



User's Guide

Version 4.0

May 2010

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About Typinator

Typinator is a simple application that helps you to quickly type phrases or insert pictures in documents. Configuration is easy: You just define abbreviations and their expansion text or picture. Whenever you type one of these abbreviations in an arbitrary application, Typinator inserts the corresponding expansion.

Typinator can be helpful for a variety of tasks. You can use it to increase your ...

Personal Productivity:

- Set up a list of often used e-mail phrases, addresses and other boilerplates
- Insert the current date and/or time in a variety of formats with a few keystrokes
- Auto-correct commonly misspelled words across all the application you use.
- Insert pictures, such as signatures and smilies

Business Productivity:

- Create standard customer service responses
- Acknowledge customer orders and send shipping advisories (with the current date and time automatically inserted into your standard text)
- Insert logo, product schematics, and maps
- Auto-correct your most frequent typing errors
- Insert Unicode symbols by typing a few special regular characters (e.g., type "->" to insert an arrow symbol)

Development Productivity:

- Create templates for code fragments, code blocks, and templates
- Implement Documentation Standards
- Define shorthands for frequently used Unix commands

System requirements

Typinator requires Mac OS X 10.4 or newer. Mac OS X 10.6 or newer is recommended.

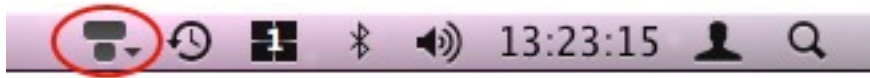
Installation

Installation of Typinator is easy. Download the disk image from our web server:

<http://www.ergonis.com/downloads/>

Mount the disk image and double-click the Typinator icon in the Finder window that opens. Typinator helps you with the installation by copying itself to the Applications folder and launching the installed copy.

You will see that Typinator adds a new icon to your menu bar:



This icon tells you that Typinator is now active and watching your keystrokes to expand any abbreviation you type. To configure Typinator, click the icon. To access a menu with common commands, click the small triangle next to the icon.

When you start Typinator for the first time, the abbreviations window appears. We recommend adding Typinator to your list of login items by clicking the Preferences icon in the toolbar and enabling the checkbox "Automatically start Typinator at Login".

Typinator requires a global Mac OS X setting to monitor keystrokes. Per default, this feature is turned off, so you need to enable it when you use Typinator for the first time: In System Preferences, select "Universal Access" and enable the checkbox "Enable access for assistive devices". If this option is turned off, Typinator will tell you and help you to open System Preferences. Please note that you need administrator privileges to enable this checkbox. If you do not have the necessary privileges, ask your system administrator to enable this option for your Macintosh.

First steps

When you install Typinator for the first time, it comes with four predefined abbreviations:

Abbreviation	Expansion	
dt	{YYYY}-{MM}-{DD}	= <input type="checkbox"/>
typicon	<i>Picture</i>	= <input type="checkbox"/>
typurl	http://www.ergonis.com/products/typinator/	= <input type="checkbox"/>
wbr	With best regards,	↑ <input type="checkbox"/>

Typinator also opens a tutorial document that demonstrates in a few steps how Typinator works. At the end of the tutorial, you should have an impression what Typinator can do for you to simplify your daily typing tasks.

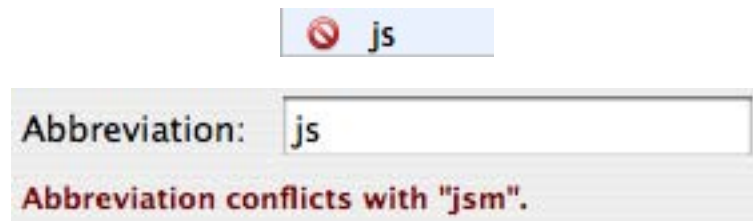
Defining abbreviations

Before you can use your own abbreviations, you need to define them. Click the "+" button below the abbreviation list to add a new item, then enter the abbreviation and the expansion text. You don't need to confirm or save your settings; all changes take effect immediately.

Once you are done adding abbreviations, you can close the Typinator Abbreviations window. Typinator will then work in the background, watch your keystrokes and expand abbreviations as you type them. If you wish to add more abbreviations or edit existing abbreviations, just click the Typinator icon in the menu bar.

Recommended abbreviations

Abbreviations must not conflict with each other. If there is any problem with an abbreviation, Typinator displays an error symbol in the list and a message in red below the abbreviation:



Abbreviations marked with the error symbol are inactive and will not get expanded when you type them. To activate them, you need to fix the problem by making the abbreviation unique.

Note that Typinator never expands typed characters in the middle of a word. This means that you could, for example, safely use "mm" as an abbreviation because it would get expanded only when you start a new word with "mm", but not in "hammer".

To create unique abbreviations that are unlikely to occur elsewhere, you may want to use a special character as prefix or suffix. If you use a keyboard with the US layout, you could add the symbol "/" to an abbreviation (such as "/cal" or "cal/") to make sure it does not expand by accident. Since abbreviations are often written with a period (such as "etc."), you may find it convenient to use a period as a suffix. In this way, you just need to avoid whole words, as they would expand at the end of sentences.

Hint: You can define common prefixes and suffixes for many abbreviations at once easily in the "Set Info" window. For more information, see the section *Abbreviation sets* further below.

Whole word

Abbreviations are most useful when they are very short, so you can remember and type them easily. On the other hand, short abbreviations will more likely expand by accident if a regular word happens to begin with the same letters. For example, you might want to use "ty" as an abbreviation for "Typinator", but you don't want it to expand when you actually want to write "typically" or "tyre".

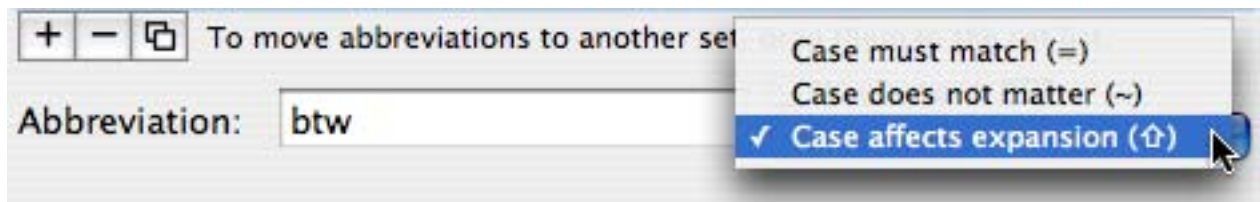
When you enable the "Whole word" option for an abbreviation, Typinator expands it only when the *next* typed character is neither a letter nor a digit. This means that the abbreviation will not expand immediately after you type the letter "y" because Typinator must wait to see what you type next. When you then type a space, period, or any other separator character, Typinator recognizes the abbreviation "ty" as a whole word and expands it.

Whereas the "Whole word" option is useful for short abbreviations that you type deliberately, you may want to disable it for word stems when you want Typinator to automatically correct typing errors. For example, when you often mistype "receive" as "recieve", you could define "reciev" as an abbreviation with the expansion "receiv", *without* the "Whole word" option. Typinator will then correct misspelled words like "recieve", "reciever", or "recieving".

You will notice that the "Whole word" option is available only if the abbreviation ends with a letter or digit. This is deliberate because it makes sense only when the abbreviation can be considered a "word" in the first place.

Case variations

If an abbreviation consists of letters, you can use the checkboxes next to the abbreviation to specify how Typinator should handle case variations:



If **Case must match** is selected, you need to type the abbreviation exactly as you have defined it. When you select **Case does not matter**, Typinator also expands "btw" when you type "BTW" or even "bTw".

When you select **Case affects expansion**, mixed case in a typed abbreviation affects the expansion in the following way (assuming that "btw" stands for the expansion "by the way"):

- If all typed letters are capital letters ("BTW"), the expansion will be inserted in all caps as well ("BY THE WAY").
- If you start the abbreviation with a capital letter and the remainder contains at least one lower case letter (e.g., "Btw"), the first letter of the expansion appears in upper case ("By the way").
- If the first typed letter is a lowercase letter, the expansion starts with a lower case letter ("by the way").

In short: You can use this setting to generate correctly capitalized phrases at the beginning and in the middle of a sentence.

Formatted text

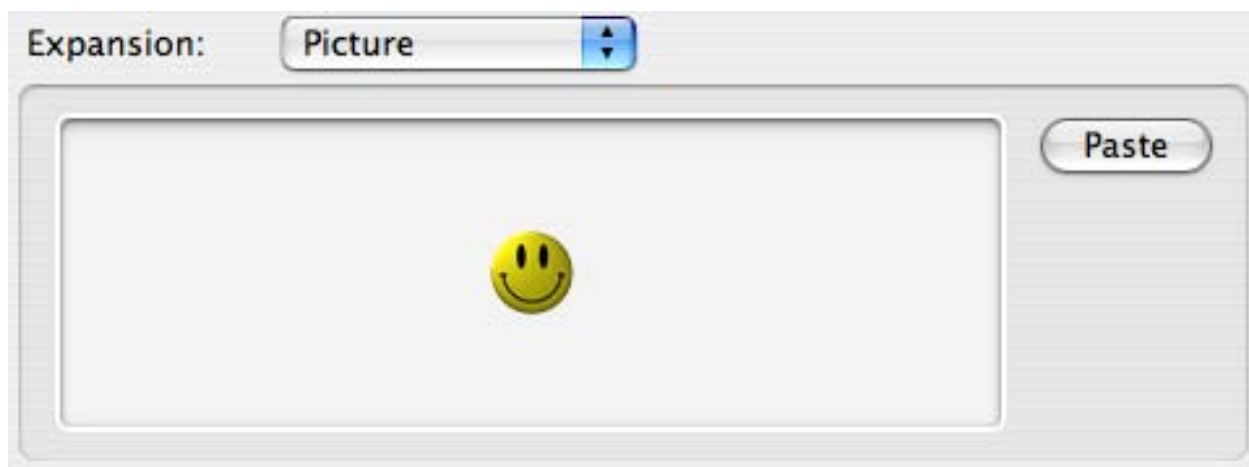
To create an expansion with multiple fonts and/or embedded pictures, select "Formatted Text" as the expansion type. You can now apply various formats to the text using the Format menu and insert pictures via Copy/Paste or by dragging image files into the text field.

When you type an abbreviation with a formatted expansion, the current application must be able to handle text with multiple fonts. This works for most word processors. If an application uses a fixed font for all text, the expansion will assume the font used by the application; additional formats applied in Typinator will not appear.

Pictures

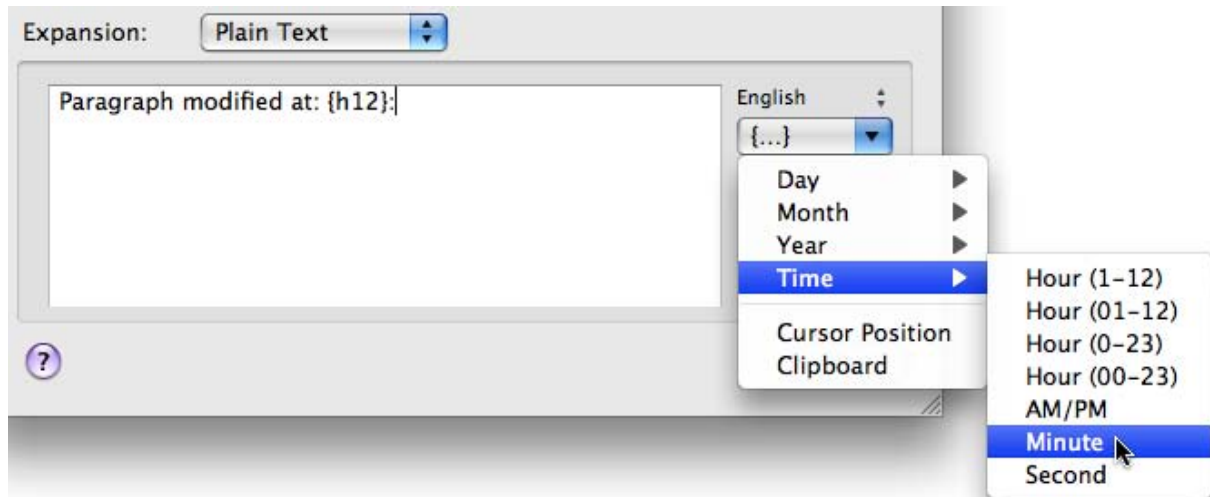
To create a picture expansion, select "Picture" as the expansion type, then insert the picture of your choice using one of the following techniques:

- Copy a picture into the clipboard in another application, then click the Paste button in Typinator.
- Drag an image file from the Finder into the picture area.



Date and time

To include the current date or time in an expansion text, you can use the pop-up menu to the right of the text field. Just place the insertion point where you want to insert a date or time symbol and select the desired element from the menu:



For example, if you select “Minute”, Typinator will insert `{m}` in the expansion text. When you type the corresponding abbreviation, Typinator replaces this item with the minutes of the current hour. Since you can compose date and time templates using the individual parts, you have some flexibility in how to format the time and date.

For the day of the week or the name of the current month, you can choose in which languages Typinator should insert it. The language is specific for each abbreviation, so you can, for example, create separate English and French expansions if you are working in multiple languages. The language menu contains all languages as defined in the International section of System Preferences.

Cursor placement and clipboard

The last two items in the pop-up menu with the date and time markers make expansions even more powerful:

- **Cursor Position** creates a marker `{^}` that defines the cursor position immediately after the expansion.
- **Clipboard** creates a marker `{clip}` that tells Typinator to insert the current clipboard contents.

Here is a letter template that combines both markers:

```
Dear {clip},
{^}
With best regards,
John Smith
```

Assuming that you have previously copied the name “Mary Jones” to the clipboard, this expansion will result in:

Dear Mary Jones,
|
With best regards,
John Smith

The cursor position will be at “|” in the second line, so you can immediately continue typing your letter.

Abbreviation sets

Typinator lets you arrange abbreviations in multiple sets. With abbreviation sets, you can ...

- group your abbreviations in categories, such as letter templates, typing corrections, mail signatures, code snippets, Unix commands, etc.
- import and export sets for sharing them with others or moving them to another Mac.
- define which abbreviations shall be active in which applications.
- temporarily disable groups of abbreviations.

Defining sets

To define a new set, make sure that the set list is visible, then click the “+” button below the list. To rename a set, double-click its name in the list.

Assigning abbreviations to sets

To move an abbreviation to another set, select it in the abbreviation list and drag it onto the desired set in the set list. To move multiple abbreviations, command-click to extend the selection by single abbreviations or shift-click to select a range of abbreviations. Then click in any selected abbreviation and drag the abbreviations to the destination set.

You can also create copies of abbreviations in another set by pressing the option (alt) key when you drop them onto the destination set.

Activating sets for specific applications



Once you have a few sets, you can tell Typinator which sets should be enabled or disabled in which applications. For example, you could enable a set with mail signatures only in Mail, or define that your code snippets expand only when you work with Xcode.

To define the assignment of sets to applications, click the button with the application icon below the set list.

If you open the application settings window for the first time, the list at the left will contain only a single item “All Applications”. You can use this entry to globally enable or disable sets.

To add applications with special requirements to the list, drag them from the Finder into the list, or click the “+” button to add one of the currently running applications. The item “All

Applications" will then change to "All Other Applications". It represents all applications that are not explicitly listed.

To define which sets should be active in a specific application, select the application in the list and check the sets that should be considered in this application.

Notes:

- Disabling **all** sets for a specific application tells Typinator that you do not want it to expand anything in this application. You can use this setting to disable Typinator for individual applications.
- If you want to disable Typinator temporarily for all applications, you can do so by selecting "Pause Expansions" from Typinator's menu. This will deactivate Typinator entirely and a pause symbol appears in the menu bar until you select "Resume Expansions".

Disabling sets

You can disable sets by turning the checkbox in the set list off. This can be quite handy when you need different abbreviations in different projects, but use the same applications in all projects. Just define separate sets for your projects, and toggle the checkboxes as needed to quickly switch from one project to another one.

Note that the checkboxes in the set list act as "master switches". They take precedence over the application-specific set assignments described in the previous section.

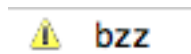
The checkboxes control whether the items in a set expand *while you type*, but they do not affect the Quick Search function described further below.

Conflicts between sets

Abbreviations in one set may overlap with abbreviations in other sets. For example, you could have the same abbreviation "bzz" with different expansions in two sets A and B. When sets A and B are active in different applications, the expansion of "bzz" depends on the current application.

When both A and B are active in a certain application, Typinator uses a simple rule to resolve the conflict: Sets at the top of the list take precedence. When A appears above B in the set list, "bzz" within A gets expanded, and the corresponding entry in B will be ignored. To change the order of sets, simply drag them up or down in the set list.

If an abbreviation may be disabled by another one in an earlier set, Typinator displays a warning symbol in the abbreviation list:



When you select the abbreviation, a message in red tells you about the potential conflict:



Exporting and importing sets

To move sets from one Mac to another, use the Import and Export commands in Typinator's menu. You can also export sets by simply dragging them from the set list to the Finder. In the opposite direction, drag a set file from the Finder into the set list.

You can also import snippet files from Textpander, TextExpander and TypeIt4Me:

- Textpander, TextExpander: Import the file Settings.textpander (Settings.textexpander) in Library/Application Support/Textpander (TextExpander) within your home folder.
- TypeIt4Me (version 3.0 or newer): Import your clippings file (with the extension "typeit4me").

Importing text files

If you have a collection of shortcuts and expansions in text format, you can import them as a Typinator set. The text file must be in tab-delimited format; Typinator expects abbreviations in separate lines in the following form:

```
abbr<tab>expansion
```

Note that the text format is limited to single-line expansions; the imported abbreviations will have the "Case must match" setting with the whole word option turned off.

Predefined sets

Typinator comes with a couple of useful sets that you can install by clicking the "Predefined Sets" icon in the toolbar.

The list of predefined sets contains a few sets that help you to automatically correct frequent typing errors in English, German and French. These sets have been set up such that they can be used together. If you need to switch between English, German and French, you can therefore add all three languages to your set list.

Typinator also contains an autocorrection set created by the TidBITS publisher Adam Engst and Micah Alpern. The "TidBITS AutoCorrection" set with more than 2300 entries is an excellent addition when you write primarily in English, but it may create a few unwanted replacements when you write in other languages.

Set-specific settings



Click the button with the blue “i” symbol below the set list to access a few set-specific settings. In the info window, you can define a few characters that should be used as common **prefixes and suffixes** for all characters within the same set, without editing hundreds of abbreviations individually. For example, you will notice that all abbreviations in the predefined HTML set start with “<<”. If you prefer a different prefix (such as “h-”) or a suffix or both, you can make the change for all HTML snippets in a few seconds.

In the **Count replacements as...** section, you can specify the type of the entries in a set. This setting affects the feedback sound and the usage statistics that you see in Typinator’s About window.

The **Feedback sound** option lets you override or disable the sound played by Typinator. Select “Default” to use the sounds specified in the Preferences window (see below).

The section **Include in Quick Search** allows you to define under which circumstances which parts of a set should be considered when you type search terms in the Quick Search field. For more information, see the next section.

Finally, there is a **Notes** field where you can describe the purpose and usage of a set. This is particularly convenient when you create a set that you want to share with other Typinator users.

Quick Search

The number of sets and snippets that you can use with Typinator is virtually unlimited. But the more items you add, the more difficult it is to invent and remember new abbreviations. Fortunately, you can use Typinator’s Quick Search feature to look up items and insert the expansions in your documents with a few keystrokes.

To start a search, select Quick Search from Typinator’s menu or type the corresponding keyboard shortcut (which you can change in the preferences, as described in the next section). A search field will appear at the top of the main screen, partly overlapping the menu bar:



Now type a few words or parts of words that you are looking for. For example, if you want to find a mail template for offering new articles, just type “off art”, and Typinator will display a list of all snippets that contain both search terms.

To insert an item in the current document, double-click it or select it with the up/down cursor keys, then hit the return or enter keys. When you press the command or ctrl keys when

you activate an item, Typinator opens its window and selects the item, so you can quickly make some changes.

Typinator remembers the items that you pick from the result list. When you look for similar terms again, these items will appear at the top of the list with a green triangle in the first column. Typinator also performs some ranking; good matches always appear further to the top. When you enter multiple words, only those items that contain *all* these words will match. You can therefore easily reduce a large set of matches by adding more words.

Hint: You can list the previously picked snippets by opening the Quick Search field and typing a single space character. Typinator will then list all the recently used snippets in reverse order, with the most recent item at the top. You can then enter additional terms to search within the list of recently used items.

You can control which sets will be included in a Quick Search. Select a set in the Typinator window and click the blue "i" button below the set list. You can then define whether the abbreviation or the expansion or both will be included in the Quick Search. Turn both checkboxes off if you do not want a set to be included in a Quick Search. For example, both checkboxes are off for the built-in autocorrection set, as you will hardly ever want to search for misspelled words.

You can also specify a keyword that must be present for searching a set. For example, you could define "p" as the search keyword for a set containing a price list. To search the price list, you must type the keyword "p" in the search field, along with the words that you are looking for (e.g., "p book" for all items in the price list that contain "book"). You may want to use search keywords for long sets that would otherwise deliver thousands of matches when you are actually looking for something else. Keywords enable you to turn the search in specific sets on and off as needed.

If you have a large set that you plan to use exclusively with the Quick Search function, you can turn off the checkbox in the set list to exclude the items in this set from expansion by typing. Once you have done this, you can use the Abbreviation field of the snippets for additional search terms that do not occur within the expansion. For example, you could include "xm" in the abbreviation field of all items that have to do with special offers for Christmas. Just make sure that the abbreviation is enabled for the Quick Search in the set's settings, and then you can search for "xm box" to find all Christmas offers that also contain the word "box".

Preferences

Click the Preferences icon in the toolbar to change the following settings:

Activation:

- **Open window when Typinator starts** opens the list of abbreviations whenever you launch Typinator. If you want Typinator to start silently (especially when it starts auto-

matically at login), turn this checkbox off. To open the list of abbreviations, just click the Typinator icon in the menu bar.

- **Automatically start Typinator at login** adds Typinator to your list of login items, so Typinator will automatically launch whenever you start up your Mac.
- **Show Typinator in menu bar** controls whether the Typinator icon should be shown in the right-hand section of the menu bar. When you choose not to show the icon, you need to double-click Typinator in the Finder in order to open its window. As a quick alternative, we suggest that you drag Typinator's application icon into the dock. You can then open Typinator's window with a single click on the dock icon.
- The section **Keyboard shortcuts** lets you assign keyboard combinations for quickly opening Typinator's window, for temporarily pausing expansions, and for starting a Quick Search.

Expansion:

- The **Enable quick expansion** option allows Typinator to use a new expansion technique that is available on Mac OS X 10.5.5 or newer. This technique enables Typinator to expand most plain text snippets much faster than before, while avoiding subtle compatibility issues with certain applications and third-party utilities. The quick expansion option is therefore the preferred choice and should be enabled when possible. If you encounter incorrect expansions in some applications, try turning the quick expansion option off. If this helps, please also contact typinator-support@ergonis.com and tell us about the problem.
- In the **Default feedback sounds** section, you can define the preferred sounds for expansions and corrections separately. You can override this setting in individual sets. Feedback sounds are great as a confirmation that Typinator recognized typed abbreviations and for making sure that autocorrections produce the desired results.
- The **Sets folder** part allows you to specify where Typinator should store your abbreviations. See the following section for more information about this feature.

Updates:

- **Check for available updates** lets you define in which intervals Typinator shall check our servers for the availability of new versions, so you will always remain up-to-date.

Note that the section "Updates" will not be available when you use the site version of Typinator. This is not necessary because we send separate update notifications to site customers.

The Sets folder

Typinator stores your abbreviation sets in a folder on your hard disk. Starting with Typinator 3.6, you can tell Typinator where it should store your sets. The default location is the “~/Library/Application Support/Typinator/Sets” folder inside your home folder. To change the location, open Typinator’s Preferences and click the Change... button in the “Sets folder” section of the “Expansion” tab.

Typinator will restrict the folder that you can select to empty folders and folders that have already been used for Typinator sets before. This restriction helps to avoid potential loss of data in folders that already contain other documents. When you select an empty folder, Typinator will offer to copy the contents of your current sets folder to the new location. Note that you can use the “New Folder” button in the folder selection window to quickly create an empty folder. Of course, the new folder can have any name, but we recommend that you call it “Typinator Sets” or something like that, so you can easily identify this special folder when you see it in the Finder.

Why should you care about where exactly Typinator stores your abbreviations? There are a couple of good reasons for storing the sets in certain places:

- If you regularly synchronize or backup your Documents folder, you can put your sets folder inside the Documents folder. Whenever you run your synchronization or backup software, it will take care of all your Typinator sets, too.
- If you sometimes need different sets for a certain project, you can create a second sets folder and switch back and forth between sets by selecting the desired sets folder in the Preferences window.
- You can put your sets folder inside your Dropbox¹ folder to synchronize it among multiple Macs. To quickly move all your sets to your Dropbox, click the Change... button in Typinator’s Preferences, navigate to your Dropbox folder, create and choose a new folder “Typinator Sets”, and finally let Typinator copy all your sets to the new location when it offers to do so. On all your other Macs, just select the “Typinator Sets” folder that you have created on the first Mac.
- If you have a MobileMe account, you can put your sets folder on your iDisk. To do this, you must have enabled “iDisk Sync” in the MobileMe section of System Preferences, and you should select automatic updates. On Snow Leopard, we also recommend that you select the option “Always keep the most recent version of a file”. (If Typinator suggests that you activate “iDisk Sync” although it is already turned on, wait until your iDisk is completely synchronized, then restart your Mac.)

¹ For more information, see www.dropbox.com.

Exceptions

If typing an abbreviation does not work, take a look at the Typinator icon in the menu bar:



Typinator displays a modified version of its icon in the menu bar whenever it detects a situation in which expansion of abbreviations does not work. Possible reasons are:

- The "access for assistive devices" option is turned off in System Preferences. For assistance, open the Typinator window and click the button at the bottom of the window.
- You are working in a Classic application. Typinator disables itself in this case because it cannot transfer the expansion to Classic applications.
- You are working with Apple Remote Desktop or Microsoft's Remote Desktop Connection. Typinator disables itself in these applications because it cannot send the expansion to remote computers.
- The insertion point or selection is in a password field. For security reasons, Typinator cannot watch your keystrokes in this situation.
- One of the currently active applications has disabled keyboard monitoring. Most likely, you have enabled the "Secure Keyboard Entry" option in the Terminal application.
- Some third-party utilities are known to disable keyboard monitoring when they should not. For up-to-date information about such conflicts, see the FAQ page on our web server at <http://www.ergonis.com/products/typinator/faq.html>.

In the last three cases, Typinator will display the icon with two bullets. In all other cases, Typinator shows the icon with a red X.

Registering Typinator

If you use Typinator under the terms of a site license, the following information does not apply. When you click the Registration button, Typinator displays information about the site license.

Typinator is distributed on a "try before you buy" basis. Unless you have a license key, you can use only the first five abbreviations in the list.

You can order a license key directly from our online store:

<http://www.ergonis.com/store/>

You can also click the Registration icon in the toolbar and then use the "Order License Key" button to visit our online store.

Once you have received your license key, click the Registration icon in the toolbar and enter the license key. This will immediately remove the demo limitation and let you use all defined abbreviations.

Uninstalling Typinator

To uninstall Typinator permanently, perform these steps:

- Open the Typinator window.
- Click the Preferences icon in the toolbar and make sure that "Automatically start Typinator at login" is disabled.
- Quit Typinator.
- Move the Typinator application to the trash.

Reporting problems

If you have any further questions or wish to report a problem, please send an e-mail message to <typinator-support@ergonis.com> or simply use the Contact button in Typinator's toolbar. We also would like to hear from you if you just want to tell us that you like Typinator or you would like to suggest an improvement or additional feature. In any case, please include the following information in your reports:

- Macintosh model
- Mac OS X version
- version number of Typinator

If you wish to report a problem where Typinator does not work correctly with a particular application, please also include

- the version number of the application,
- a detailed description of the situation, so we can reproduce the problem (in particular, tell us what expansion you try to insert with which abbreviation).

Thank you for your feedback. We are looking forward to hearing from you.

Known issues

Typinator uses a couple of sophisticated techniques to monitor your keystrokes and insert the expansion in the current application. Although these techniques work well for the vast majority of applications, you may come across one of the following deficiencies:

- Text-only applications (such as BBEdit or Terminal) will not be able to insert picture expansions, and formatted text will lose embedded pictures as well as specific font and style settings. This is not a bug but rather a limitation of these applications.
- If the expansion text contains Unicode characters, strange characters will appear instead in some older applications that do not fully support Unicode (such as AppleWorks or MS Word versions older than Word 2004).
- Formatted text expansions with embedded images will work only in those applications that support this clipboard format. If an application does not support this format, the result typically is just the text, and the embedded pictures will get lost. This happens, for examples, in all components of MS Office.