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1 Welcome

1.1 Welcome

Thank you for using Alpha Key Saver.

We hope you enjoy using this product and hope that it meets your every need. We have worked extremely hard to make **Alpha Key Saver** everything our customers want it to be and continue to strive to make it a better product each day.

If you have a problem, question, comment or suggestion or just wish a feature could be added or improved we encourage you to read the [FAQ](#).

If you have not already purchased a license, please consider doing so. As a licensed user you will enjoy many benefits and will be able to continue using **Alpha Key Saver** forever without any time or feature limitations. You can securely purchase a license by clicking the BUY button on the introduction screen displayed when **Alpha Key Saver** starts, or directly from our website at:

<http://www.alpharealms.com>

Sincerely,

The **Alpha Key Saver** Team

For more information on this and all our other fine products please visit our website at:

<http://www.alpharealms.com>

1.2 Frequently Asked Questions

For more answers to common questions online, to view animated tutorials or to contact us please visit:

<http://www.alpharealms.com/support.htm>

Below are answers to common questions. If you have a problem or question please read through them carefully. Chances are you will find the answer you are looking for.

Q. How do I find out what version I currently have?

A. Start the application then click **About** on the **Help** menu. The exact version you have is shown there along with our logo and a link to our website. If you do not see these you are looking in the wrong place.

Q. How do I find out if I have the latest version?

A. Start the application then click **Check For Updates** on the **Help** menu. This will connect you to our website and tell you what version you have, what the latest version is and what the suggested action is (if any).

Q. My computer crashed or I bought a new computer and I need to re-install. What do I need to do?

A. See How Do I... [Transferring and Re-Installing](#).

Q. What is a reply?

A. A reply is simply a piece of text you commonly use in other documents, such as emails, letters, etc. Alpha Key Saver stores these pieces of text so you never need to re-type them.

Q. What is a hotkey?

A. A hotkey is a keyboard combination of one or more of CTRL, ALT, SHIFT plus one other key. For example CTRL-ALT-Y is a hotkey, as is CTRL-Y, SHIFT-CTRL-Y

Q. My hotkey does not work. What am I doing wrong?

A. hotkeys are used by many applications so you have to be very careful to specify a hotkey that is not already being used. CTRL-INSERT works for most applications, but you must test a hotkey with all applications you want to insert text into because all applications use different hotkeys.

1.3 Transferring and Re-Installing

It is highly recommended that you print this topic so you have it in the event of a system crash.

This topic describes the steps you need to take to re-install this product on the same computer after a system crash or on a different computer. The information below assumes that your computer is in running condition and any system problems have already been resolved.

You will need the following before continuing:

1. **Your license information sent to you when you purchased.** You were instructed to print this sheet and retain it for future reference when you originally purchased.
2. **The installation file for the same *major* version you purchased.** The version you are licensed for is shown with your license information. If you purchased version 3, your license information will work with 3.1.0.0, 3.2.0.0, etc. but will not work with any other version.

NOTE: If you need another copy of the install file please visit our web site. If you are licensed for the latest version you can download the install file from the main download area. If you are licensed for an older version and do not wish to upgrade to the latest (a small charge applies), then you can download the major version you registered from the *Licensed User Page*. In all cases you will be downloading the trial version, which you will convert into the full version using your license information after it is installed.

3. **A Backup of your data file(s).**

Once you have the install file and your license information you can install the software on your repaired or new computer by running the installation file. Once installed, run the software from the Start Menu and click the "Enter License Information" link on the introduction screen to enter your license information and activate the full version. Be sure to enter your license information EXACTLY, following the instructions given to you.

If your license information is not accepted you have the wrong major version (or product) installed. Please see item 2 above.

At this point you should have the software installed and licensed on your new or repaired computer. If you have any existing reply database files you will need to restore them from a backup or transfer them to your new computer.

2 Getting Started

2.1 Getting Started

This topic explains how to set activation hotkeys, create a new reply database, open an existing reply database, add replies, edit replies and delete replies.

Related Topics

How do I...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)

[Create a New Reply Database](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2 How do I ...

2.2.1 Set Activation HotKeys

To set the Hotkey to activate the main screen perform the following steps:

1. Select **Options** on the **View** menu.
2. Click on the **Hotkey** tab.
3. Put the cursor in the **Hotkey to activate the main screen** field.
4. Press a key combination on the keyboard.

To set the Hotkey to activate the popup menu interface perform the following steps:

1. Select **Options** on the **View** menu.
2. Click on the **Hotkey** tab.
3. Put the cursor in the **Hotkey to activate the popup menu interface** field.
4. Press a key combination on the keyboard.

To set the Hotkey to open password vault perform the following steps:

1. Select **Options** on the **View** menu.
2. Click on the **Hotkey** tab.

3. Put the cursor in the **Hotkey to open password vault** field.
4. Press a key combination on the keyboard.

To set the Hotkey to spell check the contents of the clipboard perform the following steps:

1. Select **Options** on the **View** menu.
2. Click on the **Hotkey** tab.
3. Put the cursor in the **Hotkey to spell check the contents of the clipboard** field.
4. Press a key combination on the keyboard.

 **Notes:**

- A hotkey can be one or more of the **CTRL**, **ALT** and **SHIFT** keys combined with another key.
- In order to insert replies, **Alpha Key Saver** needs to know what application you are currently in. Therefore you must use a hotkey to activate Alpha Key Saver in order to insert replies. If you double-click on the system tray icon Alpha Key Saver has no way to know what application you were using last so has no way to insert the reply you select. For this reason the "Insert Reply ..." buttons are disabled when Alpha Key Saver does not know where to insert the reply.
- You can set two different hotkeys, one for activating the Main Screen interface and another for activating the PopUp menu interface when you want to insert a reply into another application.
- For additional configuration information see [Configuration dialog box](#).

 **Related Topics**

[Configuration dialog box](#)

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2.2 Set Configuration Options

1. Select **Options** on the **View** menu.
2. Click on the **Other Options** tab.
3. Select the appropriate options for **Formatting**:

The **Save formatting by default** checkbox allows you to save the reply text with the formatting it was entered with.

The **Insert with formatting (if available) when selecting reply directly** checkbox allows you to use the reply as formatted when selecting it directly from **Alpha Key Saver**.

4. Select the appropriate options for **View**:

The **Hide main window after inserting** checkbox allows you to hide the main window after you have inserted the reply.

The **Show reply hotkey at the end of reply description** checkbox allows you to show the hotkey value at the end of the reply description in the main window.

The **Automatically expand the reply tree when opening** checkbox allows you to automatically expand the reply tree for easy viewing of your replies when opening.

5. Select the appropriate options for **Spelling**:

The **Automatically mark mis-spelled words in reply text** checkbox automatically spell checks the text entered and marks mis-spelled words.

6. Select the appropriate options for **Sharing**:

The **Read-only access (allow others to share the same datafile)** checkbox allows you to give read-only access to other users.

Related Topics

How do I ...

[Set Activation Hotkeys](#)

[Create a New Reply Database](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2.3 Create a New Reply Database

1. Select **New** on the **File** menu.
2. Enter in the filename for your database.
3. Click **Save**.

Note:

- If this is the first time you are running **Alpha Key Saver** you will be prompted with the steps to create Activation Hotkeys and Configuration Options along with Creating a New Datafile. (See [Configuration dialog box](#).)

Related Topics

[Configuration dialog box](#)

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2.4 Open an Existing Reply Database

1. Select **ReOpen** on the **File** menu.
2. Select the Database from the recent list.

Note:

- If your Database is not listed here you can select **Open** on the **File** menu and browse to the directory where the Database is, select it and click the **Open** button.

Related Topics

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)


[Create a New Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2.5 Add a Reply


1. Click the  button or select **Add** on the **Reply** menu.
2. Enter or select a category.
3. Enter a description.
4. Specify an optional hotkey for the reply.
5. Enter, paste or load the reply text.
6. Optionally check, **Save with Formatting** checkbox.

Note:

- If you have formatting in the reply text and want to save it be sure to check the **Save with Formatting** checkbox. With formatting saved your reply will be inserted with formatting intact in any document that supports formatting.

7. Click **OK**.

Notes:

- The category is used for grouping replies in the reply tree on the [main window](#).
- The description is what is displayed in the reply tree on the [main window](#).
- The hotkey is used to insert the reply directly without showing the [main window](#).
- Your reply text is checked for spelling errors as you type . Errors are underlined with a ragged red line. Right clicking on any underlined word allows you to change the word, spell check the enter text and set spell checking options. You can also click the  button to do a complete popup spelling check. Spelling dictionaries in many languages are available to licensed users.
- If you are in another application and just want to add or edit replies you can activate **Alpha Key Saver** by either the main hotkey or double clicking on the system tray icon.

Related Topics

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)


[Create a New Reply Database](#)

[Open an Existing Reply Database](#)

[Edit a Reply](#)

[Delete a Reply](#)

2.2.6 Edit a Reply

1. Select the reply you want to edit in the reply tree.
2. Click the  button or select **Edit** on the **Reply** menu.
3. Edit the reply properties. (See How do I ... [Adding a Reply](#).)
4. Click **OK**.

Note:

- If you are in another application and just want to add or edit replies you can activate **Alpha Key Saver** by either the main hotkey or double clicking on the system tray icon.

Related Topics

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)


[Create a New Reply Database](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Delete a Reply](#)

2.2.7 Delete a Reply

1. Select the reply you want to delete in the reply tree.
2. Click the  button or select **Delete** on the **Reply** menu..

Related Topics

How do I ...

[Set Activation Hotkeys](#)

[Set Configuration Options](#)

[Create a New Reply Database](#)

[Open an Existing Reply Database](#)

[Add a Reply](#)

[Edit a Reply](#)

3 Inserting Replies into Another Application

3.1 Inserting Replies into Another Application

This topic explains how to insert your replies into another application via 3 different methods, Main Screen Interface, Popup Menu Interface and the Direct Hotkey.

Related Topics

How do I...



[Insert using the Main Screen Interface](#)

[Insert using the Popup Menu Interface](#)

[Insert using the Direct Hotkey](#)

3.2 How do I ...

3.2.1 Insert using the Main Screen Interface

1. While in the other application with the cursor in the box where you want the reply to go press the main hotkey to activate the main screen.
2. In the reply list, select the reply you want to insert.
3. Click the  button to insert the reply as saved (with formatting if saved with formatting, otherwise as plain text) or click the  button to insert the reply as plain text always.

Related Topics

[Configuration dialog box](#)

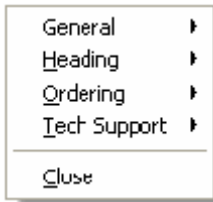
How do I ...

[Insert using the Popup Menu Interface](#)

[Insert using the Direct Hotkey](#)

3.2.2 Insert using the Popup Menu Interface

1. While in the other application with the cursor in the box where you want the reply to go, press the popup menu hotkey to activate the popup menu interface.
2. Select the reply from the popup menu.



Note:

- If you activate the popup menu interface then decide not to insert a reply, click **Close** on the popup menu to eliminate it.

Related Topics

[Configuration dialog box](#)

How do I ...

[Insert using the Main Screen Interface](#)

[Insert using the Direct Hotkey](#)

3.2.3 Insert using the Direct HotKey

1. While in the other application with the cursor in the box where you want the reply to go press the hotkey for the reply you want to insert.

Note:

- You cannot activate by double clicking on the system tray icon if you intend to insert a reply.
- You can only use this option if you have a hotkey defined for the reply.

Related Topics

[Configuration dialog box](#)

How do I ...

[Insert using the Main Screen Interface](#)

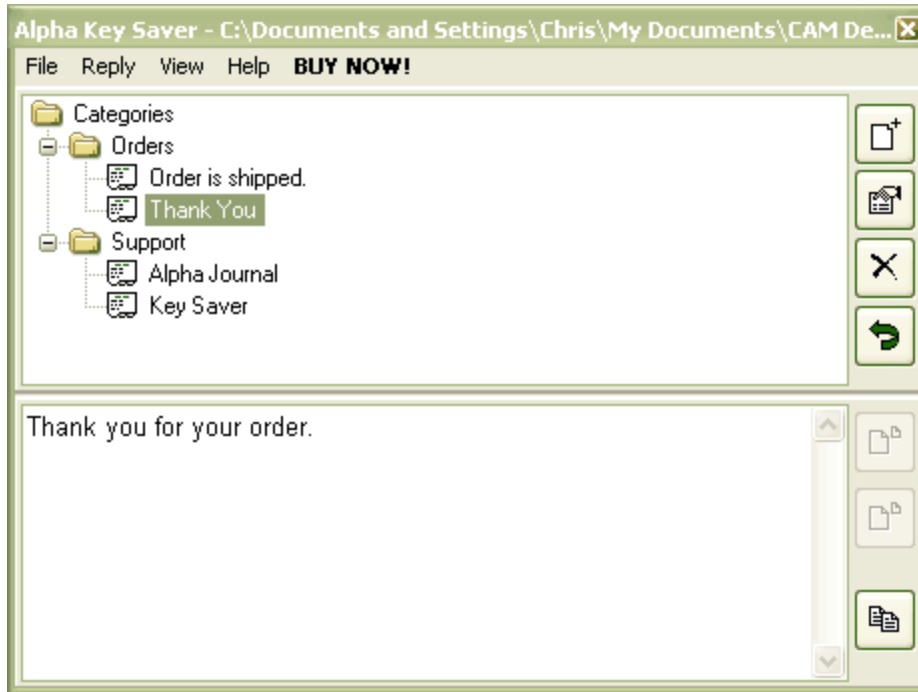
[Insert using the Popup Menu Interface](#)

[Insert using the Direct Hotkey](#)

4 The User Interface

4.1 The Main Window

4.1.1 The Main Window



The **Main Window** consists of the entire area where you compose and edit your replies. It contains the main menu, reply tree panel and reply text panel.

 **Note:**

- The reply tree lists the replies by category. You can click on any reply to select it or double click to insert the reply if you activated Reply Buddy from another application using a hotkey.

 **Related Topics**

[The Main Window](#)
[Toolbars](#)

4.1.2 The Main Menu

4.1.2.1 The Main Menu

The **Main Menu** is displayed along the top edge of [The Main Window](#) by default and allows you to display sub-menus by clicking on them.

 **Related Topics**

[The Main Window](#)
[Toolbars](#)

4.1.2.2 File Menu

4.1.2.2.1 New ...

Allows you to create a new reply database.

 **Related Topics**

[Open...](#)

4.1.2.2.2 Open ...

Allows you to open an existing reply database.

 **Related Topics**

[New...](#)

4.1.2.2.3 Exit

Allows you to close **Alpha Key Saver**.

4.1.2.3 Reply Menu

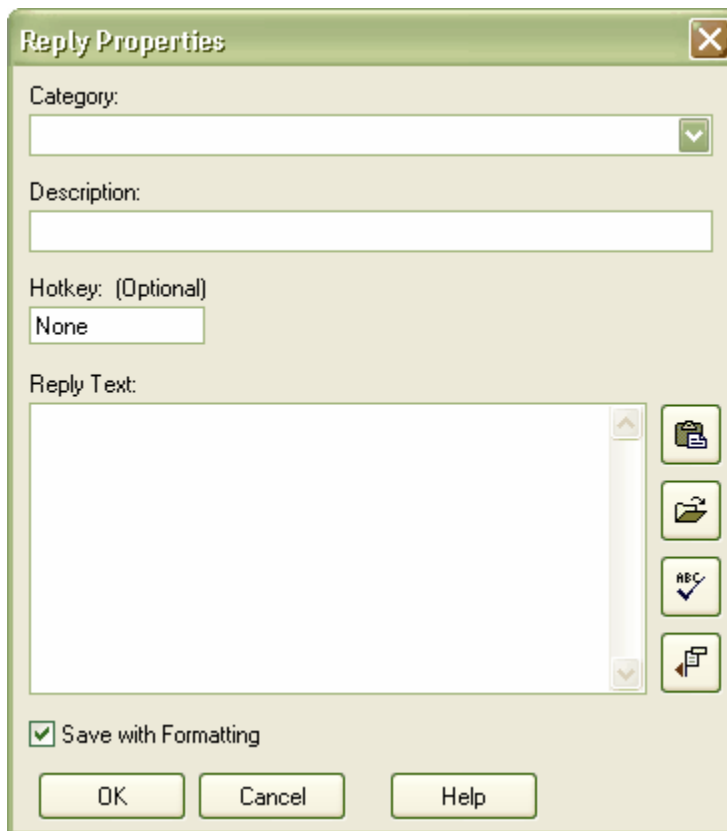
4.1.2.3.1 Add

Allows you to add a new reply.

 **Related Topics**

[Edit](#)
[Delete](#)
[Refresh List](#)
[Insert](#)
[Insert As Text](#)
[Copy to Clipboard](#)

4.1.2.3.1.1 Reply Properties dialog box

**Category**

The category is used for grouping replies in the reply tree on the main screen.

Description

The description is what is displayed in the reply tree on the main screen.

Hotkey

The hotkey is used to insert the reply directly without showing the main screen.

Reply Text

The reply text is the text you enter that you will be inserting into another application. This text can have formatting or not.

Paste Contents of the Clipboard button

Allows you to paste the contents on the clipboard into the reply text field.

Load from File button

Allows you to load a file into the reply text field.

Spell Check button

Allows you to spell check the reply for spelling errors. Mis-spelled words will have a ragged red line under it.

Remove Formatting button

Allows you to remove the formatting of the text.

Save with Formatting checkbox

Allows you to store your reply with formatting. When stored with formatting you have the option of inserting the reply with formatting or without.

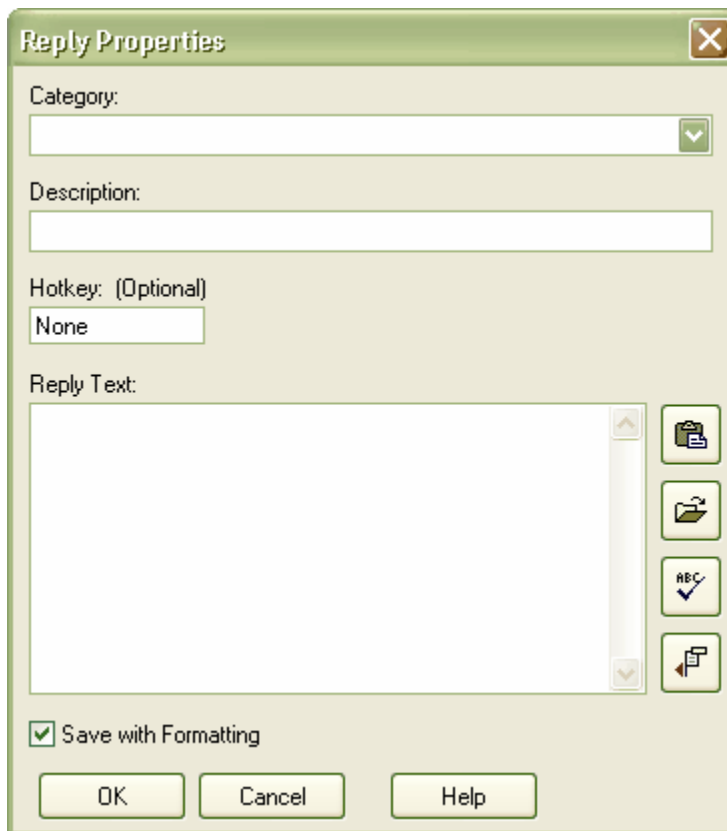
 **Related Topics**

4.1.2.3.2 Edit

Allows you to edit the properties of the currently selected reply.

 **Related Topics**[Add](#)[Delete](#)[Refresh List](#)[Insert](#)[Insert As Text](#)[Copy to Clipboard](#)

4.1.2.3.2.1 Reply Properties dialog box

**Category**

The category is used for grouping replies in the reply tree on the main screen.

Description

The description is what is displayed in the reply tree on the main screen.

Hotkey

The hotkey is used to insert the reply directly without showing the main screen.

Reply Text

The reply text is the text you enter that you will be inserting into another application. This text can have formatting or not.

Paste Contents of the Clipboard button

Allows you to paste the contents on the clipboard into the reply text field.

Load from File button

Allows you to load a file into the reply text field.

Spell Check button

Allows you to spell check the reply for spelling errors. Mis-spelled words will have a ragged red line under it.

Remove Formatting button

Allows you to remove the formatting of the text.

Save with Formatting checkbox

Allows you to store your reply with formatting. When stored with formatting you have the option of inserting the reply with formatting or without.

 **Related Topics**

4.1.2.3.3 Delete

Allows you to delete the currently selected reply.

 **Related Topics**

[Add](#)
[Edit](#)
[Refresh List](#)
[Insert](#)
[Insert As Text](#)
[Copy to Clipboard](#)

4.1.2.3.4 Refresh List

Allows you to re-load the reply tree and re-sync the tree items to the database.

 **Note:**

- This is sometimes necessary when adding and removing many replies at a time.

 **Related Topics**

[Add](#)
[Edit](#)
[Delete](#)
[Insert](#)
[Insert As Text](#)
[Copy to Clipboard](#)

4.1.2.3.5 Insert

Allows you to insert the selected reply.

 **Related Topics**

[Add](#)
[Edit](#)
[Delete](#)
[Refresh List](#)
[Insert As Text](#)
[Copy to Clipboard](#)

4.1.2.3.6 Insert As Text

Allows you to insert the selected reply as plain text in the application you activated from.

 **Note:**

- Replies inserted as plain text take on any formatting defined at the point in the application where it is inserted.

 **Related Topics**

[Add](#)
[Edit](#)
[Delete](#)
[Refresh List](#)
[Insert](#)
[Copy to Clipboard](#)

4.1.2.3.7 Copy to Clipboard

Copies to the clipboard the currently selected reply's text.

 **Note:**

- This is useful for inserting the reply manually in any running application that supports clipboard operations.

 **Related Topics**

[Add](#)
[Edit](#)
[Delete](#)
[Refresh List](#)
[Insert](#)
[Insert As Text](#)

4.1.2.4 View Menu

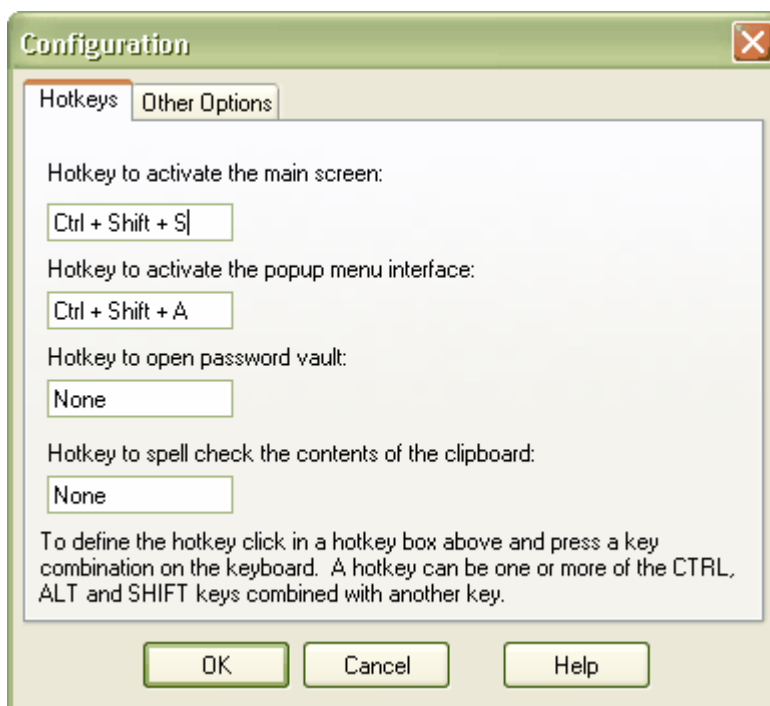
4.1.2.4.1 Options

Allows you to set hotkeys, formatting, viewing, spelling and sharing options in **Alpha Key Saver**.

Related Topics

[Configuration dialog box](#)

4.1.2.4.1.1 Configuration dialog box



To display the **Configuration dialog box** select **Options** on the **View** menu.

Hotkeys tab

Hotkey to activate the main screen:

Allows you to set a hotkey that activates the application main screen from the system tray. You can select replies to insert from this screen as well as add and edit replies.

Tip:

- To define the hotkey click in the hotkey box then press a key combination on the keyboard. A hotkey can be one or more of the CTRL, ALT and SHIFT keys combined with another key.

Hotkey to activate the popup menu interface:

Allows you to set a hotkey that pops up a menu (at the mouse cursor location) containing all your replies grouped by category. Simply clicking on any item in the menu inserts the reply in the application you pressed the hotkey in.

 **Tip:**

- To define the hotkey click in the hotkey box then press a key combination on the keyboard. A hotkey can be one or more of the CTRL, ALT and SHIFT keys combined with another key.

Hotkey to open password vault:

Allows you to set a hotkey to open the password vault.

Hotkey to spell check the contents of the clipboard:

Allows you to set a hotkey to automatically spell check the contents on the clipboard.

Other Options tab

Formatting

Save formatting by default checkbox

Allows you to store your replies with formatting by default. When stored with formatting you have the option of inserting the reply with formatting or without. You can override this option for individual replies when defining them.

Insert with formatting (if available) when selecting reply directly checkbox

Allows you to insert replies with formatting, if they were saved with formatting, when double clicking a reply in the reply list or using the reply's hotkey. If you uncheck this option replies are inserted as plain text when double clicking them in the reply list or using the reply's hotkey even if they were saved with formatting.

View

Hide main window after inserting checkbox

Allows you to hide the main window after text is inserted. If you uncheck this option the main window remains open until you close it manually. This is useful if you want to insert several replies at a time.

Show reply hotkey at the end of reply description checkbox

Allows you to show the hotkey (if any) associated with the reply at the end of the reply description. For Example: Reply 1 (Shift + R)

Automatically expand the reply tree when opening checkbox

Allows you to automatically expand the reply tree on the main screen when the reply database is opened.

Spelling

Automatically mark mis-spelled words in reply text checkbox

Allows you to automatically spell check and mark mis-spelled words in the reply text on the reply properties screen.

Sharing

Read-only access (allow others to share the same datafile) checkbox

Allows you to give read-only access to other users.

Related Topics

4.1.2.5 Help Menu

4.1.2.5.1 Help Topics

Displays this help file.

4.1.2.5.2 Tips

Displays tips about **Alpha Key Saver**.

4.1.2.5.3 Alpha Key Saver Home

Opens a web browser to display **Alpha Key Saver's** home page.

4.1.2.5.4 Other Products

Opens a web browser to display information on our other products.

4.1.2.5.5 Support ...

Opens a web browser to display additional support resources.

4.1.2.5.6 Check for Updates

Contact the Internet to see if a newer version of **Alpha Key Saver** is available.

Important:

Absolutely no private information is sent.

4.1.2.5.7 Purchasing ...

Opens a web browser to display **Alpha Key Saver's** purchase page and/or opens a window containing an order form.

4.1.2.5.8 Enter/Modify License Information

Allows you to enter your license information. You receive your license information (Name and ID code) after [Purchasing](#) a license. This converts the trial to the full version without the need to download anything additional.

Related Topics

[Purchasing](#)

4.1.2.5.9 About

Displays the **About** dialog box that shows information about **Alpha Key Saver**.

4.1.3 Toolbars

4.1.3.1 Toolbars

Consists of several toolbars containing buttons for commonly used menu commands.

Related Topics

[The Main Window](#)

[The Main Menu](#)

[Toolbars](#)