



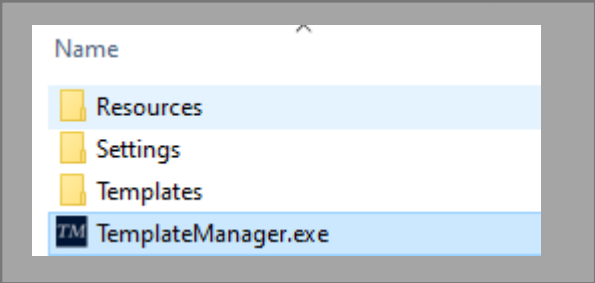
Template Manager v0.0.8 Instruction Manual

Hello! This is the instruction manual for Template Manager, a tool for easily sorting and accessing templates needed throughout the workday!

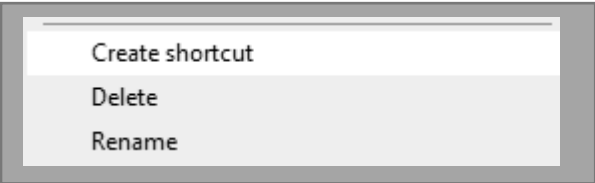
Setup:

There is no setup! All you have to do is double-click the “TemplateManager.exe” to run!

It is important that the TemplateManger.exe file remain within the main “Template Manager” folder, alongside the “Resources,” “Settings,” and “Templates” folders, in order to operate successfully.

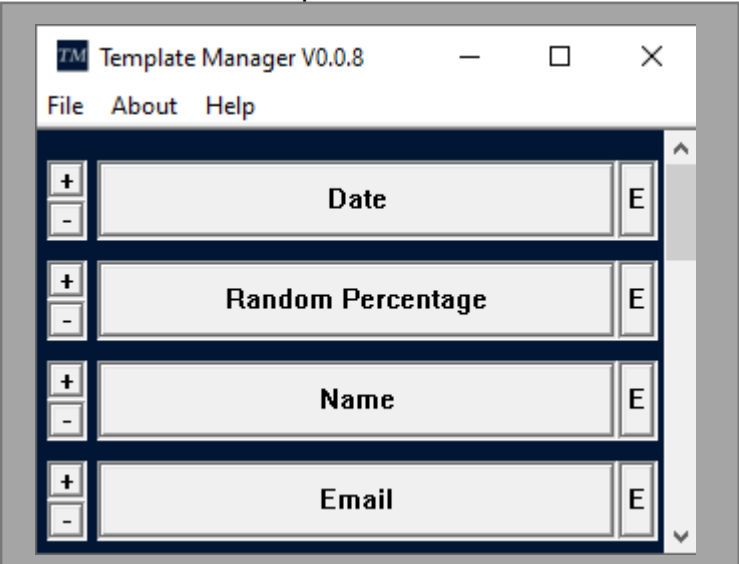


It is recommended that the “Template Manager” folder, containing the application and sub-folders, be placed in a directory like “Documents.” Once there, simply right-click the executable to create a shortcut which can be moved around as needed!



Use:

Simply click the button corresponding to a particular template! If it is a “Text” or “Formatted Text” template, it will copy to your clipboard for easy pasting into other documents. If it is a “File” template, it will use your computer’s default program selection to open the file, such as opening a new Email from an Outlook Template File.



The “+” and “-” keys allow you to shift buttons up or down. The manager dynamically increases in size to accommodate more templates, and if no more can fit on the screen, it will generate a scrollbar to allow for infinitely more templates!

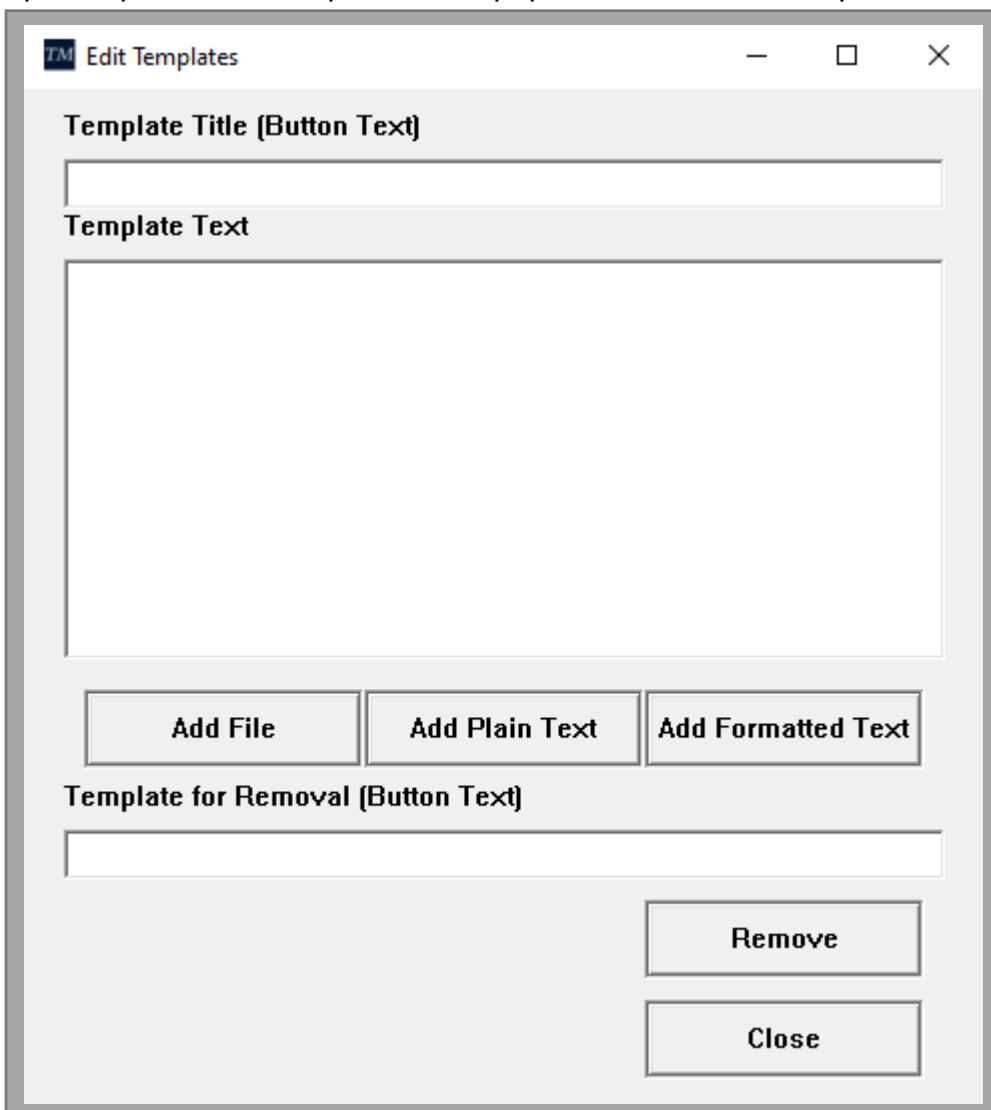
The File Menu and Creating New Templates:

The File Menu provides a few easy access options, including the ability to “Edit Templates.”



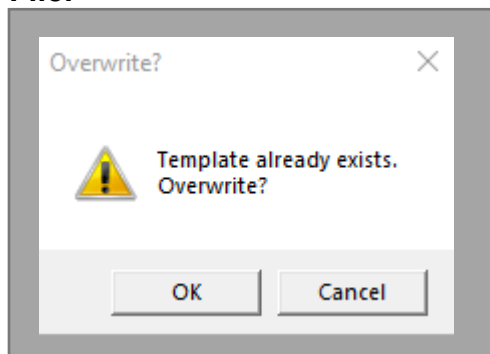
Creating and Editing Templates:

After hitting the “Edit Templates” button from the file menu, the “Template Editing Menu” is opened. Additionally, the “Create New!” button will open the Edit Templates window, and the “E” for edit button opens up the Edit Templates, and populates it with the template information you want to edit!



To create a “Text” Template, merely enter in a Title into the “Template Title” box, add the desired text into the “Template Text” box, and hit “Add Plain Text.” This will make a new Template which copies the desired text to your clipboard when the template button is pressed in the Main Window. If you want to preserve the text’s format, such as **highlights**, fonts, or *italics*, simply use the “Add Formatted Text” button instead.

The Template Title will be the primary way templates are recognized, and is the name displayed on the Main Window’s template buttons. **If a Template Title already exists, you can choose to overwrite the current template when hitting “Add Plain Text,” “Add Formatted Text,” or “Add File.”**



If the “Add File” button is pressed after a Template Title has been set, a “File” template can be created. This will ignore anything within the “Template Text” box, and instead opens a standard Windows “Open File” dialogue window. Navigate to the desired file and select it to add it to the “File” template. Whenever that Template is selected, Windows will use its default application for the filetype to open the chosen file.

Note: Windows does not always default to the best application. As an example, PowerShell scripts default to Notepad.exe under most circumstances. Keep this in mind when creating “File” templates.

Known Issues: Copying templates from other applications, such as OneNote, into the “Template Text” box can introduce invisible errors due to differences in encoding. If you notice a Template is failing to add (or TemplateManager is crashing) when copying a template’s text from another location, it’s recommended the text be pasted to a simple text editor such as Notepad.exe first, and then copied from there into the Template Manager.

Removing Templates: To remove a template, simply enter the template’s title in the “Template for Removal” box, and hit Remove. This will remove the respective button from the Main Window.

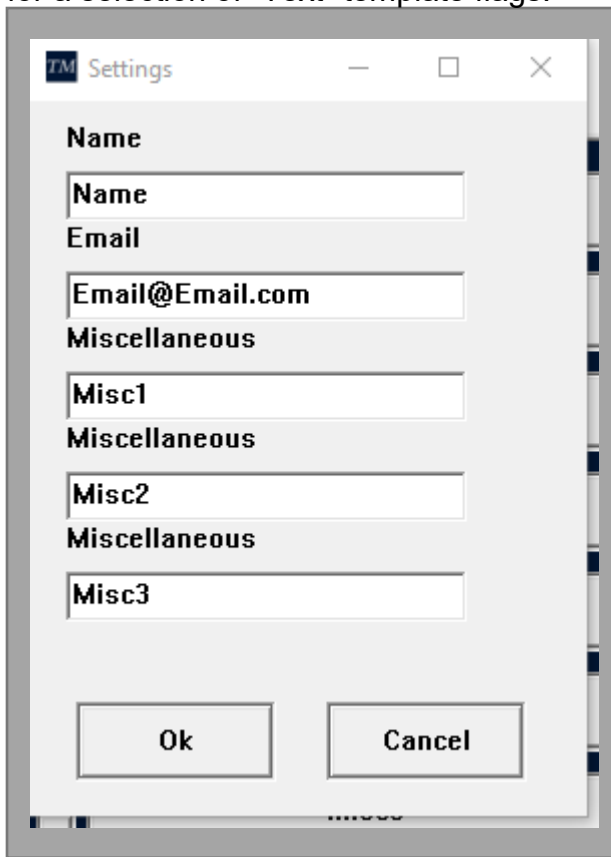
Text Templates and Flags: Flags are simple items which can be placed into a “Text” Template to get a unique effect when clicking the Template button. Flags like [Date] or [Today] return the current date, while [Time] will include the time as of the button press. This is a simple way to add dynamic functionality to “Text” templates! The full list of available flags can be found in the File Menu under the “Template Editing Manual” button.

Clear All and Restore All Templates:

The Clear All and Restore All options from the File menu do exactly what they say, clearing all Templates currently in the manager, or restoring the templates to the default selection setup by your application provider.

Settings:

The Settings Menu, accessed from the File Menu's "Settings" button, is used to set custom variables for a selection of "Text" template flags.

The image shows a screenshot of a software window titled "TM Settings". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the window, there are several text input fields. The first section is labeled "Name" and contains a text box with the text "Name". The second section is labeled "Email" and contains a text box with the text "Email@Email.com". The third section is labeled "Miscellaneous" and contains three text boxes: the first is labeled "Misc1" and contains "Misc1", the second is labeled "Misc2" and contains "Misc2", and the third is labeled "Misc3" and contains "Misc3". At the bottom of the window, there are two buttons: "Ok" and "Cancel".

The [Name], [Email], [Misc1], [Misc2], and [Misc3] flags pull from the respective boxes. This can be a useful way to add often-used and often-changed entities to "Text" templates. As an example, if 10 Templates reference a particular email, but said email changes frequently, using the [Email] flag and setting allows all 10 templates to be changed from just the single setting window!

These variables are powerful tools for minimizing the work you need to do when updating templates!

On that note, this is the end of the instructions! Have fun with your Templates!