

## Create an interactive fillable field for a text value

- 1 When you're editing an existing template or creating a new one, decide where you need an interactive fillable field and put the cursor there. Then click the **Insert macro** button.

Your discount

I'm happy to offer you a |discount for any product of your choice.

Save Cancel

- 2 Select **What to enter**.

Select macro

what to enter

Interactive fillable fields  
Create interactive fillable fields

**What to enter**  
Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

Select Cancel Hide descriptions

- 3 In the **What to enter** dialog, select **Text field**.

- Specify the **field name**.
- Enter a **default value** that you can always replace with another one.

The **HTML** icon means that you can enter a piece of HTML code.

Text field

Field name  
Percentage

Default value  
10%

For Insert-if sections only  
Required

OK Cancel

If you select **For Insert-if sections only**, the value returned by the [WhatToEnter](#) macro won't be inserted into an email message and will be used only for checking a [condition](#).

With the selected **Required** checkbox, the template won't be inserted if a value isn't entered.

Click **OK**.

What to enter

Text field

Field name  
Percentage

Default value  
10%

For Insert-if sections only  
Required

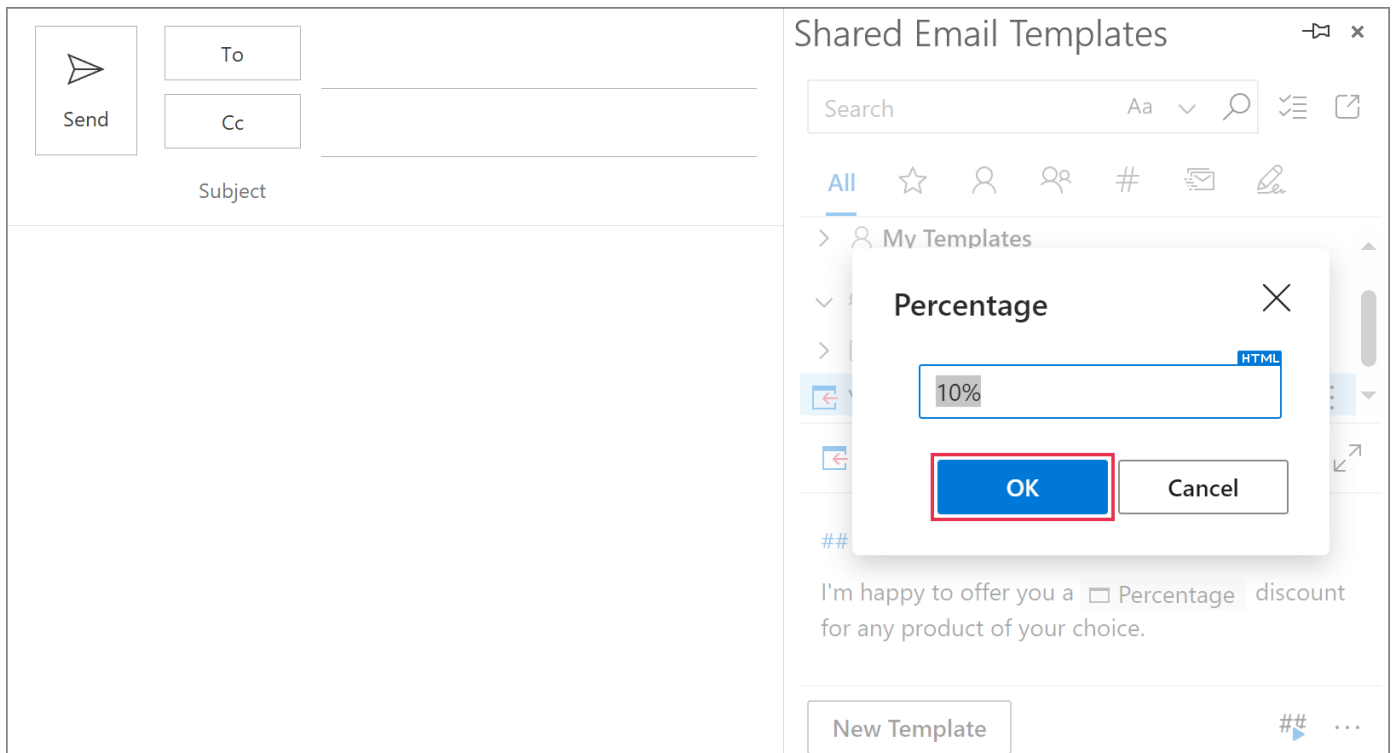
OK Cancel

- 4 An interactive fillable field will appear in your template. Click **Save**.

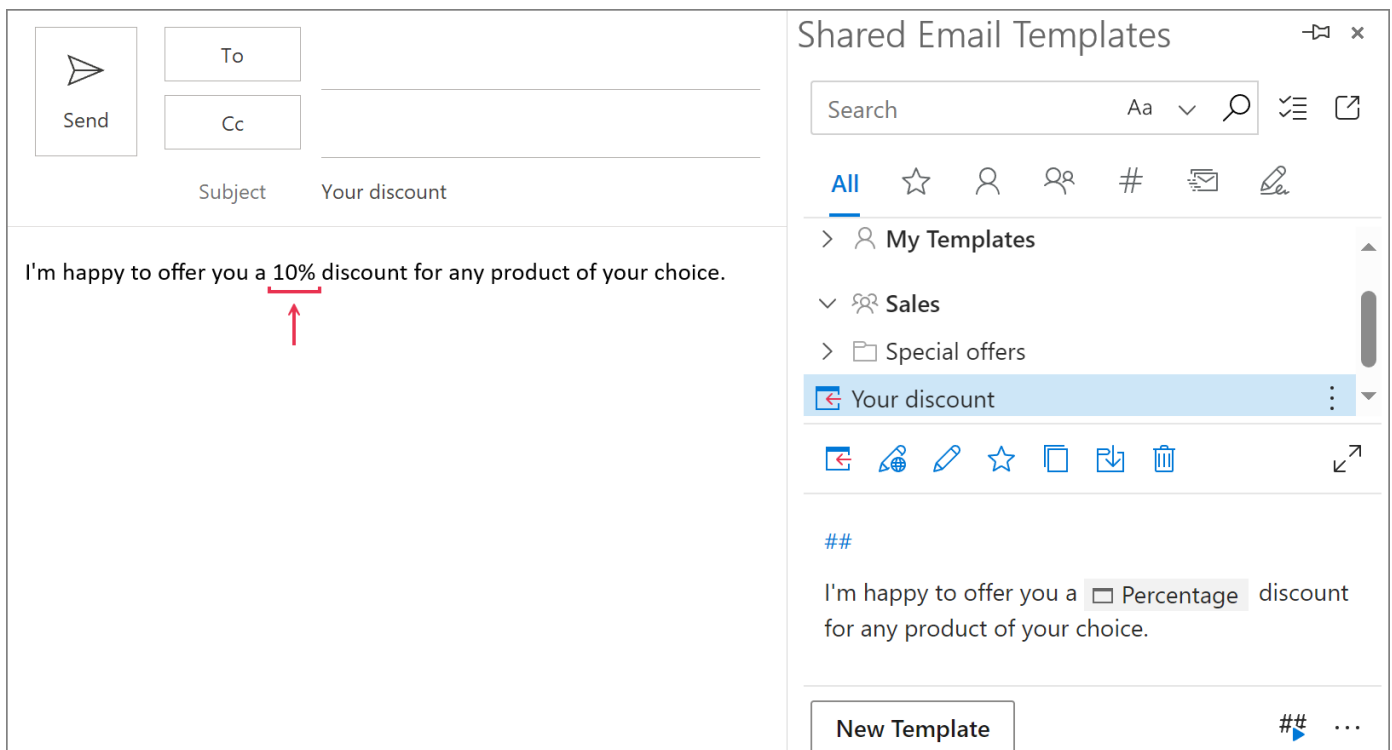
I'm happy to offer you a  Percentage discount for any product of your choice.

Save Cancel

When you insert such a template into an email message, you'll see a dialog. Enter the necessary value (or keep the default one), and then click **OK**.

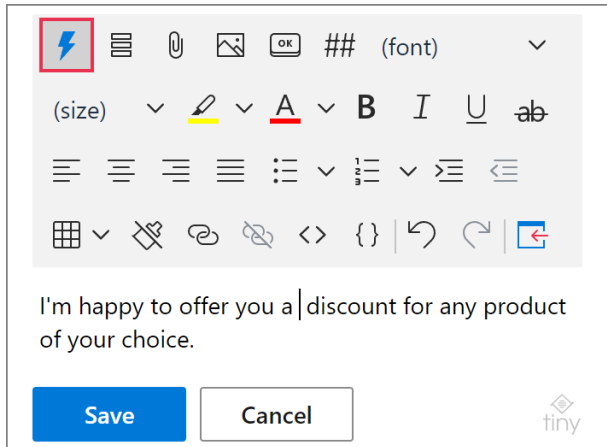


The value that you specified via the dialog will appear in the email message.

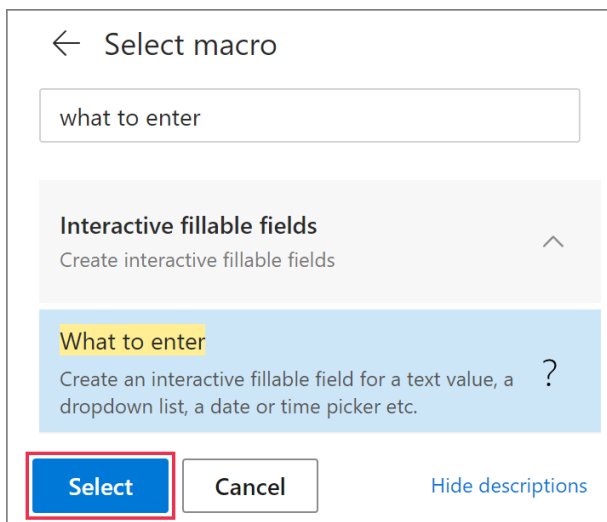


## Create an interactive fillable field for a dropdown list

- 1 When creating or editing a template, place the cursor where an interactive fillable field is needed. Click the **Insert macro** button.




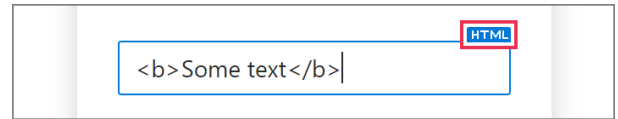
- 2 Select **What to enter**.





- 3 In the **What to enter** dialog, select **Dropdown list**.

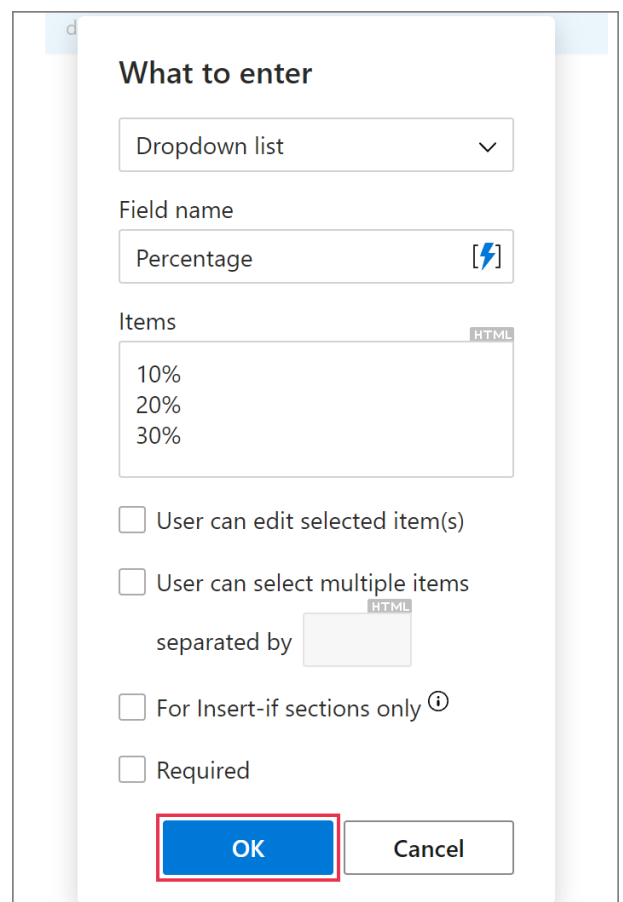
- Specify the **field name**.
- Enter list **items** (one per line).

 The **HTML** icon means that you can enter a piece of HTML code.

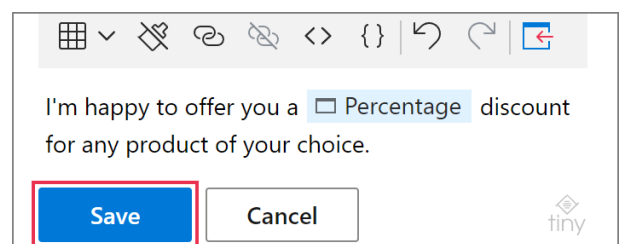


 If you select **For Insert-if sections only**, the value returned by the [WhatToEnter](#) macro won't be inserted into an email message and will be used only for checking a [condition](#).

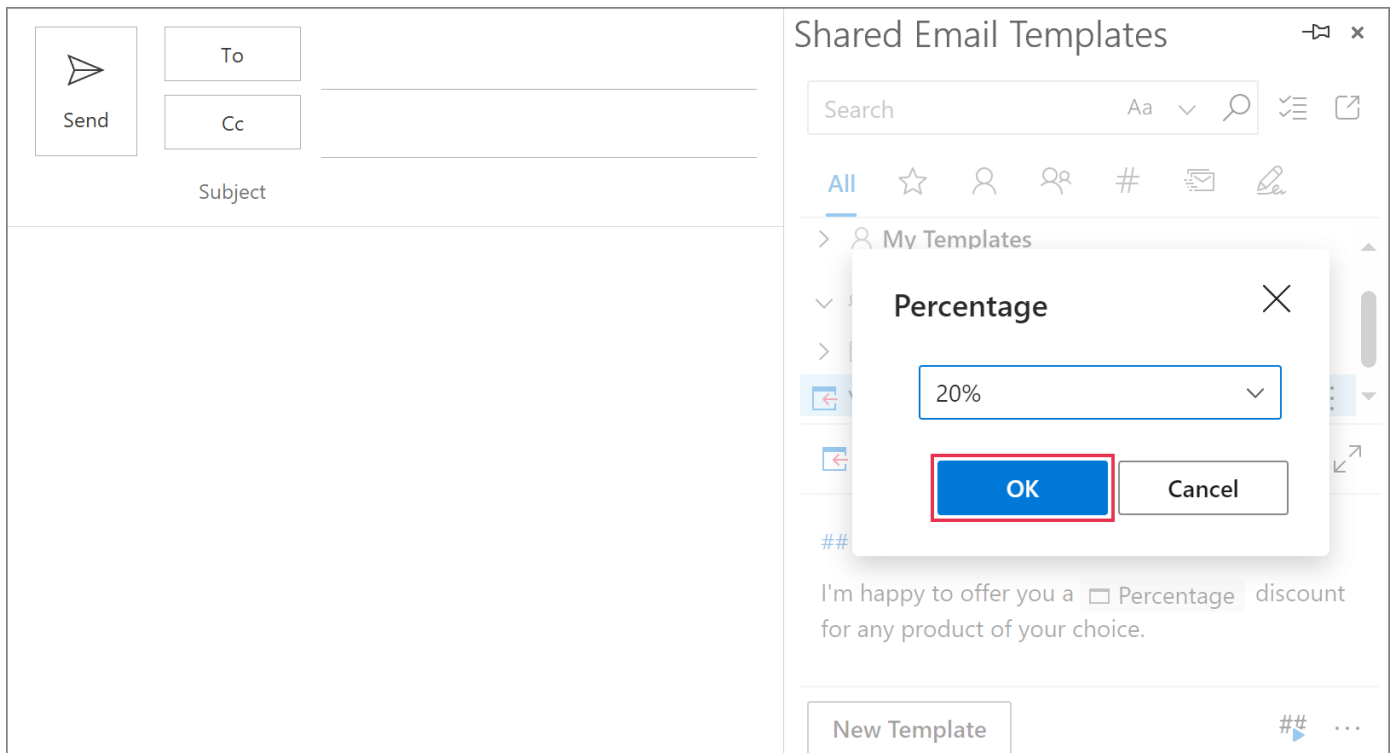
 With the selected **Required** checkbox, the template won't be inserted if a value isn't entered.



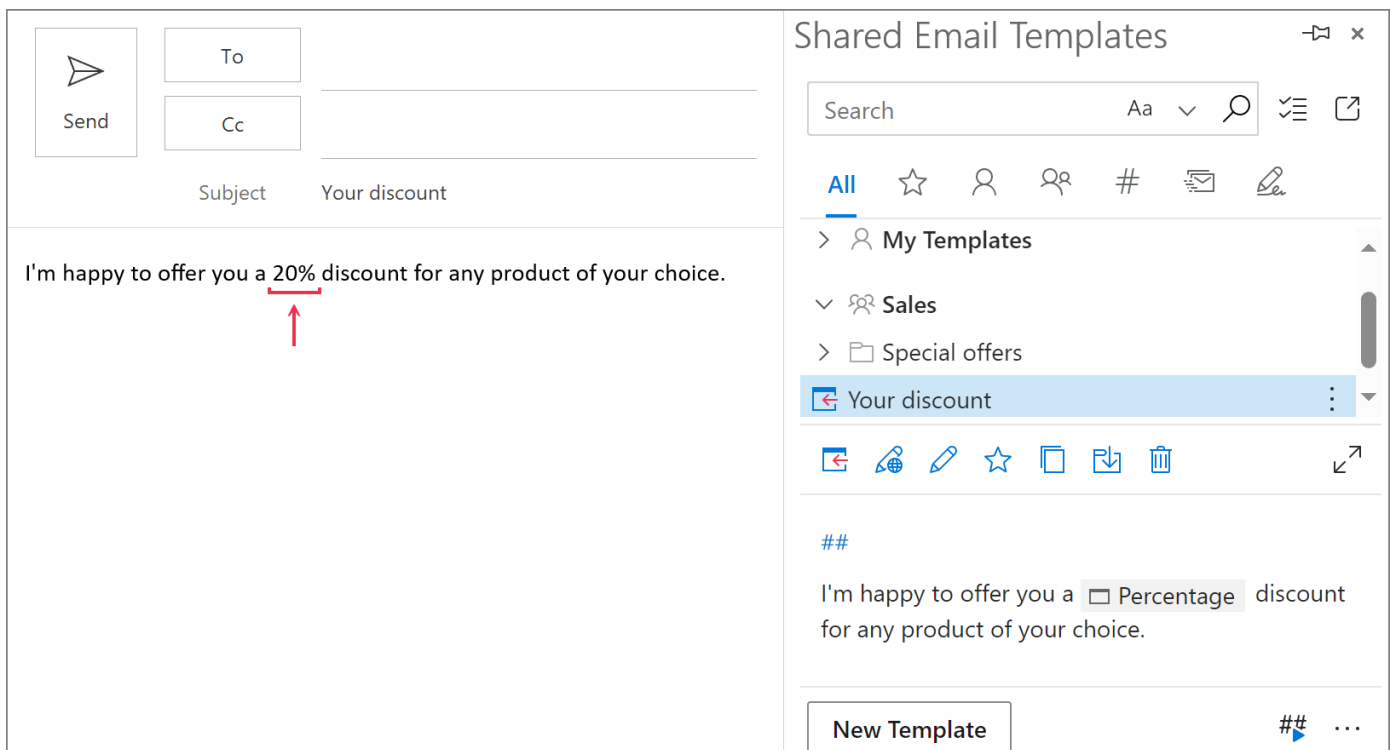
- 4 Click **Save**.



When you insert such a template into an email message, a dialog will appear. Select the necessary list item and click **OK**.



The list item you selected will appear in the email message.



## Create an interactive fillable field for a date picker

- 1 In your template, choose a place where you want to add an interactive fillable field for a date picker. Put the cursor there and click **Insert macro**.

Expiration date

What to enter: Date

Field name: Expiration date

Date format: mmmm d, yyyy

Language tag (locale): (default)

Days before/after current date:

OK

- 2 Select **What to enter**.

Select macro

what to enter

Interactive fillable fields

Create interactive fillable fields

What to enter

Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

Select

- 3 Select **Date**.

- Enter the **field name**.
- Select a **date format**.
- Select a **language tag**.

- To get a certain number of days subtracted or added automatically, enter the necessary value under **Days before/after current date**.

Click **OK**.

What to enter

Date

Field name: Expiration date

Date format: mmmm d, yyyy

Language tag (locale): (default)

Days before/after current date:

OK

- 4 An interactive fillable field will appear in your template. It will be shown with the [WhatToEnter](#) macro placeholder. Click **Save**.

Expiration date

What to enter: Date

Field name: Expiration date

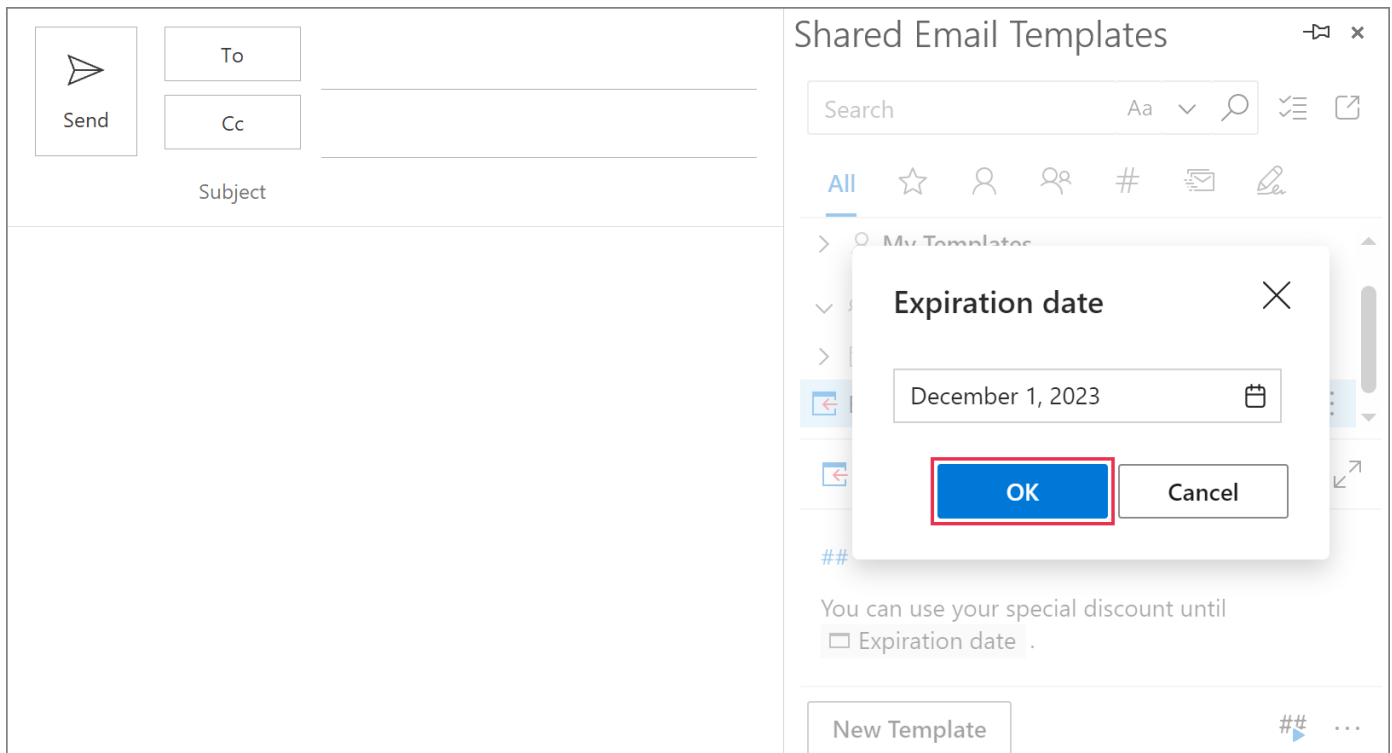
Date format: mmmm d, yyyy

Language tag (locale): (default)

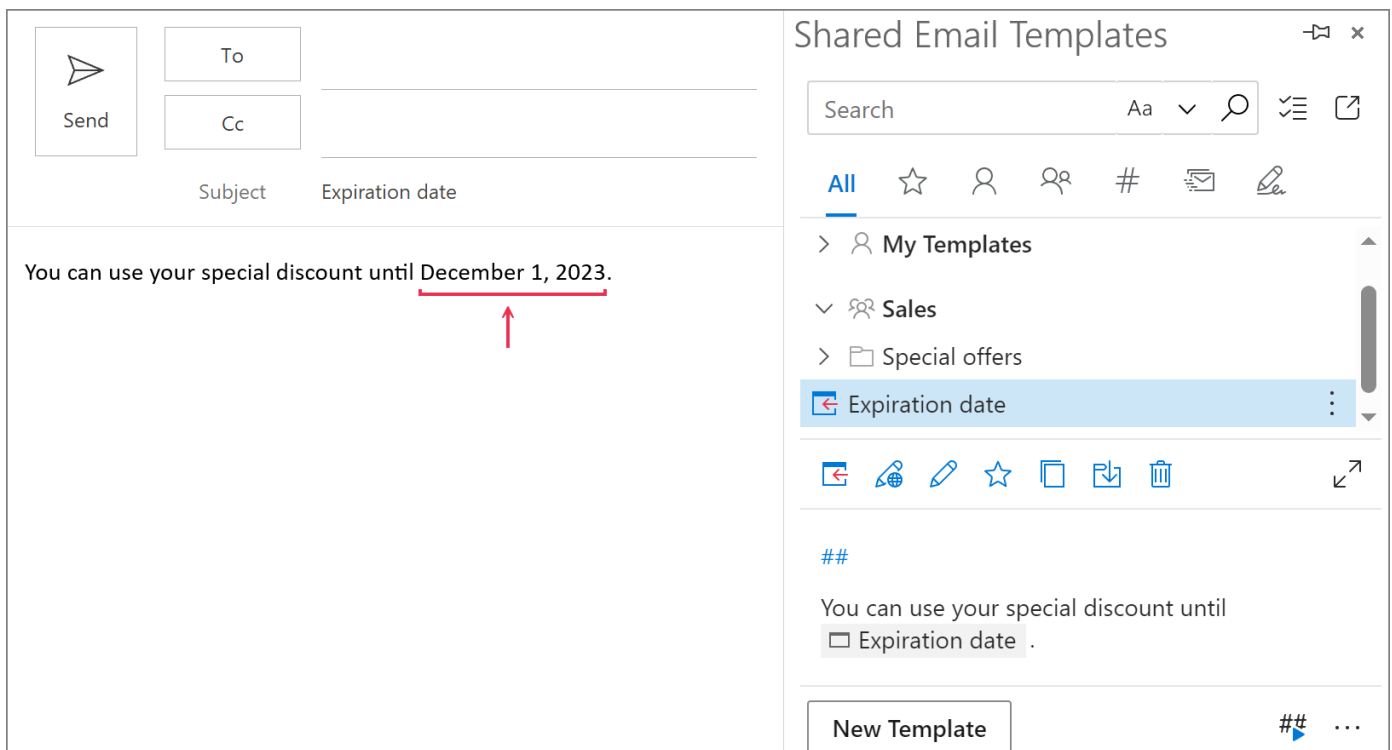
Days before/after current date:

OK

When you insert such a template into an email message, a dialog will show up making it possible for you to select a date from the calendar. When you're done, click **OK**.



The date returned by the WhatToEnter macro will be added to the email message.



## Create an interactive fillable field for a time picker

- 1 When you're creating a new template or making some changes to any of the existing ones, decide where you'd like to have an interactive fillable field for a time picker. Place the cursor there, and then click the **Insert macro** button.

Deadline

Submit your application by |

Save Cancel

- 2 In the search box, type "what to enter". Select **What to enter**.

Select macro

what to enter

Interactive fillable fields  
Create interactive fillable fields

What to enter  
Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

Select Cancel Hide descriptions

- 3 The **What to enter** dialog will show up. Select **Time**.

- Enter the **field name**.

- Select a **time format**.
- Select a **language tag**.
- To get a certain number of minutes subtracted or added automatically, enter the necessary value under **Minutes before/after current time**.

Click **OK**.

What to enter

Time

Field name  
Deadline

Time format  
hh:mm

Language tag (locale)  
(default)

Minutes before/after current time

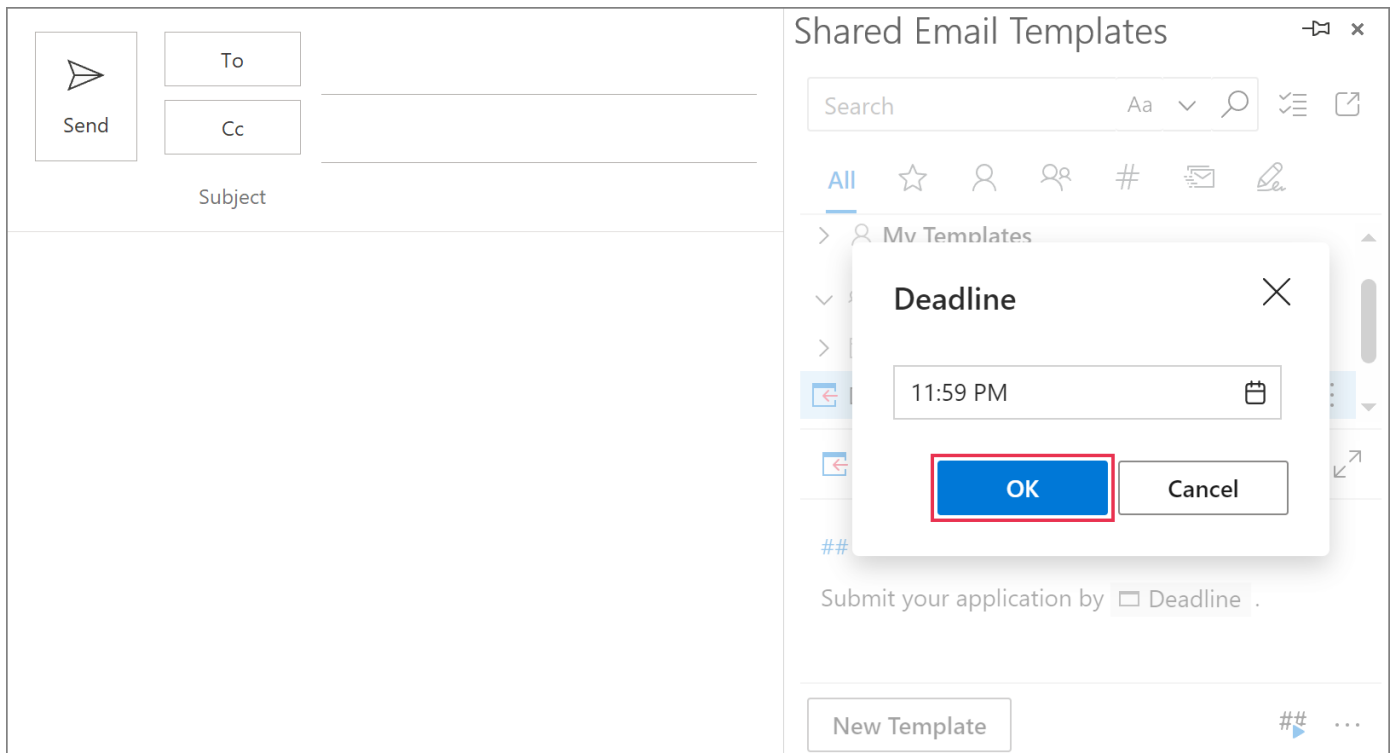
OK Cancel

- 4 An interactive fillable field shown with the [WhatToEnter](#) macro placeholder will be added to the template. Click **Save**.

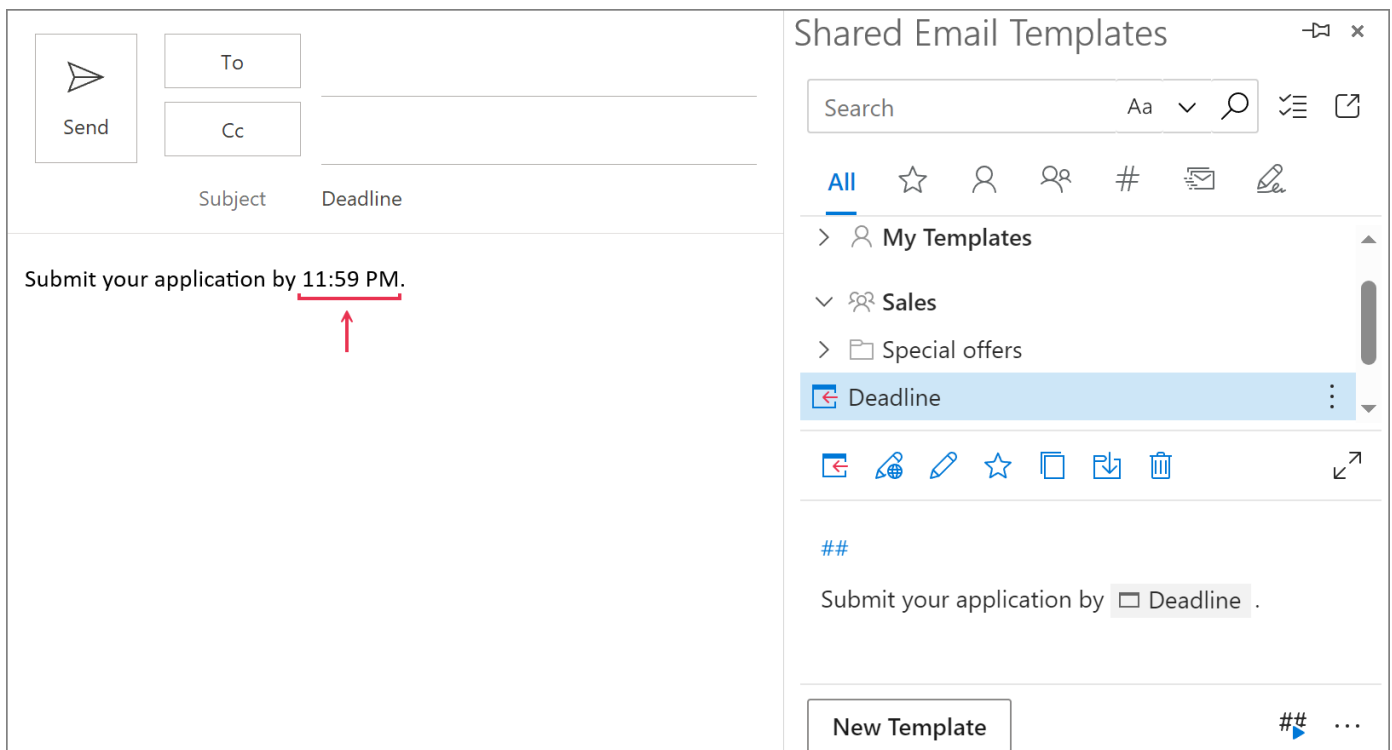
Submit your application by

Save Cancel

When you insert such a template into an email message, a dialog shows up so that you can specify the time. When you're done, click **OK**.



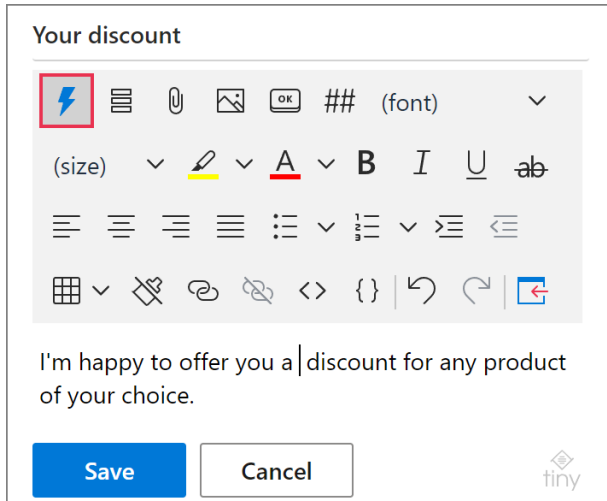
The value returned by the macro will appear in the email message.





## Create an interactive fillable field for a value from a dataset

- 1 When working on a template in the **Edit** mode, place the cursor where you want an interactive fillable field to appear. Click **Insert macro**.

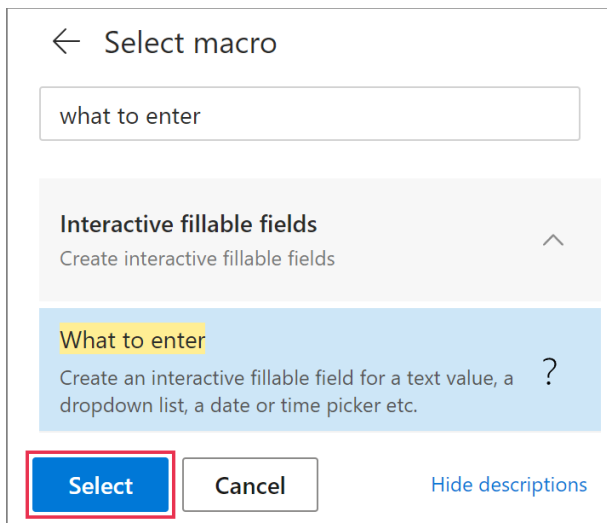


Your discount

I'm happy to offer you a |discount for any product of your choice.

**Save** **Cancel**

- 2 Select **What to enter**.



← Select macro

what to enter


**Interactive fillable fields**  
Create interactive fillable fields


**What to enter**  
Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

**Select** **Cancel** [Hide descriptions](#)

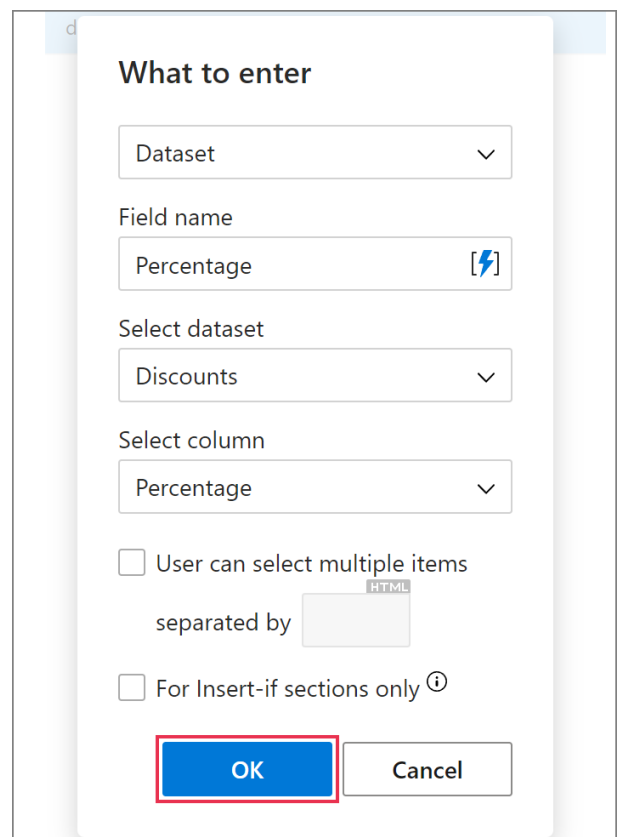
- 3 In the **What to enter** dialog, select **Dataset**.

- Enter the **field name**.
- Select a **dataset** containing values that you want the [WhatToEnter](#) macro to return.
- Select the necessary **column**.

 To select several values from a dataset when inserting your template into an email message, select the **User can select multiple items** checkbox. Enter a separator.

 If you select **For Insert-if sections only**, the value returned by the WhatToEnter macro won't be inserted into an email message and will be used only for checking a [condition](#).

Click **OK**.



**What to enter**

Dataset

Field name  
Percentage

Select dataset  
Discounts

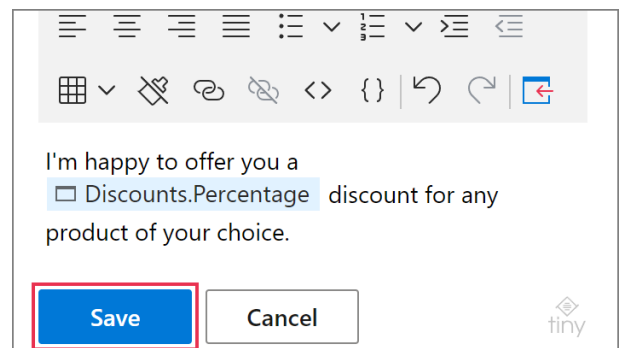
Select column  
Percentage

☐ User can select multiple items  
separated by

☐ For Insert-if sections only

**OK** **Cancel**

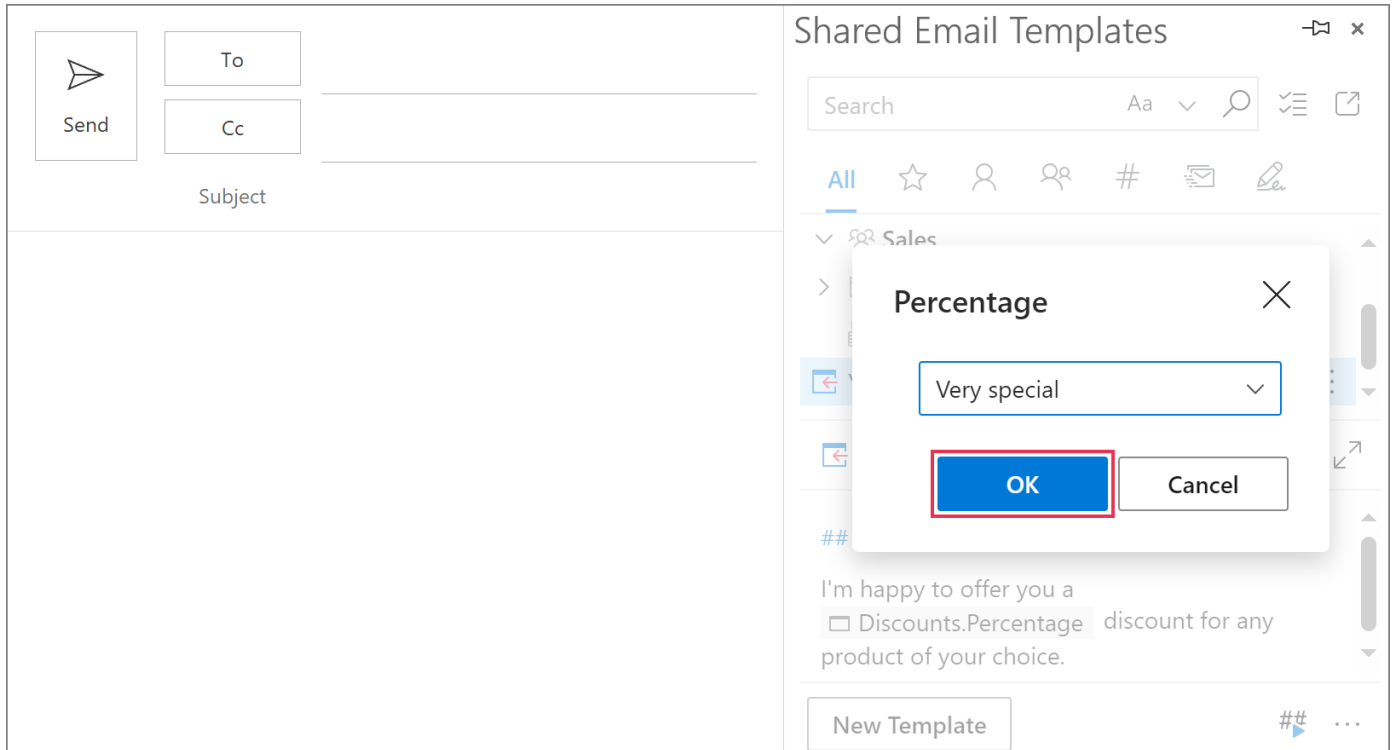
- 4 Save the changes by clicking **Save**.



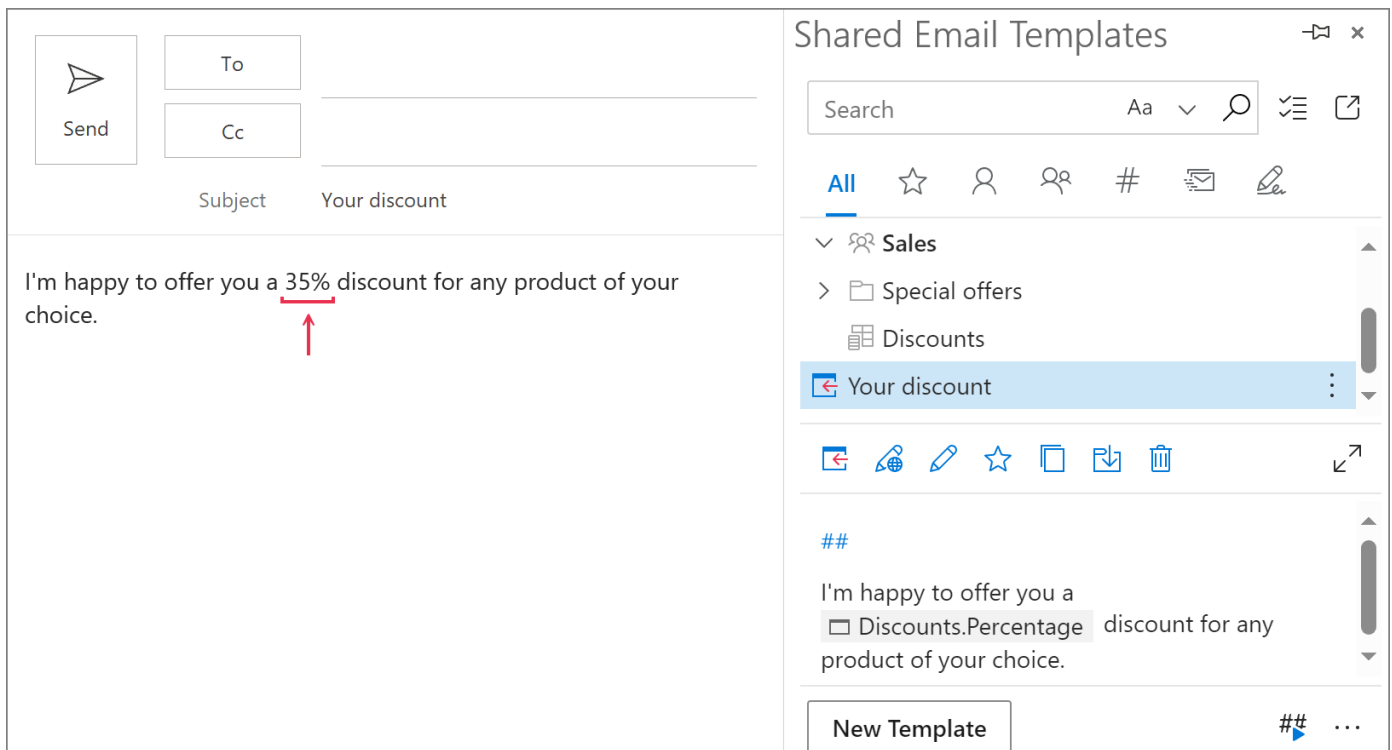
I'm happy to offer you a [Discounts.Percentage] discount for any product of your choice.

**Save** **Cancel**

When you insert such a template into an email message, you'll see a dialog prompting you to select a value that the [key column](#) of the dataset contains. Select a value and click **OK**.



The value returned by the WhatToEnter macro will appear in the email message.



## Repeat an interactive fillable field

To repeat the same interactive fillable field several times in a template, insert [WhatToEnter](#) (WTE) only once and then select it from the list under **Copy from another WTE** in the **What to enter** dialog.

You can also right-click the macro placeholder in a template, select **Copy**, and paste the macro.

## Nest the WTE macro

Nest [WhatToEnter](#) (WTE) to make it work together with another macro. For example, if you want to add the result returned by a WTE to the subject line, nest the WTE within the [Add](#) macro.

- 1 When creating or editing a template, place the cursor where you want to have the Add macro placeholder. Then click **Insert macro**.

- 2 Select **Add to Subject**.

- 3 Select **Insert nested macro**.

## 4 Select **What to enter**.

← Select nested macro

what to enter

**Interactive fillable fields**  
Create interactive fillable fields

**What to enter**  
Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

**Select** Cancel Hide descriptions

## 5 In the **What to enter** dialog, specify the macro parameters, and then click **OK**.

**What to enter**

Dropdown list

Field name  
Discount

Items  
Your 40% discount  
Your 50% discount  
Your 60% discount

☐ User can edit selected item(s)

☐ User can select multiple items  
separated by

☐ For Insert-if sections only ⓘ

☐ Required

**OK** Cancel

## 6 The WhatToEnter macro will appear in the **Add to Subject line** dialog. Click **OK**.

**Add to Subject line**

: ~%WhatToEnter{"type": "text"} [⚡]

☐ Before

**OK** Cancel

When you insert such a template into an email message, a dialog will show up prompting you to enter or select some data. When you're done, click **OK**.

**Discount**

Your 40% discount

**OK** Cancel

The data you entered or selected will be added to the subject line.

## Create one prompt for several identical WTEs

If you want the result returned by the same [WhatToEnter](#) macro to appear in two or more places in an email message, for example in the message body and in the subject line, and you also want to enter or select the necessary data via a dialog only once, create one prompt for identical WTEs.

- 1 In the template you're creating or editing, place the cursor where you want to have the WTE

that is needed for the message body. On the template editor toolbar, click **Insert macro**.

Sales >

##

The end-of-season sale

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(size) ▼ ✎ ▼ A ▼ B I U ab

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Hello Insert RecipientFirstName,

I'm happy to offer you |

**Save** **Cancel**

tiny

## 2 Select **What to enter**.

← Select macro

what to enter

**Interactive fillable fields**  
Create interactive fillable fields

**What to enter**  
Create an interactive fillable field for a text value, a dropdown list, a date or time picker etc.

**Select** **Cancel** [Hide descriptions](#)

## 3 Decide which of the WTE options you need (Text field, Dropdown list, Date, Time, or Dataset), select the necessary one, and then specify the macro parameters. When you're done, click **OK**.

**What to enter**

Dropdown list ▼

Field name  
Discount ⚡ ⚡

Items HTML

a 40% discount  
a 50% discount  
a 60% discount

☐ User can edit selected item(s)

☐ User can select multiple items  
separated by HTML

☐ For Insert-if sections only ⓘ

☐ Required

**OK** **Cancel**

## 4 Place the cursor where you want to see the [Fill](#) macro placeholder, and then click **Insert macro** again. Select **Fill Subject**.

← Select macro

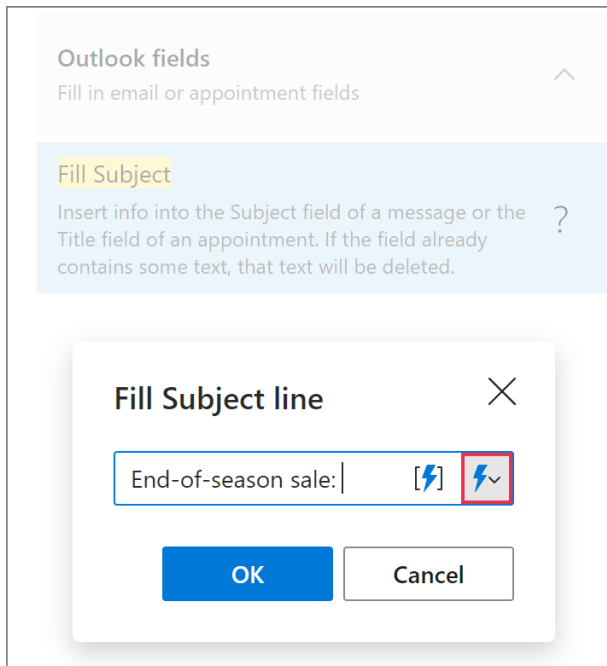
fill subject

**Outlook fields**  
Fill in email or appointment fields

**Fill Subject**  
Insert info into the Subject field of a message or the Title field of an appointment. If the field already contains some text, that text will be deleted.

**Select** **Cancel** [Hide descriptions](#)

- 5 If some text besides the data that will be returned by the WTE is needed for the subject line, enter that text into the **Fill Subject line** dialog, and then open the dropdown list.



**Outlook fields**  
Fill in email or appointment fields

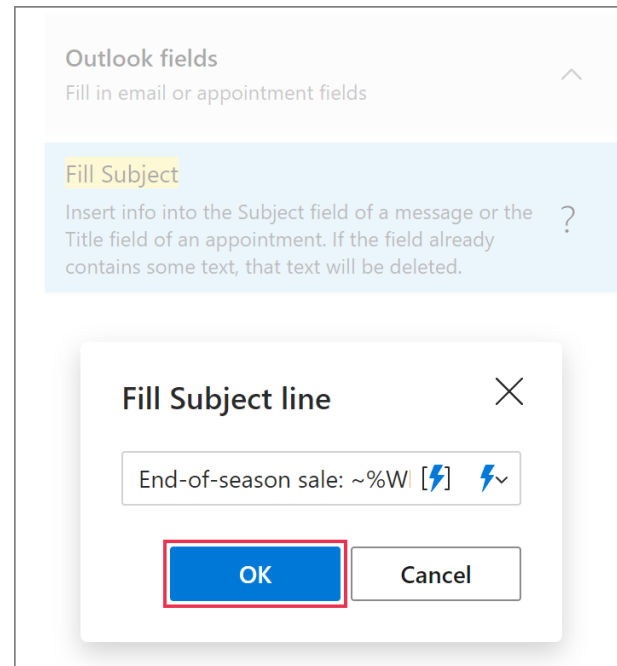
**Fill Subject**  
Insert info into the Subject field of a message or the Title field of an appointment. If the field already contains some text, that text will be deleted.

**Fill Subject line** ✕

End-of-season sale: [⚡] [⚡~]

**OK** **Cancel**

- 6 The dropdown list contains all the fillable fields your template already has. Select the fillable field that you've just created by inserting the WTE. Then click **OK**.



**Outlook fields**  
Fill in email or appointment fields

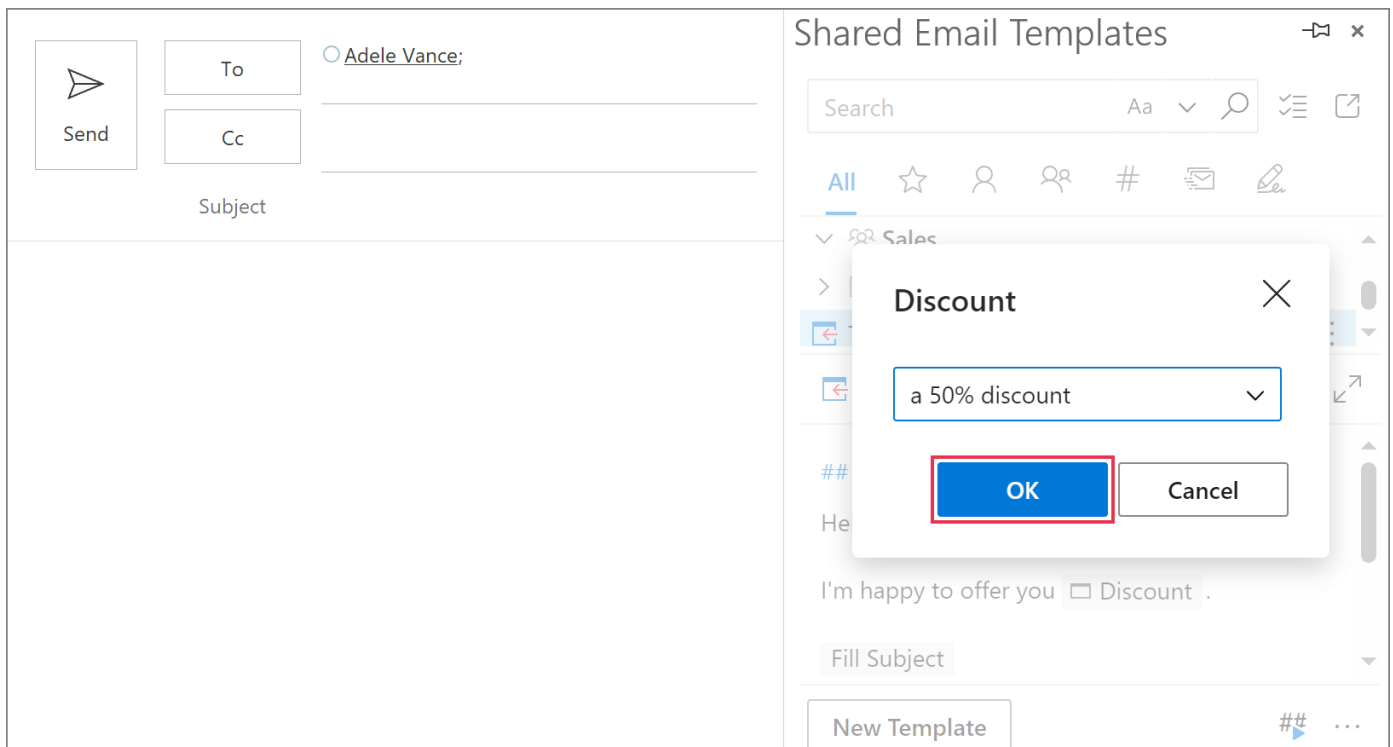
**Fill Subject**  
Insert info into the Subject field of a message or the Title field of an appointment. If the field already contains some text, that text will be deleted.

**Fill Subject line** ✕

End-of-season sale: ~%W [⚡] [⚡~]

**OK** **Cancel**

When you insert such a template into an email message, a dialog prompting you to enter or select some data will appear. Enter or select the necessary data. Then click **OK**.



**Send** **To** Adele Vance; **Cc** **Subject**

**Shared Email Templates** ✕

Search Aa 🔍 ☰ 📧 ✎

**All** ☆ 👤 👤 # 📧 ✎

✓ Sales

> >

# #

He

I'm happy to offer you ☐ Discount .

**Discount** ✕

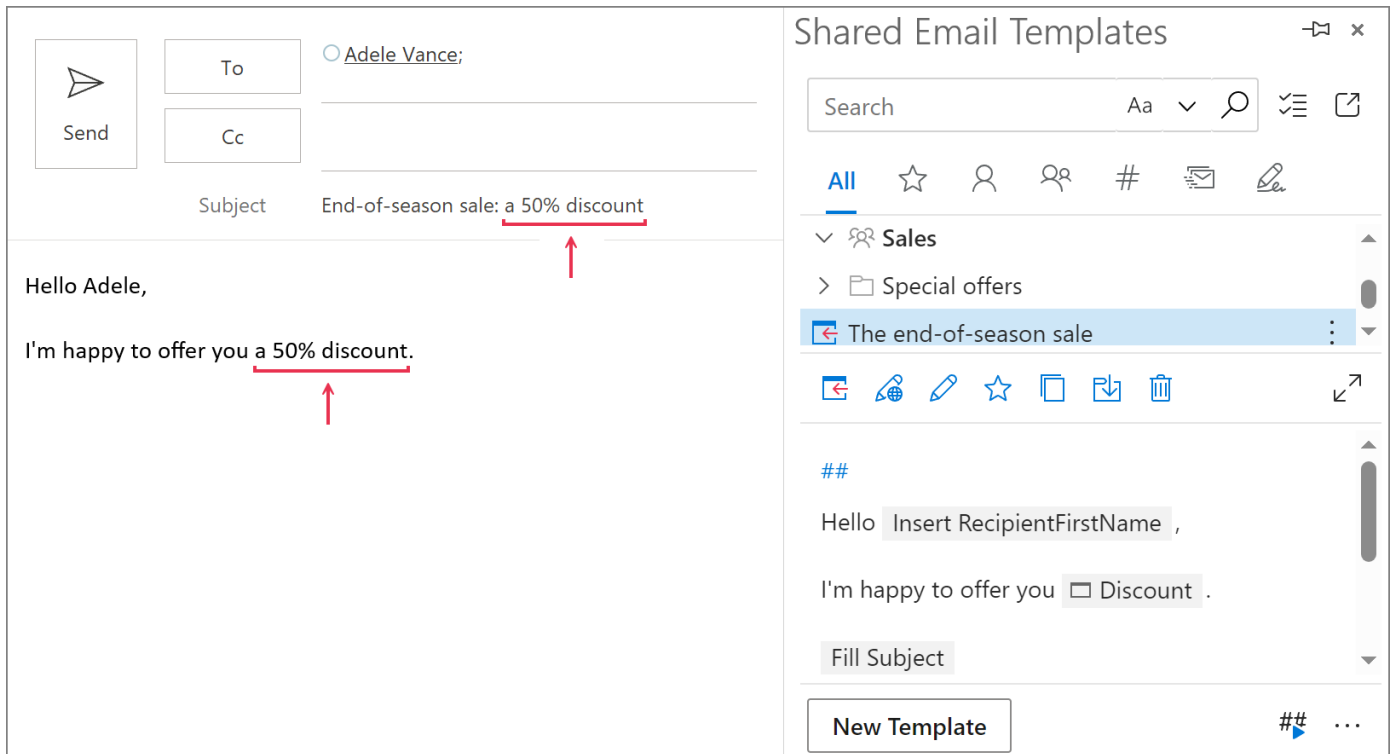
a 50% discount ▾

**OK** **Cancel**

**Fill Subject** ▾

**New Template** ## ...

The data you've entered or selected will appear both in the message body and in the subject line.



Send

To

Cc

Subject End-of-season sale: a 50% discount

Hello Adele,

I'm happy to offer you a 50% discount.

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All

Sales

Special offers

The end-of-season sale

##

Hello

I'm happy to offer you

Fill Subject

New Template

## Learn more

- Add interactive fillable fields  
[ablebits.com/docs/outlook-shared-templates-macros-whattoenter](https://ablebits.com/docs/outlook-shared-templates-macros-whattoenter)

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