

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

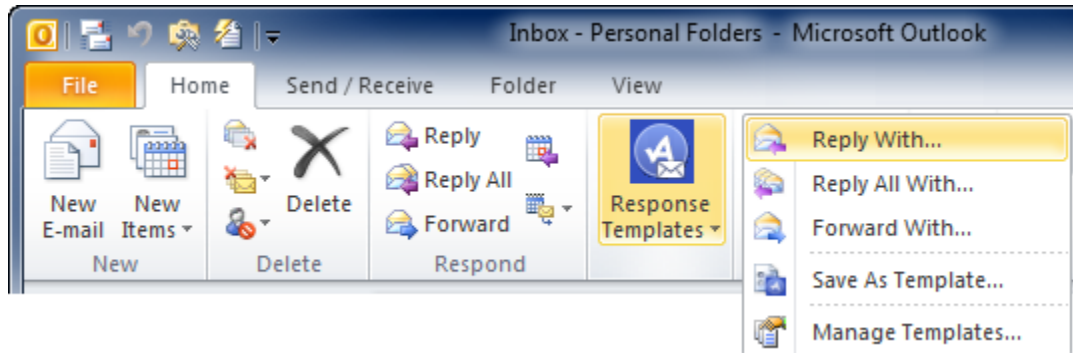
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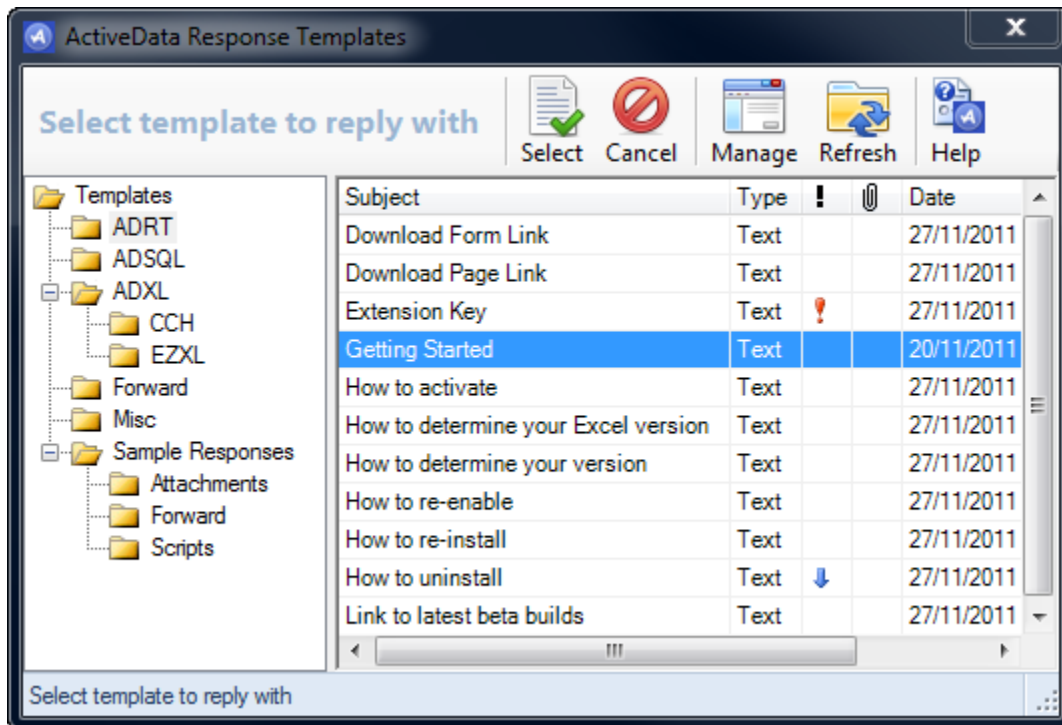


## ActiveData Response Templates For Outlook

**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.



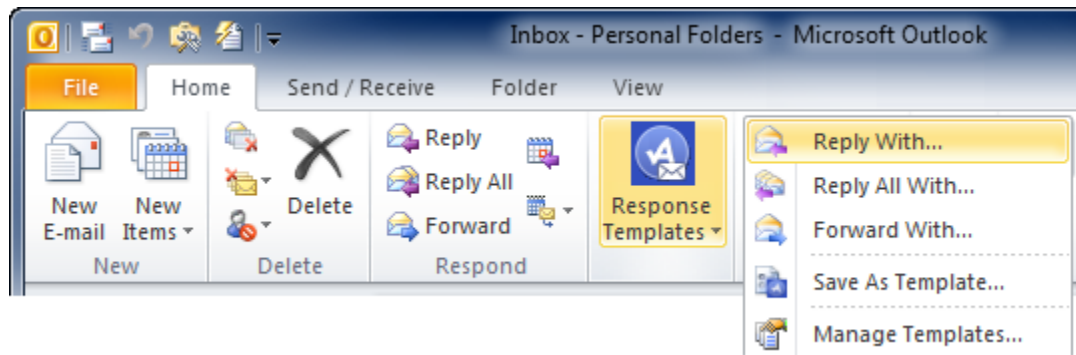
**Response templates** can be formatted as plain text or HTML and can contain attachments, images, links and template parameters.

**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.

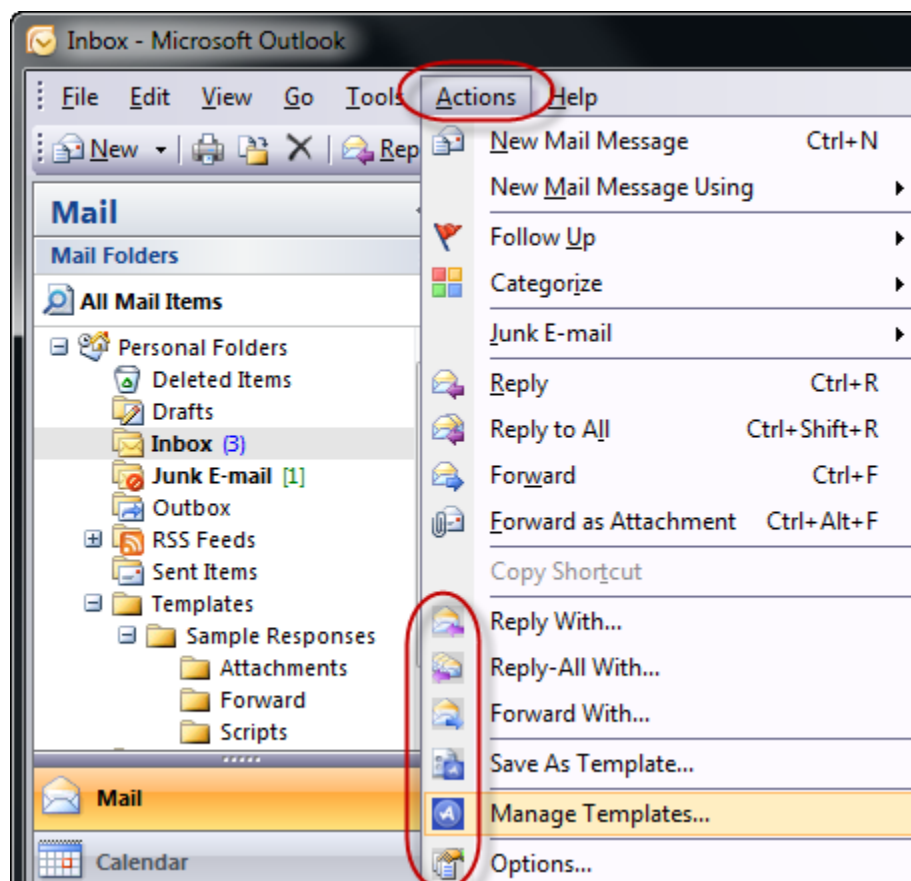
**VBScript** can be embedded into a template to let you populate your outgoing messages programmatically.

## Using Response Templates

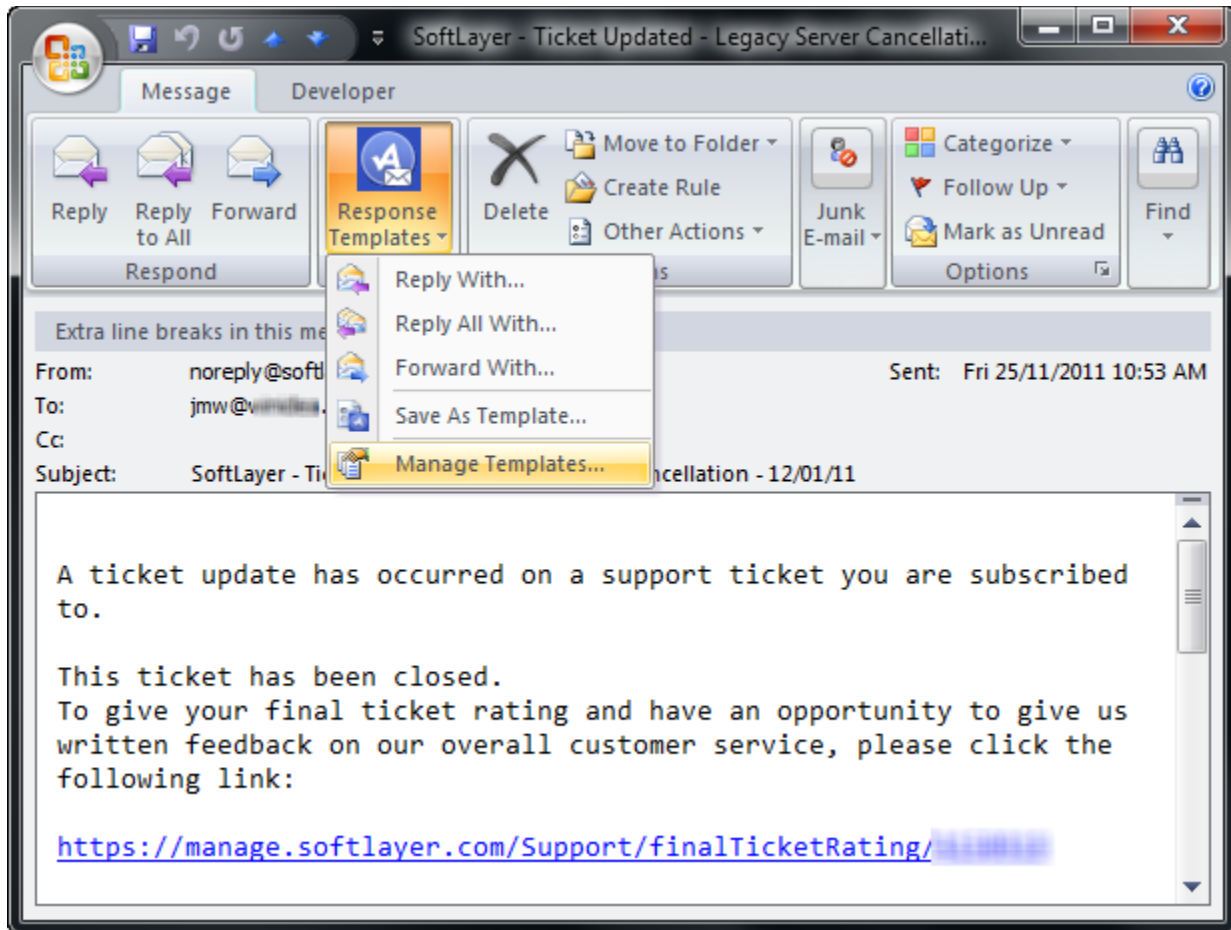
**ActiveData Response Templates For Outlook** adds an icon to **Microsoft Outlook 2010** Explorer Ribbons that enables you respond to messages using predefined **templates**.



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



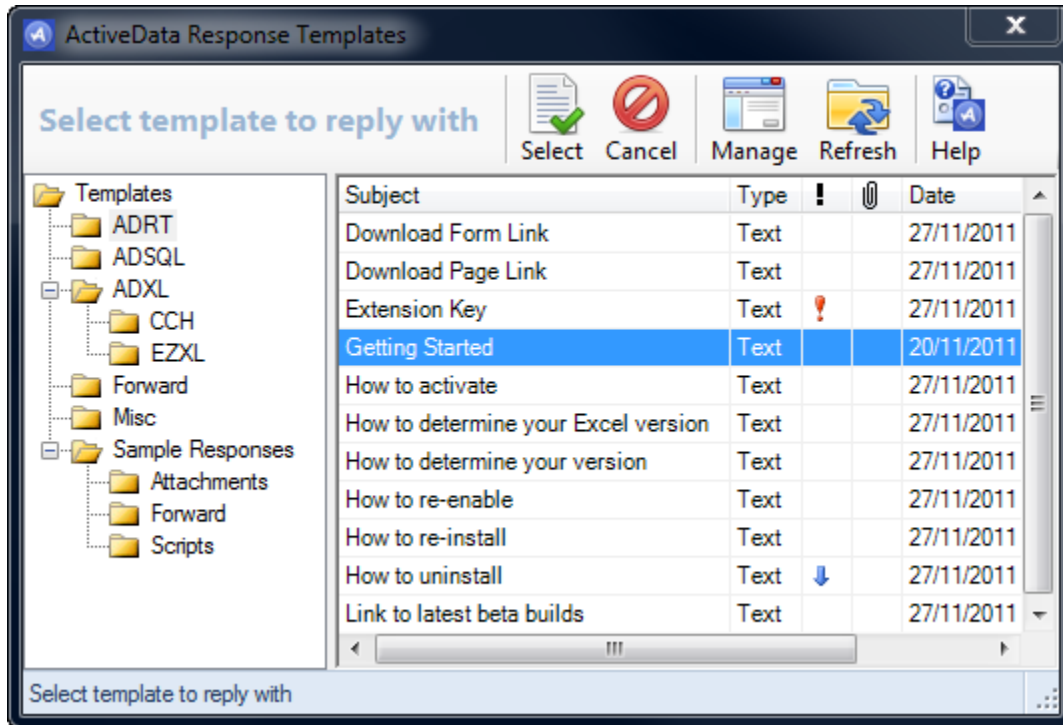
**ActiveData Response Templates For Outlook** adds an icon to **Microsoft Outlook's** message inspector Ribbons.



## Reply With

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

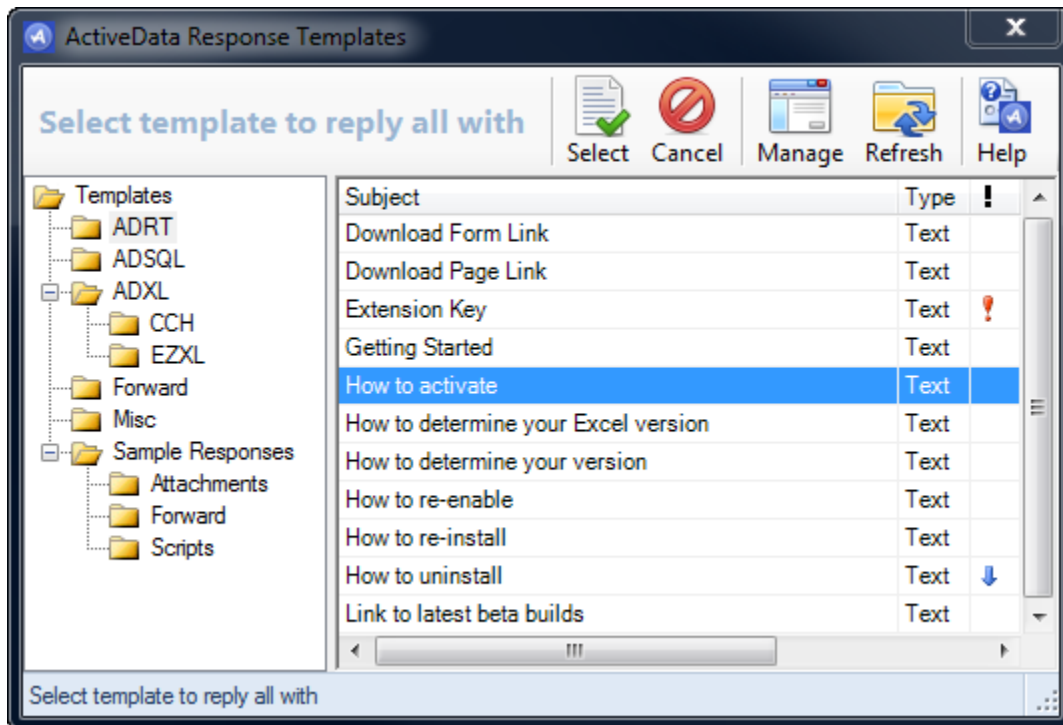
When you select a response template, a new reply message is opened and populated with the contents of the response template.



## 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.

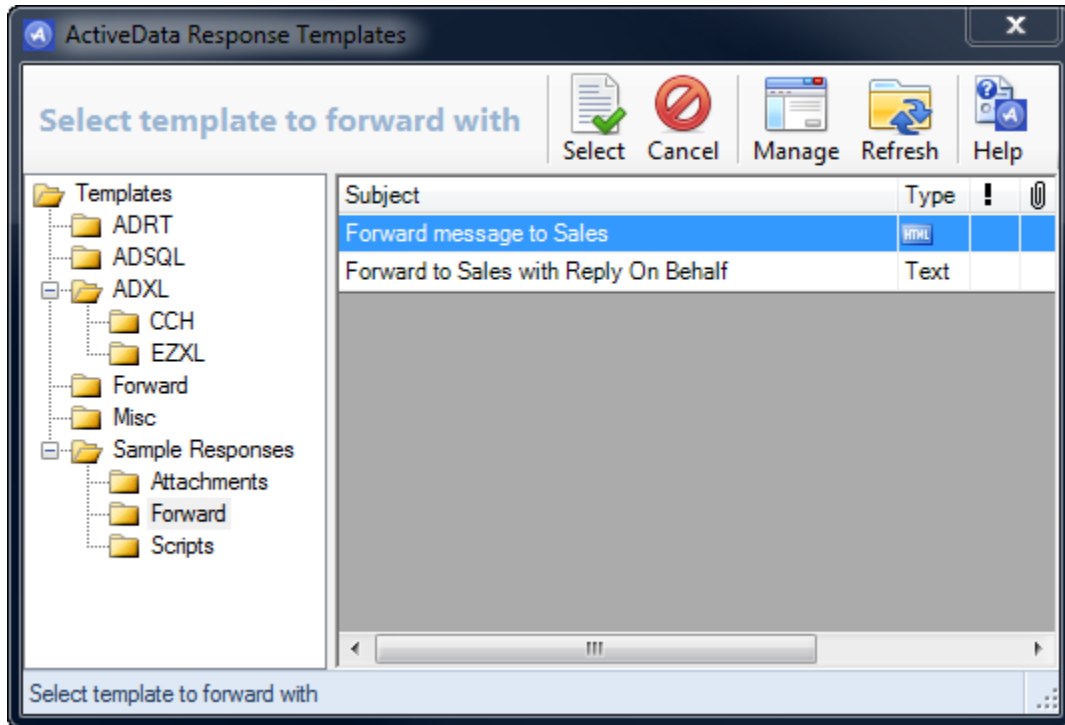




## Forward With

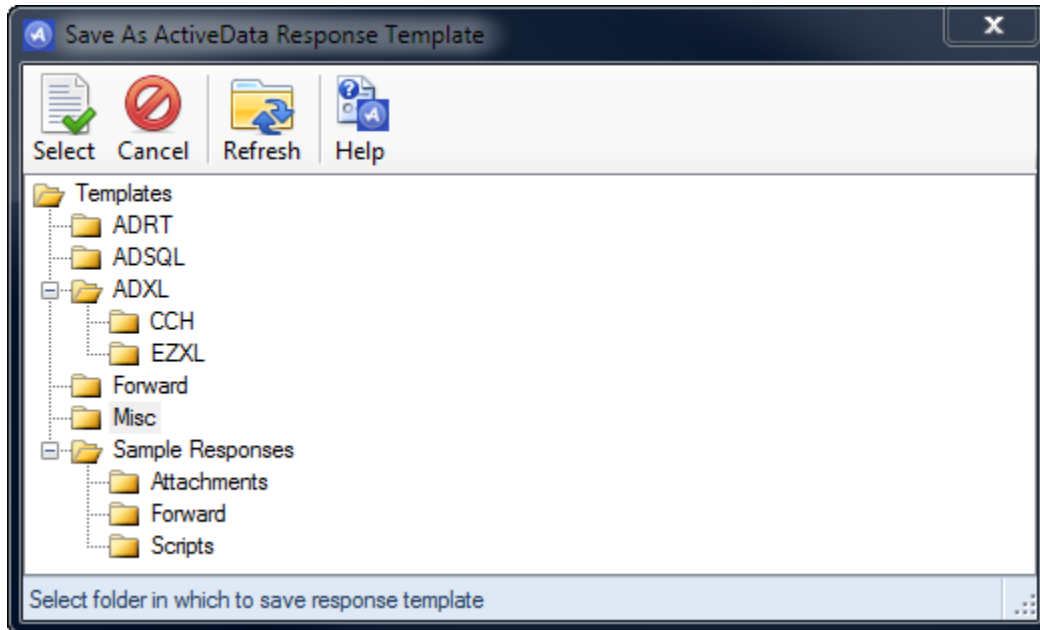
Use the **Forward With** command to reply-all to the selected message(s) using the selected response template.

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



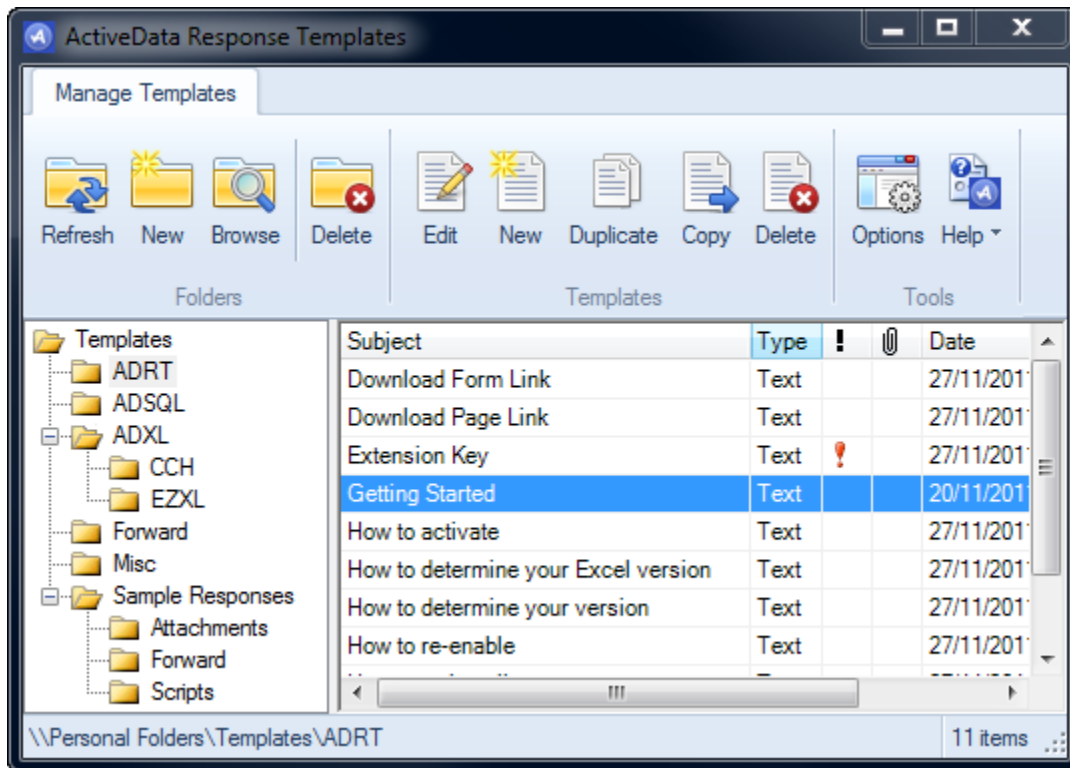
## Save As Template

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 sub-folders. You can convert existing Outlook messages into response templates using the Save As Template command.

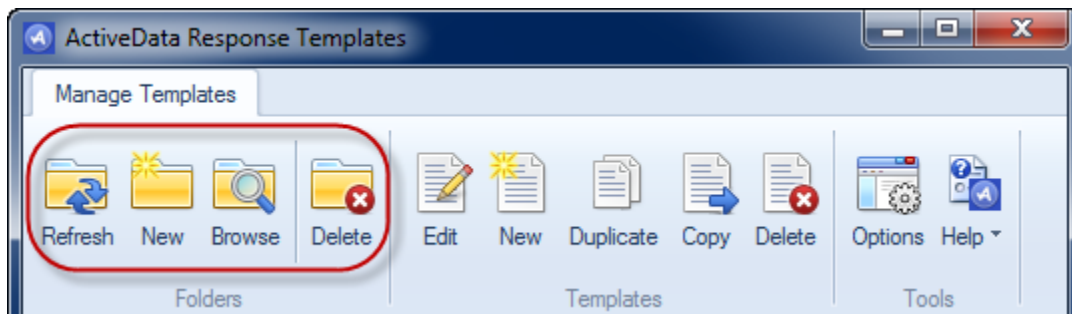


Use the [Folders](#) group on the ribbon to create and delete folders.

Use the [Templates](#) group on the ribbon to create, edit, copy and delete response templates.

Use the [Tools](#) group on the ribbon to set options and to register the software.

## Folders



Use Folder commands to manage your template folder structure.

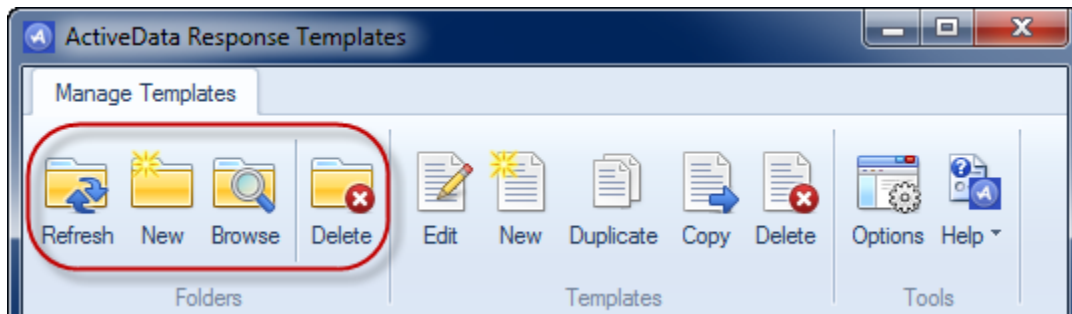
[Refresh](#): Reload folder tree

[New](#): Create new folder

[Browse](#): Browse template folders in Outlook

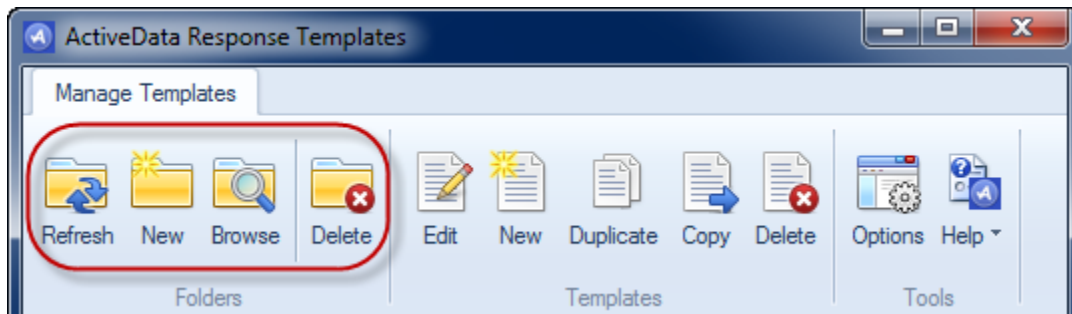
[Delete](#): Delete Folder

## Refresh



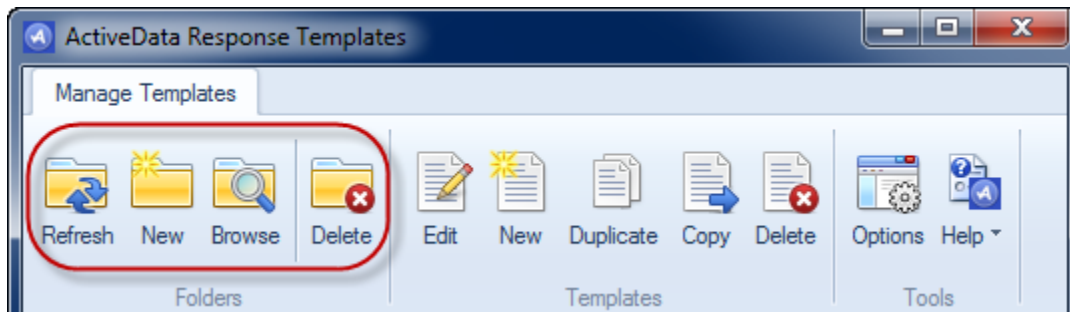
Use the **refresh** command to reload the response template listing from the underlying Templates folder in Outlook.

## New



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

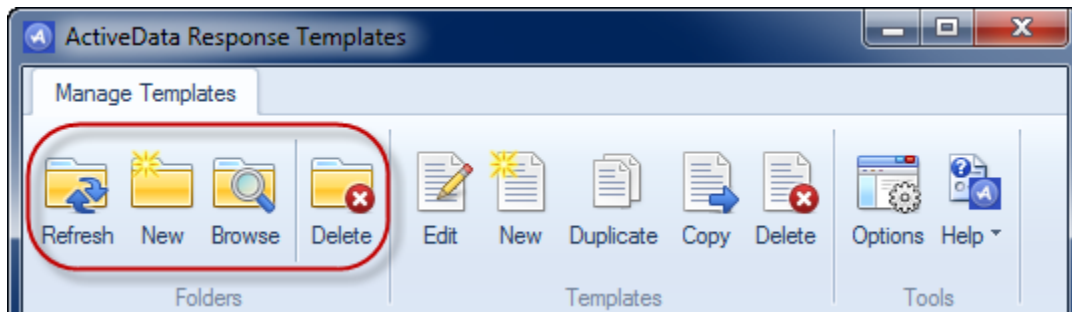
## Browse



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.



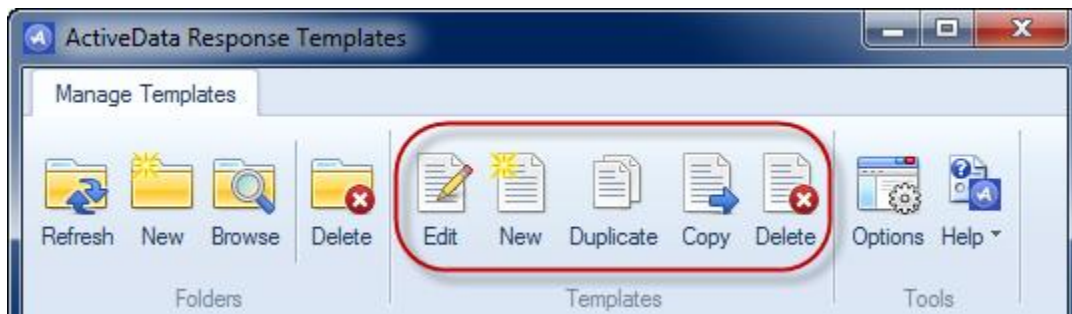
## Delete



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



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

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.

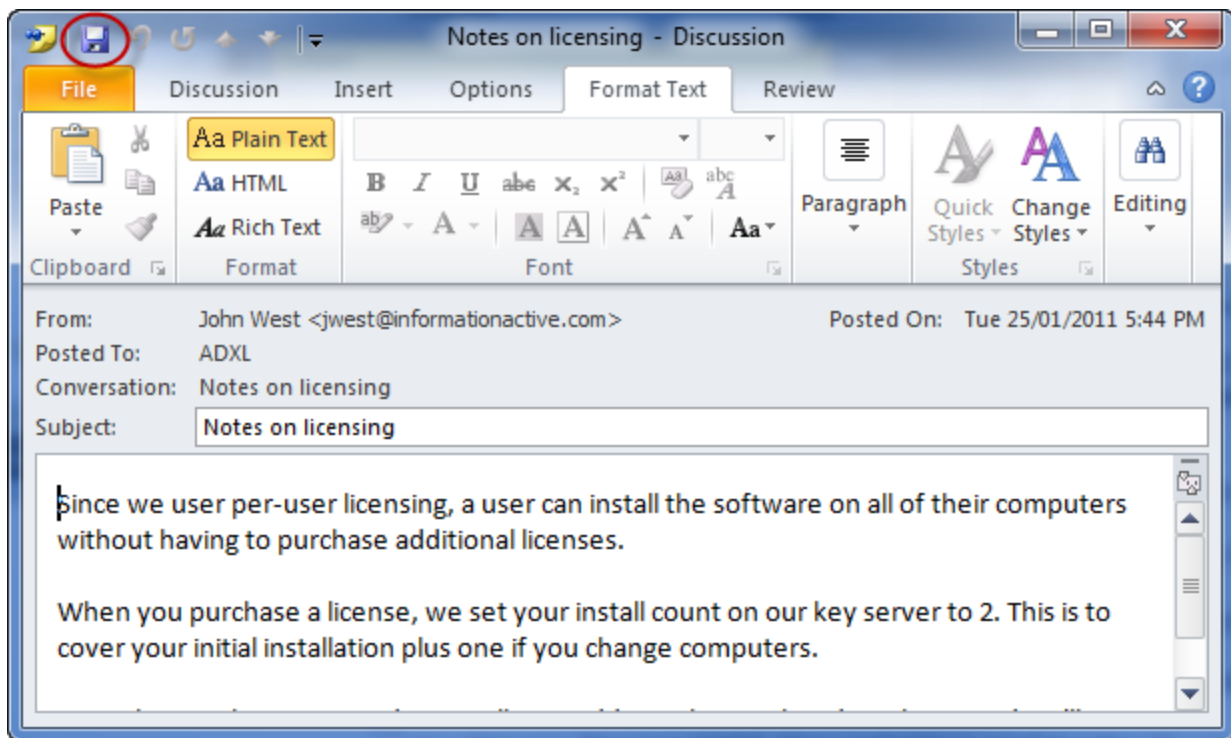
Use the [New](#) command to create a new response template.

Use the [Duplicate](#) command to create duplicate copies of the selected response templates.

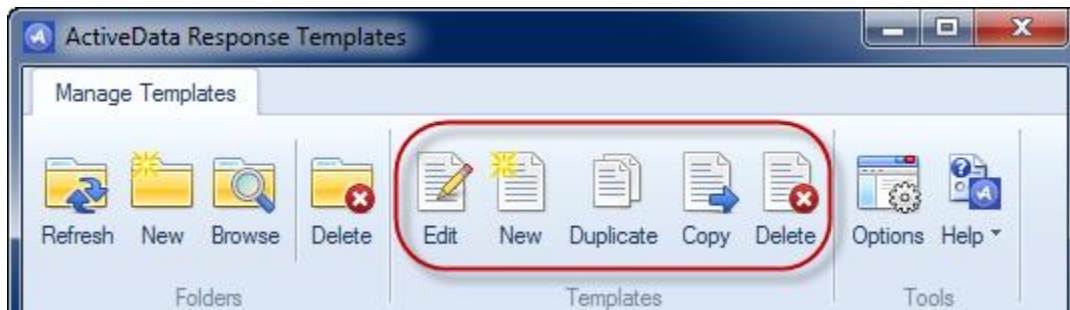
Use the [Copy](#) command to copy the selected response templates to a different folder.

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.

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

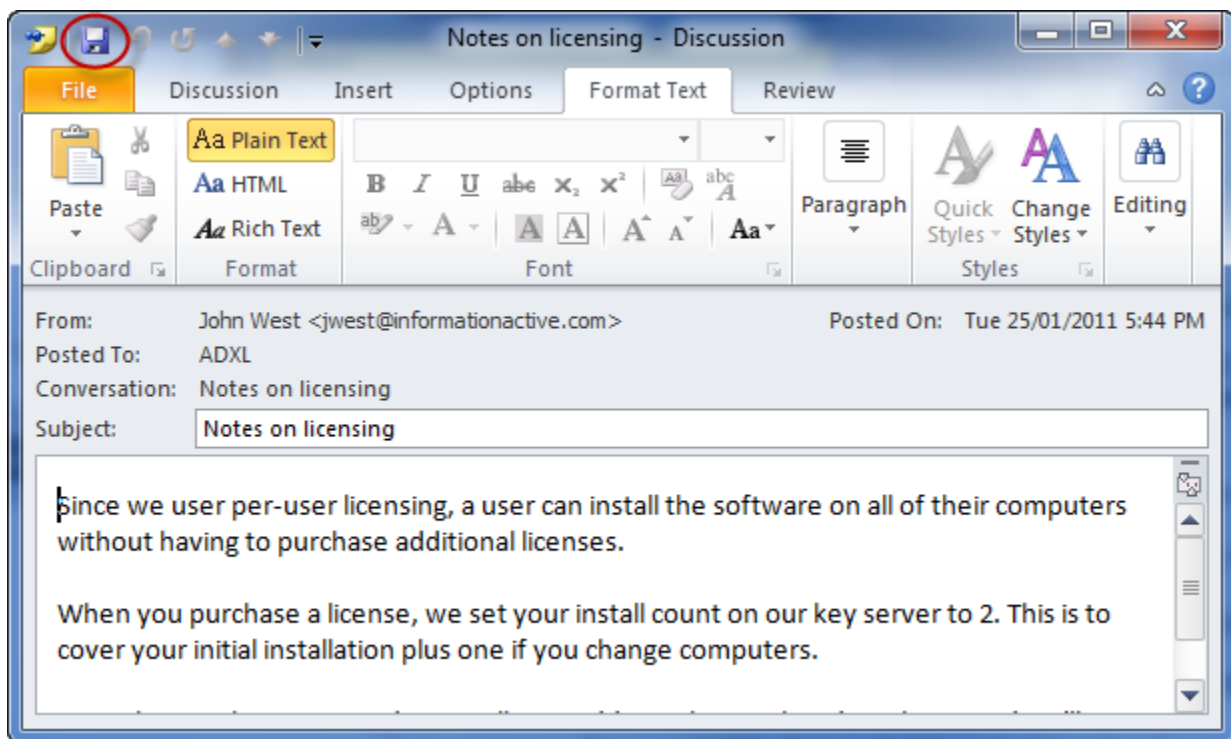


## Edit

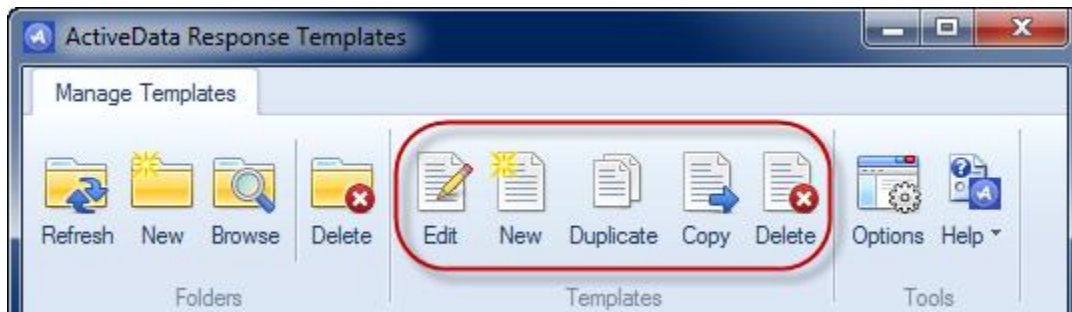


Use the **Edit** command to edit a response template. The response template will be opened in Outlook's message editor where you can make the required changes.

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

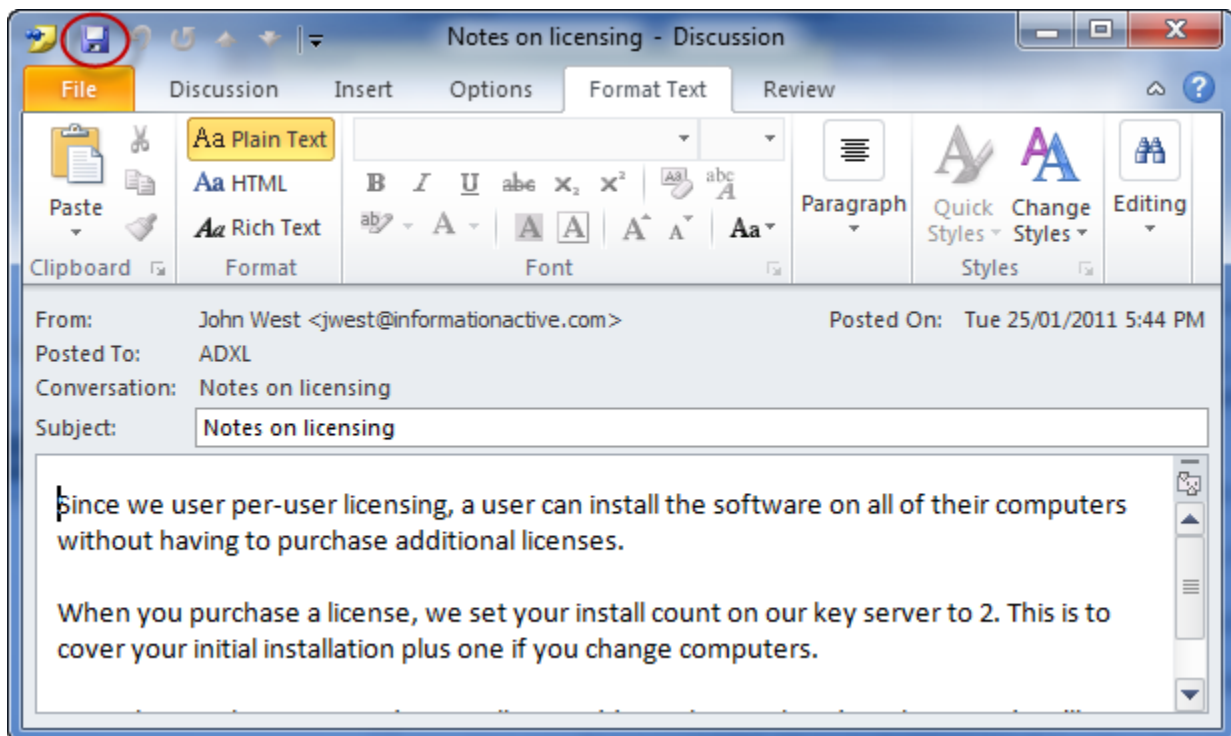


## New

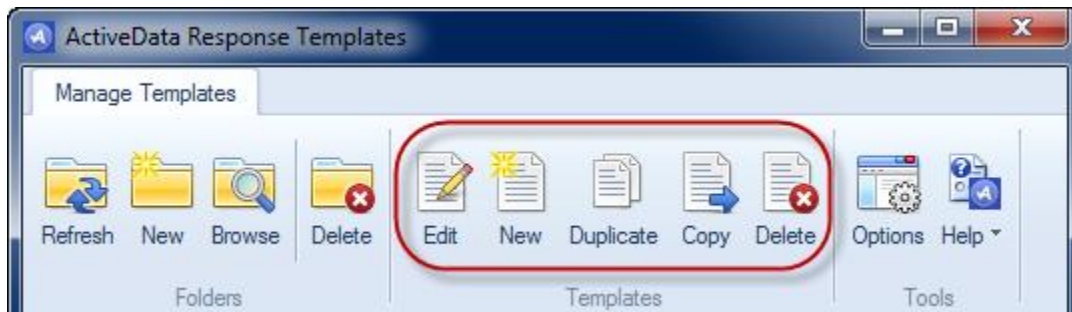


Use the **New** command to create a new response template.

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

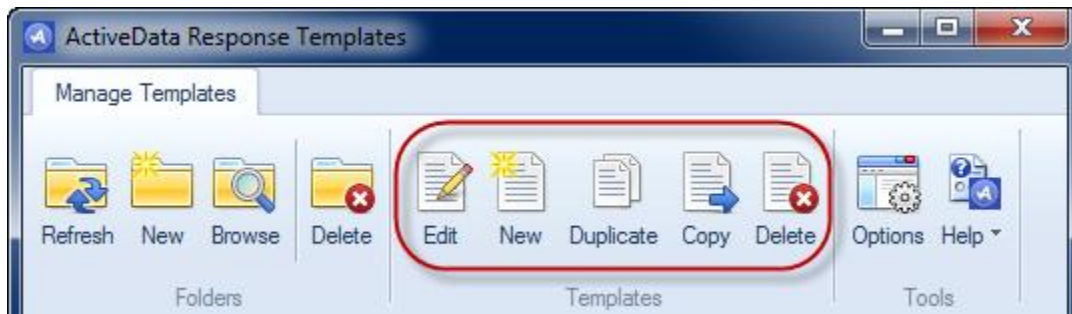


## Duplicate



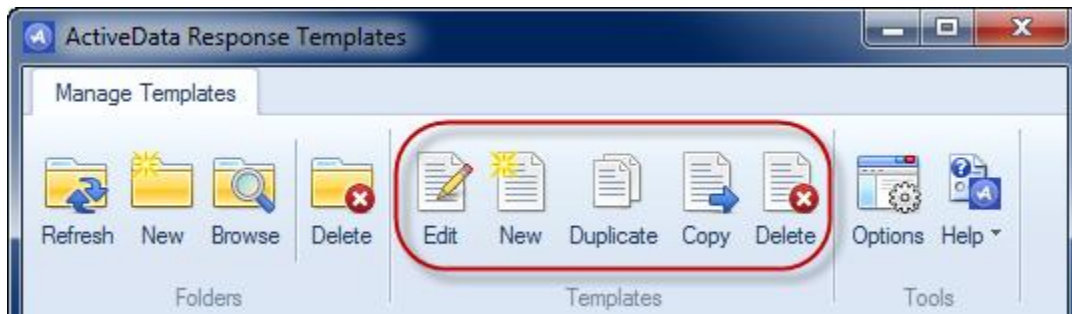
Use the **Duplicate** command to create duplicate copies of the currently selected response template(s).

## Copy



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*

Bcc

*Cc*

Cc

### *DeferredDeliveryTime*

DeferredDeliveryTime

*FollowUp*

FollowUp

### *MoveToFolder*

MoveToFolder

*Open*

OpenProgram

*OverwriteSubject*

OverwriteSubject



*ReplyTo*

ReplyTo

*Send*

Send

*SendUsingAccount*

SendUsingAccount

*Subject*

Subject

*To*

To

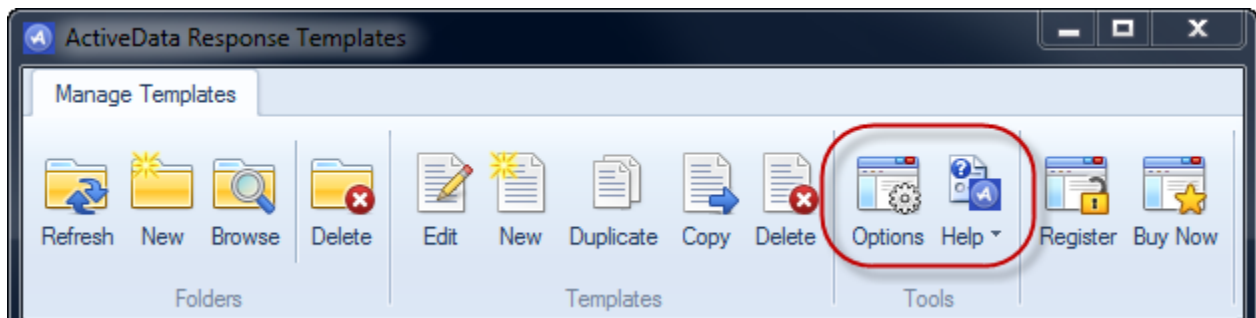
*VBScript*

VBScript

## *Wait*

WaitForProgram

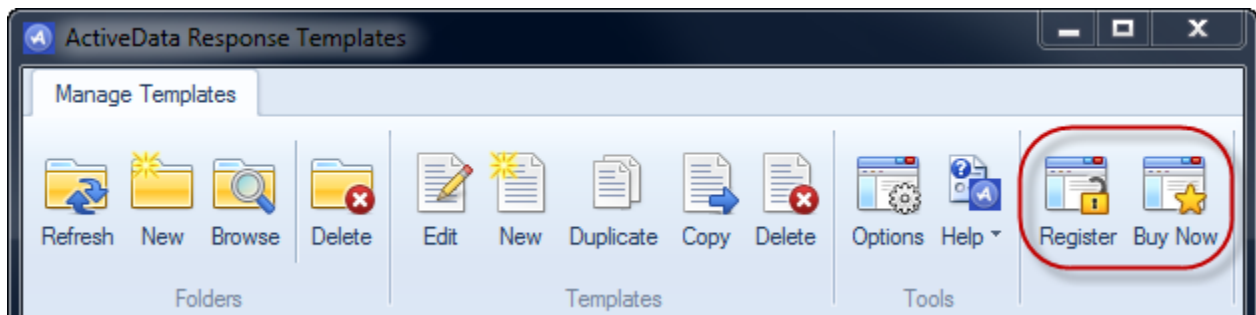
## Tools



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

Use the [Options](#) command to change your configuration settings.

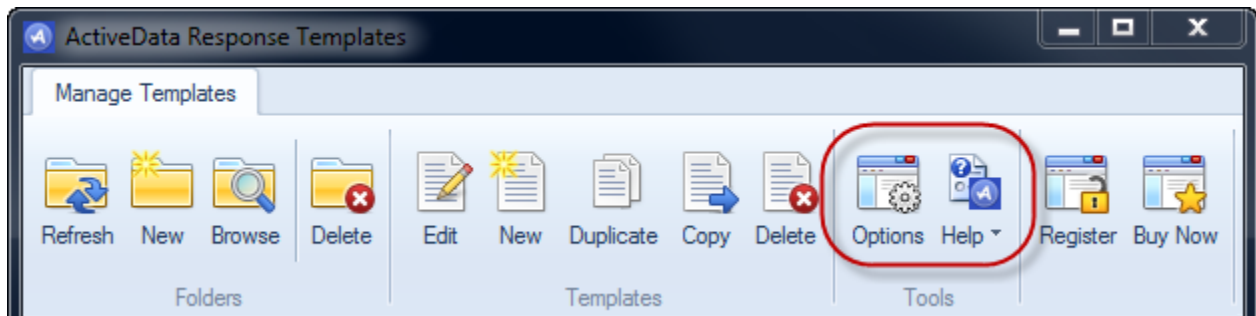
Use the [Help](#) menu to display the help, version information and product website.



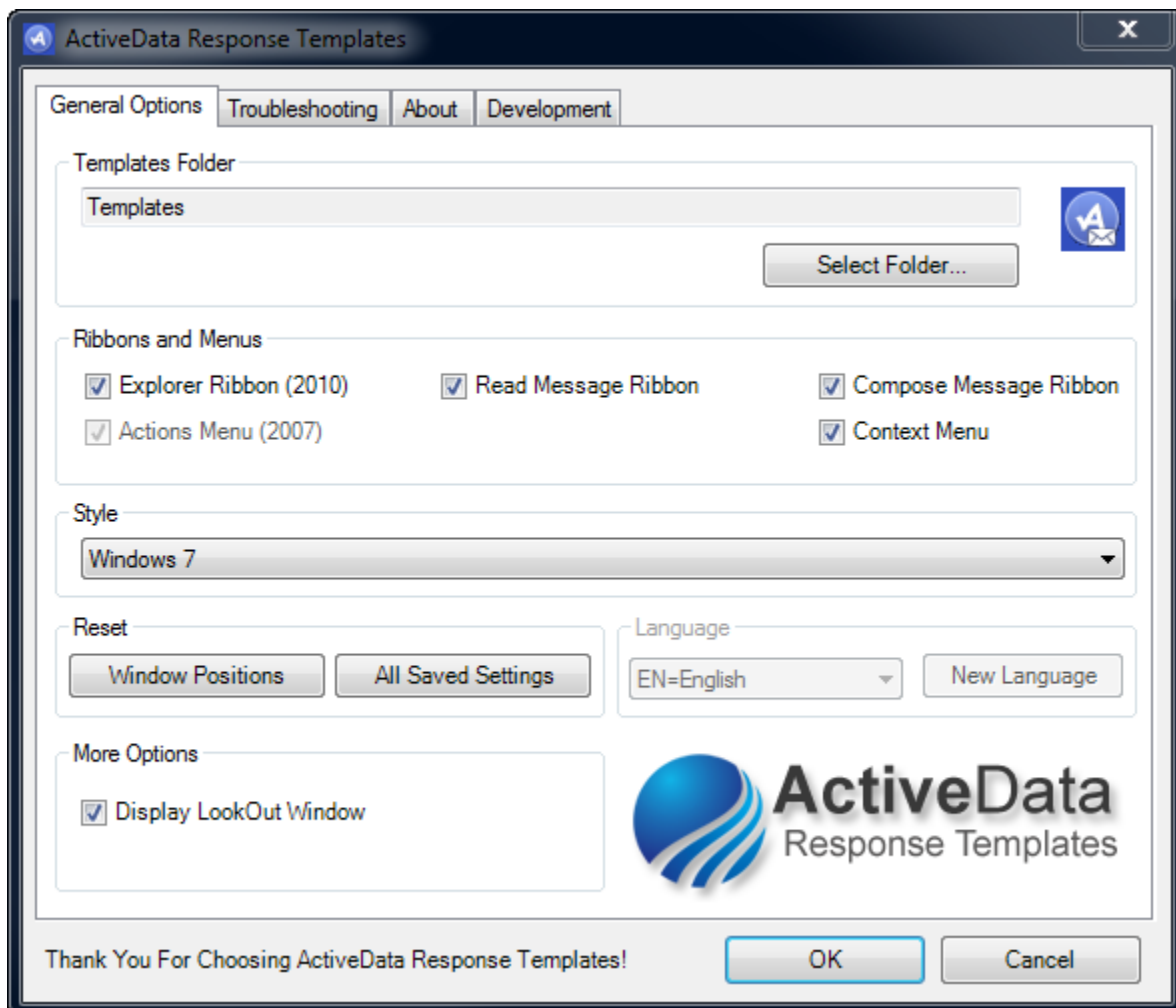
If **ActiveData Response Templates For Outlook** is not registered, you'll see the [Register](#) and [Buy Now](#) commands. Clicking the [Buy Now](#) button takes you to our website where you can purchase a license for full use of the software. Clicking on the [Register](#) button will allow you to activate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



## Options



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

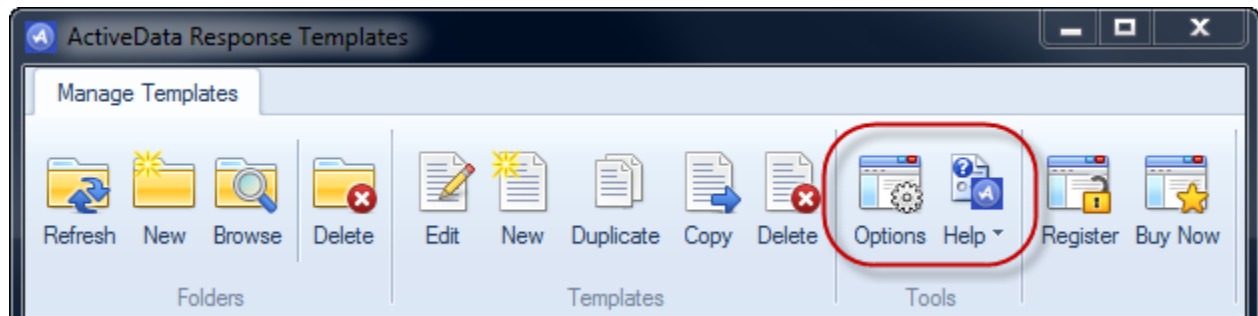


Use the **Updates** button to check to see if there is an update to software available on our website.

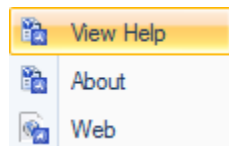
Use the **Select** button to change the location of your templates folder. This can be used to share response templates in an Exchange Server environment .

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

## Help



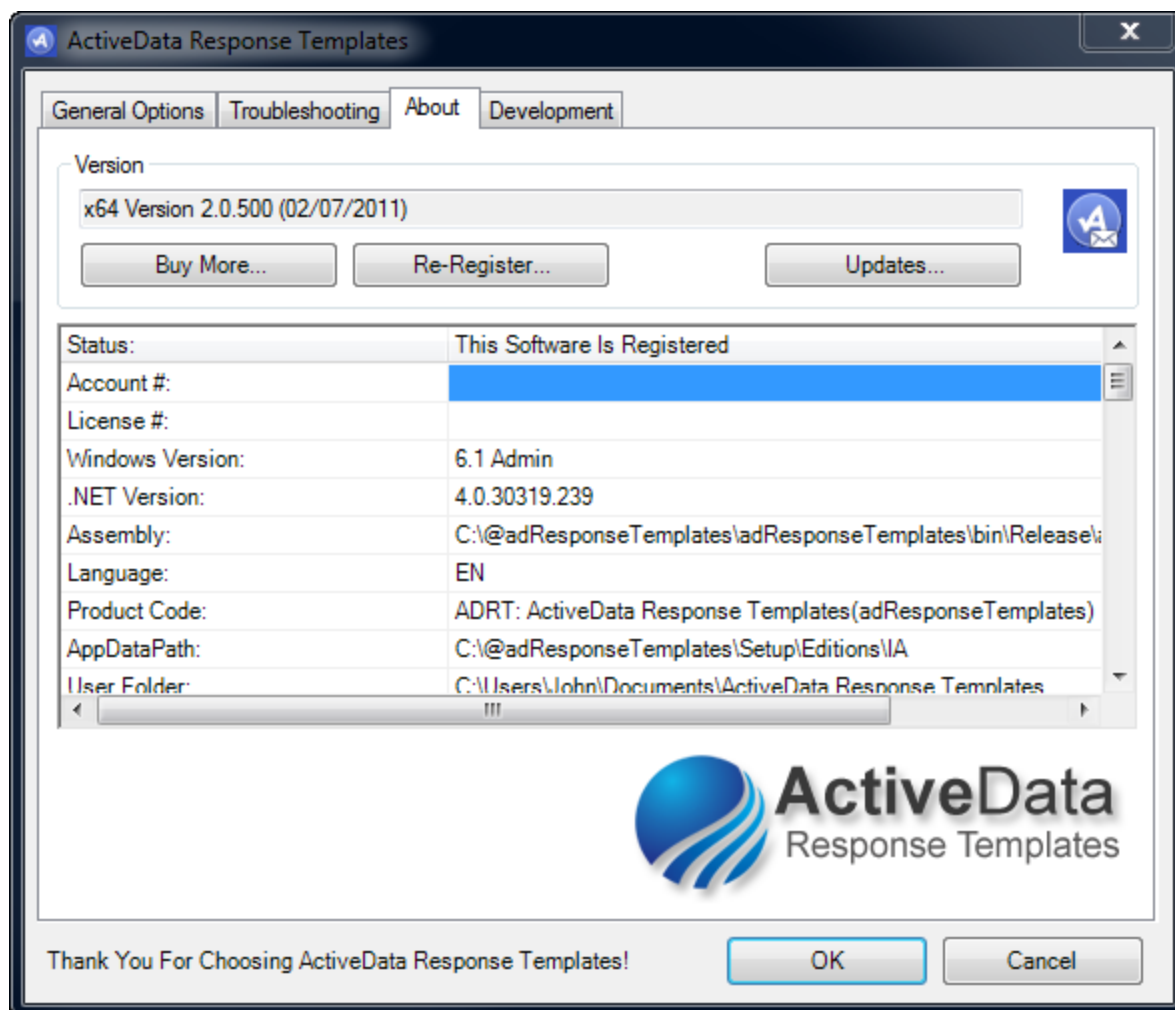
The **Help** dropdown menu contains the following commands



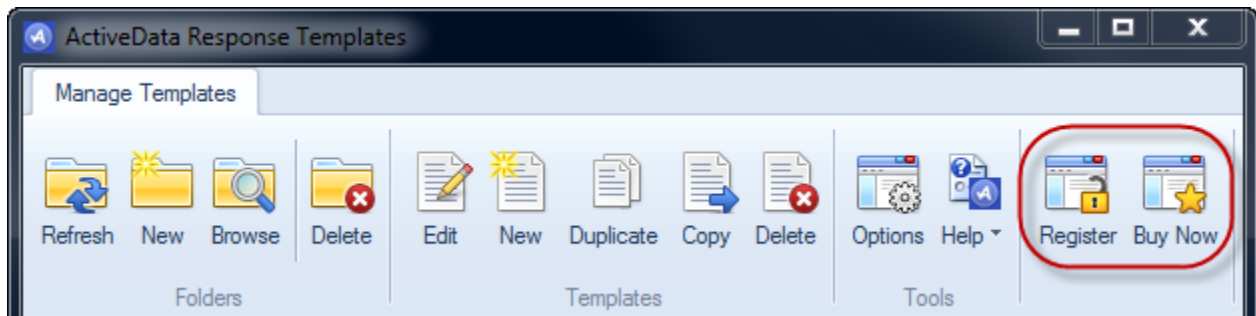
The **View Help** command displays this document. (You probably new that already!)

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.

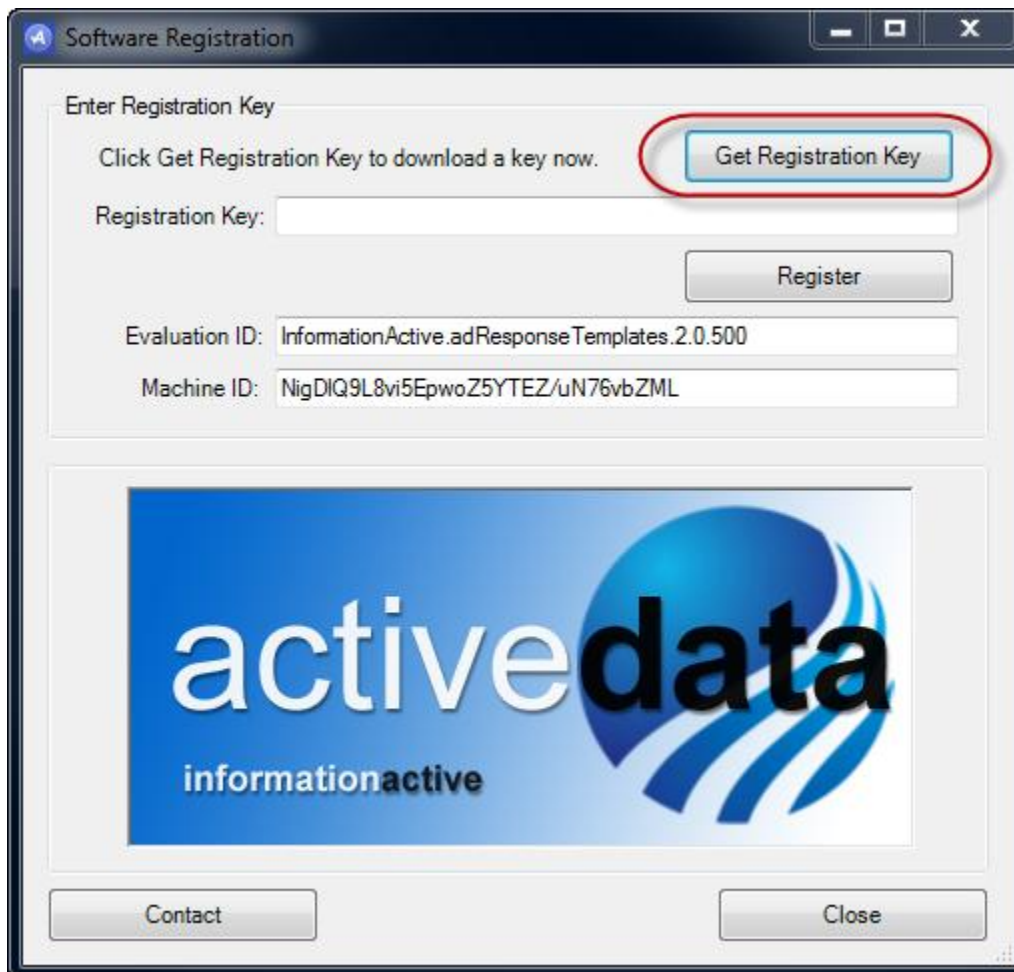


## Register



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.



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

**Get Registration Key**

**Step 1: Buy Software License**

You need a license # in order to get a registration key. You can get one online or by phone. Skip this step if you have already 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

Software License #: Your License # Here

**Get Key**

**Email** Paste the following into an email and send it to support@informationactive.com

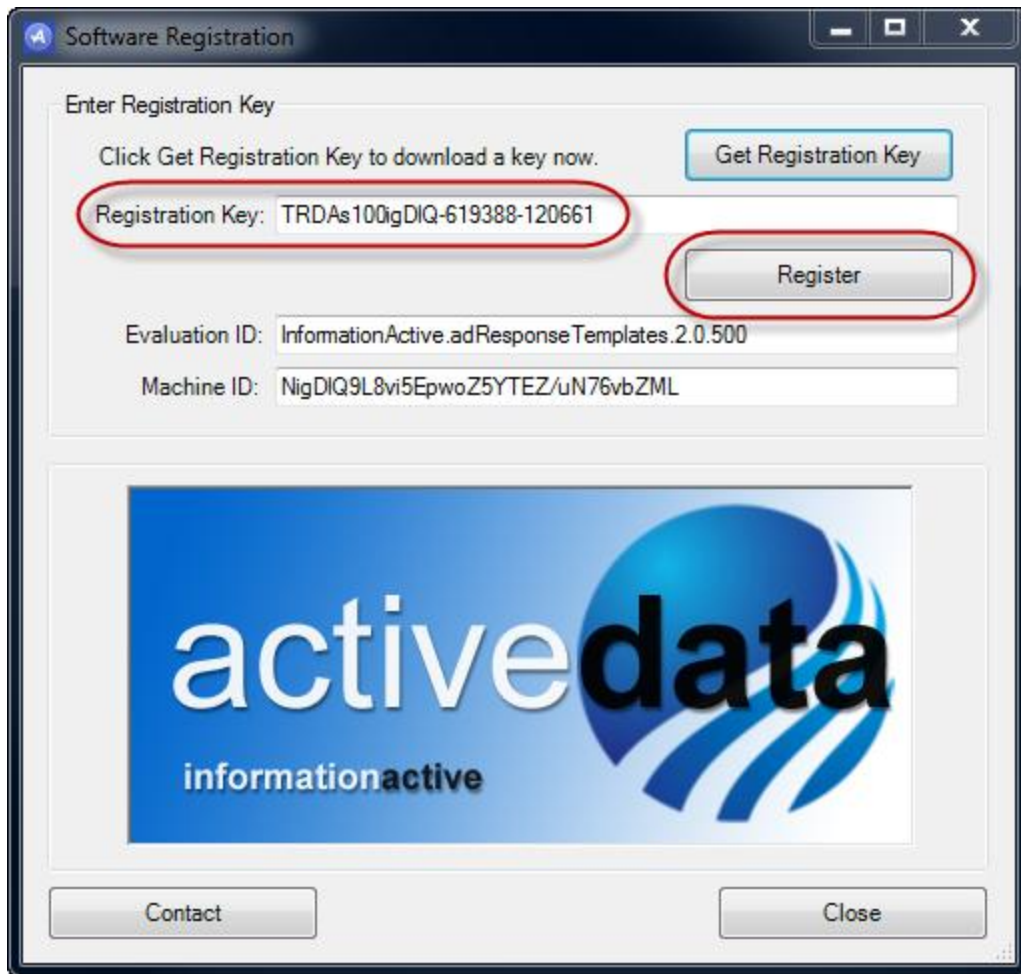
Account #: Your Account # Here  
License #: Your License # Here  
Evaluation ID: InformationActive.adResponseTemplates.2.0.500  
Machine ID: NigDIQ9L8vi5EpwoZ5YTEZ/uN76vbZML

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

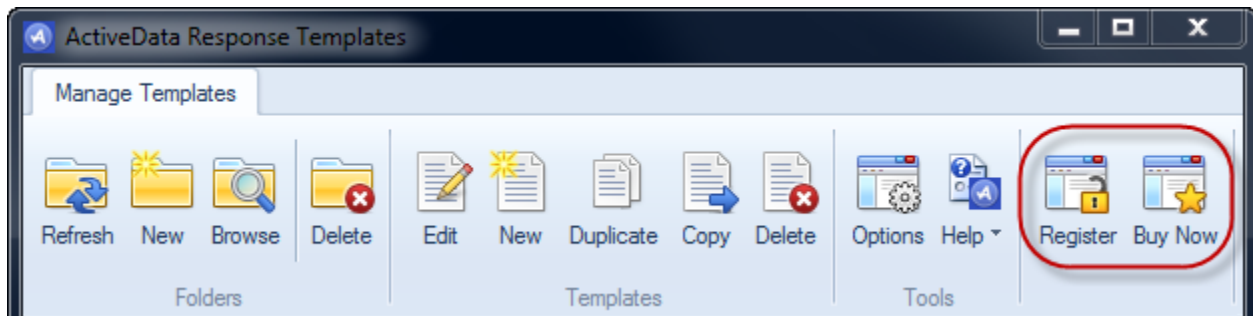
**Close**

Click the Register button to complete the registration process.



Please contact [Support](#) for instructions on how to move a registered copy of the software to a new machine.

[Buy Now](#)



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.





## Other Resources

n/a

## Index

No index entries found.