textexpander®

NMUG June 2024

Telehealth Summit

Optimizing Virtual Care in 2024

Join us virtually June 27, 2024

Scaling Teams Using Technology

Glen Tullman,
CEO of Transcarent

The Intersection of Technology and Improved Patient Experience

Dr. Danielle K. Miller,
DNP, MSN, BSN, RN

Sign up here: https://txpdr.us/8etr5

Who am I?

- Josh Centers — Content Marketing Manager at TextExpander
- I run the blog and social media at TextExpander
- I've been a TextExpander user for over a decade
- Before that, I was Managing Editor of TidBITS for 9 years
- I've been a Take Control author for the past decade
  - Take Control of iOS and iPadOS — new book(s) coming this fall!
  - Take Control of Apple TV
  - Take Control of Apple Home Automation
  - Take Control of Notes
  - Take Control of Preview
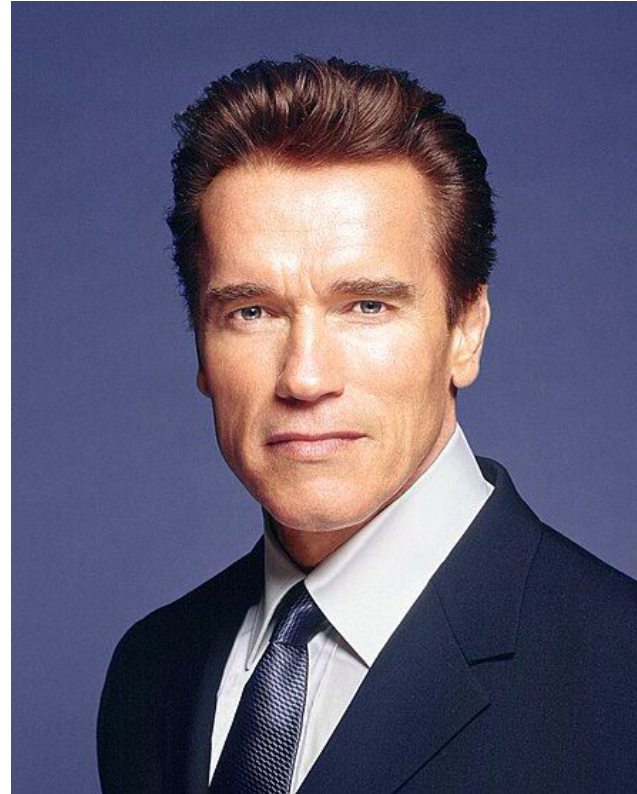- Other places you may have seen me: Macworld, Mac Voices, USA Today

What is TextExpander?

- TextExpander is a text shortcut tool: Type something short and it expands into something long. Can use in any app.
- You could type something long and have it expand into something short, if you really want that.
- Example: I type "txp" and it expands into "TextExpander"
- TextExpander is great for hard to spell names, like…

This Guy

- Been watching him my entire life
- Couldn't spell his name to save my life
- But I can type ;arnie to spell it out

What is TextExpander? Continued

- TextExpander is great for long or hard to type Snippets of text, commands, phrases, GPT prompts, etc.
- The entire text of Hamlet, at your fingertips! — .hamlet
- Customize with fill-ins, find Snippets with Inline Search, and share Snippets with others
- Highly secure: Compliant with SOC-2, GDPR, and CCPA
- Supports: Mac, Chrome, Windows, plus betas for iOS and Android

Benefits of TextExpander

- Less time spent on menial tasks—more time on what matters
- Imagine getting an extra day per year!
  - Peter van Teeseling of Dscoop saved over 27 hours in 2022
  - Middle school teacher Mark Phillips saved 18 hours in 2022
  - SketchUp's support team saves 2,160 hours annually
- Less RSI pain—less typing means less strain on forearms and wrists
  - Dr. Melanie Hsu — Children's Health Council
- Consistency—reduce typos, consistent messaging
  - "Be your best even on your worst days."
- Knowledge sharing—team accounts can automatically share Snippets
  - We use this internally to share customer support Snippets

Who Loves TextExpander?

- Mac power users: David Sparks (MacSparky), Brett Terpstra
- Doctors: Dr. Melanie Hsu
- Customer service and support teams: 1Password, SketchUp, Uber, WooThemes
- Lawyers: Laura McClellan (The Productive Woman)
- Teachers: Mark Phillips
- Sales professionals
- Programmers and sysadmins
- Recruiters

TextExpander Basics

- Enough spiel, let's create a Snippet!
- Let's have NMUG expand to Naples Macfriends User Group
- Start by creating a Group
  - Groups are basically just folders to organize your Snippets
  - More Groups are better: Makes sorting and sharing easier
  - **(TextExpander Best Practice):** Keep related Snippets in the same Group!
- Making a Snippet
  - Label: The name of the Snippet
  - Abbreviation: What you type to expand the Snippet
  - Content: What the Snippet expands to
- Let's see it in action

Essential Snippets

- myname
- mytitle
- myemail
- myphone
- mysig
  - Trick: Embed the previous four Snippets into this Snippet!
  - Let's see how that works.
- Hard-to-type symbols
  - Degree symbol (xdegree)
  - Emoji
- Dates
  - isodate

Group Settings

- Powerful things here, often the cause (and solution) to many common issues
- Notes: Great place to add documentation for peers and/or your future self **(TextExpander Best Practice)**
- Expand in: Can limit where Snippets expand
- Expand when: whitespace precedes is the default
  - May want to set to "any character," especially for URLs
- Group prefix
  - Abbreviation prefix applies to every Snippet in that Group
  - Powerful way to organize Snippets and make them memorable, but be careful!
  - If you move a Snippet out of a Group with a Group Prefix, it removes the Group Prefix from that Snippet!

Snippet Abbreviation Strategies

- Abbreviations can be whatever string of text you want
- "Your scientists were so preoccupied with whether or not they could that they didn't stop to think if they should." — Dr. Ian Malcom
- We want abbreviations to be
  - Short
  - Easy to type
  - Hard to expand accidentally
  - Memorable
    - A lot of old-school Snippets look like ;diufewjldk
- Typically, we like to add a prefix to an abbreviation

Popular Abbreviation Prefixes

- Popular Prefixes
- Semicolon (;) — easy to reach on the keyboard
- Dot or period (.) — preferred by doctors used to Epic EHR dotphrases
- x — easy to reach on a mobile keyboard, but easy to type by accident
- // — often used for URLs and bookmarks
- Mnemonic prefixes
  - This is what we recommend — longer but easy to remember and search
  - Calendar group cal.
  - Email group: em.
  - This is where Group Prefixes shine.

Inline Search

- Many veteran TextExpander users don't know about this!
- Shortcuts:
    - macOS: Command + /
    - Windows: Control + /
    - Chrome: Control + Period
- Can search by abbreviation or label
- Turns TextExpander into a knowledge base for you or your whole team
- Great for Snippets you can't remember
- We use this in TextExpander customer support! Entire company has access to customer service solutions.

Advanced Features — Paste Plain Text

- **Don't you hate it when you copy from one app, paste into another, and it includes the formatting from the first app?**
- With TextExpander, you can insert the contents of your Clipboard.
- Set the Content Type to Plain Text
- My own Snippet for this: xpt
- Maybe my most commonly used Snippet
- Let's take a look…

Advanced Features — Fill-Ins

- Fill-ins let you customize your Snippets
- Single Line Field: Simple fill-in-the-blank
- Multi Line Field: Longer blank
- Optional Sections: Check or uncheck to include or exclude sections
- Popup Menu: Drop-down menu of options
- Example Snippet: devhist

Advanced Features — Keyboard Emulation

- TextExpander can emulate many common keyboard navigation keys
  - Enter
  - Esc
  - Tab
  - Return
  - Tab
  - Arrow keys
- Useful for filling out forms
- Common use case: Create an email Snippet with the subject line, a tab, and then the body of the message
- Example Snippet: poweroutage

TextExpander Pricing

- Try free for 30 days
- **Individual:** $3.33 per month (billed annually)
- **Business:** $8.33 per user month (billed annually)
  - Adds team sharing features
- **Growth:** $10.83 per month (billed annually)
  - Adds advanced user management for larger organziations
- **Sign up today at https://textexpander.com**

Thank You

- Final Questions: Ask me anything!