeIt4Me in any app, as shown by the generic application icon to the left of ty, while ret will expand to Riccardo Ettore only in TextEdit, as shown by the small TextEdit icon to the left of ret.



App	Abbreviation	Clipping
	ty	TypeIt4Me
	ret	Riccardo Ettore

To clear the abb/app association, click on the small app icon to the left of an abb and confirm your choice when prompted as shown on the right.



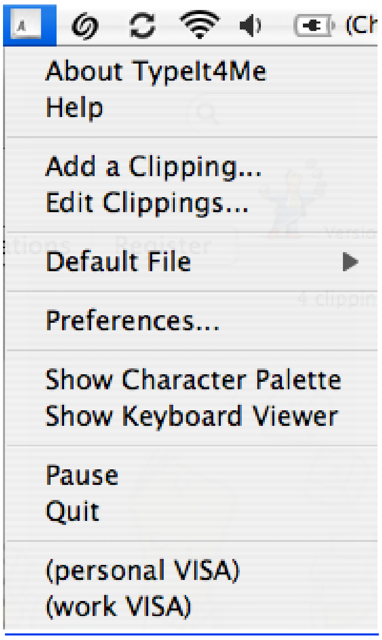
TypeIt4Me

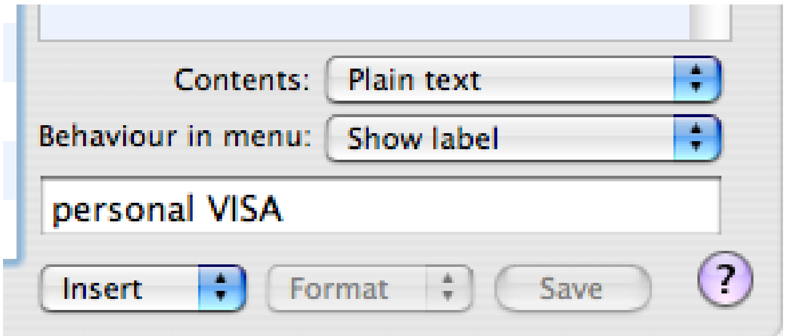
This abbreviation is associated with 'TextEdit' and will only expand in that application.
Do you wish to clear the association?

Labelling abbreviations

Abbreviations can be assigned optional labels to aid in identifying them in the TypeIt4Me menu.

For example, you might have personal and work VISA cards. Instead of showing up in the menu as two 16-digit numbers, they could appear as shown:





Contents: Plain text

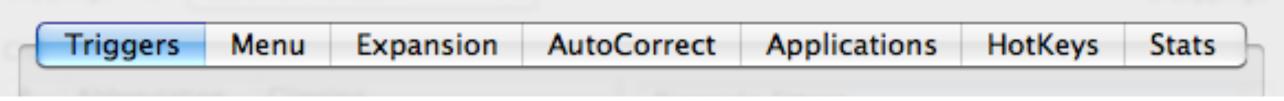
Behaviour in menu: Show label

personal VISA

Exploring the Preferences's seven tabs

Many of TypeIt4Me's features can be fine tuned to your own personal taste and requirements. This is accomplished via the TypeIt4Me Preferences dialog, which has seven tabs:

Triggers - Menu - Expansion - AutoCorrect - Applications - HotKeys - Stats



Preferences - Triggers

The first part of the Settings tab allows you to choose one, several or indeed all of 33 different characters that will act as triggers and cause your abbreviations to be expanded as you type.

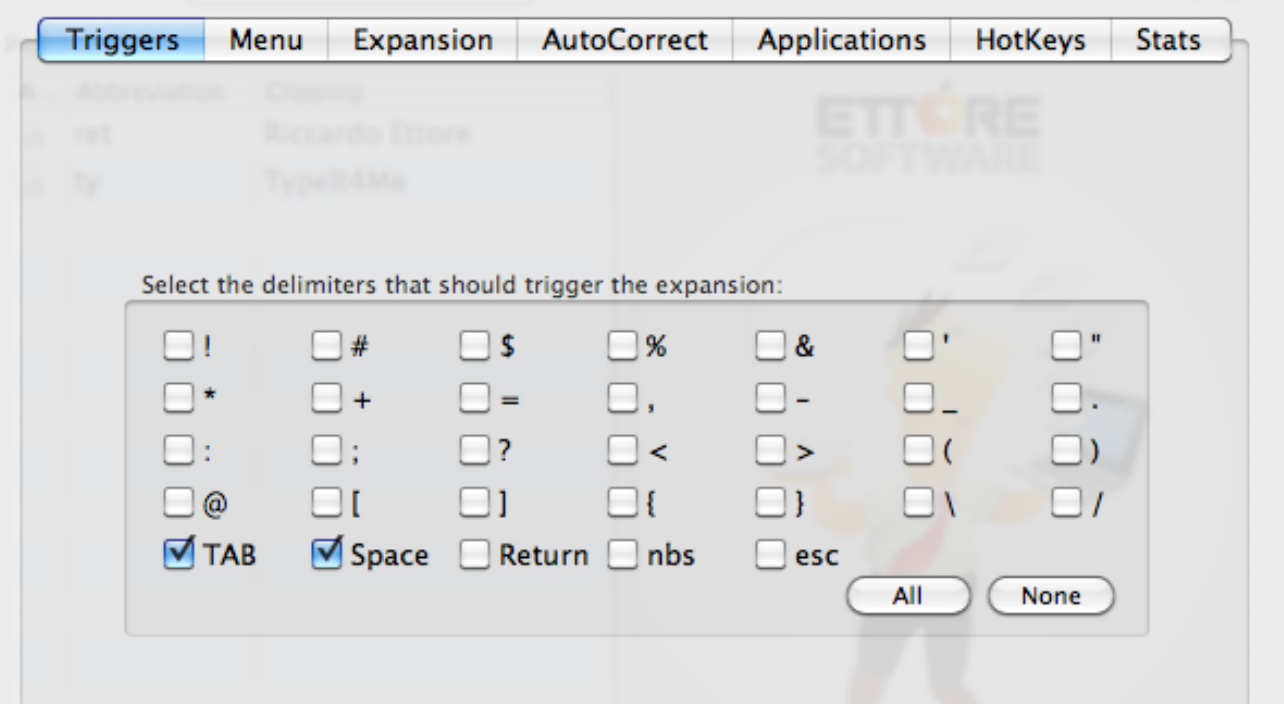
To add/remove a trigger, just place/remove the check mark next to it.

The following picture shows the default setting of tab and space. Use the All or None buttons to quickly select or deselect all check boxes.

If you select None, then abbreviations will expand without the need to type a trigger. Whilst some users have requested this feature, it does mean that no two abbreviations can start with the same letters, as the shorter one will trigger as soon as you type it.

By default, TAB and Space are the selected triggers.

You have the choice to have the trigger appended or discarded, either as a global setting or abbreviation by abbreviation.



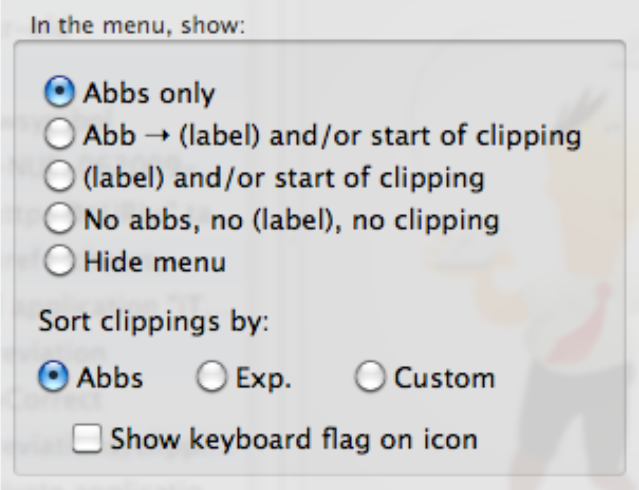
Select the delimiters that should trigger the expansion:

☐ ! ☐ # ☐ $ ☐ % ☐ & ☐ ' ☐ "
☐ * ☐ + ☐ = ☐ , ☐ - ☐ _ ☐ .
☐ : ☐ ; ☐ ? ☐ < ☐ > ☐ (☐)
☐ @ ☐ [☐] ☐ { ☐ } ☐ \ ☐ /
☑ TAB ☑ Space ☐ Return ☐ nbs ☐ esc

Preferences - Menu
In the second tab of the Settings tab you can choose the settings for the TypeIt4Me Menu:

Abbs only is the default setting: the menu will list your abbreviations sorted in alphabetical order - by abbreviation or clipping (expanded text) - or in a custom order (according to the Sort clippings by choices of Abbs, Exp. or Custom)

Abb-> (label) and/or start of clipping: you get to see the optional label and/or the first few characters of the text the abbreviation expands to, next to the actual abbreviation. What you see depends on the per abbreviation setting of Behaviour in menu.



In the menu, show:

● Abbs only
○ Abb → (label) and/or start of clipping
○ (label) and/or start of clipping
○ No abbs, no (label), no clipping
○ Hide menu

Sort clippings by:

● Abbs ○ Exp. ○ Custom

☐ Show keyboard flag on icon

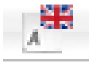
(label) and/or start of clipping: no points for figuring this out!

No abbs: the menu will only contain the items from About TypeIt4Me to Quit with NO abbreviations appended.

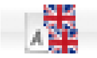
Hide menu: the TypeIt4Me icon will disappear from the menu bar.

Sort clippings by: affects the sorting order of abbreviations both in the popup menu of the Abbreviations Palette and in the list in the Clippings tab of the TypeIt4Me System Preferences pane.

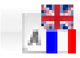
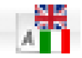
Show keyboard flag on icon: a miniature replica of the current keyboard flag will be superimposed in the upper right corner of the TypeIt4Me menu icon. Could be useful to save menubar space by hiding the regular keyboard flag icon made redundant by this option.



NB Choosing ☑ Correct typos with AppleSpell in the AutoCorrect tab will cause another small flag to appear in the lower right corner:



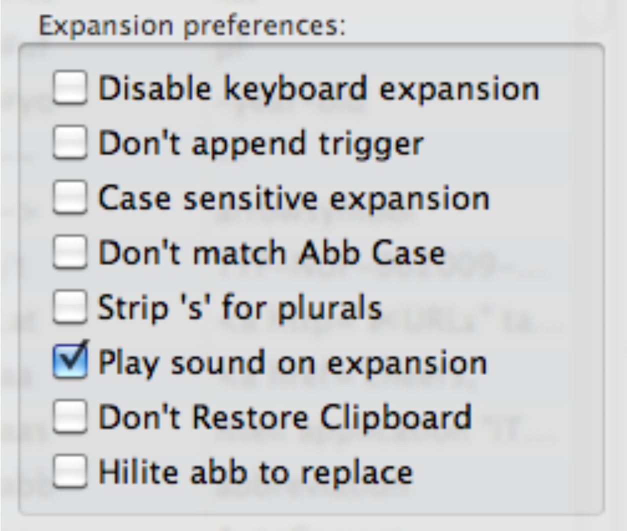
Whilst they may seem redundant, the two flags have different meanings and could be different if, for example, you are typing with a British keyboard but have set AutoCorrect to detect typos in French:

 or Italian  and so on.

Preferences - Expansion
The third tab of the Settings tab allows you to set various options that affect expansion.

Disable keyboard expansion should be quite self-explanatory: if you check it, TypeIt4Me will no longer expand your abbreviations automatically as you type.

Don't append trigger: check this one if you don't want the character that triggered the expansion to be appended at the end of the expanded clipping.



Expansion preferences:

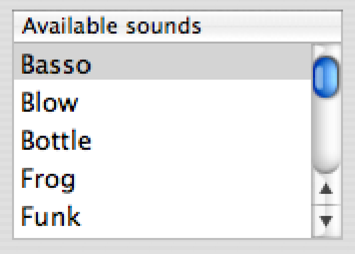
- ☐ Disable keyboard expansion
- ☐ Don't append trigger
- ☐ Case sensitive expansion
- ☐ Don't match Abb Case
- ☐ Strip 's' for plurals
- ☑ Play sound on expansion
- ☐ Don't Restore Clipboard
- ☐ Hilite abb to replace

Case sensitive expansion: if you check this option, you will have to type the abbreviation in exactly the same case as it was defined in or it won't be expanded. However, TypeIt4Me will not allow you to define two identical abbreviations, even if you type them in a different case. So, if "abb" exists, you cannot also define "Abb" or "ABB".

Don't match Abb Case: this turns off the feature whereby the entry is typed starting with a Capital letter or in ALL CAPS if you type the abbreviation starting with a Capital letter or in ALL CAPS.

Strip 's' for plurals: this allows you to define abbreviations only once for both singular and plural. Suppose you define abb = abbreviation: without this option, you would also have to define abbs = abbreviations or you would have to type abb, 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. By default, this feature is off since it can have some unexpected results for users who have already defined lots of abbreviations using previous versions of TypeIt4Me.

Play sound on expansion:
Select this if you wish to hear a system alert sound every time you trigger an abbreviation. When you tick this option, a list of available sounds will appear:



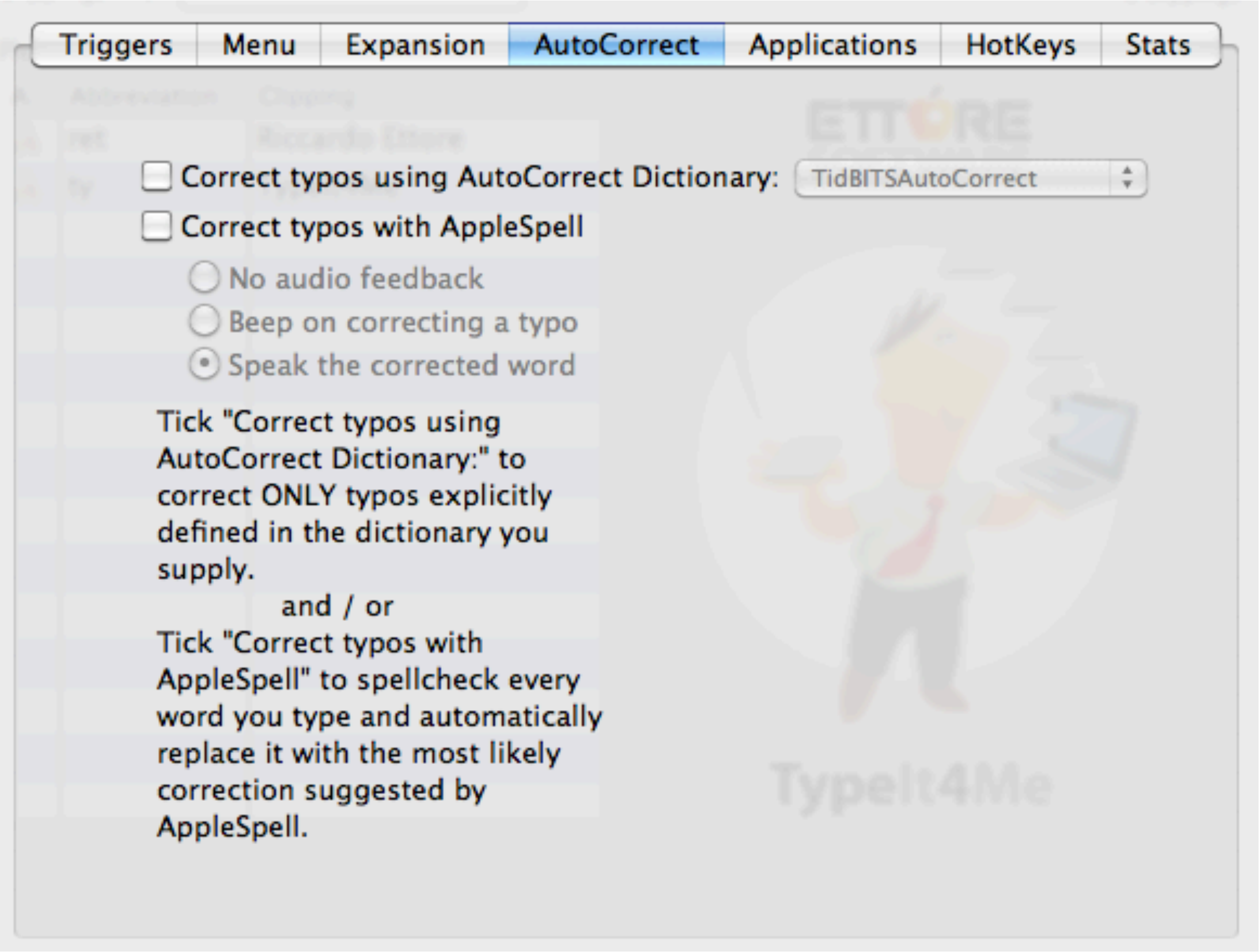
Available sounds

Basso
Blow
Bottle
Frog
Funk

Don't restore Clipboard:
Select this only if TypeIt4Me consistently expands the contents of the clipboard instead of the clipping corresponding to the abbreviation you typed. This may occur on slower Macs or when many applications are open and event handling slows down.
The up side is you will always get the right clipping expansion, the down side is you will lose whatever was copied to the clipboard before the abbreviation was triggered.

Hilite abb to replace:
Some users prefer to see the abb they typed come back hilited when they undo (cmd-Z).

Preferences - AutoCorrect



☐ Correct typos using AutoCorrect Dictionary: TidBITSAutoCorrect

☐ Correct typos with AppleSpell

○ No audio feedback
○ Beep on correcting a typo
● Speak the corrected word

Tick "Correct typos using AutoCorrect Dictionary:" to correct ONLY typos explicitly defined in the dictionary you supply.

and / or

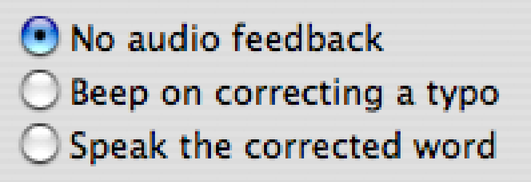
Tick "Correct typos with AppleSpell" to spellcheck every word you type and automatically replace it with the most likely correction suggested by AppleSpell.

By default, both AutoCorrect options are off. You can tick either or both as they are complementary to each other.

When both are ticked, TypeIt4Me will first look up your typo in the AutoCorrect Dictionary. If it doesn't find it there, it will ask AppleSpell (the built-in spell checker provided by Apple in OS X) to make a suggestion for correction.

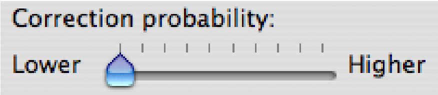
If you place .typeit4me clippings files in ~/Library/Application Support/TypeIt4Me/AutoCorrect/ they will be listed in the popup menu, allowing you to easily change from one to another. By default, the menu includes the public domain file made available by TidBITS.

When you tick Correct typos with AppleSpell, a number of extra options will appear in the window:

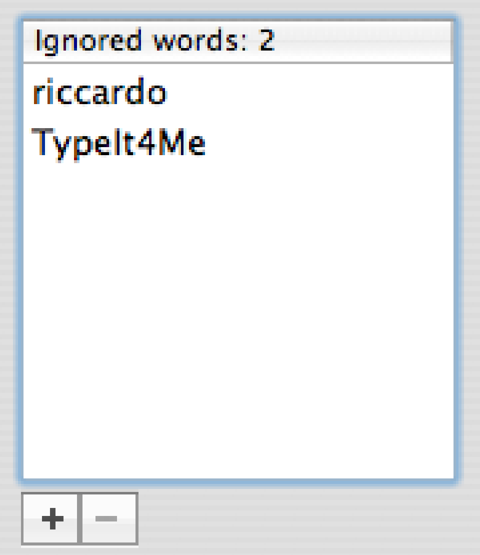


● No audio feedback
○ Beep on correcting a typo
○ Speak the corrected word

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.



This slider allows you 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 make. We recommend experimenting until you find the setting that suits you.

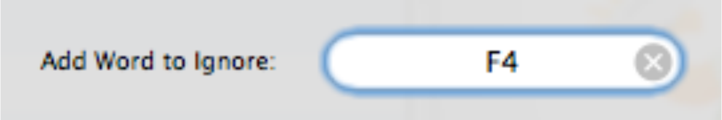

Ignored words: 2

riccardo
TypeIt4Me

To tell TypeIt4Me to leave a specific word alone, add the word to the Ignored words list.

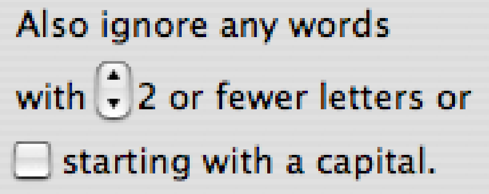
To add a word, click the + button and type the word. To remove a word from the list, select it by clicking on it, then click the - button.

To add a word without having to open the TypeIt4Me System Preferences, define a Hot Key:


Add Word to Ignore: F4

The next time TypeIt4Me AutoCorrects a word that should have been left alone, press cmd-z (undo) and while the word you want TypeIt4Me to ignore is highlighted, press the Hot Key and the word will be automatically added to the Ignored words list.

Finally, you can also tell TypeIt4Me to ignore words that are shorter than a minimum length you specify or those that you type with a capital letter, such as proper nouns and acronyms.

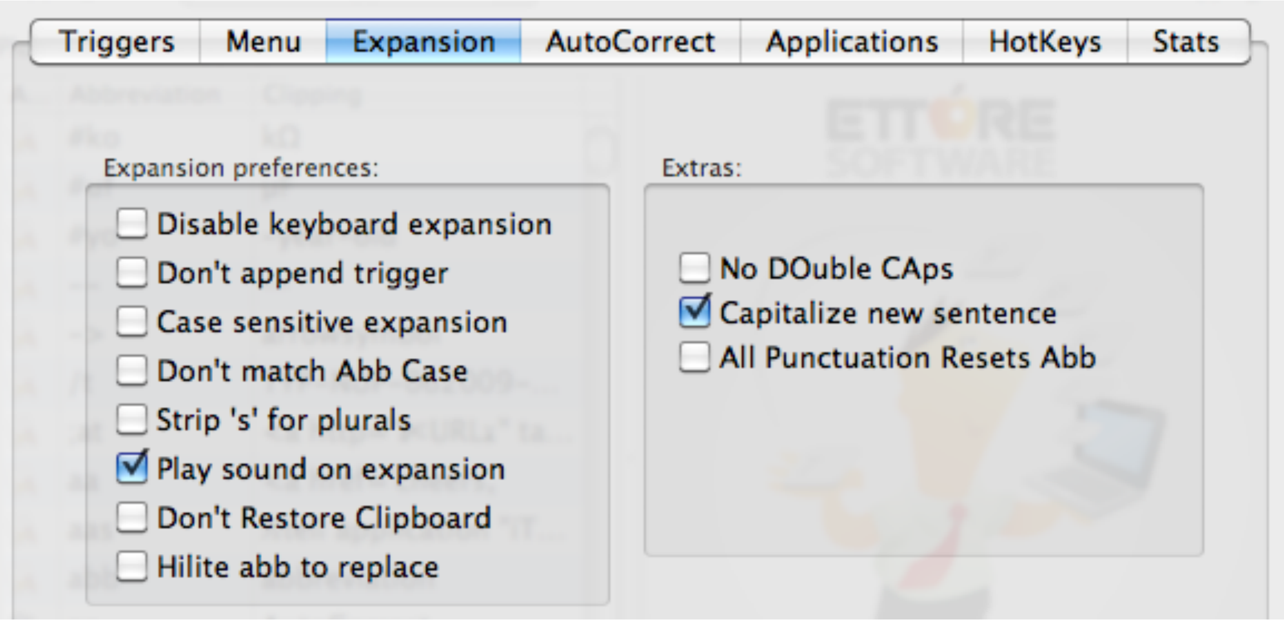

Also ignore any words
with 2 or fewer letters or
☐ starting with a capital.

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.

Preferences - Expansion - Extras

The three options in this area are off by default.



Expansion preferences:

☐ Disable keyboard expansion
☐ Don't append trigger
☐ Case sensitive expansion
☐ Don't match Abb Case
☐ Strip 's' for plurals
☑ Play sound on expansion
☐ Don't Restore Clipboard
☐ Hilite abb to replace

Extras:

☐ No DOuble CAps
☑ Capitalize new sentence
☐ All Punctuation Resets Abb

The first, No DOuble CAps will prevent you from typing two or more consecutive letters in uppercase. If you turn this option on, you will have to press the capslock key to type OK, US, USA, NASA, etc. Backspacing over a letter that has been turned to lowercase will allow you to re-type it in uppercase.

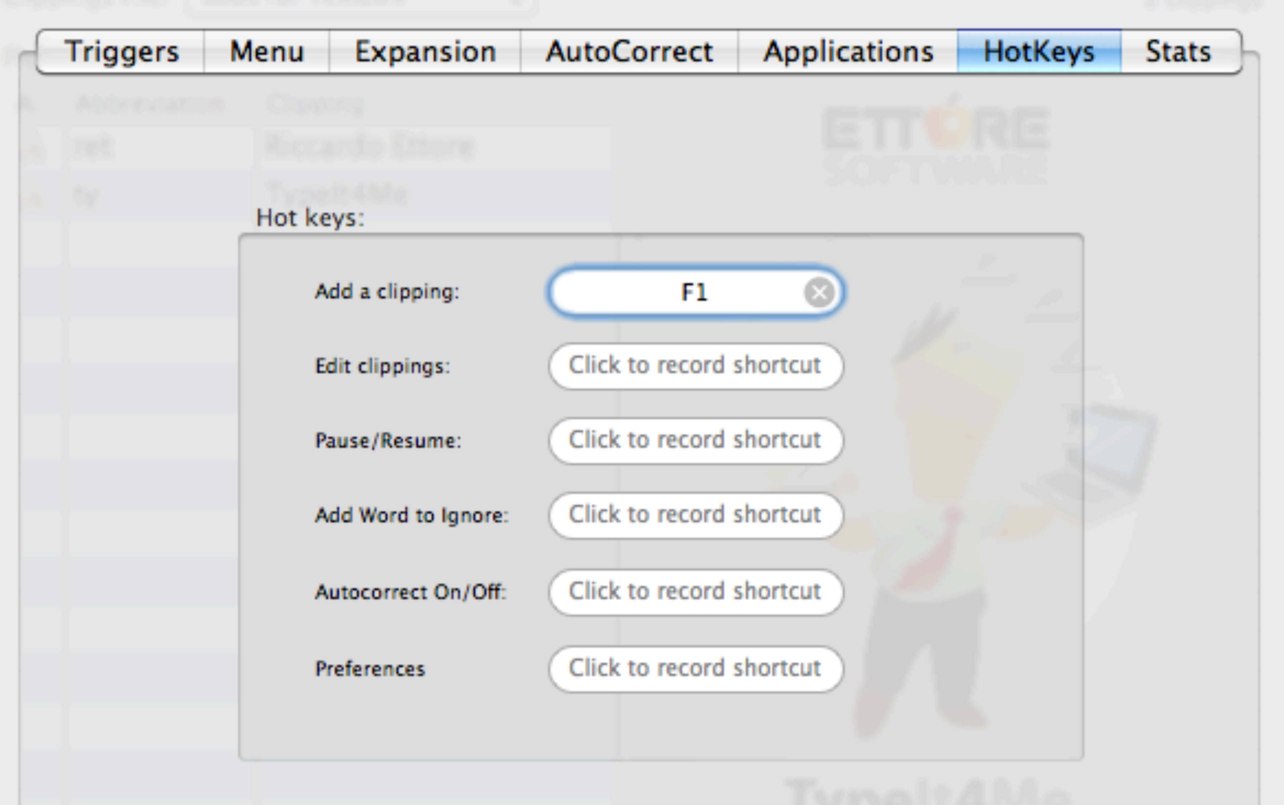
The second option is Capitalize new sentence. Turning this on will automatically turn the first letter you type after pressing return to uppercase. Ditto for letters typed after a . ! or ? but only when they are followed by a space.

NB When typing the first letter in a new document, it will not be capitalized because TypeIt4Me can only do so when it "watches" you type punctuation as explained. This is not a bug, but a normal feature constraint.

The third checkbox, All Punctuation Resets Abb, will allow you to expand abbreviations even when you type them straight after a punctuation mark.

Please note all of the above options may have undesirable side-effects. The bottom line is: if they work for you, turn them on, if you are unhappy with their behaviour, just turn them off. This is why they are "options" and why they are off unless you decide to turn them on.

Preferences - Hot keys
This is were you can define keyboard shortcuts, also known as "hot" keys.



Hot keys:

Add a clipping: F1

Edit clippings: Click to record shortcut

Pause/Resume: Click to record shortcut

Add Word to Ignore: Click to record shortcut

Autocorrect On/Off: Click to record shortcut

Preferences Click to record shortcut

You can define up to three hot keys to summon the three menu options: Add a clipping, Edit clippings and Pause/Resume, plus a further two to Add a word to the ignored words list and Toggle AutoCorrect on/off (NB if you have more than one language listed in International, this hotkey will actually cycle through the top three listed languages in sequence before reaching the off state.)

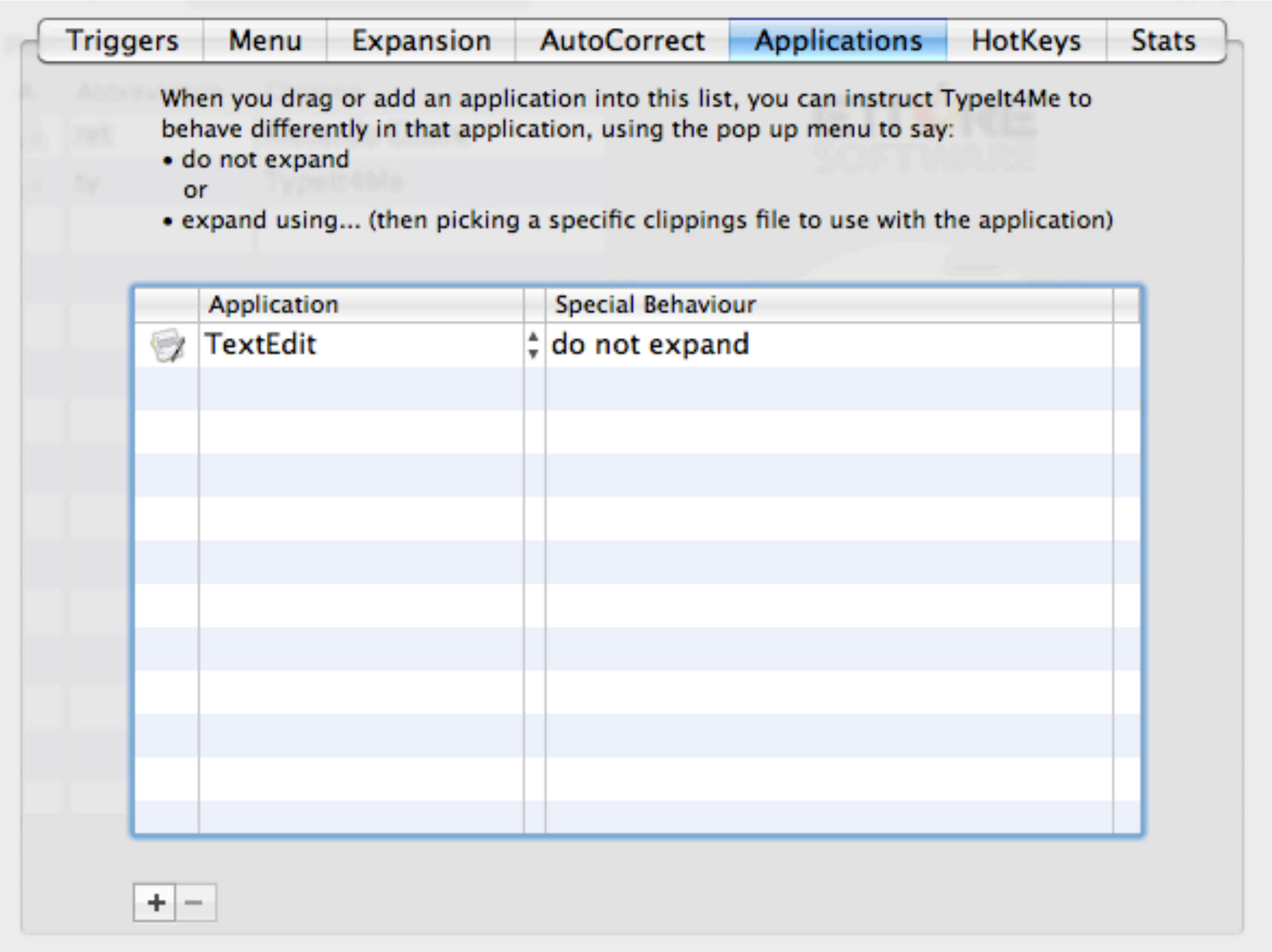
In the picture above, for example, the F1 function key has been selected to invoke Add a Clipping.

The Applications tab

Turning TypeIt4Me off in specific applications

For each application listed here (added by drag and dropping or by using the + button), you can either assign a specific file to be used or you can tell TypeIt4Me not to expand abbreviations while you are in that application.

To remove an application from this list, select the application and click the - button.

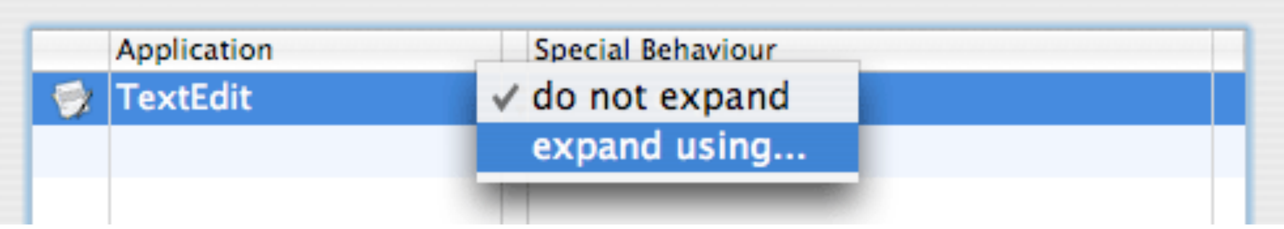


When you drag or add an application into this list, you can instruct TypeIt4Me to behave differently in that application, using the pop up menu to say:
- do not expand
  or
- expand using... (then picking a specific clippings file to use with the application)

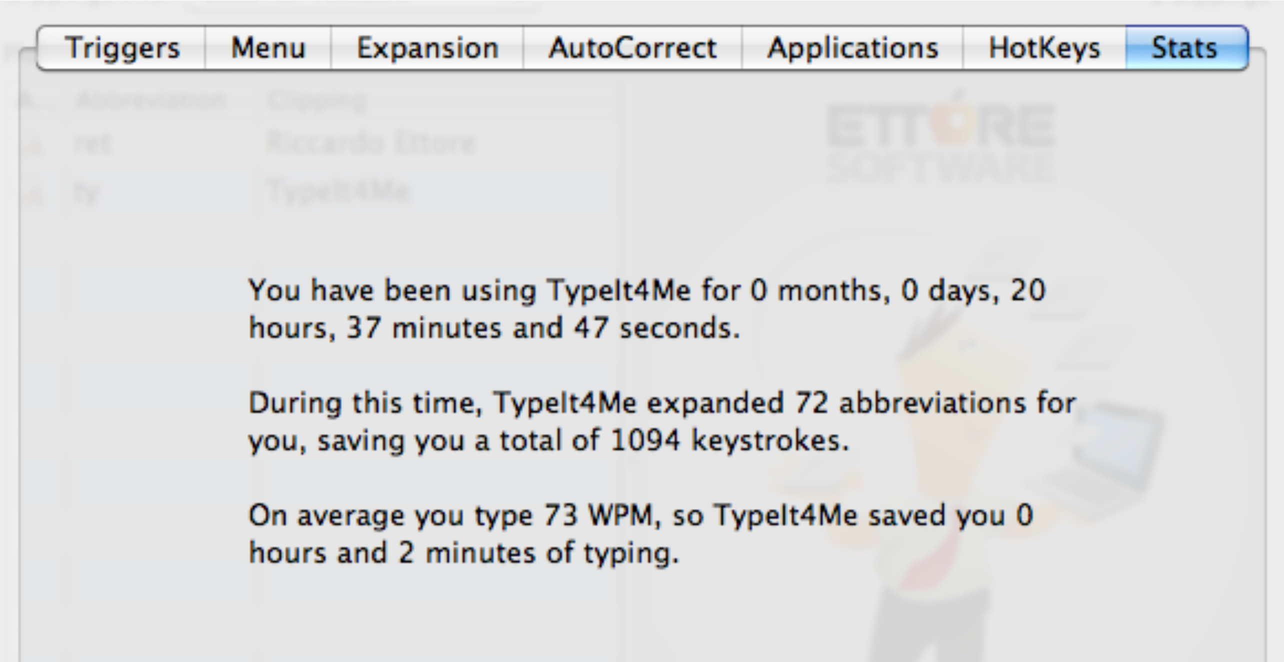
Application	Special Behaviour
TextEdit	do not expand

Associating a clippings file to an application

Click on the popup menu between the Application and Special Behaviour columns and pick expand using... then locate the clippings file you wish to associate with this application.



The Stats tab



You have been using TypeIt4Me for 0 months, 0 days, 20 hours, 37 minutes and 47 seconds.

During this time, TypeIt4Me expanded 72 abbreviations for you, saving you a total of 1094 keystrokes.

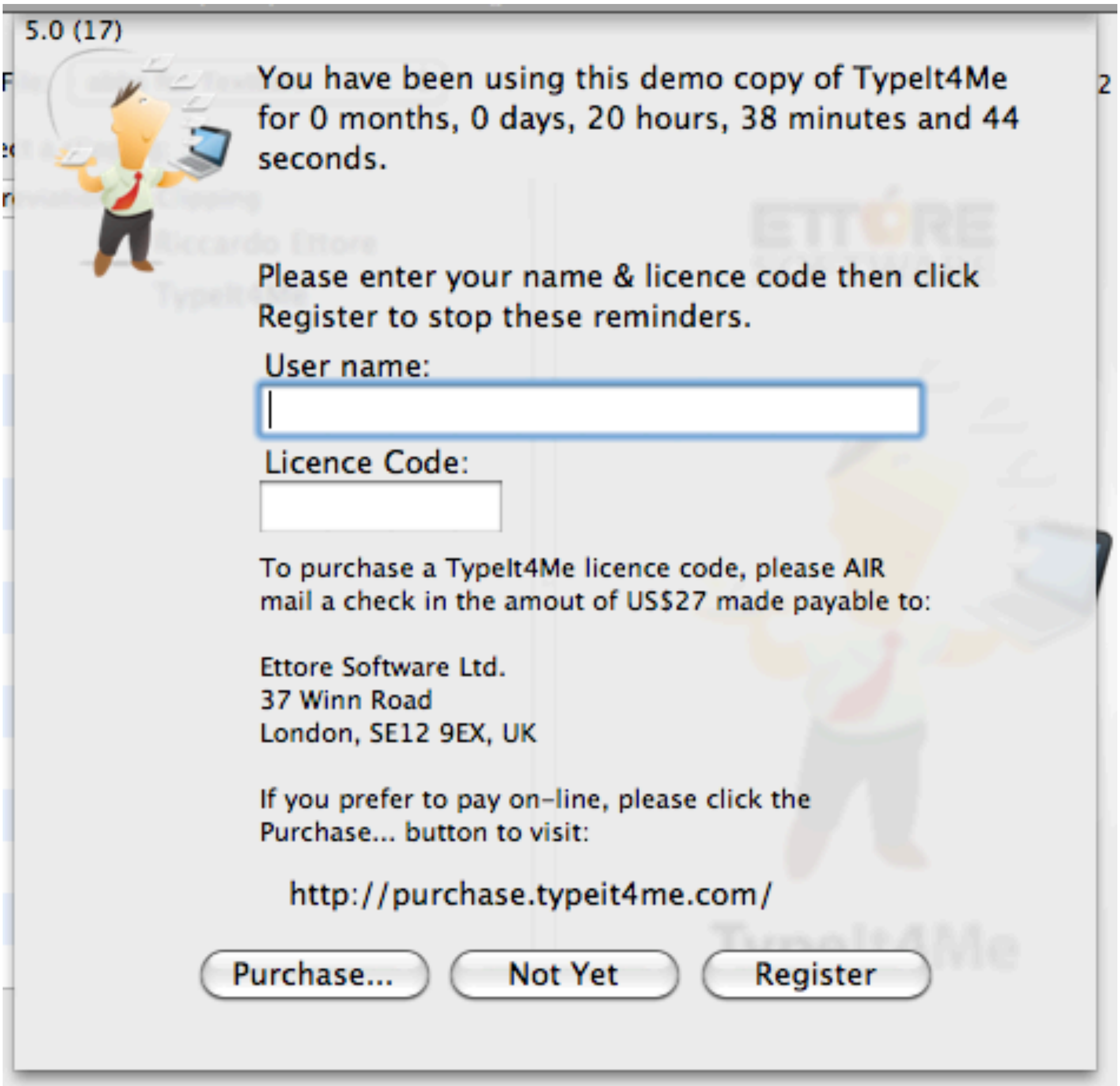
On average you type 73 WPM, so TypeIt4Me saved you 0 hours and 2 minutes of typing.

Select this tab when you want to check the stats on how long you've been using TypeIt4Me, how many keystrokes and time it has saved you and how fast you type (WPM = Words Per Minute).

The Register dialog

Bring up this dialog when you are ready to enter your user name and personal licence code. We recommend trying TypeIt4Me for free for a few days before purchasing the licence, to ensure it fits your intended use.

After 30 days, however, this dialog will start popping up frequently (and admittedly, annoyingly) to remind you that it's time to either pay for TypeIt4Me or stop using it.



You have been using this demo copy of TypeIt4Me for 0 months, 0 days, 20 hours, 38 minutes and 44 seconds.

Please enter your name & licence code then click Register to stop these reminders.

User name:

Licence Code:

To purchase a TypeIt4Me licence code, please AIR mail a check in the amout of US$27 made payable to:

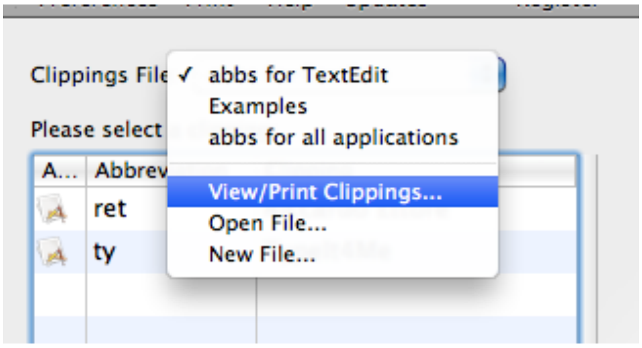
Ettore Software Ltd.
37 Winn Road
London, SE12 9EX, UK

If you prefer to pay on-line, please click the Purchase... button to visit:

http://purchase.typeit4me.com/

How do I print my clippings?

Simply pull down the menu next to Clippings File: and select View/Print Clippings...



This will open a window listing all your abbreviation/clipping pairs:

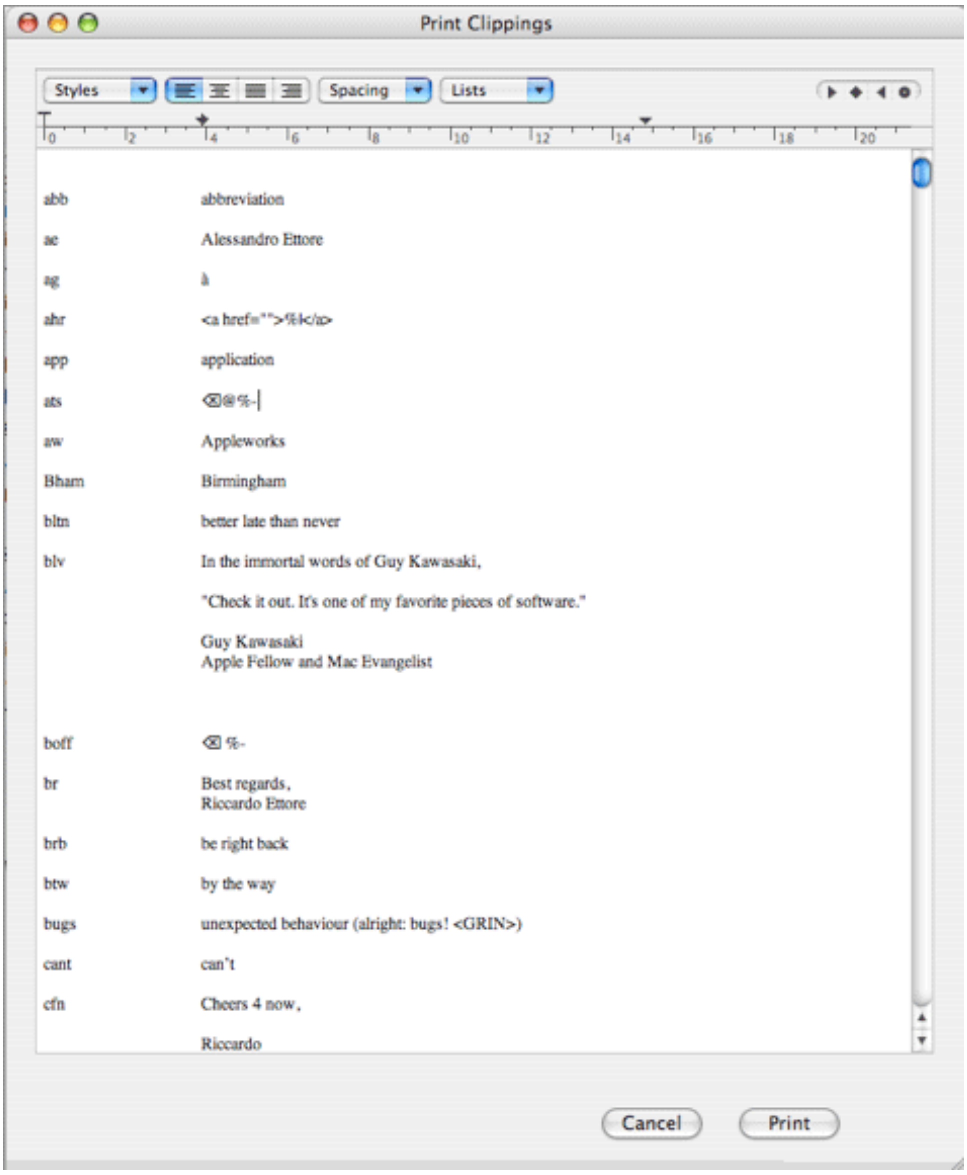
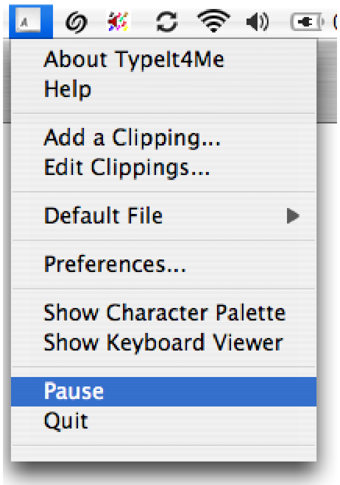


abb	abbreviation
ae	Alessandro Ettore
ag	à
ahr	<a href="">%|</a>
app	application
ats	⌫@%-|
aw	Appleworks
Bham	Birmingham
bltn	better late than never
blv	In the immortal words of Guy Kawasaki, "Check it out. It's one of my favorite pieces of software." Guy Kawasaki Apple Fellow and Mac Evangelist
boff	⌫ %-
br	Best regards, Riccardo Ettore
brb	be right back
btw	by the way
bugs	unexpected behaviour (alright: bugs! <GRIN>)
cant	can't
cfn	Cheers 4 now, Riccardo

Click Print and you are done.

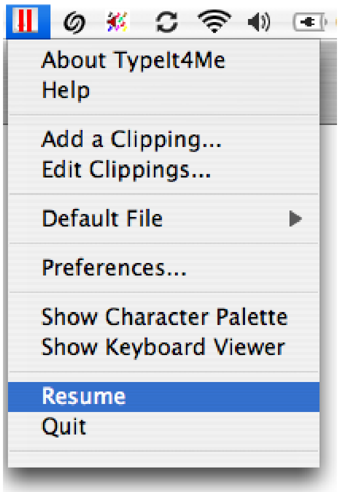
Disabling keyboard expansion

If you want to type an abbreviation without it being expanded, hold down the shift key as you type a space following the abbreviation.



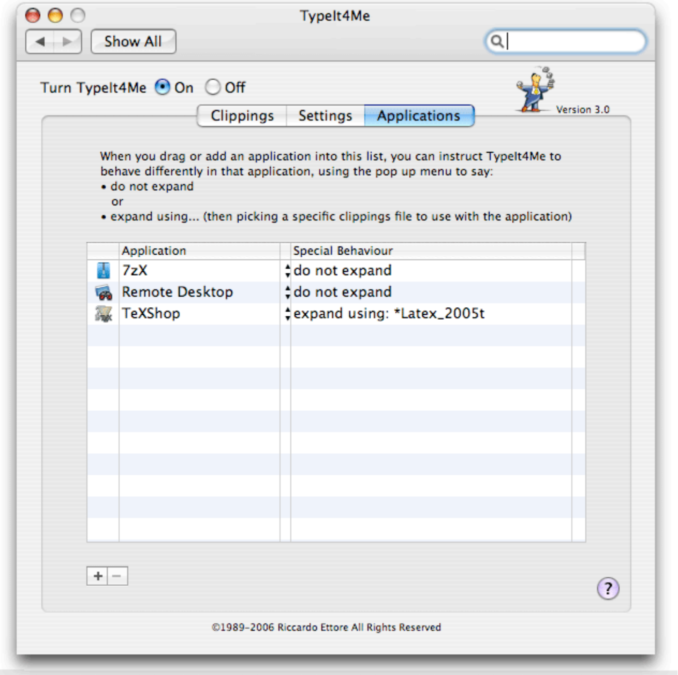
Whenever you wish to temporarily turn off TypeIt4Me's automatic expansion of abbreviations, you can select Pause from the TypeIt4Me menu. Two red vertical bars will appear on the TypeIt4Me icon to show it is paused.

Select Resume (which will replace the word Pause at the same menu position) when you want to re-activate keyboard expansion.



If you want to permanently turn expansion off (even across system restarts, that is) you can check the Disable keyboard expansion box in TypeIt4Me's Preferences under the Expansion tab.

You can also selectively disable TypeIt4Me on a per application basis by adding the application(s) to the list in the Applications tab in TypeIt4Me's System Preferences pane.



Turn TypeIt4Me ● On ○ Off

When you drag or add an application into this list, you can instruct TypeIt4Me to behave differently in that application, using the pop up menu to say:
- do not expand

or
- expand using... (then picking a specific clippings file to use with the application)

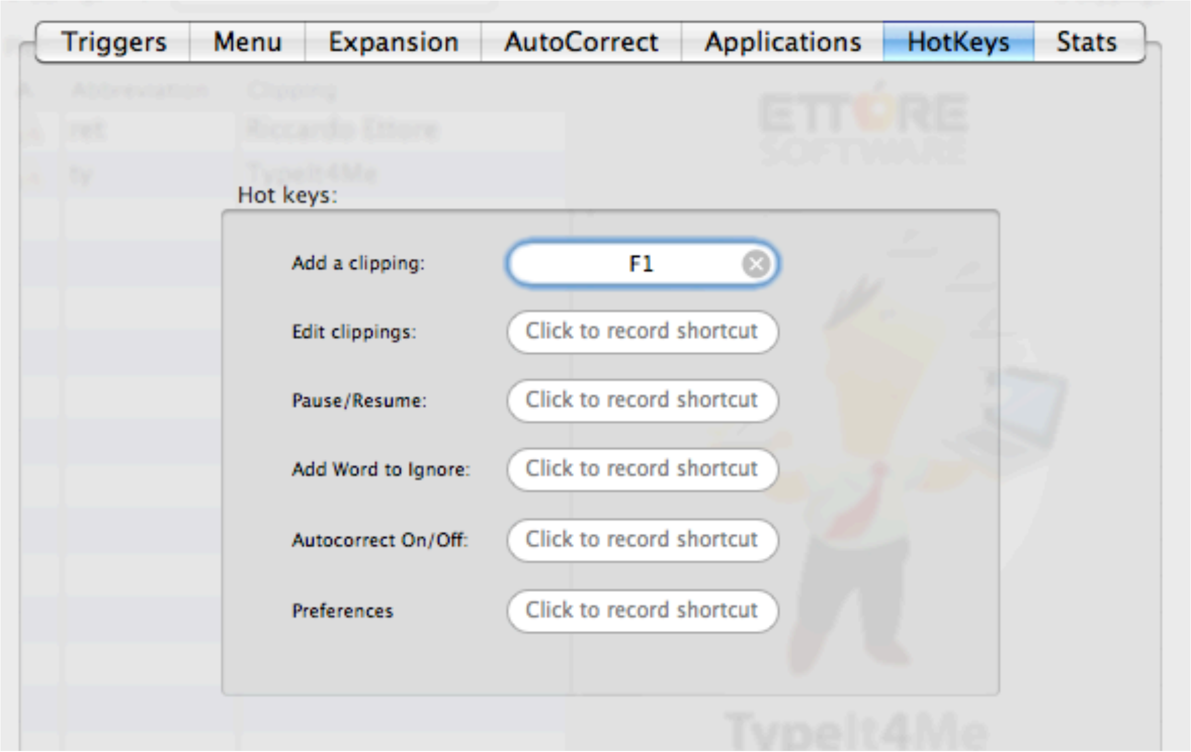
Application	Special Behaviour
7zX	do not expand
Remote Desktop	do not expand
TeXShop	expand using: *Latex_2005t

How do I define Keyboard Shortcuts for TypeIt4Me menu items?

To define keyboard shortcuts, also known as "hot" keys, go to the Settings tab of the TypeIt4Me's System Preferences pane.

You can define up to three hot keys to summon the three menu options: Add a clipping, Edit clippings and Pause/Resume, plus a further two to Add a word to the ignored words list and Toggle AutoCorrect on/off (NB if you have more than one language listed in International, this hotkey will cycle through the top three listed languages in sequence before reaching the off state.)

In the picture below, the F1 function key has been selected to invoke Add a Clipping:



Hot keys:

Add a clipping: F1

Edit clippings: Click to record shortcut

Pause/Resume: Click to record shortcut

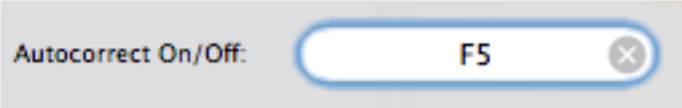
Add Word to Ignore: Click to record shortcut

Autocorrect On/Off: Click to record shortcut

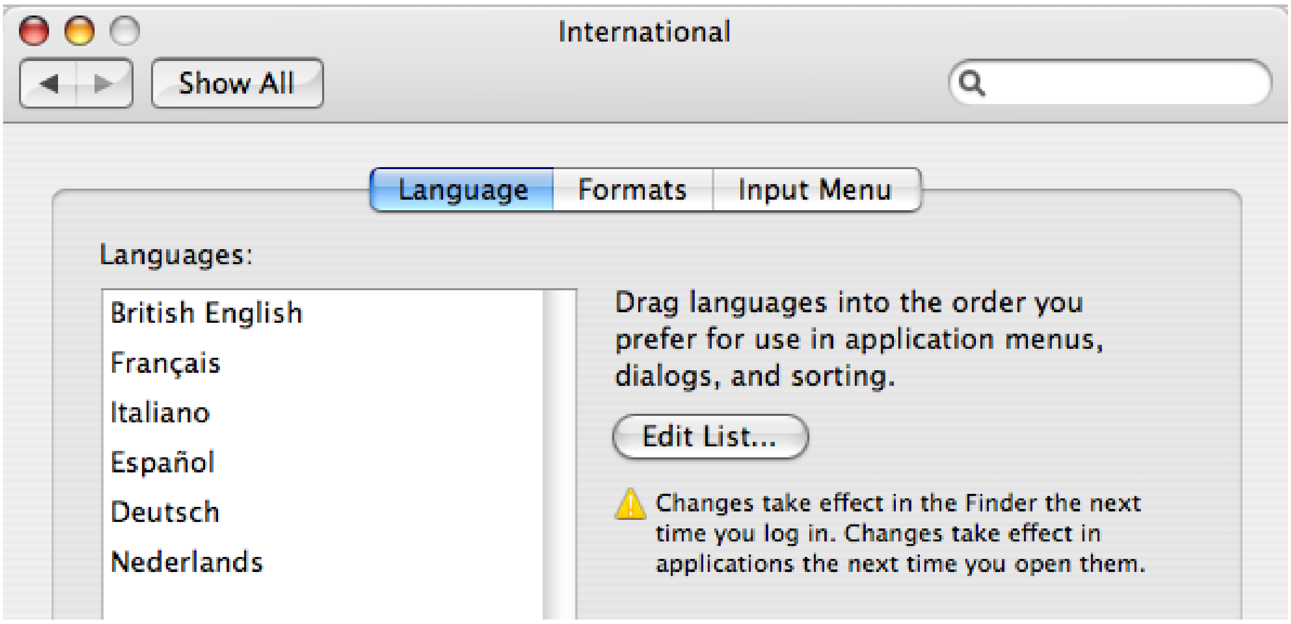
Preferences Click to record shortcut

AutoCorrect in multiple languages

If you add more than one language in the list in International System Preferences, TypeIt4Me will allow you to cycle through the top three languages in the list by pressing the AutoCorrect On/Off Hot Key:



Autocorrect On/Off: F5



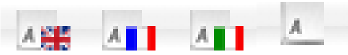
Languages:

- British English
- Français
- Italiano
- Español
- Deutsch
- Nederlands

Drag languages into the order you prefer for use in application menus, dialogs, and sorting.

Changes take effect in the Finder the next time you log in. Changes take effect in applications the next time you open them.

If your list of languages is like the one in the above picture, pressing the Hot Key would switch from British English to Français. Pressing it again would switch to Italiano. One more press on the Hot Key would turn AutoCorrect off (the language flag will disappear). The next press on the Hot Key would bring back British English, starting a new cycle.



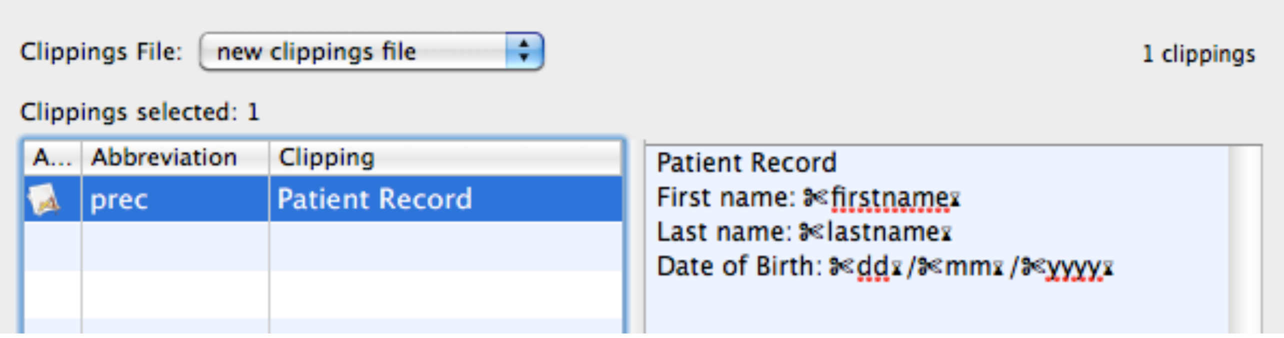
Note that when you make changes in the Languages list, you will need to turn TypeIt4Me off/on for the changes to take effect.

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

AutoCue

This is a very powerful feature which allows you to set up templates containing prompts ("cues") to be replaced with the actual text when the abbreviation is expanded.

Consider this example:



Clippings File: new clippings file

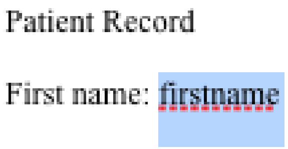
1 clippings

Clippings selected: 1

A...	Abbreviation	Clipping
	prec	Patient Record

Patient Record
First name: ✂firstname⌛
Last name: ✂lastname⌛
Date of Birth: ✂dd⌛/✂mm⌛/✂yyyy⌛

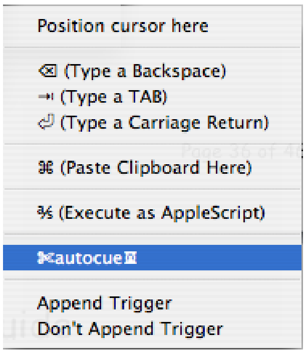
When you type the abbreviation prec, TypeIt4Me will type this:



Patient Record

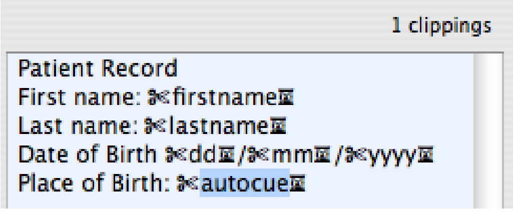
First name: firstname

That is, it will type all text up to the first hourglass symbol, highlight the word between scissors and hourglass (the "Cue") and wait for your input (as indicated by the hourglass appearing to the right of the TypeIt4Me icon in the menu bar. At this time, you would type the first name then press TAB to tell TypeIt4Me you are ready to proceed to the next bit. Then type the last name, press TAB and you'll be prompted to type dd (i.e. the day as two digits). Type TAB again and so on. Notice how TypeIt4Me will take care of inserting the / between day/month/year. You prefer dashes? Change / to - in the above definition and you're done. Want to add Place of birth? Edit the clipping, type Place of birth, then use Insert/Special to insert your new autocue:



Note that while TypeIt4Me is awaiting your input, you cannot expand abbreviations. This is a missing feature, not a bug.

Pressing esc twice will stop expansion immediately.



1 clippings

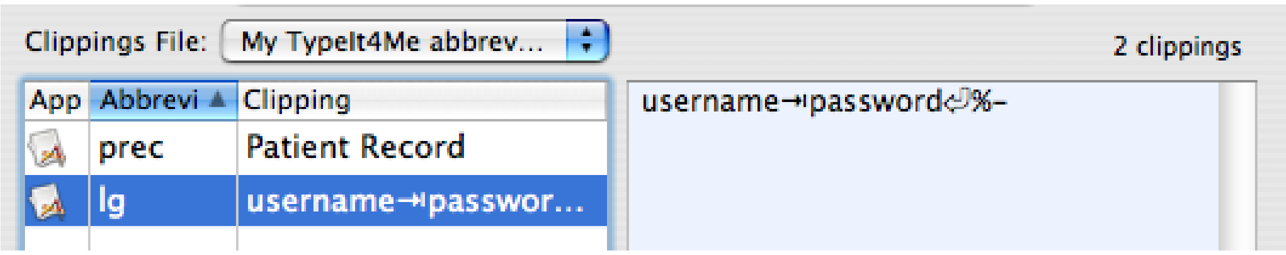
Patient Record
First name: ✂firstname⌛
Last name: ✂lastname⌛
Date of Birth ✂dd⌛/✂mm⌛/✂yyyy⌛
Place of Birth: ✂autocue⌛

How to define a login abbreviation

Many websites present you with two fields into which you must type your username then press TAB and type your password.

Uniquely among Mac text expanders, TypeIt4Me can help you automate this process by defining a single abbreviation which will expand to your username in the first field, issue a TAB to move to the second field, expand your password and issue a Carriage Return to send the information to the server.

Here's an example:



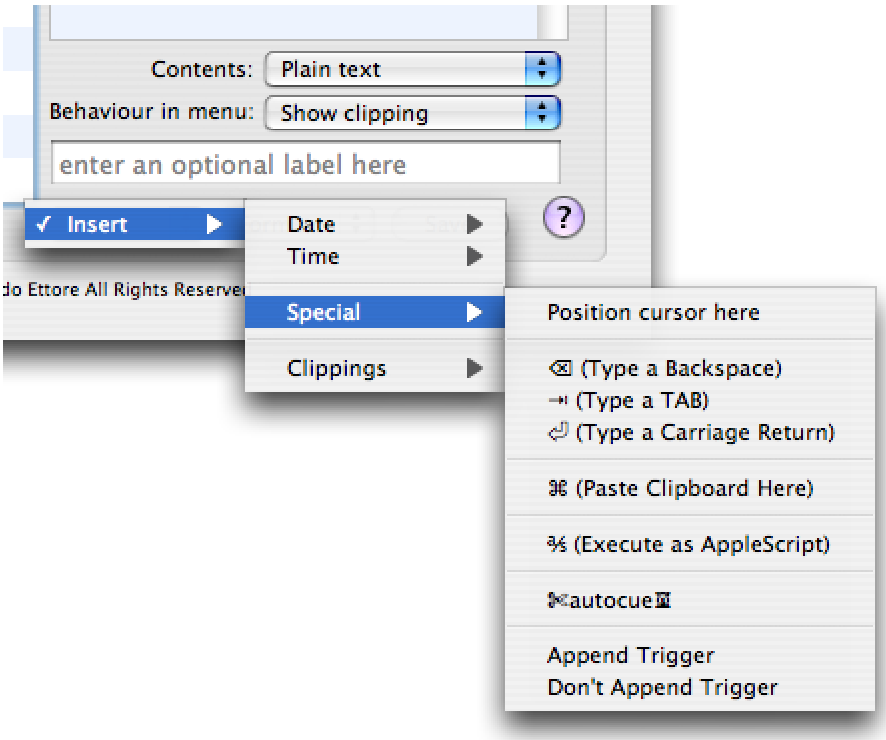
Clippings File: My TypeIt4Me abbrev…

2 clippings

App	Abbrevi	Clipping
	prec	Patient Record
	lg	username⇥passwor…

username⇥password⏎%-

Use Insert/Special to insert the special tab ⇥ and carriage return ⏎ characters. Insert a Don't append trigger (%-) to ensure the trigger doesn't get appended to the password.



Contents: Plain text

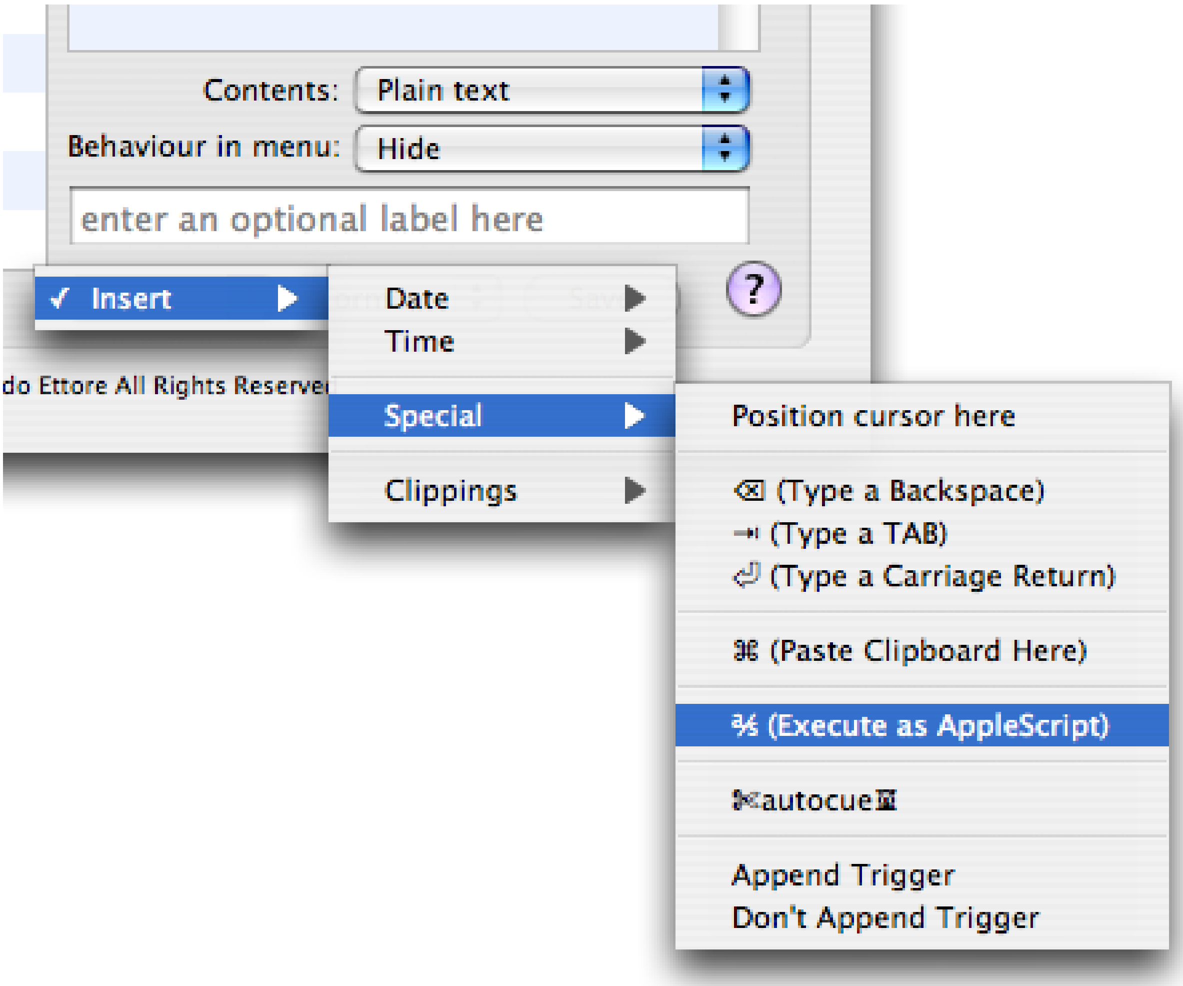
Behaviour in menu: Show clipping

enter an optional label here

How to call AppleScript with an abbreviation

If you know how to use AppleScript, you can execute your scripts by typing a shortcut.

Simply create a new abb/clipping pair and type or paste your AppleScript code in the clipping pane. Now pull down the Insert/Special menu and pick Execute as AppleScript:



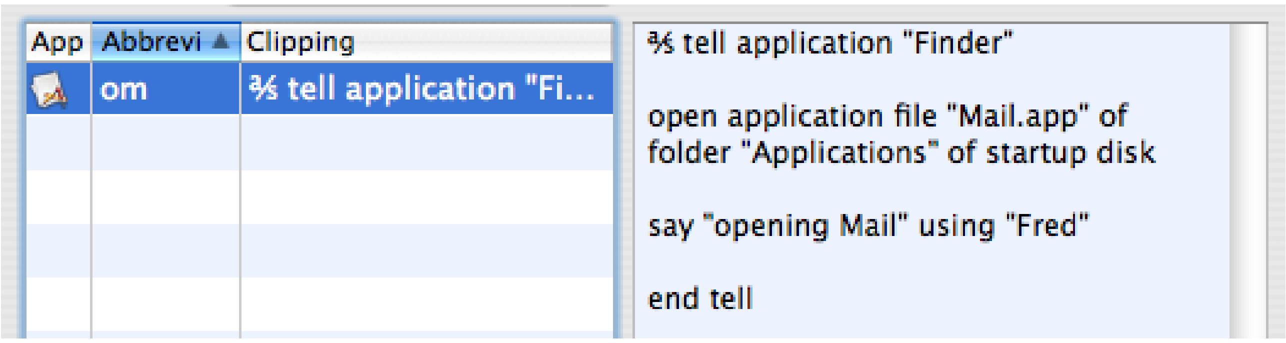
Contents: Plain text

Behaviour in menu: Hide

enter an optional label here

This is place the special symbol % at the beginning of the clipping, causing TypeIt4Me to pass your clipping along to AppleScript for execution, instead of inserting it.

For example, you could define om to open Mail and have Fred say "opening Mail":



App	Abbrevi ▲	Clipping
	om	% tell application "Fi…

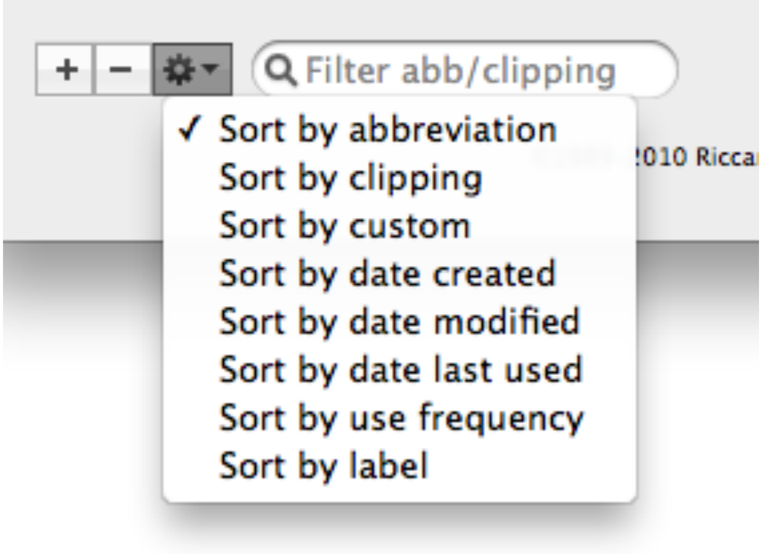
```
% tell application "Finder"

open application file "Mail.app" of
folder "Applications" of startup disk

say "opening Mail" using "Fred"

end tell
```

Sorting your abbreviations and clippings

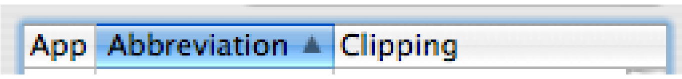
Clippings can be sorted on any of the following criteria:

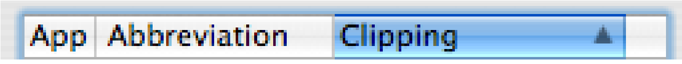
Abbreviation
Clipping
Custom
Date created
Date modified
Date last used
Use frequency

To choose the sort order, click on the gear action menu and make a selection:



When you select "sort by abbreviation" or "sort by clipping", the relevant column header will be highlighted:





When the list is sorted by any other order, no header will be highlighted:

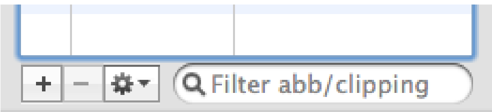
Searching your abbreviations and clippings by sorting them

When sorted by clipping, typing a few letters will scroll the list to the first clipping that starts with those letters.

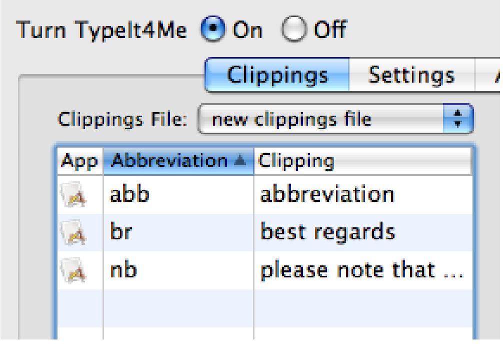
When sorted by any other criterion, the list will scroll to reveal the first abbreviation that starts with the letters you type.

Searching your abbreviations and clippings by filtering them

Type one or more letters into the filter field and the list of abbreviations will shrink to show only those abbreviations where the letters you typed appear anywhere in either the abbreviation or clipping.



For example:

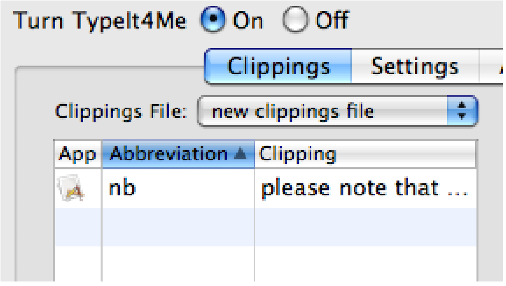


Turn TypeIt4Me ● On ○ Off

Clippings File: new clippings file

App	Abbreviation ▲	Clipping
	abb	abbreviation
	br	best regards
	nb	please note that …

becomes:

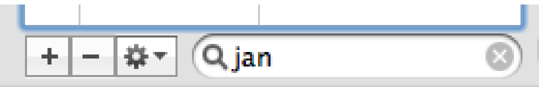


Turn TypeIt4Me ● On ○ Off

Clippings File: new clippings file

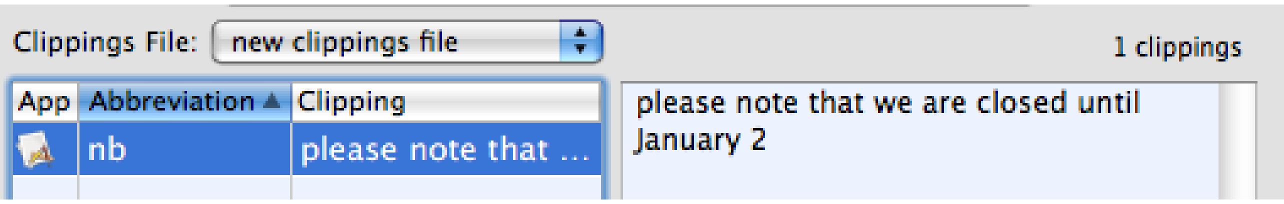
App	Abbreviation ▲	Clipping
	nb	please note that …

because filter contains ‘jan’:



jan

and the word ‘January’ is in the clipping’s text:



Clippings File: new clippings file

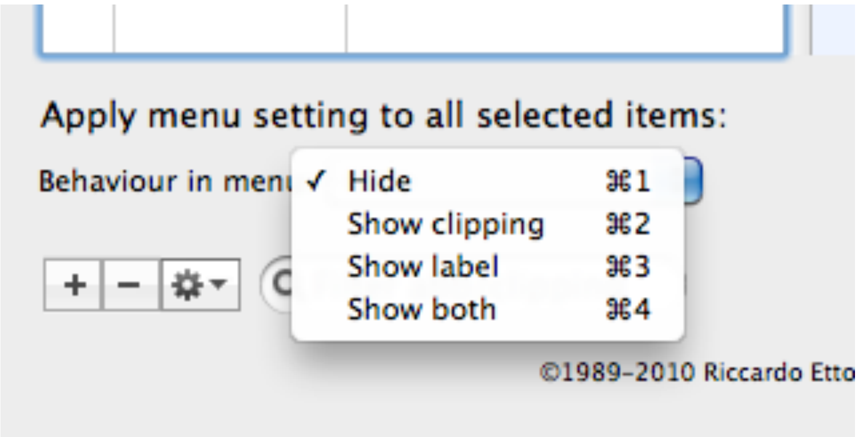
1 clippings

App	Abbreviation ▲	Clipping
	nb	please note that …

please note that we are closed until January 2

Customizing the TypeIt4Me menu

You can decide to show none, some or all of your abbreviations in the TypeIt4Me menu. Moreover, for each abbreviation, you can decide whether you show just the clipping, just the label or both:



Apply menu setting to all selected items:

Known problems

1. ~~Occasionally, the contents of the clipboard will be pasted instead of the contents of the clipping and in some cases, the contents of the clipboard is not restored. I am still investigating this and hope to fix it reliably as soon as possible.~~ This problem should no longer happen, please let us know if it still does for you.

2. You need to add Apple Remote Desktop to the list of excluded applications to avoid erratic behaviour.

3. In Eudora, if you copy a link to the clipboard, it will be turned into a "flattened" form after an expansion. For example, <http://www.typeit4me.com>link. This happens in spite of the fact that TypeIt4Me saves both flavors it finds on the clipboard: TEXT and EuAt. Please report this to Eudora if it's important to you.

4. OpenOffice and IndesignCS1 will only "see" what's put on the clipboard by TypeIt4Me to expand when you first switch to it. Subsequent expansions will result in the same text of the first expansion. The problem does not occur in IndesignCS2.

5. ~~CopyPaste causes TypeIt4Me to behave erratically. Quitting CopyPaste solves the problem, adding CopyPaste to the applications list in TypeIt4Me's System Preferences pane does not. Try using iClip (http://inventive.us/iClip/), which appears to offer the same functionality as CopyPaste and does not seem to interfere with TypeIt4Me during limited testing (please let us know if you find otherwise).~~This problem should no longer happen, please let us know if it still does for you. A user also noted that Jumpcut is better than iClip.

6. ~~Apple's Mail application has a peculiar way of handling space and newline characters. As a result, if you trigger an abbreviation using space, the space will sometimes get appended and sometimes not, irrespective of your choice of setting in TypeIt4Me. Please report this to Apple in case they can make Mail more TypeIt4Me-friendly.~~ This problem should no longer happen, please let me know if it still does for you.

7. Quicken turns on Secure Event Input, preventing TypeIt4Me and many other programs from “listening” to keyboard events. Turning off Quicken Scheduler should resolve this. Hulu Desktop and some VPN clients might cause the same issue.

8. If you activate the setting *Activate workaround for double action behavior* in the advanced settings pane in Sofa Controls preferences, Sofa Control activates "Secure Event Input", preventing TypeIt4Me (and any other application from “listening” to keyboard events). To fix this, turn Sofa Control off or deactivate the above mentioned setting.

9. In Address Book, the contents of the clipboard is not restored after text expansion.

If you find a problem not listed here, please email: support@ettoresoftware.com

Frequently Asked Questions

If you don't find an answer here, please make sure you read the rest of the Help pages and the Known Problems section.

Does TypeIt4Me work under Classic as well as OS X?

Yes, but you need to install a different version under each system (the latest version for Classic is 4.8.2).

Can I use an abbreviations file created with the Classic version in the OS X version?

Yes, but once the old abbreviations file is converted to the new format it can no longer be used with the Classic version (one way transfer only).

How do I define an abbreviation to display the current date and/or time?

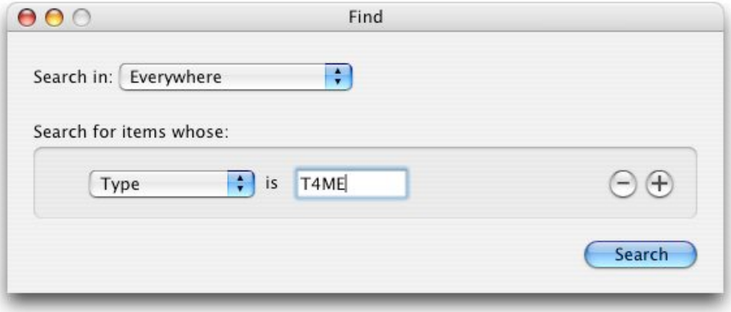
This is explained on page 13.

How do I define keyboard shortcuts to bring up the various TypeIt4Me dialogs?

This is explained on page 28.

I lost my abbreviations file: how do I find it?

Use the Finder's Find to search for items whose Type is T4ME or whose extension is .typeit4me



Search in: Everywhere

Search for items whose:

Type is T4ME

Why does TypeIt4Me lose track of the file containing the abbreviations?

Make sure you store the abbreviations file on the same volume/partition as the startup system volume.

Why doesn't Word append the space that triggered the expansion?

You need to turn the Use smart cut and paste option off in Word's Preferences, under Edit

How many different data files can I have?

As many as you care to define and will fit on your disk.

Why have many different data files?

Some users like to have different sets of abbreviations for use at different times or in different applications.

How many clippings can be added to each file?

There is no specific limit. However, a large number of clippings will tend to slow things down a little and bringing up the Edit Clippings... dialog will take a fairly long time.

How long can a clipping be?

Clippings (i.e. the text that is typed when you type an abbreviation and a trigger) can be up to 32,000 characters long.

How long can a clipping's abbreviation be?

Abbreviations should not exceed 50 characters. Also, if you later want an entry to expand automatically as you type its abbreviation, make sure the abbreviation does not contain any of the trigger characters (as chosen by you via the Preferences… dialog).

Why don't you have an answer to MY question?

Feel free to email it to me and I'll do my best to answer it (but be aware that at busy times, I may not be able to reply for several days).

Acknowledgements

Thank you Douglas Adams for asking Apple to help me make the transition to OS X back in May 2001 just weeks before your untimely passing.

Thank you Apple for having such helpful employees as Heather, Xavier, Tim, Mark, Deborah, Michael, Daniel, Deric and Quinn. Their help via email and phone, but especially during the course of three "Carbon Kitchens" and during WWDC 2002 was invaluable and instrumental in getting TypeIt4Me OSX Edition off the ground.

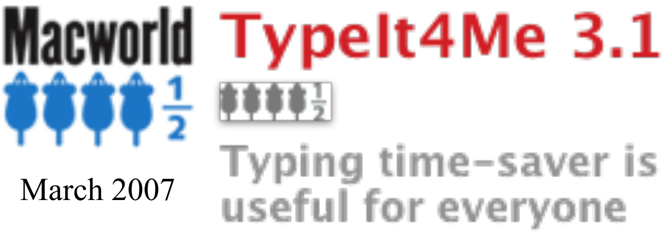
Thank you to the many beta testers for the trust and courage with which they've accepted to install early versions of this program and their assiduous reporting of unexpected behaviour (alright: bugs! <GRIN>)

A special thank you to Guy Fiems, who once again provided me with invaluable debugging help and friendly support during the many months of development.

Thank you Quentin Carnicelli for PTHotKeysLib and to ShortcutRecorder for keeping it up to date with Snow Leopard.

Danke schön to Harald Müller for designing the original TypeIt4Me logo and to Guy Ettore for modernizing its look.

And last but not least, thank you Pee for putting up with me spending so many hours in front of my Mac! Here's wishing you a huge success with your first venture into internet publishing with Kiddleywinks and Pirates!



Macworld

TypeIt4Me 3.1

Typing time-saver is useful for everyone

March 2007

What do users & experts say about TypeIt4Me?

In its August 1992 issue, MacWorld called TypeIt4Me "indispensable" and a "truly wonderful shareware gizmo".
And in April 1996 it awarded it a four star rating. TypeIt4Me for OS X was again reviewed in July 2003 and got a 3.5 mice rating.
More recently, on page 39 of the March 2005 issue of MacFormat UK, TypeIt4Me was said to have "done more to enrich our lives than the internal combustion engine, coffee, sliced bread and Catherine Zeta-Jones combined" - wow!

MacUser gave it the 1994 Shareware Award for Best Publishing Tool.

It also won America Online's "The MUT 1996 Shareware Awards"

David Pogue & Joseph Schorr

"a spectacular typing-shortcut utility"

"a blessing for anyone who uses the Mac for typing"

Authors, Mac & PowerMac SECRETS

In an article on Now Utilities, MacWeek's Ross Scott Rubin had this to say:

"And Now Auto Type lacks the stability and some features of TypeIt4Me, Riccardo Ettore's mature shareware control panel"

And Bob "Dr. Mac" LeVitus said this in an article on Spell Catcher:

"The other feature that I use daily (hourly?) is the glossary, where you store typing shortcuts that work in any program. For example, when I type "vty(space)" Spell Catcher expands it to "very truly yours," in the wink of an eye. I type "sfd(space)" and "Macintosh System 7.5 For Dummies" appears in my document. Complete with the quotation marks. Trust me, you'll quickly become addicted to this feature if you just take the time to learn to use it.

A brief aside: If you aren't going to spring for Spell Catcher, the shareware program TypeIt4Me by Riccardo Ettore does this trick (but not spell checking or any of the other stuff). It's worth getting one or the other if you type much. "

"I've discovered that this program is absolutely great as far as writing is concerned. Having built my data file one word at a time, I can for the first time write as fast as I can think. Or, to type those two sentences with expansion turned off: iv dscvd ta th prg s absl gr afa wrig s ksnd. Vg blt my data file one word at a ti, i c f t first ti wri as fast as ic tq."

Hendrik Hertzberg

-Senior Editor, The New Yorker Magazine (in shorthand: --hhhh, sr edr, tnyer mag)

"[TypeIt4Me is] a long running, Mac friendly, well-supported utility. Still the best -- Quickeys and Oneclick and the others may do other things, but they just don't do text replacement as well and easily."

Stephen Fry

acclaimed British actor, comedian and author.

"TypeIt4Me (by Riccardo Ettore) is the most intuitive of the expansion utilities."

Deborah Shadovitz

Contributing Editor and Columnist, MacCentral

"Check it out. It's one of my favorite pieces of software--

I use it to input all the keywords for EvangeList."

Guy Kawasaki

Apple Fellow and Mac Evangelist

So why not try it out and see what you think of it.

Standard Disclaimer

Use this program at your own risk. We make no warranties either express or implied as to its performance on your particular system. Riccardo Ettore and/or Ettore Software Ltd. will not be held responsible for any data loss or other damages incurred through its use.

Glossary

Clipping (aka snippet)

The text and/or picture that will be inserted in your document when an abbreviation is expanded

Abbreviation (aka shortcut)

The text you will type (or select from the TypeIt4Me menu) in order to have a clipping inserted in your document

Trigger

Any of up to 33 different punctuation and other symbols that can be typed to cause an abbreviation to expand.

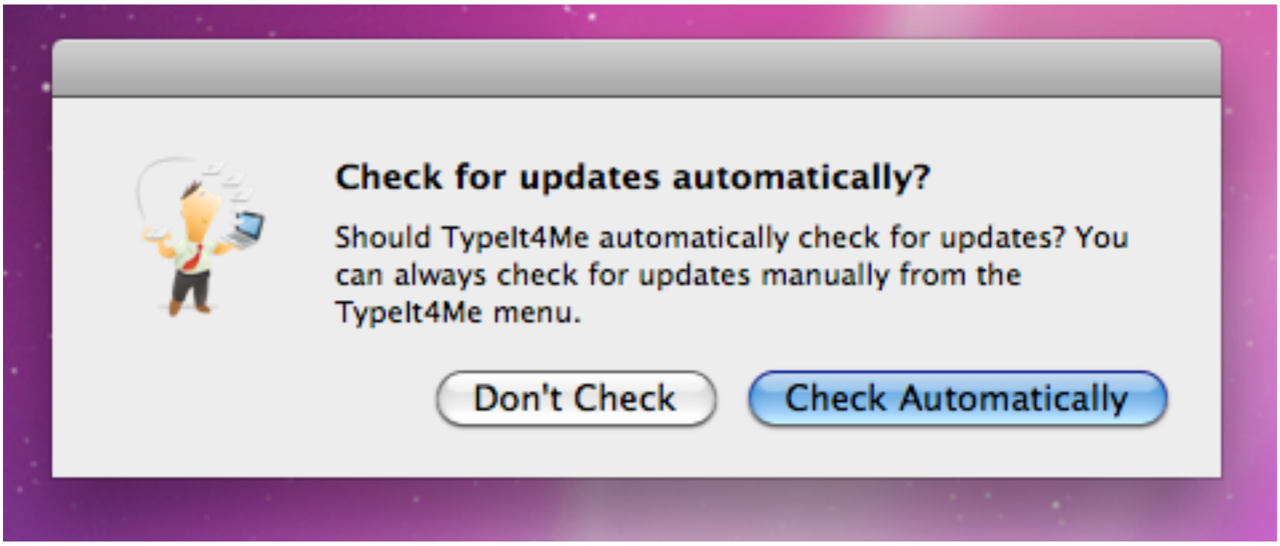
Uninstalling TypeIt4Me

To remove TypeIt4Me from your Mac, quit and trash the application.

Other files that may be left behind and you might wish to remove are: the preferences file (com.typeit4me.TypeIt4MeMenu.plist), the TypeIt4Me.dmg file you originally downloaded and any number of files you might have created to store your clippings (they will all have an extension of .typeit4me).

Check for Updates

At some point, you will get this dialog:

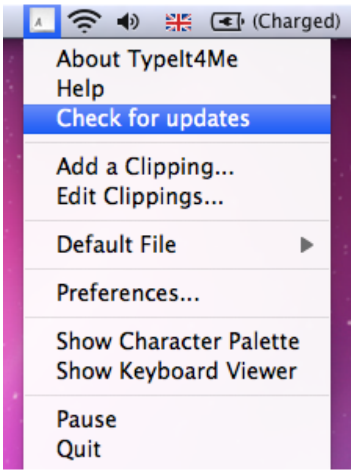


Check for updates automatically?

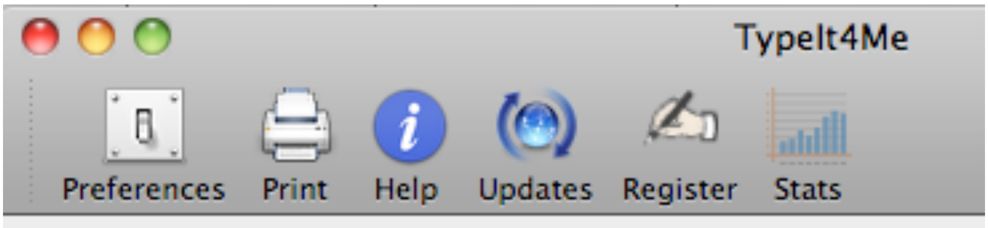
Should TypeIt4Me automatically check for updates? You can always check for updates manually from the TypeIt4Me menu.

If you select the default blue button, Check Automatically, TypeIt4Me will call home periodically and alert you if a newer version is available, asking you if you wish to update.

If you click Don't Check, you can still manually invoke this update checking process by selecting:



Or by clicking on the Updates icon:



Troubleshooting

TypeIt4Me is not available after you restart or login. Fix: open TypeIt4Me (in the Applications folder or wherever else you decided to place it), go to Preferences from the TypeIt4Me menu icon, tick the box that says "Open at Login".

~~Switching to Japanese Romaji or other Input Methods, including SpellCatcher, prevents TypeIt4Me from functioning.~~ This is no longer an issue in 5.0.1 (23).

You need to turn off Quicken Scheduler as it interferes with TypeIt4Me.

Ditto if you use Hulu Desktop or certain types of VPN software.

Ditto if you use Google Chrome (allegedly, not confirmed in our own tests).

Can you try these troubleshooting steps, testing for keyboard expansion after each step:

1. **Check that Enable access for assistive devices is ticked**;
2. Restart your Mac;
3. Check that the abbreviation you have defined does NOT contain any delimiters (space, etc) that you also defined as triggers;
4. Try turning all delimiters ON (click on All) in the Triggers section of the preferences;
5. Try turning all delimiters OFF (click on None) in the Triggers section of the preferences.

If you still cannot get TypeIt4Me to expand, contact support@ettoresoftware.com