The ~%WhatToEnter macro prompts you to enter or pick text or date every time you insert a template into a message. You can type the text directly in the box, select from the drop-down list or a dataset, or pick a date in the pop-up calendar.

How to insert WhatToEnter macro

In the template editor:

To Send Cc Subject	Shared Email Templates -□ × Save × Cancel ? Help My Templates > ## Shared Email Templates logo
1. Click Insert Macro 2. Pick the macro	Image chain remplates rogo Image chain remplates rogo ~%Note[] ~%Subject ~%Date ~%Time ~%WhatToEnter[] ~%WhatToEnter[] ~%DatasetValue[] ~%ProfileProperties[] ~%TeamProperties[]

The first box lets you select the option: Text field, Dropdown list, Date, or Dataset.

There will be a separate cheat sheet about datasets, so in this one please see the instructions on how to use the first three options.

Text field	~		
Text field			
Dropdown list			
Dataset			
Insert Cancel		Ξ	
Insert		THE NAME	

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How to add text box (Text field option)

Step 1

1. Pick **Text field** to add a text box.

2. The Window title will appear when you paste the template with this macro into the message body.

3. The **Default value** is the value that will be shown by default in the text box when you paste the template. You can change it if needed.

Toxt field	
lext field	~
Window title	
Discount	
Default value	
10%	



Step 2

Click the **Paste** icon to insert the template:

To Send Cc Subject	Shared Email Templates -> × Save × Cancel ? Help My Templates > ## Here is your discount!
	$ \begin{array}{cccc} & & & & & & & \\ & & & & \\ \hline & & & & \\ \hline \hline & & \\ \hline & & \\ \hline \hline & & \\ \hline \hline \\ \hline & & \\ \hline \hline & & \\ \hline \hline \\ \hline & & \\ \hline \hline & & \\ \hline \hline \\ \hline \hline & & \\ \hline \hline \hline \\ \hline \hline \hline \\ \hline \hline \hline \hline \\ \hline \\ \hline \hline \hline \hline \hline \hline \hline \\ \hline \hline$
	Hello, I'm happy to offer you an additional ~%WhatToEnter[10%;{title:"Discount"}] discount for any product of your choice.

Step 3

When you insert the template, you can leave the default value or enter another one:







Here is your message, the macro has turned into the value you selected:

To Send Cc Subject Here is your discount!	Shared Email Templates -⊐ × Save × Cancel ? Help My Templates > ##
Hello, I'm happy to offer you an additional 10% discount for any product of your choice.	Here is your discount! $ \begin{bmatrix} I & \langle \text{ (font)} & \vee (\text{size}) & \vee \swarrow & \vee \\ A & \vee & B & I & \bigcup & ab & \equiv & \equiv \\ \equiv & \equiv & \vee & \equiv & \vee & \equiv & \equiv \\ \equiv & \equiv & \vee & \equiv & \vee & \equiv & \blacksquare & \vee & & & & \\ \hline B & \exists & \downarrow & \vee & \equiv & \downarrow & ab & \equiv & \equiv & \equiv \\ \equiv & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \equiv \\ \equiv & \downarrow & \vee & \downarrow & ab & \equiv & \equiv & \equiv & & \\ \equiv & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & ab & \equiv & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & \downarrow & ab & \equiv & \equiv & \\ \equiv & \downarrow & \downarrow & \downarrow & \downarrow & \downarrow & ab & \\ = & \downarrow & \\ Hello, \\ $
	Save Cancel

Dropdown list

Step 1

1. Select Dropdown list in this box.

2. The **Window title** will appear when you paste the template with this macro into the message body.

3. Items are the values that will be presented in the drop-down list. Enter the values one after another each on a separate line.

4. Tick **User can edit selected item(s)** to make it possible to edit items in the dropdown while pasting your template.

5. Check **User can select multiple items separated by** to be able to select and insert several items into your email message; enter a separator that will divide these values.

	What To Enter
1-	Dropdown list \checkmark
	Window title
2—	Discount
	Items
3-	10% 20% 30%
(4)	 User can edit selected item(s) User can select multiple items separated by ,
	Insert Cancel

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Step 2

Click the **Paste** icon to insert the template:

Shared Email Templates $ \rightarrowtail$ \times
🔚 Save 🗙 Cancel ? Help
My Templates >
##
Here is your discount!
$f_{\rm size}$ \sim (font) \sim (size) \sim \swarrow \sim
$\underline{A} \lor \mathbf{B} I \underline{\cup} _{ab} \equiv \equiv \equiv \equiv$
≣ ∺ ∨ ⊨ ∨ ≅ ∈ ⊞ ∨ 炎 ©
& <> ୬ ୯ 🕞
Hello, I'm happy to offer you an additional ~%WhatToEnter[10%;20%;30%; {title:"Discount",multiselect,editable,delimiter:","}] discount for any product of your choice.
Save Cancel

Step 3

When you insert the template, you can select a value from the drop-down list:

Discount	×
20%	~
10%	
20%	
30%	

Step 4

Here is your message, the macro has turned into the value you selected:

\triangleright	То	
Send	Cc	
	Subject	Here is your discount!
Hello, I'm happy to o product of yo	offer you an a	additional 20% discount for any

Pop-up calendar (Date option)

Step 1

	What To Enter						
1-	Date	\sim					
2—	Window title Discount expiry date						
3—	Date format m/d/yyyy	~					
	Insert	Cancel					

1. Pick **Date** if you'd want to enter a date into certain place in a message.

2. The **Window title** will appear when you paste the template with this macro into the message body.

3. You can select the Date format for your date in this list.

Step 2

Click the **Paste** icon to insert the template and pick the date:

My Templates >
##
Discount expiry date
$rac{1}{2}$ \sim (font) \sim (size) \sim \swarrow \sim
$\underline{A} \lor \mathbf{B} I \underline{\cup} \underline{ab} \equiv \equiv \equiv \equiv$
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Hello, Thank you for the question. The discount is valid until ~%WhatToEnter[{date,title:"Discount expiry date",format:"m/d/yyyy"]].
Save Cancel

Step 3

When you insert the template, you can select a date in the pop-up calendar:

<		July 2021				
s	М	т	W	т	F	s
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Т	Today Format Clear					

Step 4

Here is the message with the date you selected:

\triangleright	То	
Send	Cc	
	Subject	Discount expiry date
Hello, Thank you for the question. The discount is valid until 7/31/2021.		

Find more information

- How to use WhatToEnter macro ablebits.com/docs/outlook-shared-templates-macros -whattoenter
- Add dropdown list to template ablebits.com/office-addins-blog/2021/05/12/add -dropdown-list-outlook-email-template/#dropdown-list
- Create template with fillable fields, variables and dropdown lists ablebits.com/office-addins-blog/2021/04/21/outlook-email -templates-fillable-fields-dropdown
- WhatToEnter macro: Detailed Manual ablebits.com/office-addins-blog/2021/02/16/what-to-enter -macro-outlook-templates

? Need more details?

- Shared Email Templates for Outlook documentation ablebits.com/docs/#shared-email-templates-outlook
- More Shared Email Templates features and benefits ablebits.com/outlook-shared-email-templates
- Shared Email Templates tips and tricks ablebits.com/office-addins-blog/tag/shared-email -templates
- All Shared Email Templates cheat sheets ablebits.com/docs/outlook-shared-templates-cheat -sheets

