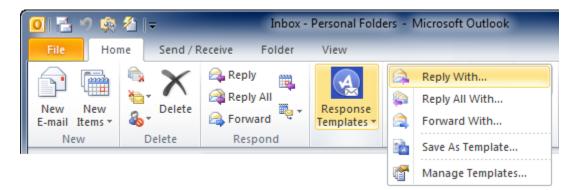
# Table Of Contents: User Guide: ActiveData Response Templates For Outlook

ActiveData Response Templates For Outlook3
Using Response Templates
Reply With7
Replay-All With8
Forward With9
Save As Template
Managing Response Templates11
Folders12
Refresh
New14
Browse15
Delete
Templates17
Edit
New
Duplicate
Сору
Delete23
Commands24
Tools
Options
Help
Register
Buy Now
Other Resources
Index

User Guide: ActiveData Response Templates For Outlook

## ActiveData Response Templates For Outlook

ActiveData Response Templates For Outlook adds a button to Microsoft Outlook that lets you respond to your messages with a predefined response template.



**Response templates** are Outlook messages and are stored in the Templates folder of your mailbox. When you reply to a message with a response template, the contents of that template are copied into your outgoing message.

💽 ActiveData Response Ter	nplates				)	٢
Select template to		/anage	Re	A state of the second secon	elp	
🗁 Templates	Subject	Туре	1	U	Date	*
ADRT	Download Form Link	Text			27/11/2011	
	Download Page Link	Text			27/11/2011	
	Extension Key	Text	2		27/11/2011	
EZXL	Getting Started	Text			20/11/2011	
Forward	How to activate	Text			27/11/2011	_
Misc	How to determine your Excel version	Text			27/11/2011	=
E Dample Responses	How to determine your version	Text			27/11/2011	
Attachments	How to re-enable	Text			27/11/2011	
Scripts	How to re-install	Text			27/11/2011	
	How to uninstall	Text	۰.		27/11/2011	
	Link to latest beta builds	Text			27/11/2011	Ŧ
	<				•	
Select template to reply with						.::

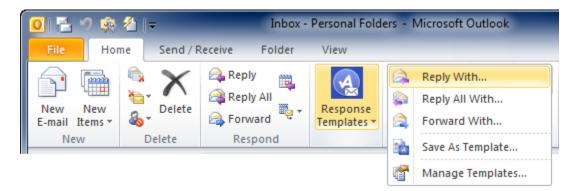
**Response templates** can be formatted as plain text or HTML and can contain attachments, images, links and template parameters.

**Template parameters** can be used to adjust certain fields of the outgoing message like the recipient's email address, the subject, delivery time, attachments and more.

**VBScript** can be embedded into a template to let you populate your outgoing messages programmatically.

## **Using Response Templates**

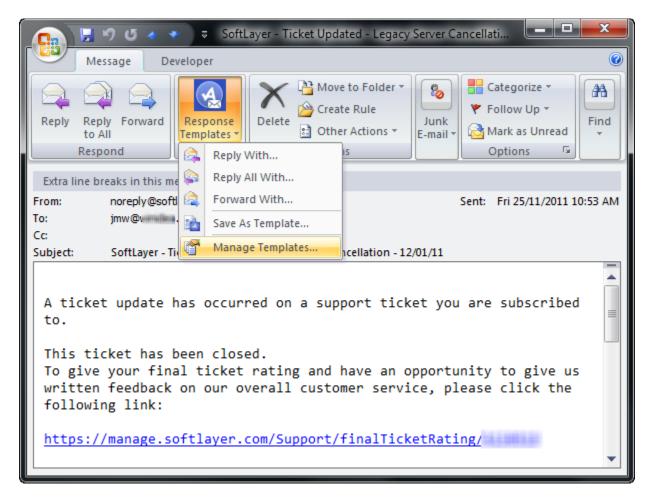
ActiveData Response Templates For Outlook adds an icon to Microsoft Outlook 2010 Explorer Ribbons that enables you respond to messages using predefined templates.



Since Outlook 2007 doesn't use a Ribbon on its main Explorer window, ActiveData Response Templates For Outlook adds commands to the Action Menu.

🕞 Inbox - Microsoft Outlook					
<u>File Edit V</u> iew <u>Go</u> <u>T</u> ool	Acti	ons Help			
] 🔂 <u>N</u> ew 🕞 🦾 🎦 🗙   🙈 <u>R</u> ep	<b>P</b>	New Mail Message Ctrl+N			
Mail		New <u>M</u> ail Message Using			
Mail Folders	7	Follow Up			
All Mail Items		Categor <u>i</u> ze			
Ali Mail Itellis     Personal Folders		Junk E-mail			
Deleted Items		Reply Ctrl+R			
Drafts		Reply to A <u>l</u> l Ctrl+Shift+R			
Inbox (3)		Forward Ctrl+F			
Outbox	0	– Forward as Attachment Ctrl+Alt+F			
⊞	0-	Copy Shortcut			
🖃 🧰 Templates					
🖃 🚞 Sample Responses		Reply With			
Attachments		Reply-All With			
Scripts		Forward With			
		Save As Template			
Mail		Manage Templates			
Calendar		Options			

ActiveData Response Templates For Outlook adds an icon to Microsoft Outlook's message inspector Ribbons.



## **Reply With**

Use the **Reply With** command to reply to the selected message(s) using the selected response template.

When you select a response template, a new reply message is opened and populated with the contents of the response template.

ActiveData Response Ter Select template to r	reply with 🖳 🥝	Manage	Re	<b>A</b> fresh		<
🗁 Templates	Subject	Туре	1	0	Date	-
ADRT	Download Form Link	Text			27/11/2011	
ADSQL	Download Page Link	Text			27/11/2011	
ADXL	Extension Key	Text	2		27/11/2011	
EZXL	Getting Started	Text			20/11/2011	
	How to activate	Text			27/11/2011	_
🔁 Misc	How to determine your Excel version	Text			27/11/2011	=
E Bample Responses	How to determine your version	Text			27/11/2011	
Attachments     Forward	How to re-enable	Text			27/11/2011	
Scripts	How to re-install	Text			27/11/2011	
	How to uninstall	Text	۰.		27/11/2011	
	Link to latest beta builds	Text			27/11/2011	Ŧ
	<				•	
Select template to reply with						.::

## **Replay-All With**

Use the **Reply-All With** command to reply-all to the selected message(s) using the selected response template.

When you select a response template, a new reply-all message is opened and populated with the contents of the response template.

🔇 ActiveData Response Ter	nplates		)	
Select template to		<b>a</b> fresh	Per la constante de la constan	þ
🗁 Templates	Subject	Туре	1	*
ADRT	Download Form Link	Text		
	Download Page Link	Text		
ADXL	Extension Key	Text	2	
EZXL	Getting Started	Text		
- Forward	How to activate	Text		
ia Misc	How to determine your Excel version	Text		=
🖻 🇁 Sample Responses	How to determine your version	Text		
Attachments Forward	How to re-enable	Text		
Scripts	How to re-install	Text		
	How to uninstall	Text	4	
	Link to latest beta builds	Text		Ŧ
	<			
Select template to reply all with				:

## **Forward With**

Use the **Forward With** command to reply-all to the selected message(s) using the selected response template.

When you select a response template, a new message is opened and populated with the contents of the response template.

🔇 ActiveData Response Ter	nplates					)	۲
Select template to	forward with	Select	Cancel	Manage	Refresh	Contraction of the second seco	
🗁 Templates	Subject				Туре	1	0
	Forward message to 3	Sales			HTHL		
ADSQL	Forward to Sales with	Reply C	On Behalf		Text		
CCH EZXL Forward Misc Sample Responses Attachments Forward Scripts	4	III					•
Select template to forward with							.::

## Save As Template

🔕 Save As ActiveData Response Template	x
Select Cancel Refresh Help	
Templates ADRT ADSQL ADXL CCH EZXL Forward Misc Sample Responses Attachments Forward Scripts	
Select folder in which to save response template	:

Use the **Save As Template** command to save a selected message as a response template.

## **Managing Response Templates**

The **Template Manager** lets you create and organize response templates into folders and subfolders. You can convert existing Outlook messages into response templates using the Save As Template command.

🔕 ActiveData Response Ten	nplates		_		
Manage Templates					
Refresh New Browse De	elete Edit New Duplicate Copy	Delete	Options	0 ■ Help *	
Folders	Templates		То	ols	
눩 Templates	Subject	Туре	0	Date	
	Download Form Link	Text		27/11/201	
ADSQL	Download Page Link	Text		27/11/201	•
	Extension Key	Text 🚦		27/11/201	Ξ
EZXL	Getting Started	Text		20/11/201	
Forward	How to activate	Text		27/11/201	•
Misc	How to determine your Excel version	Text		27/11/201	-
Cample Responses     Attachments	How to determine your version	Text		27/11/201	
Forward	How to re-enable	Text		27/11/201	-
Scripts	··· · · · · · · · · · · · · · · · · ·	-		4	
\\Personal Folders\Templates\A	DRT			11 items	

Use the Folders group on the ribbon to create and delete folders.

Use the <u>Templates</u> group on the ribbon to create, edit, copy and delete response templates.

Use the <u>Tools</u> group on the ribbon to set options and to register the software.

## **Folders**

ActiveData Response Templates		
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy Delete	Options Help *
Folders	Templates	Tools

Use Folder commands to manage your template folder structure.

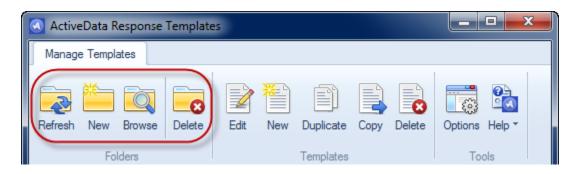
<u>Refresh</u>: Reload folder tree

<u>New</u>: Create new folder

Browse: Browse template folders in Outlook

Delete: Delete Folder

#### Refresh



Use the **refresh** command to reload the response template listing from the underlying Templates folder in Outlook.

#### New

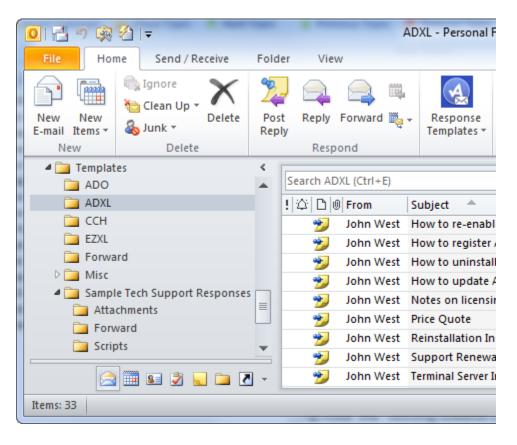
ActiveData Response Template:		
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy Delete	Options Help *
Folders	Templates	Tools

Use the **New** command to create a new folder beneath the currently selected folder.

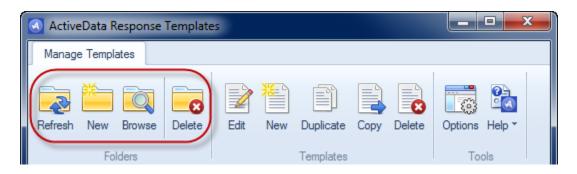
#### **Browse**

ActiveData Response Templates		
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy Delete	Options Help *
Folders	Templates	Tools

The **Browse** command sets Outlook's current Explorer view to the Templates folder in your mailbox. You can then use all of Outlook's built-in tools to manage your response templates and their folders.



#### Delete



Use the **Delete** command to remove the currently selected folder. When you remove a response template folder, it is moved to Outlook's Deleted Items folder.

## **Templates**

ActiveData Response Template	5	×
Manage Templates		
Refresh New Browse Delete		py Delete Options Help *
Folders	Templates	Tools

Use Template commands to create, edit, copy and delete response templates.

Use the <u>Edit</u> command to edit a response template. The response template will be opened in Outlook's message editor where you can make the required changes.

Use the <u>New</u> command to create a new response template.

Use the <u>Duplicate</u> command to create duplicate copies of the selected response templates.

Use the <u>Copy</u> command to copy the selected response templates to a different folder.

Use the <u>Delete</u> command to delete the selected response templates. When you delete a response template, it is moved to Outlook's Deleted Items folder.

Note: To save the changes made to your response template, click the Save button on the Outlook toolbar

≫ 🕞 🖉 🔺 👻   🗢 🛛 Notes on licensing - Discussion									
File D	iscussion I	nsert Options	Format Text	Re	view		۵ (?)		
Paste	Aa Plain Text Aa HTML Aa Rich Text Format	B I ∐ abe⊃ aby - A -   A [ Fon	A A A		Paragraph	Quick Change Styles * Styles * Styles	Editing		
From: Posted To: Conversation: Subject:									
Subject:       Notes on licensing         Since we user per-user licensing, a user can install the software on all of their computers without having to purchase additional licenses.         When you purchase a license, we set your install count on our key server to 2. This is to cover your initial installation plus one if you change computers.									

ActiveData Response Templates	s			_ <b>D</b> _ X
Manage Templates				
Refresh New Browse	Edit New		Copy Delete	Options Help *
Folders		Templates		Tools

Use the **Edit** command to edit a response template. The response template will be opened in Outlook's message editor where you can make the required changes.

Note: To save the changes made to your response template, click the Save button on the Outlook toolbar

<b>26</b> ) (	5 ◆ ♥  =	Notes on lie	censing - Discus	ssion			• X		
File D	iscussion I	nsert Options	Format Text	Re	view		~ ?		
Paste	Aa Plain Text Aa HTML Aa Rich Text Format	B Z ∐ abe X aby - A - A [] For	A A A		Paragraph	Quick Change Styles * Styles * Styles 5	Ŧ		
From: Posted To: Conversation: Subject:									
Subject:       Notes on licensing         Since we user per-user licensing, a user can install the software on all of their computers without having to purchase additional licenses.         When you purchase a license, we set your install count on our key server to 2. This is to cover your initial installation plus one if you change computers.									

#### New

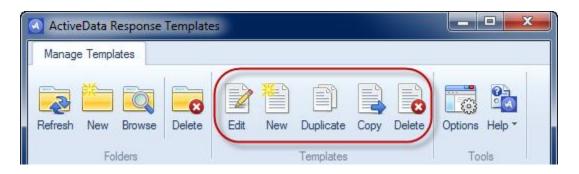
ActiveData Response Ter	mplates			_ <b>0</b> _ X
Manage Templates				
Refresh New Browse De	elete	New Duplicate	Copy Delete	Options Help *
Folders		Templates		Tools

Use the **New** command to create a new response template.

Note: To save the changes made to your response template, click the Save button on the Outlook toolbar

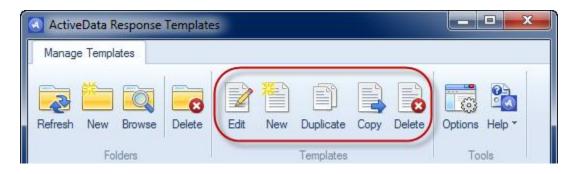
≫ 🕞 🖉 🔺 👻   🗢 Notes on licensing - Discussion 📃 💻 📼									
File D	iscussion I	nsert Options	Format Text	Re	view		~ ?		
Paste	Aa Plain Text Aa HTML Aa Rich Text	B <i>I</i> <u>U</u> abe > ab∕ - A - A [A]	A A A	Aa∗	Paragraph	Styles - Styles -	Editing		
From: Posted To: Conversation:	irom: John West <jwest@informationactive.com> Posted On: Tue 25/01/2011 5:44 PM Posted To: ADXL</jwest@informationactive.com>								
Subject:       Notes on licensing         Since we user per-user licensing, a user can install the software on all of their computers without having to purchase additional licenses.         When you purchase a license, we set your install count on our key server to 2. This is to cover your initial installation plus one if you change computers.									

### Duplicate



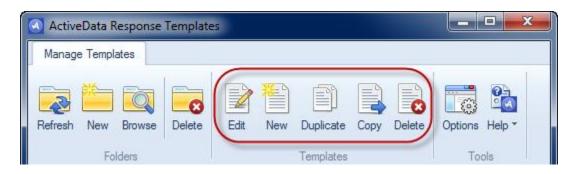
Use the **Duplicate** command to create duplicate copies of the currently selected response template(s).

## Сору



Use the **Copy** command to copy the selected response templates to a different folder.

#### Delete



Use the **Delete** command to delete the selected response templates. When you delete a response template, it is moved to Outlook's Deleted Items folder.

#### Commands

Commands

#### Attach

Attach

Bcc

Всс

*Сс* 

Сс

DeferredDeliveryTime

DeferredDeliveryTime

## FollowUp

FollowUp

**MoveToFolder** 

MoveToFolder

## Open

OpenProgram

## **OverwriteSubject**

## OverwriteSubject

## ReplyTo

ReplyTo

#### Send

Send

SendUsingAccount

SendUsingAccount

## **Subject**

Subject

То

То

## **VBScript**

VBScript

Wait

WaitForProgram

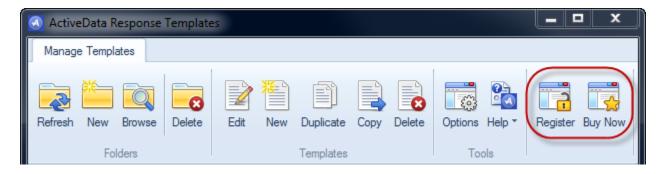
## **Tools**

🙆 ActiveData Response Templa	tes	
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy D	Delete Options Help * Register Buy Now

The **Tools** commands are used to to set options, get help and register the software.

Use the <u>Options</u> command to change your configuration settings.

Use the <u>Help</u> menu to display the help, version information and product website.



If **ActiveData Response Templates For Outlook** is not registered, you'll see the <u>Register</u> and <u>Buy Now</u> commands. Clicking the <u>Buy Now</u> button takes you to our website where you can purchase a license for full use of the software. Clicking on the <u>Register</u> button will allow you to activate the software and unlock all of the paid-for features.

## **Options**

💽 ActiveData Response Template	25			x I
Manage Templates				
Manage Templates	Edit New	Duplicate Cop Templates	y Delete Options	Buy Now

The **Options** command allows you to set various parameters that the software uses.

🔕 ActiveData Res	ponse Templat	tes					x
General Options	Troubleshooting	About	Development				
Templates Folde	r						
Templates							
					Select Fo	lder	
Ribbons and Me	nus						
Explorer Ri	ibbon (2010)	1	Read Message	e Ribbon	Comp	ose Message Ri	bbon
Actions Me	enu (2007)				Conte	xt Menu	
Style Windows 7							•
Reset				- Language -			
Window Pos	sitions	All Saved	Settings	EN=English		New Langua	ge
More Options	okOut Window					veDat se Templa	
Thank You For Ch	oosing ActiveDa	ata Respo	nse Templates	i!	ОК	Cancel	

Use the **Updates** button to check to see if there is an update to software available on our website.

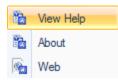
Use the **Select** button to change the location of your templates folder. This can be used to share response templates in an Exchange Server environment .

Use the **Style drop-down** to change the colors used used by various components of the software.

### Help

🕢 ActiveData Response Templat	es	
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy Dele Templates	8 💵 🖳 🛄 😪

The **Help** dropdown menu contains the following commands



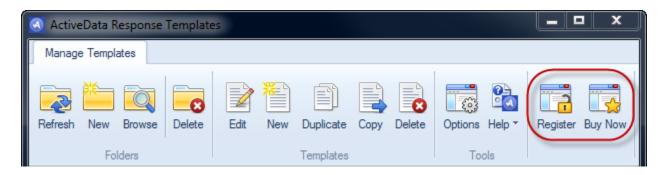
The **View Help** command displays this document. (You probably new that already!)

The **Web** command provides a link to the support website.

The **About** command shows you revision information about this software and lets you check for updates.

🕢 ActiveData Response Templates		x
General Options Troubleshooting Abo Version x64 Version 2.0.500 (02/07/2011) Buy More Re	ut Development	
Status:	This Software Is Registered	*
Account #:		Ξ
License #:		
Windows Version:	6.1 Admin	
.NET Version:	4.0.30319.239	
Assembly:	C:\@adResponseTemplates\adResponseTemplates\bin\Release	A:
Language:	EN	
Product Code:	ADRT: ActiveData Response Templates(adResponseTemplates)	)
AppDataPath:	C:\@adResponseTemplates\Setup\Editions\IA	
User Folder:	C:\Users\John\Documents\ActiveData Response Templates	Ŧ
	ActiveDate Response Template	a es
Thank You For Choosing ActiveData Re	sponse Templates! OK Cancel	

#### Register



Clicking on the **Register** command will allow you to activate the software and unlock all of the paid-for features.

When you purchase a license for the full use of the software, you will receive an account number and a license number. This command allows you to enter them to activate the all of the program's features. To download a key from our server, click on the Get Registration Key command.

Software Registrati	h	_ <b>_</b> ×
Enter Registration Key Click Get Registr	ation Key to download a key now.	Get Registration Key
Registration Key:		Register
Evaluation ID:	InformationActive.adResponseTemplat	tes.2.0.500
Machine ID:	NigDIQ9L8vi5EpwoZ5YTEZ/uN76vbZ	ZML
a		lata

Enter your account and license numbers in the space provided and then click the Get Key button.

🔇 Get Registra	ition Key
Step 1: Buy So	oftware License
	icense # in order to get a registration key. You can get one online or by phone. Skip this step if eady have an account and license #.
Online	To obtain a software license online, click on the button at right: Obtain License
By Phone	To obtain a software license by phone, please call (613) 569-4675
Step 2: Obtain	Registration Key
Online	Account #:       Your Account # Here       Get Key         Software License #:       Your License # Here       Get Key
Email	Paste the following into an email and send it to support@informationactive.com Account #: Your Account # Here License #: Your License # Here Evaluation ID: InformationActive.adResponseTemplates.2.0.500 Machine ID: NigDIQ9L8vi5EpwoZ5YTEZ/uN76vbZML We'll send you a reply containing your key.
By Phone	To obtain a registration key by phone, please call (613) 569-4675 x 175
	Close

Click the Register button to complete the registration process.

🕢 Software Registration 📃 💻 🗴
Enter Registration Key Click Get Registration Key to download a key now. Get Registration Key
Registration Key: TRDAs100igDIQ-619388-120661
Evaluation ID: InformationActive.adResponseTemplates.2.0.500 Machine ID: NigDIQ9L8vi5EpwoZ5YTEZ/uN76vbZML
active data
informationactive
Contact

Please contact <u>Support</u> for instructions on how to move a registered copy of the software to a new machine.

### **Buy Now**

🔇 ActiveData Response Template	25	
Manage Templates		
Refresh New Browse Delete	Edit New Duplicate Copy Dele Templates	8 🗔 🖾 🛛 式 🔜

If ActiveData Response Templates For Outlook is not registered, you'll see the Register and Buy Now commands.

Clicking the **Buy Now** button takes you to our website where you can purchase a license for full use of the software.

	Now User Guide	Support FAQ Contact		
Active Response T for Microsoft	emplates t Outlook	Perioder New New New New New New Center New New Center New New New New Center New New New New Center New	Personal Falaes Norosoft Duto Very San	
Site Navigation				
	ActiveData	a Response Templates Product C	atalog	
Home		s) in your card		POWERED BY
Home Download	You have 0 items Your Account # is	s) in your cart.		POWERED BY
Home	You have 0 items	s) in your cart.		Internet Secure
Home Download thuy Now	You have 0 items Your Account # is	(1) in your cart. WS4		Internet Secure
Home Download Buy Now User Guide	You have 0 items	s) in your cart.		Internet Secure
Home Download Hay Now User Guide Support	You have 0 items Your Account # is	s) in your cart 11009 Description		Internet Secure
Nome Download they Now User Guide Support FAQ	You have 0 items Your Account # is Product#	(1) in your cart. WS4	Price (34	Internet Secure
Nome Download Buy Now User Guide Support FAQ Contact My Account	You have 0 literative Your Account # ia.	II) in your cart. 11809 Description ActiveData Response Templates For Outlook Report to commonly received messages using pre-	Price (Sc	Internet Secure
Nome Download they Now User Guide Support FAQ Contact My Account My Account # 11809	You have 0 items Your Account # is Product#	II) in your cart. 11809 Description ActiveData Response Templates For Outlook Report to commonly received messages using pre-	Price (34	Internet Secure Danglad
Home Download they Now User Guide Support FAQ Contact My Account My Account # 11809 Logout	You have 0 items Your Account # is Product#	ID in your cart 11009 Description ActiveData Response Templates For Outlook Report to commonly received messages using pre- templates	Price (3)	Internet Secure Danglad
Nome Download they Now User Guide Support FAQ Contact My Account My Account # 11809 Logout Admis	You have 0 literny Your Account # is Product# Response Tregulates - 4000		Price (3) befored message 19.95	Internet Secure Danglad
Nome Download Daar Guide Support FAQ Contact My Account Ny Account # 11809 Logout Admin Customers	You have 0 literny Your Account # is Product# Response Tregulates - 4000	II) in your cart. IIID9 Description ActiveData Response Templates For Outlook Repool to commenty received messages using pre- templates ActiveData Response Templates for Outlook Sup	Price (3) befored message 19.95	Internet Secure Pargonal

# **Other Resources**

n/a

# Index

No index entries found.