

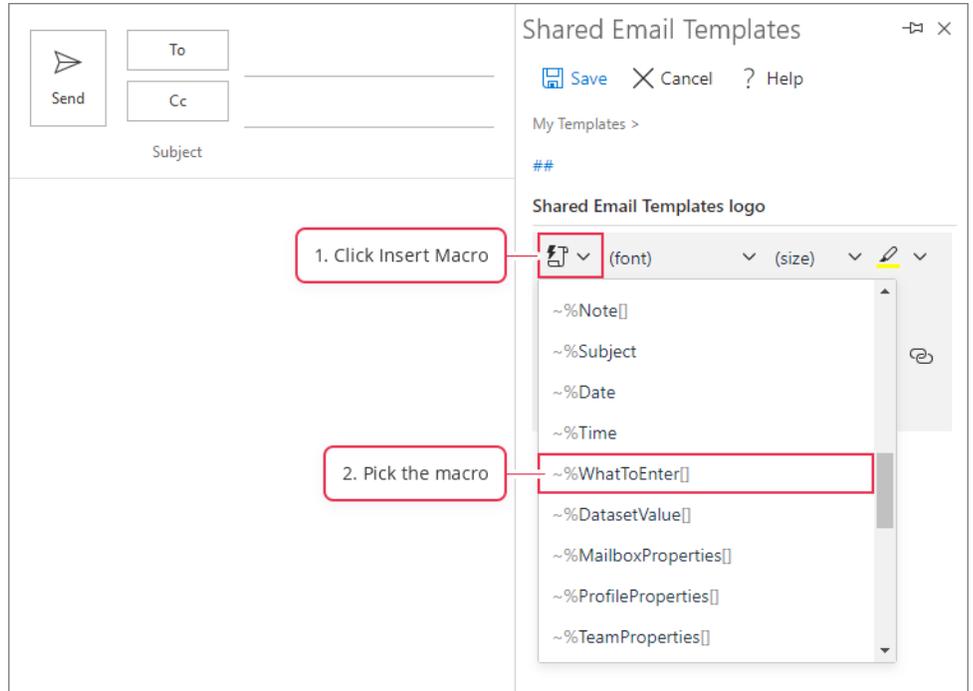


# How to add fillable fields (WhatToEnter macro)

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.

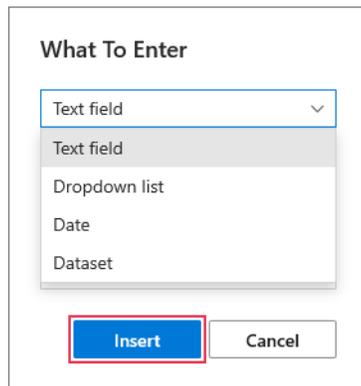
## How to insert WhatToEnter macro

In the template editor:



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.





## 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 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.



### Step 2

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

### Step 3

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





Step 4

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

## Dropdown list

Step 1

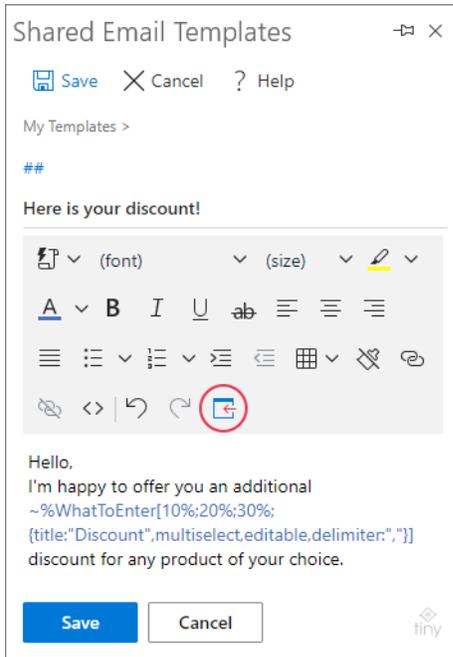
1. Select **Dropdown list** in this box.
2. The **Window title** will appear when you paste the template with this macro into the message body.
3. **Items** are the values that will be presented in the drop-down list. Enter the values one after another each on a separate line.
4. Tick **User can edit 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.





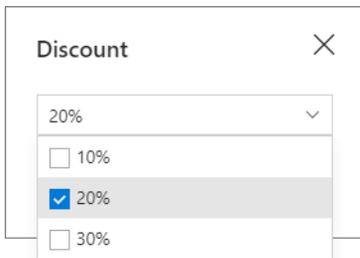
Step 2

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



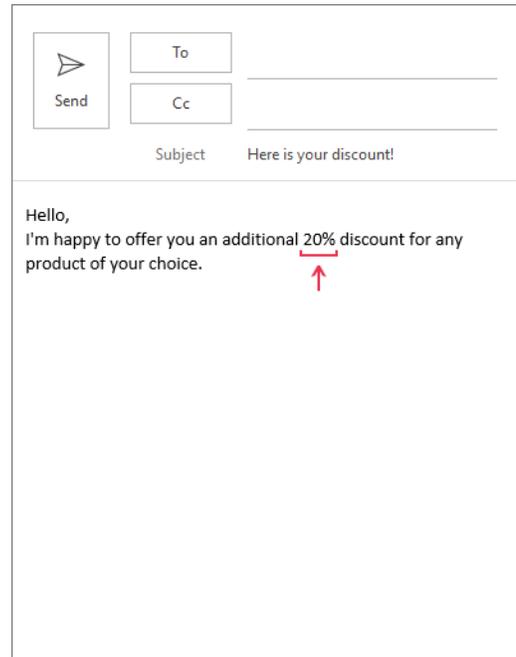
Step 3

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



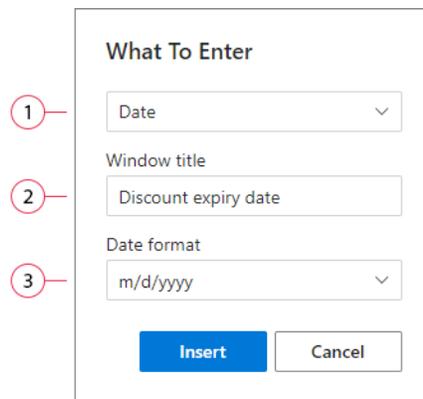
Step 4

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



### Pop-up calendar (Date option)

Step 1

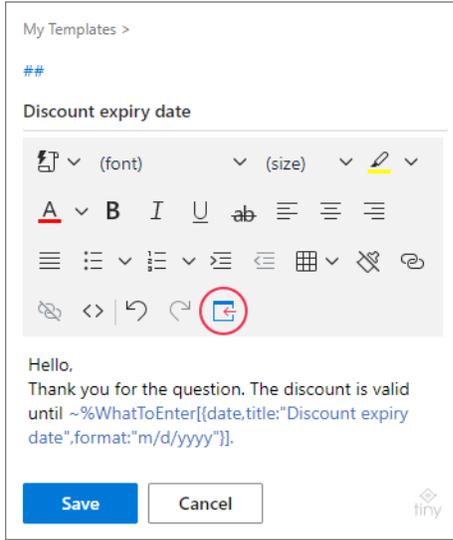


1. Pick **Date** if you'd want to enter a date into certain place in a message.
2. The **Window title** will appear when you paste the template with this macro into the message body.
3. You can select the **Date format** for your date in this list.



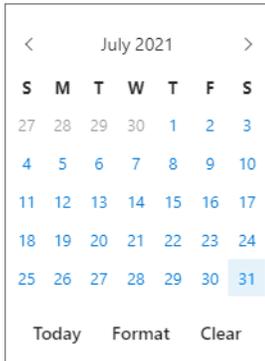
Step 2

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



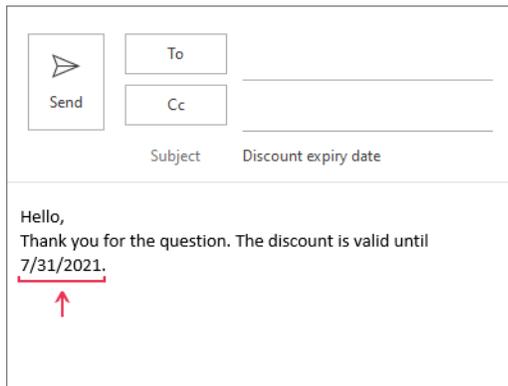
Step 3

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



Step 4

Here is the message with the date you selected:



### Find more information

- How to use WhatToEnter macro [ablebits.com/docs/outlook-shared-templates-macros-whattoenter](https://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](https://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](https://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](https://ablebits.com/office-addins-blog/2021/02/16/what-to-enter-macro-outlook-templates)

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