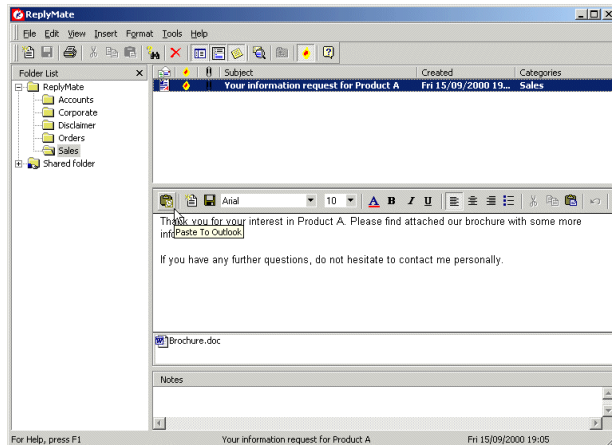


Quick Start

ReplyMate includes a number of sample templates to show you how the program can be used. Below, we use these templates in a few simple examples. By following the steps you will be able to start using ReplyMate straight away!

Pasting a text using the Hot Keys

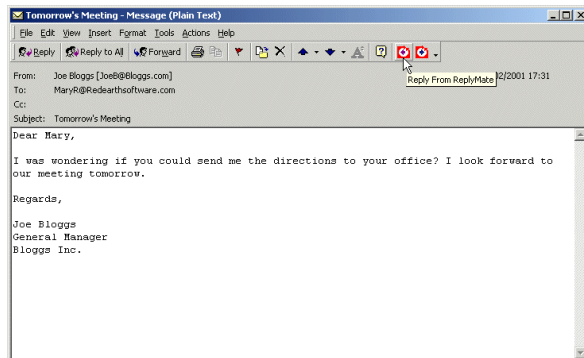
1. Open up a **New Mail message** in Outlook.
2. Press **CTRL + F10**. ReplyMate will open up.
3. Browse to the Sales folder, select the text **Your information request for Product A** and click on the **Paste to Outlook** button in the Text Pane toolbar. Alternatively right-click the text in the Text pane or Text List Pane and select **Paste to Outlook**.



4. The text and attachment will now be pasted into your message. Enter an e-mail address and click **Send** to send the message.

Reply to an e-mail with the Outlook buttons

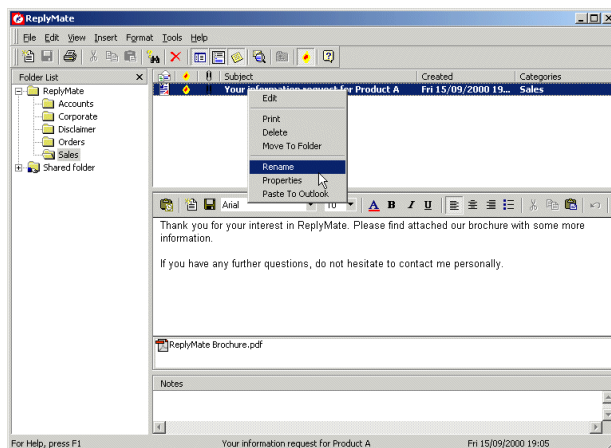
1. Select or open an e-mail that you wish to reply to.



2. Click on the ReplyMate **Reply** button, situated on the right of the Outlook toolbar.
3. ReplyMate will open up. Browse to the Corporate folder, select the '**Directions to our office**' text and click on the **Paste to Outlook** button.
4. ReplyMate will automatically close and create a reply message including the recipient's name and the text you selected. The salutation 'Dear' will also be placed in front of the recipient's name since this is the default salutation for replying (see Chapter 6 of the manual for more information). You can now add some further text if you wish. When you are ready, hit the **Send** button.

Edit a sample text

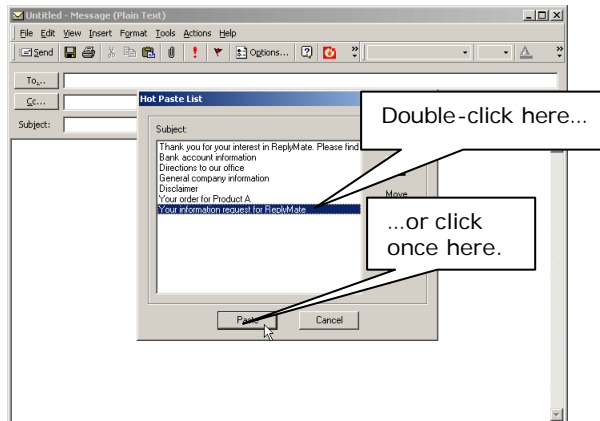
1. Open ReplyMate by double-clicking on the ReplyMate icon in the system tray and browse to the text '**Your information request for Product A**' located in the Sales folder.
2. In the Text Pane, replace the word '**Product A**' with the name of your product or service, delete the existing attachment Brochure.doc, and attach your brochure by clicking on the **paperclip** in the toolbar of the text pane and selecting your brochure. Click the **Save** button.
3. Now right-click your text and choose **Rename**. In the subject of the text, replace the word '**Product A**' with the name of your product or service. Click **OK**. The new text has now been saved. Close ReplyMate.



Using Hot paste

1. Open a **New Mail message** in Outlook.
2. Press **CTRL + F11** to activate the Hot Paste dialog or click on the Hot Paste button in Outlook.
3. Select **Your information request for <Your Product>** (the text we just edited) and click **Paste**. Alternatively, double-click on the text in the list. The text is then pasted into the email message. The Hot paste list is used for frequently used texts since it is the quickest way of pasting your messages.

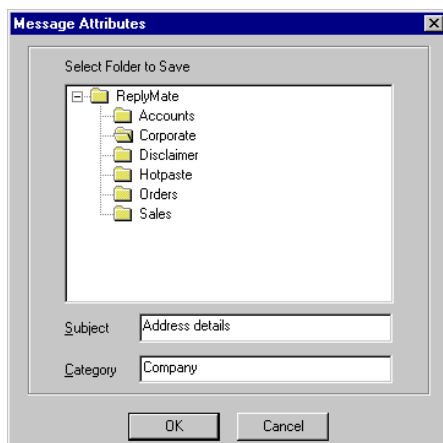
For more information on how to specify which texts should be listed in the hot paste list, consult the manual.



4. You can now enter more text or paste more ReplyMate texts by using **CTRL + F10** or **CTRL + F11**. When you are ready, enter the email address and click **Send**.

Copying existing text into ReplyMate

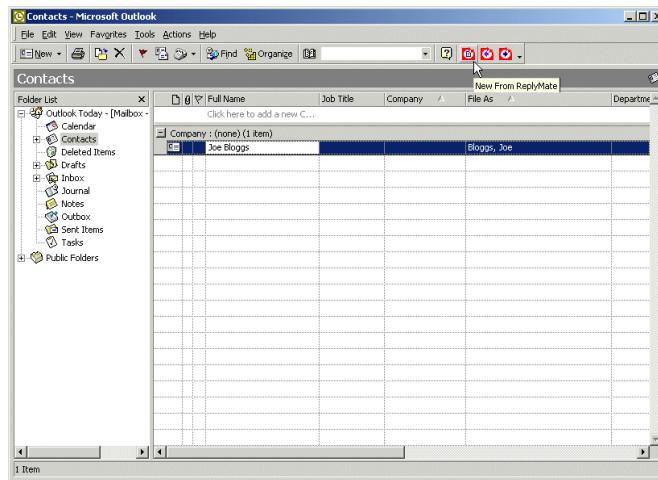
1. Find a text that you often use in your e-mail messages. For instance, open up an e-mail or document that answers a frequently asked question.
2. Select the text you wish to save in ReplyMate and press **CTRL + F9**.
3. This will open up ReplyMate and place the selected text in the Text Pane.
4. If you wish you can now make changes to the text. When you are ready, click **File > Save** or click on the Save button.
5. Browse to the folder where you wish to save your text and enter a **Subject** for the text. Optionally you can also add a **Category**.



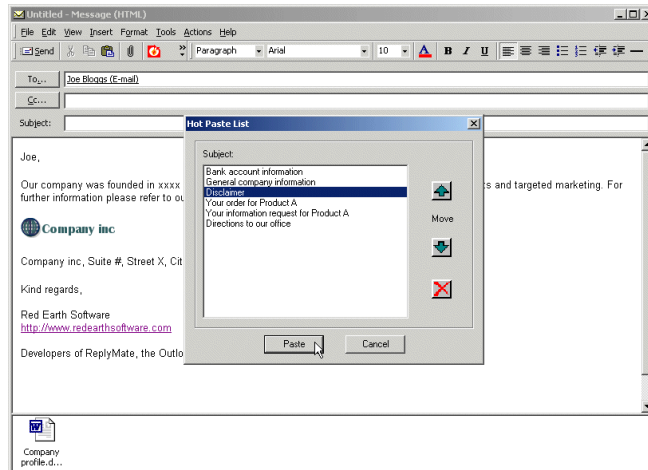
6. You have now saved your first text!

Sending an email to an Outlook contact

1. Highlight an Outlook contact or open an Outlook contact and click on the ReplyMate **New** button, situated on the right of the Outlook toolbar.



2. Browse to the Corporate folder, select **General Company Information**, and click on the **Paste to Outlook** button.
3. A new mail message will be created with the text you selected including the contact's name and email address.



4. Place the cursor one line below the text and press **CTRL + F11** or click on the ReplyMate **Hot Paste** button. Double-click on **Disclaimer**. The disclaimer text is now added underneath the General Company Information. If you wish you can paste or enter more text. When you are ready, click **Send**.