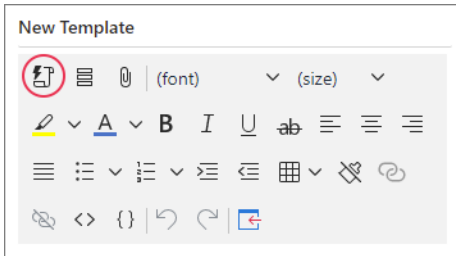# How to add fillable fields (WhatToEnter macro)

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.
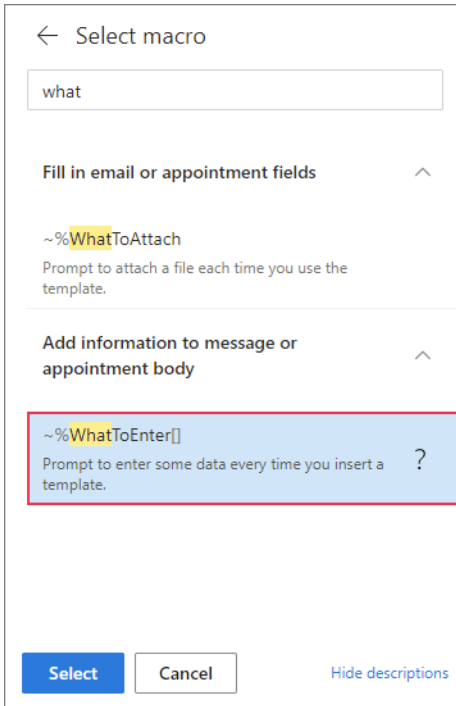
How to insert WhatToEnter macro
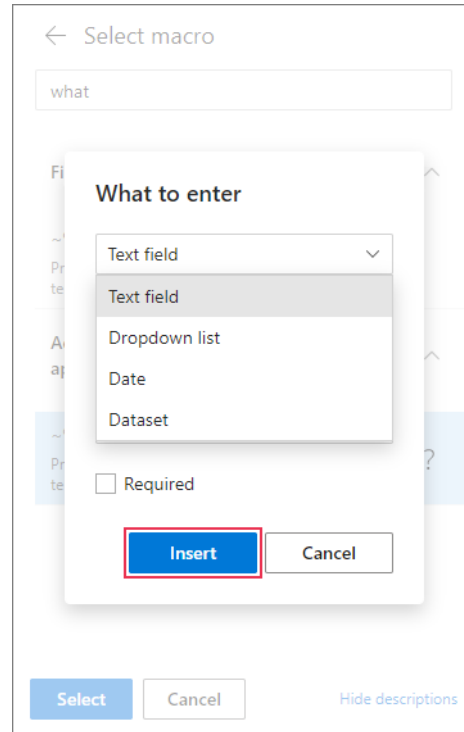
Step 1
In the Edit mode, click **Insert Macro**:

Step 2
Into the Search box, type "what". Double-click **~%WhatToEnter[]**:

Step 3
In the first menu, select the option: **Text field**, **Dropdown list**, **Date**, or **Dataset**:

In this cheat sheet, please see the instructions on how to use the first three options. For manual on using datasets, refer to the cheat sheet # 9.

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.

4. Check the **Required** box to make sure that the template won't be inserted into a message if the value is not entered.

What To Enter

① Text field

Window title

② Discount 1

Default value

③ 10%

④ ☑ Required

Insert   Cancel

Step 2

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

Send   To   Cc   Subject

Shared Email Templates

Save   Cancel   ? Help

My Templates >

##

Here is your discount!

Hello,
I'm happy to offer you an additional
☐ Discount 1   discount for any product of your choice.

Save   Cancel

Step 3

When you insert the template, you can leave the default value or enter another one:
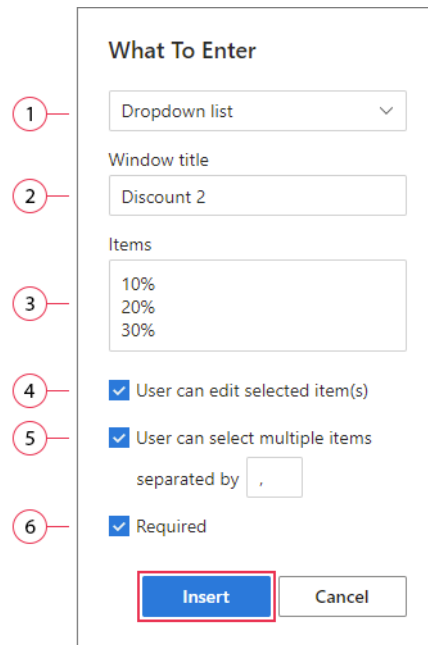
Discount 1   ✕

10%

OK   Cancel

Step 4

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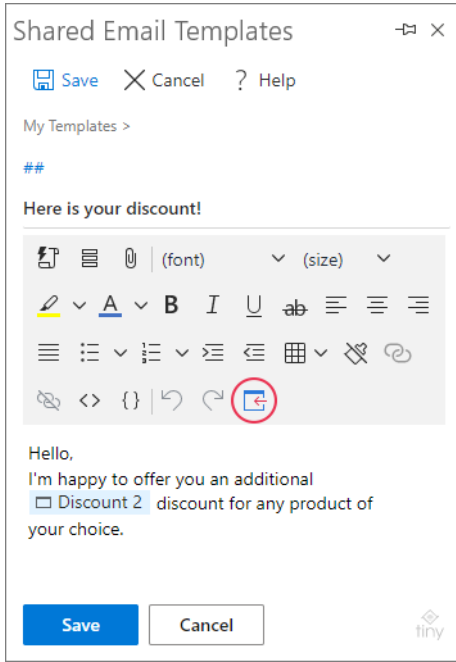
Dropdown list

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.

6. Check the **Required** box to make sure that the template won't be inserted into a message if the value is not entered.
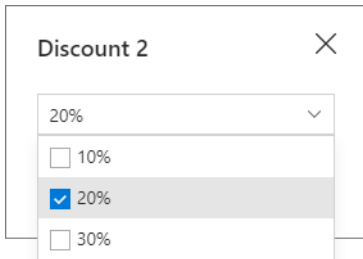
Step 2

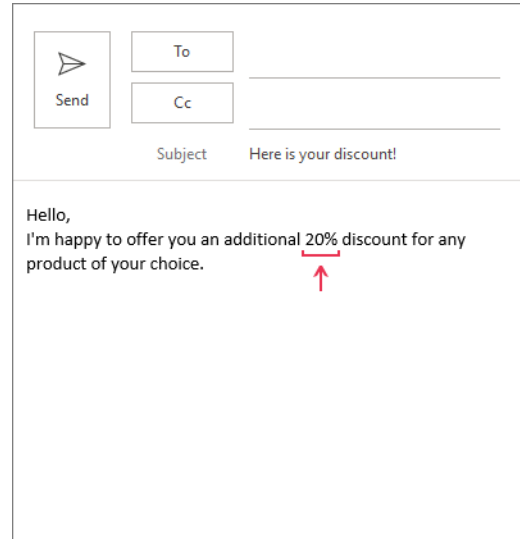Click the **Paste** icon to insert the template:

Step 3

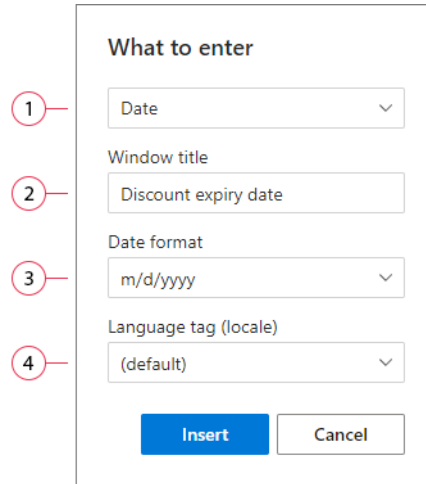When you insert the template, you can select a value from the drop-down list:

Step 4

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

Pop-up calendar (Date option)
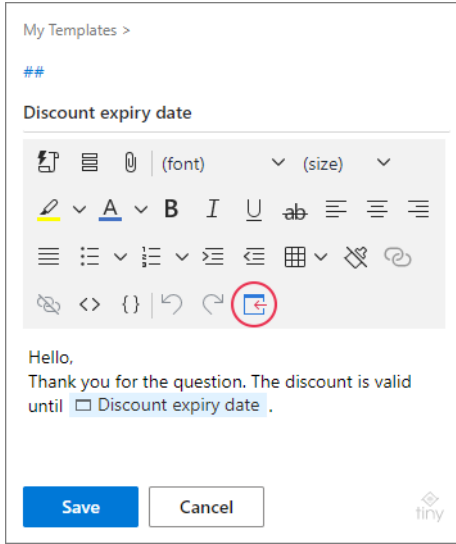
Step 1

1. Pick **Date** if you'd want to enter a date into a 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.

4. The **Language tag (locale)** drop-down menu provides an opportunity to choose a language tag.
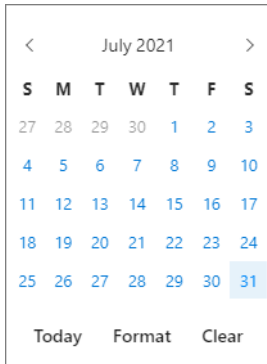
Step 2
Click the **Paste** icon to insert the template and pick the date:
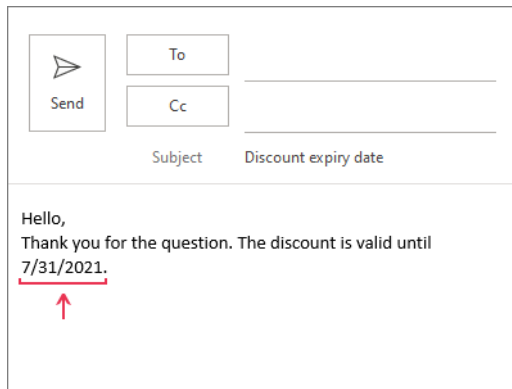
Step 3
When you insert the template, you can select a date in the pop-up calendar:

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

- 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

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- Shared Email Templates for Outlook documentation
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