
help.quicktext.io Documentation

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Quicktext is Google Chrome extension that allows Gmail users to write e-mails faster by using *Automatic Suggestions*, *Tab Completion*, *Templates* and other features.

Install the extension!

Find out more at: <https://quicktext.io/>

Getting Started

Quicktext is a Google Chrome extension that allows Gmail users to write e-mails faster by using *Automatic Suggestions*, *Tab Completion*, *Templates* and other features.

Install the extension!

Quicktext can also be used in tandem with the <https://quicktext.io/> website to enable features such as Team Sharing, Backup, Usage Statistics and other features.

1.1 Use cases

So far there are 2 major use cases for *Quicktext*. Feel free to choose the one that fits your use case the best.

1.1.1 Standalone Quicktext Google Chrome extension

If you use Gmail on your own (you don't have a team) then you don't have to login or register on the <https://quicktext.io/> website. You can simply install the extension here and use it on your own.

However, if you like store your quicktexts online and synchronize them between devices you can create an account [here](#).

1.1.2 Using Quicktext in a team

If you work in a team and you want to share and collaborate on your quicktexts with your team members then you're in luck! Because <https://quicktext.io> allows doing just that.

All you have to do is create an account on this website. Add some users and start working together. More on this topic in the Sharing section.

Automatic Suggestions

Automatic suggestions helps finding the correct quicktext as you type. Imagine that you have a quicktext that explains to your users that they have to check their spam inbox:

Quicktext Title: Add note about Spam folder
Quicktext Body: Note: If you can't find the e-mail, please check your 'Spam' folder in order to find the missing e-mail.

Now when you type spam in the body of your e-mail a small popup will appear where you can choose the correct quicktext:

{Screenshot - preferably gif}

2.1 When the automatic suggestions are triggered?

Automatic suggestions are triggered when you type a word that is found in your quicktext in the following order:

- The *title* of the quicktext contains the word.
- Is one of the *tags* of the quicktext.
- The *body* of the quicktext contains the word.

2.2 Disabling Automatic Suggestions

Automatic Suggestions are great, but if you want to disable them for some reason you can do so by going to:

1. Google Chrome
2. Customize and Control Google Chrome (look for this icon: {TODO})
3. Tools
4. Extensions
5. Find *Quicktext* extension in the list
6. Options
7. Uncheck *Automatic Suggestions*

You can also get to the Options faster by right-clicking the *Quicktext* icon in the top right corner (inside the Navigation bar. Next to the 'Bookmarks' star icon) and selecting Options.

Note: The *Quicktext* icon only appears when using Gmail.

Tab Completion

Tab completion inserts quicktexts by typing a *tab completion* keyword and then hitting the Tab key. You can see an example of tab completion usage in the following video:

[video]

3.1 Disabling Tab completion

Tab completion is cool, but if you want to disable it for some reason you can do so by going to:

1. Google Chrome
2. Customize and Control Google Chrome
3. Tools
4. Extensions
5. Quicktext for Gmail
6. Options
7. Uncheck *Tab Completion* option.

You can also get to the Options faster by right-clicking the Quicktext extension icon in the top right corner and selecting Options.

Note: The *Quicktext* icon only appears when using Gmail.

Synchronization

If you have Google Chrome installed on multiple devices you can synchronize quicktexts between machines. Here's how you do it:

Please make sure that you have the *Quicktext* extension installed on you Google Chrome before following the steps bellow.

1. Open the 'Options' for *Quicktext* from Extensions menu in Google Chrome.
2. *Login* or *Register* if your not yet registered on the <https://quicktext.io/> website.
3. Click on *Sync Now* button.

Now all your quicktexts should be synchronized with the Synchronization server.

Now in order to get your quicktexts synchronized with other machines repeat the steps above (but this time just Login).

4.1 How does synchronization work?

Every time the synchronization process starts all your quicktexts are uploaded and stored to the <https://quicktext.io/> via a secure HTTPS connection.

All your quicktexts can now be shared between computers or with other members of your team.

Syncing not only uploads all your quicktexts it also updates the quicktexts that have been modified on other computers or downloads the new quicktexts shared by your team.

Note: No Quicktexts are ever deleted! Unless you specifically demand it. In order to completely delete your data please send an e-mail to support@quicktext.io

Templates

Templates are a cool way to customize your quicktexts by using template variables. The simplest example can be summarized as follows:

When you write an e-mail to someone it's usually a good idea to address that person by name, this removes ambiguity if the e-mail has multiple recipients and is also a good sign that you took the time to address somebody with a greeting. It's good etiquette!

So imagine that you want to address Jane Doe by typing:

```
Hello Jane,

And then the rest of the e-mail follows...
```

Now make it easier to write the 'Hello Jane' part you can simply create a template and use the template variables. The following goes into the body of the quicktext:

```
Hello {{to.0.firstname}},
```

When using the *quicktext* above it will generate the following result:

```
Hello Jane,
```

Now, let's break down the template above:

1. '{{' means that the template started
2. **'to' - is actually the "To" field in the e-mail. So if you have say: Jane Doe <jane@doe.org> in the 'to' variable correspond with Jane's address.**
3. **'.0' means that we only refer to the first address. So if we have multiple addresses in the 'To' field then we refer only to the first one and not the rest of them.**
4. **'firstname' means that given the first to address insert only the 'firstname' in the template. We could have said 'name' - would've include the full name.**
2. '}}' end of template.

So once again, if we have 'Jane Doe <jane@doe.org>' in the *To* field then the resulting template will look like this:

```
Hello Jane,
```

5.1 Other examples

```
'Hello {{ to[0].name }}' => 'Hello Jane Doe'
'The subject: {{ subject }}' => 'The subject: e-mails subject'
'You can e-mail me at: {{ from.email }}' => 'You can e-mail me at: email@example.org'
```

You can also do more complicated stuff like for loop iteration:

```
Hello {{#each to}}
  - Name {{name}}
  - First name {{first_name}}
  - Last name {{last_name}}
  - Email {{email}}
{{/each}}
```

Which given multiple addresses in the *To* field will result in this rendering:

```
Hello
  - Name Jane Doe
  - First name Jane
  - Last name Doe,
  - Email jane@doe.org
```

5.2 What is behind all this?

The power of the templates is given by the [Handlebars](#) template library.

Tags

Tags help with filtering and categorization of quicktexts. You can add a tag to a quicktext by updating the ‘Tags’ field. Once that’s done you can start filtering your quicktexts by clicking the tags you want to filter by.

Note: Tags get highlighted when you click on then show which tags you are filtering by.

You can you can also use [Search](#) if you want to filter by other criteria.

Search

Once you and your team start to have a lot of quicktexts finding the right one can be complicated. Here's where searching comes in handy.

You can search by keywords in the *title* or *body* of your *quicktext*. You can also filter quicktexts by using *Tags*.

Indices and tables

- `genindex`
- `modindex`
- *Search*