

# Pasteitin

## Version 1.8

User Manual

## Table of Contents

Main button window .....	3
Task bar tray menu .....	4
Title bar menu .....	5
Group menu .....	6
Button menu .....	8
Edit button window .....	10
Button color dialog .....	12
Group options .....	13
Search window .....	16
Quick Fixes .....	17
Quick Fix functions .....	18
Mouse gestures .....	20
Settings – Options .....	21
Settings – Shortcuts .....	23
Window specific paste methods .....	25
Settings – Network .....	26
Clipboard share .....	27
Settings – License .....	28
Support .....	29

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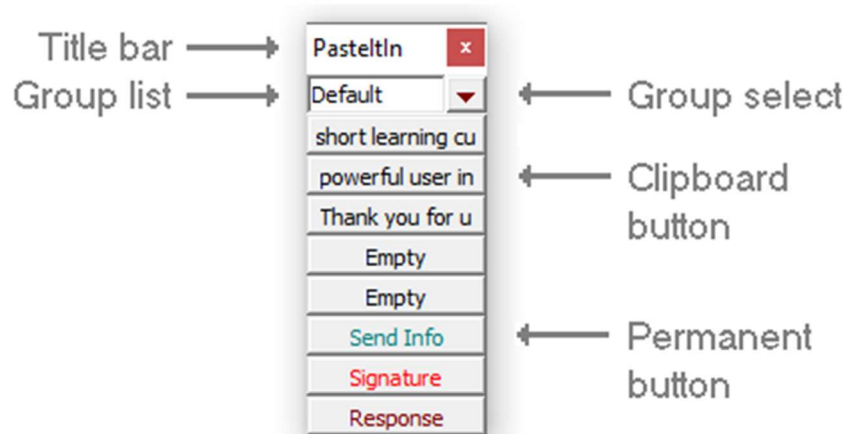
Pasteitin was created to increase your productivity and accuracy while copying and pasting information between applications.

Clipboard buttons are filled when you copy text from one application that you can use to paste the collected information into another application.

All formatting is removed so the text will automatically use the formatting style of the application that you paste the text into.

To paste the contents of a button, first click where you want it to paste, and then directly after that on the button.

## Main button window



### Title bar

- Right click to show the title bar menu.
- Double click to “roll up” or “unroll” the button window.
- Click red x to hide the button window.

### Group list

- Right click to show the group menu.
- Click to select a group from the list.

### Group select

- Right click to cycle through groups. Hold down the Shift key to cycle in reverse.
- Click to select a group from the list.

### Clipboard or permanent button


- Right click to show button menu.
- Click to paste button contents into active window.

You can create a group of buttons for each application and apply Quick Fixes to copied text. Each group can have a selectable number of buttons filled by the clipboard and additional permanent buttons. Several shortcut keys are available to make Pasteitin more efficient to use.

You can associate a group of buttons with a window or application and have Pasteitin automatically switch to that group when the window or application becomes active.

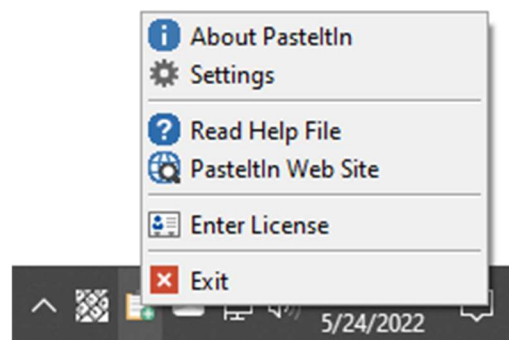
To show the button window after it has been hidden, click on the Pasteitin icon in the task bar tray.



If you do not see the Pasteitin icon  you may first have to click on the Show hidden icons button 

You can select which icons always appear in the task bar tray in Windows settings or drag the icon from the hidden icons area and drop it in the always visible area.

## Task bar tray menu



Right click on the Pasteitin icon to show the tray menu.

- **About Pasteitin**

Show About Pasteitin dialog with license and version information.

- **Settings**

Show Settings – Options window.

- **Read help file**

Open this help file.

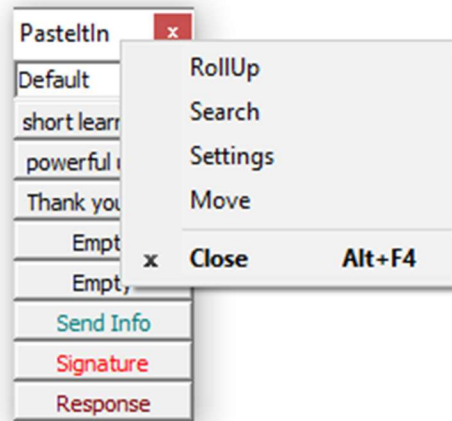
- **Enter license**

Show Settings – License window.

- **Exit**

Exit Pasteitin. You can restart it from the Start menu.

## Title bar menu



Right click on the title bar to show the title bar menu.

- **Rollup**

Roll up button window so only title bar and group list are visible.

- **Search**

Open search window to search contents of buttons.

- **Settings**

Show Settings - Options window.

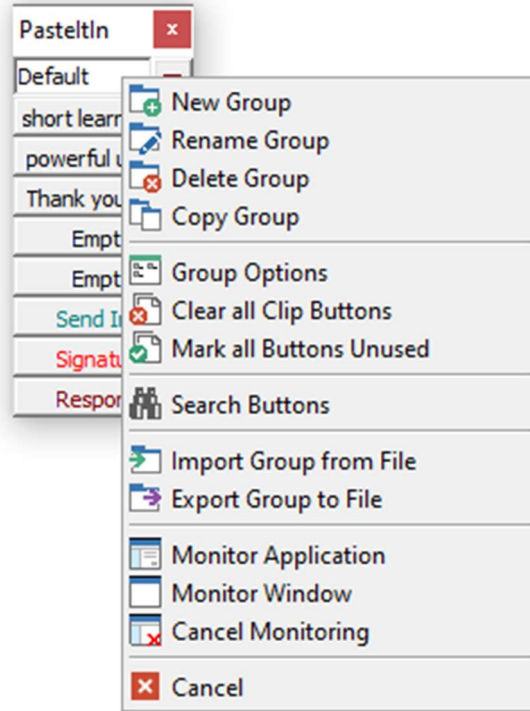
- **Move**

Move the button window.

- **Close**

Close (hide) the button window. Left click on the Pasteitin icon in the task bar tray to show the window again.

## Group menu



Right click on the group list to show the group menu.

- **New group**

Create a new group.

- **Rename group**

Rename the group.

- **Delete group**

Delete the group and all the buttons in the group.

- **Group options**

Open the group options window.

- **Clear all clip buttons**

Clear all information from the buttons filled by the clipboard.

- **Mark all buttons unused**

If track used buttons is enabled in group options all buttons are marked as unused.

- **Search buttons**

Open search window to search content of buttons.

- **Import group from file**

Import a group of buttons from a file exported by Pasteitin. This function is only available in the Network version of Pasteitin.

- **Export group to file**

Export current group of buttons to a file that can be imported by Pasteitin. This function is only available in the Network version of Pasteitin.

- **Monitor application**

This feature enables Pasteitin to automatically switch to a group and move the button window to a location on the screen when you activate a specific *application*.

- **Monitor window**

This feature enables Pasteitin to automatically switch to a group and move the button window to a location on the screen when you activate a specific *window*.

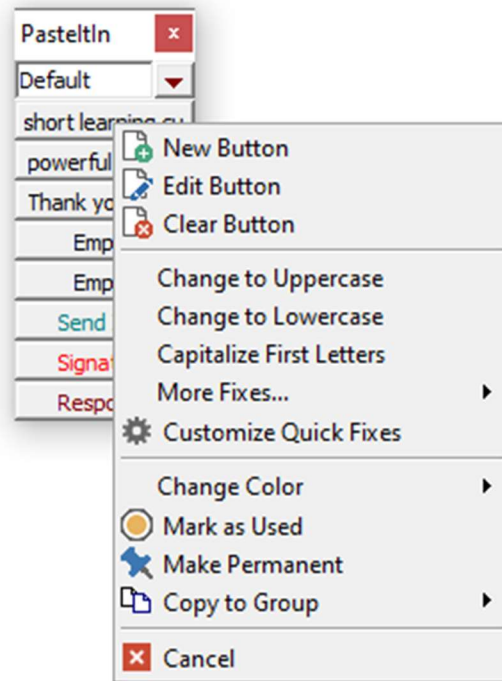
- **Cancel monitoring**

Clear any application or window monitoring settings for this group.

- **Cancel**

Close group menu.

## Button menu



Right click on a button to show the button menu.

- **New button**

Create a new permanent button and open button edit window.

- **Edit button**

Open button edit window.

- **Clear button / delete button**

Clear contents of clipboard button or delete permanent button.

- **QuickFix - Change to uppercase**

The first three QuickFixes are directly accessible through the button menu.

- **More fixes...**

Additional QuickFixes are available through the submenu.

- **Customize Quick Fixes**

Open QuickFix management window.



- **Change color**

Set button background and text color to a favorite color combination or access the color selection dialog.

- **Mark as used / Mark as unused**

If track used buttons is enabled in group options you can manually mark a button used or unused with this menu option.

- **Make permanent**

Copy the contents of the clipboard button and create a permanent button.

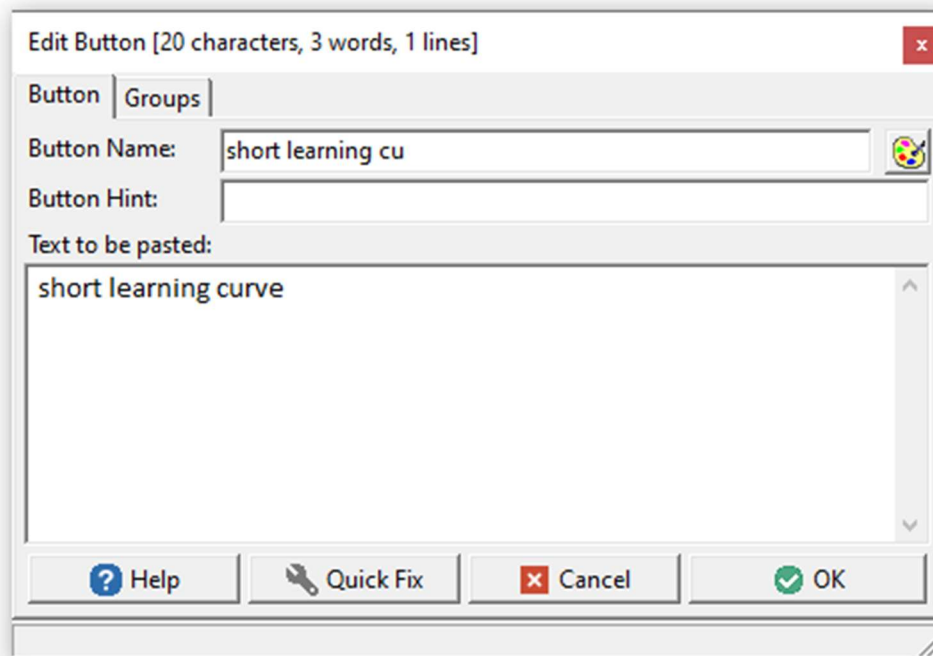
- **Copy to group**

Copy button to another group.

- **Cancel**

Close button menu.

## Edit button window



The edit button window allows you to modify the button content.

- **Button & Group tab**

Switch between button edit and group options.

- **Button name**

The text that appears on the button in the button window.

- **Button color**

Open color selection dialog window. Right click to apply last used color combination.

- **Button hint**

Hint that appears when you hover mouse cursor over the button.

- **Text to be pasted**

Text that is pasted when you click the button.

- **Help**

Open this help file.

- **Quick Fix**

Show popup menu with Quick Fixes that can be applied to the button content or selected text.

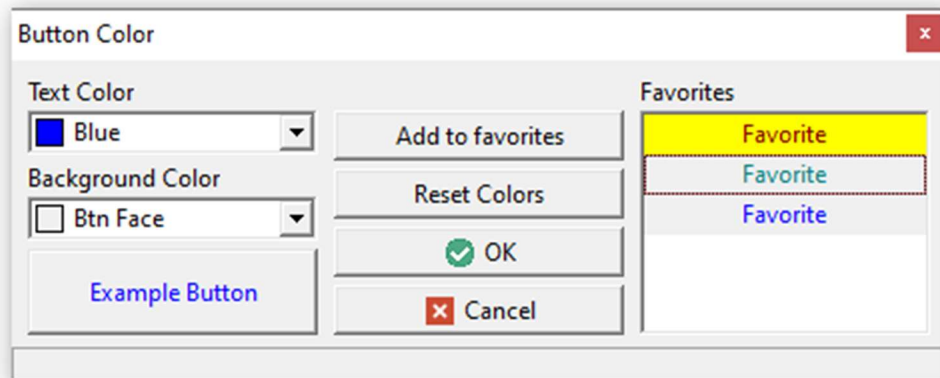
- **Cancel**

Close button edit window without saving any changes.

- **OK**

Save changes and close button edit window.

## Button color dialog



This dialog allows you to select the foreground (text) and background color for a button.

- **Text color**

Select the button text color.

- **Background color**

Select the button background color

- **Example button**

Example of what the button will look like with the selected foreground and background colors.

- **Add to favorites**

Add the currently selected color combination to the favorites list.

- **Reset colors**

Reset the button colors to the Windows default colors.

- **OK**

Save the current color settings and close the dialog.

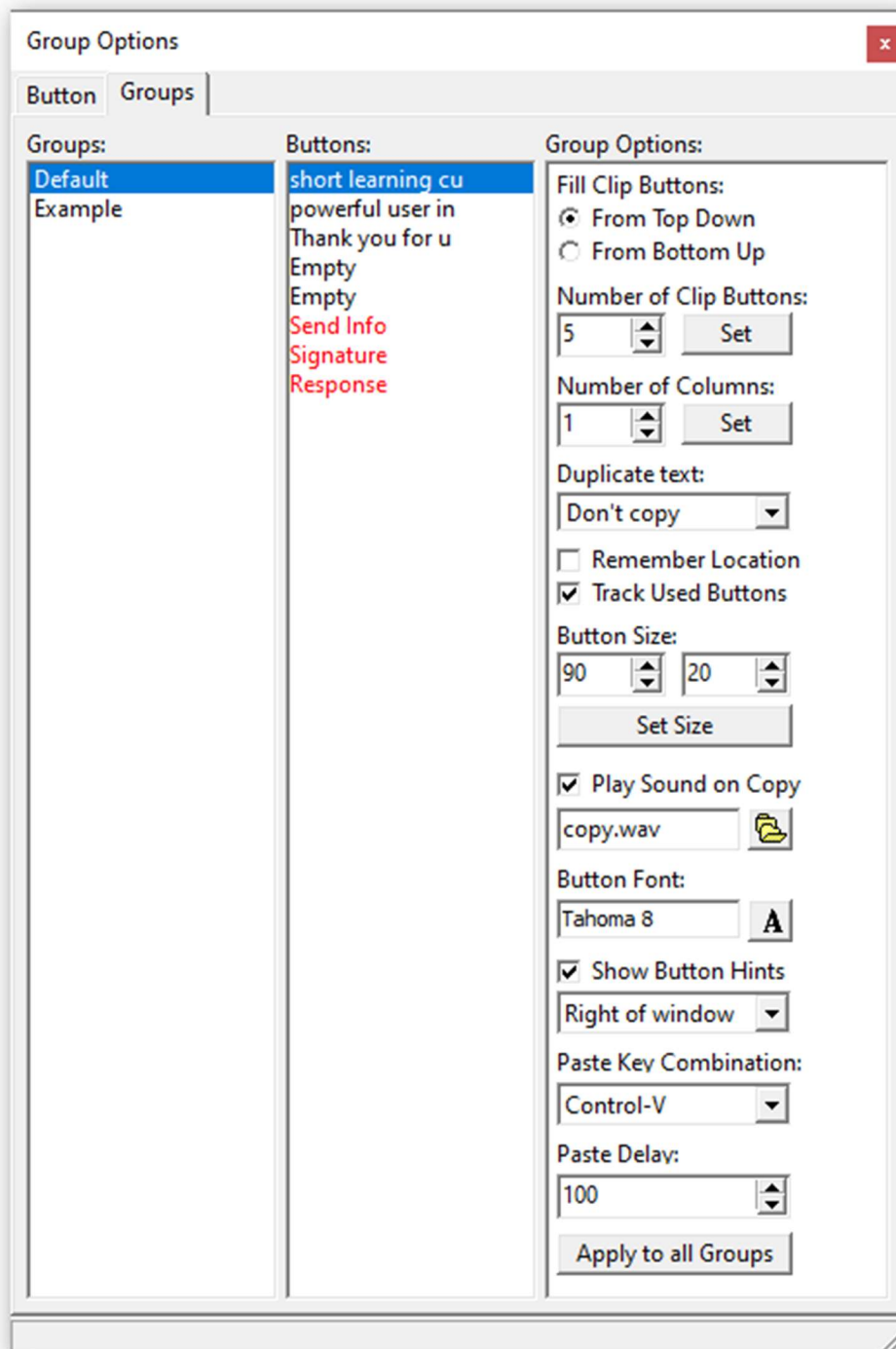
- **Cancel**

Discard the current color settings and close the dialog.

- **Favorites**

List of favorite color combinations. Double click to apply selected favorite. Press the Del key to delete selected favorite.

## Group options



The group options page allows you to modify settings for the selected group.

- **Groups**

List of groups. Click to select a group. Drag with the left mouse button and drop to rearrange order. Right click for group menu. Select sort groups from the menu to sort the groups in alphabetical order.

- **Buttons**

List of buttons in the selected group. Double click to edit a button. Drag and drop button with left mouse button to move button in the group or copy it to another group. Right click for button menu. Select sort buttons from the menu to sort buttons alphabetically.

- **Fill clip buttons**

Select how the clipboard buttons are filled when you copy text. From top down will shift all button down one position and fill the top button with the newly copied text. From bottom up will shift all buttons up one position and fill the bottom button with the new text.

- **Number of clip buttons**

This sets the number of buttons that are filled by the clipboard. Use the up & down buttons to adjust the number and click the Set button to apply.

- **Number of columns**

This configures the number of columns the buttons are arranged in. Use the up & down buttons to adjust the number and click the Set button to apply.

- **Duplicate text**

Choose what to do when you copy text that is identical to an existing button.

- **Don't copy.** Disregard newly copied text.
- **Copy.** Create new duplicate button.
- **Move.** Move existing duplicate to top or bottom.
- **Mark unused.** Mark existing button as unused.

- **Remember location**

Remember location of button window.

- **Track used buttons**

The color of the text on the button will be changed to light grey after you clicked the button, making it easier to see which buttons have been used.

- **Button size**

Change the button width and height with the up & down buttons. Click Set size to apply. Right Set size click to apply the new size to all groups.

- **Play sound on copy**

Select a .wav file to play when text is copied and a new button is created.

- **Button font**

Font type and size that is used for the button text. Right click to apply the selected font to all groups.

- **Show button hints**

Set location where button hints will be displayed.

- **Paste key combination**

Set key combination that will be used to paste the contents of the button.

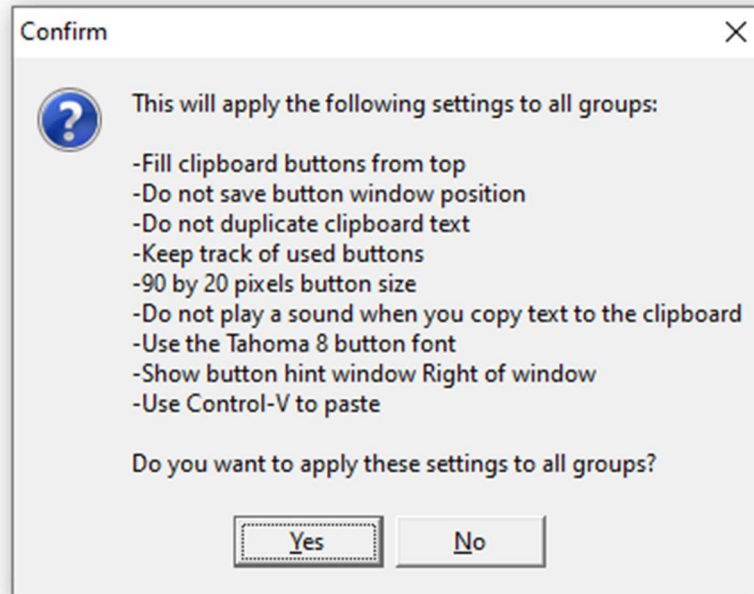
- **Paste delay**

Set the delay in milliseconds between when you click the button and when the button contents is pasted.

- **Apply to all groups**

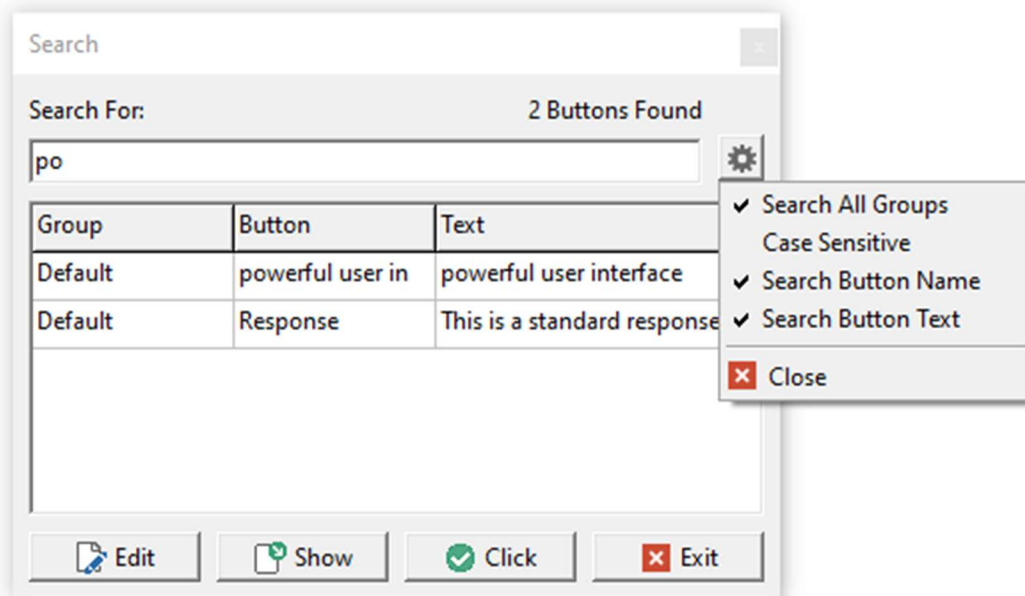
Apply selected settings to all groups. A confirmation dialog will show the settings.

For example:



Click Yes to apply the displayed settings to all groups.

## Search window



Search button content for specific text

- **Search for**

Type text to search for here.

- **Search options**

Select items you want to include in the search. Click Close to close the menu.

- **Search results**

List of search results, updated as you type the text to search for. Click on a result to select it.

- **Edit**

Open the selected search result in the button editor window.

- **Show**

Switch to group of selected search result if required and flash the button text.

- **Click**

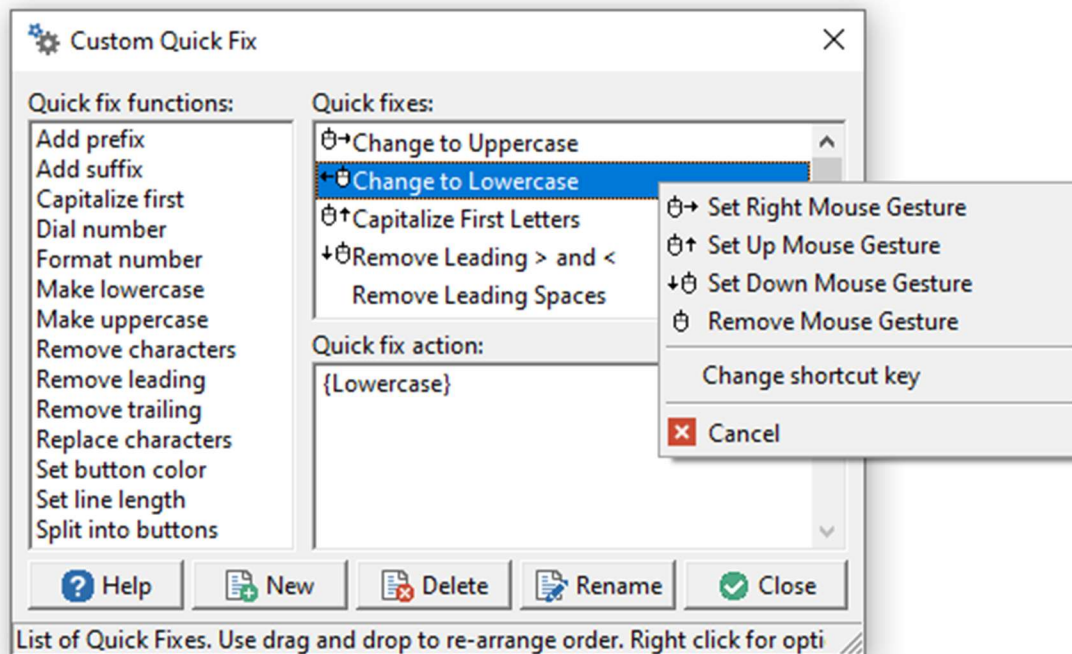
Like clicking a Pasteitin button, this will paste the content of the button.

- **Exit**

Close the search window.



## Quick Fixes



This dialog allows you create or modify quick fixes.

- **Quick fix functions**

List of available functions that can be used in a Quick Fix. Click on an item to see a short description in the status bar. Double click to add it to the Quick Fix action. See Quick Fix functions section for more information and examples.

- **Quick fixes**

List of Quick Fixes. Left click to select a Quick Fix. Use left mouse drag and drop to rearrange the order. Right click for option menu to set Quick Fix mouse gesture or shortcut key.

- **Quick fix action**

Functions that are applied to the button content when the Quick Fix is used.

- **Help**

Show this help file.

- **New**

Create new Quick Fix.

- **Delete**

Delete selected Quick Fix.

- **Rename**

Rename selected Quick Fix.

- **Close**

Close Quick Fix dialog.

## Quick Fix functions

- **Add prefix**

Add text to the beginning of the button content.

**Example:** {AddPrefix //} changes button content to //button content.

- **Add suffix**

Add text to the end of the button content.

**Example:** {AddSuffix !} changes button content to button content!

- **Capitalize first**

Capitalize first letters of the button content.

**Example:** {CapitalizeFirst} changes button content to Button Content.

- **Dial number**

Removes all non-phone number characters and uses TAPI to dial the number with an optional prefix.

**Example:** {Dial 1}

- **Format number**

Format a number.

**Example:** {Number (###) ###-####} to format 8005551212 into (800) 555-1212.

**Example:** {Number %#,##0.00} to format 123456.9 to 123,456.90.

- **Make lowercase**

Change all characters in the button content to lowercase.

**Example:** {Lowercase} to change THIS is only a TEST to this is only a test.

- **Make uppercase**

Change all characters in the button content to uppercase.

**Example:** {Uppercase} to change THIS is only a TEST to THIS IS ONLY A TEST.

- **Remove characters**

Remove specific characters from the button content.

**Example:** {Remove //} to change //button content to button content.

- **Remove leading**

Remove text at the beginning of the button content.

**Example:** {RemoveLeading <} to change <button content> to button content>

- **Remove trailing**

Remove text at the end of the button content.

**Example:** {RemoveTrailing >} to change button content> to button content.

- **Replace characters**

Replace characters in the button content.

**Example:** {Replace !,?} to change button content! to button content?

- **Set button color**

Set the button color combination.

**Example:** {ButtonColor clYellow,clMaroon} set the button background to Yellow, text to Maroon.

- **Set line length**

Set the number of characters per line.

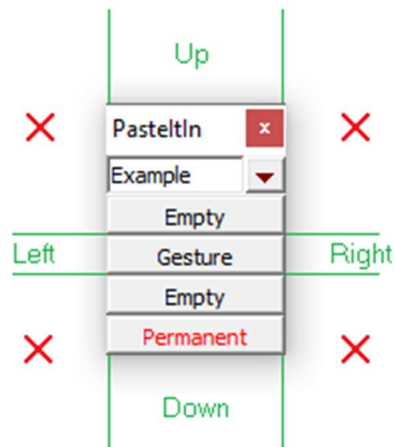
**Example** {LineLength 80} to set the number of characters per line to 80.

- **Split into buttons**

Split the button content into separate buttons each with specified number of lines.

**Example:** {Split 1} to split the button content into buttons with 1 line each.

## Mouse gestures



Mouse gestures can be used to apply a Quick Fix to a button.

To use a Mouse Gesture, hold the *right* mouse button down on a button and move the mouse cursor outside of the button window.

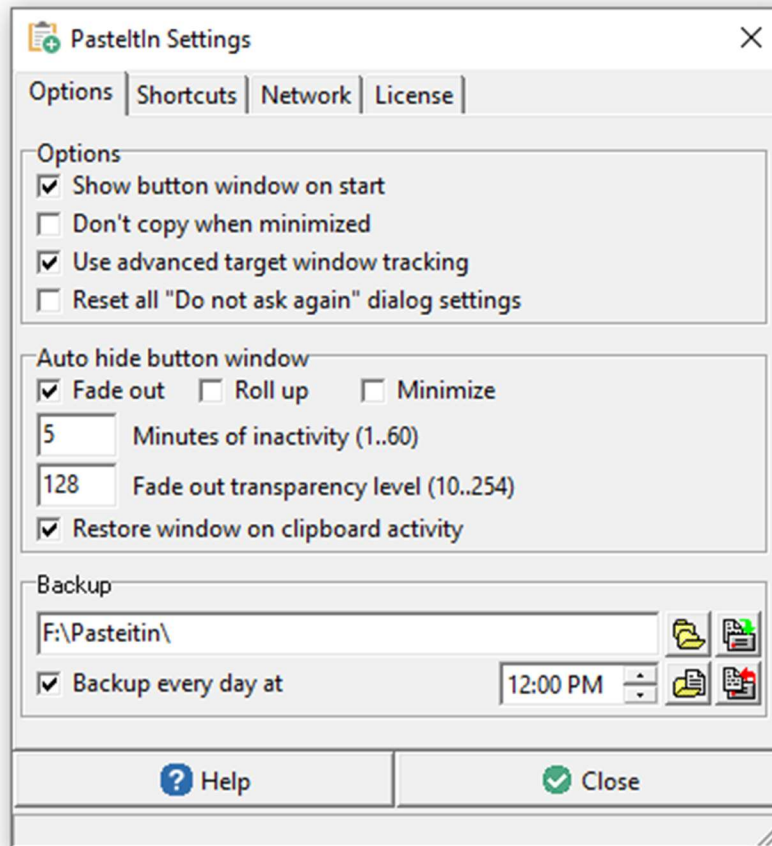
To trigger a right Mouse gesture, you must move the cursor to the right outside the button window while keeping within the top and bottom of the button.

To trigger a left Mouse gesture, move the cursor to the left outside the button window while keeping within the top and bottom of the button.

To trigger an up Mouse Gesture, move the cursor above the button window while keeping within the left and right of the button.

To trigger a down Mouse Gesture, move the cursor below the button window while keeping within the left and right of the button.

## Settings – Options



Set program and backup options.

- **Show button window on start**

When this option is checked the Pasteitin button window will automatically show when you start Windows. If it is not checked, Pasteitin will still start, but the button window will not show.

- **Don't copy when minimized**

Check this option to stop Pasteitin from monitoring the clipboard when the button window is not visible.

- **Advanced window tracking**

Use a more accurate way to track where to paste when a button is clicked.

- **Reset all "Do not ask again" dialog settings**

Clear all "Do not ask again" settings for several "Are you sure you want to..." dialog boxes.

The Auto hide function allows you to automatically hide the button window after a period of inactivity. You can choose to hide the window in three different ways.

- **Fade out**

The button window becomes semi-transparent and you will be able to see other windows under it.

- **Roll up**

The button window will roll up and only the title bar and group list will be visible. You can unroll it by double clicking on the title bar.

- **Minimize**

The button window will be closed. You can show it again by clicking on the Pasteitin icon in the task bar tray.

You can set the number of minutes of inactivity before the window will become transparent, roll up, or hide. If you choose the fade out option, you can also select the transparency level of the faded window. A lower number will result in a more transparent window.

If you save a lot of information in Pasteitin, it is always a good idea to create a backup of your data files that contain the button information.



Select folder to use for backup files.



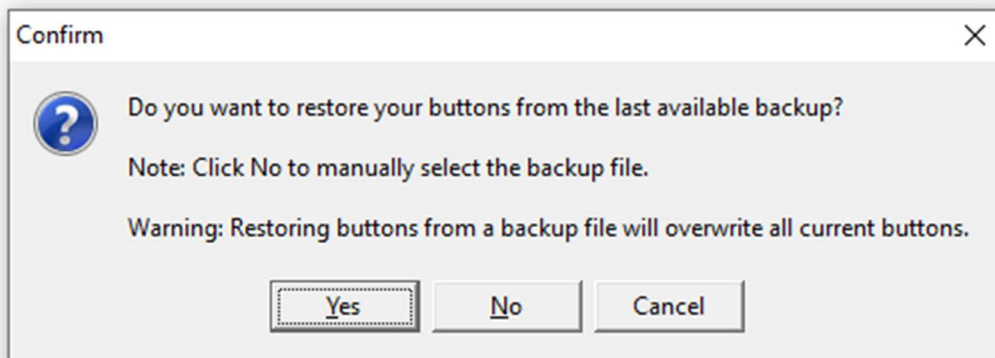
Open folder where data files are stored in Windows Explorer.



Create a backup of the data files now.



Restore data files from backup. A confirmation dialog will appear.

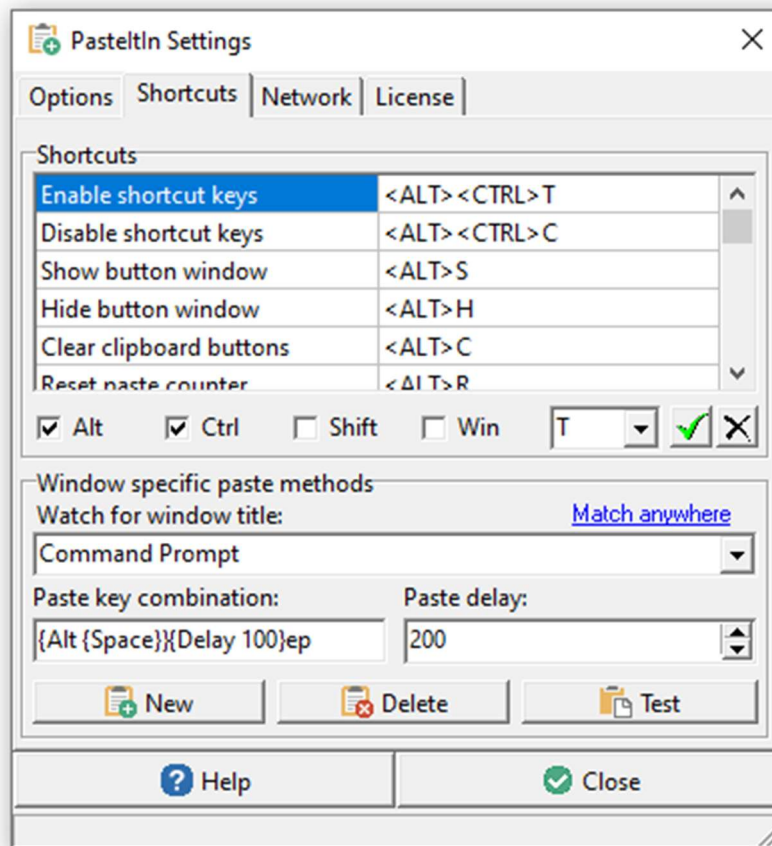


Click Yes to allow Pasteitin to automatically select the latest backup from the backup folder.

Click No to manually select backup files from any folder.

Click Cancel to stop the restore process and keep the existing buttons.

## Settings – Shortcuts



Shortcut keys are available for many functions to make using Pasteitin more efficient.

- **Enable shortcut keys**

Enable all Pasteitin shortcut keys

- **Disable shortcut keys**

Disable all Pasteitin shortcut keys except Enable shortcut keys.

- **Show button window**

Show the button window if it was hidden. Switch to next group if window was visible.

- **Hide button window**

Minimize the button window. Click on the Pasteitin icon in the task bar tray to show it again.

- **Clear clipboard buttons**

Clear all clipboard buttons in the active group.

- **Reset paste counter**

Reset the active button counter.

- **Paste active button**

Paste the content of the active button.

- **Previous button**

Decrease the active button counter.

- **Next button**

Increase the active button counter.

- **Paste all buttons**

Paste the content of all clipboard buttons in the active group.

- **Mark all unused**

Mark all clipboard buttons in the active group as unused.

- **Edit last copied**

Open the last copied clipboard button in the editor.

- **Clear last copied**

Erase the content of the last copied clipboard button.

- **Paste last copied**

Paste the content of the last copied clipboard button.

- **Dial selected number**

Copy selected text into a clipboard button and use TAPI to dial phone number.

- **Do not copy duplicates**

Set active group duplicate text option to disregard newly copied text.

- **Copy duplicates**

Set active group duplicate text option to create new duplicate button.

- **Move duplicate**

Set active group duplicate text option to move existing duplicate to top or bottom.

- **Mark duplicates unused**

Set active group duplicate text option to mark existing button as unused.



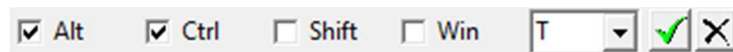
- **Search buttons**

Open search window.

- **Quick fixes**

All Quick Fixes can have a shortcut key assigned. When activated, the Quick Fix is always applied to the last copied button.

To change the shortcut key for a function, select it in the list. Check the desired Alt, Ctrl, Shift, and Win modifier checkbox(es) and select a character from the dropdown list. Click the green check button to apply the shortcut key combination.



If the selected shortcut key combination is already in use by another function or another program, an error dialog will show and the shortcut key combination will not be applied. Change the combination and click the green check button again.

Click the black x button to erase the shortcut key combination setting for the selected function.

## Window specific paste methods

You can create a paste method for a specific window or application. For example, the Command Prompt or cmd.exe window does not accept the standard Control-V paste command, it requires you to select Paste from the Edit menu. You can configure Pasteitin to automatically recognize that you want to paste into a Command Prompt window and adjust the paste method.

Right click on the Paste key combination box to add special key combinations like Alt or Control.

- **New**

Create a new specific paste method.

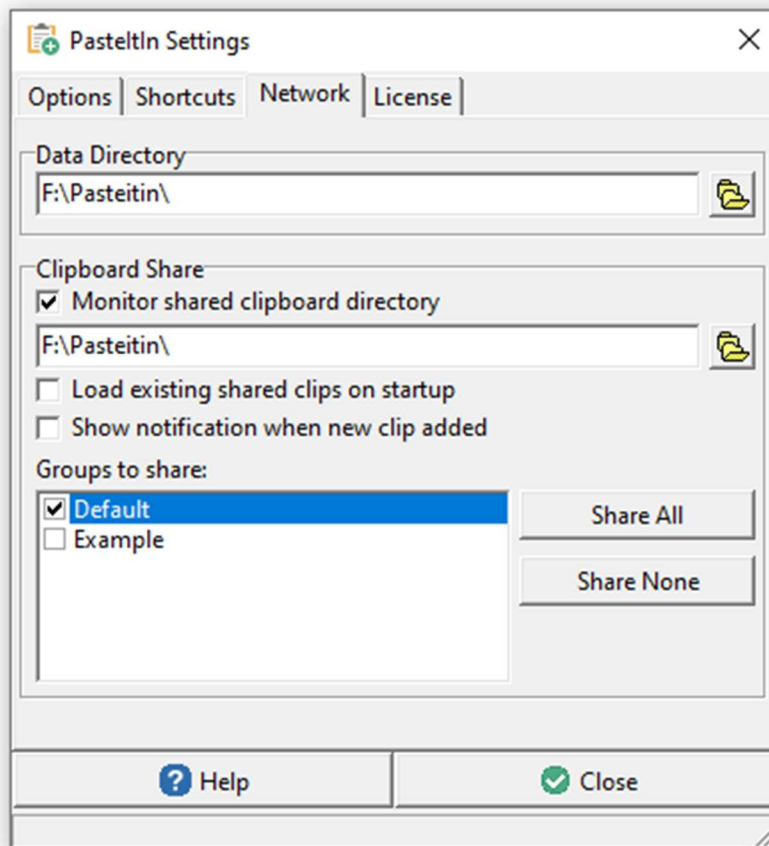
- **Delete**

Delete the selected specific paste method.

- **Test**

Test the selected specific paste method. Make sure the window or application you want to test is open and click the Test button. Click OK in the confirmation dialog and directly after that on the window of the application you want to test.

## Settings – Network



These options are only available in the Network version of Pasteitin.

- **Data directory**

Folder where the Pasteitin data files are stored. Data is stored in two files, Pasteitin.dat and Pasteitin.ini. In the Network version there is also a Network.ini file stored in the \Users\<username>\AppData\Local\Pasteitin folder.

In the Professional version of Pasteitin the data files are always stored in the \Users\<username>\AppData\Local\Pasteitin folder.

If the Pasteitin executable is started from a removable drive, the data files will automatically be stored in the same folder as the executable. For example, create a Pasteitin folder on a USB drive and copy the Pasteitin.exe file to that folder. When you run Pasteitin from that folder, all the data files will also be located on that drive, making Pasteitin portable between computers.

## Clipboard share

Using a network drive that is accessible to two or more computers running Pasteitin Network, it is possible to share clipboard information. Create a Pasteitin folder on the network drive and select that folder in the Clipboard share section of each Pasteitin Network. A Pasteitin.cdf file will be created in that folder to exchange clipboard information between the computers.

- **Monitor shared clipboard directory**

Check to monitor the selected folder for changes in the Pasteitin.cdf file.

- **Load existing shared clips on startup**

When Pasteitin is first started, load any shared clipboard changes from other computers that may have happened while this computer was shut down.

- **Show notification when new clip added**

Show a message in the Windows notification area when a clipboard was shared from another computer.

- **Groups to share**

Check which groups you want to share. Only clipboard changes that happen when a checked group is active will be shared.

- **Share all**

Check all groups to be shared.

- **Share none**

Uncheck all groups, none will be shared.

## Settings – License

The screenshot shows the 'PasteltIn Settings' dialog box with the 'License' tab selected. The dialog has a title bar with a close button (X). Below the title bar are four tabs: 'Options', 'Shortcuts', 'Network', and 'License'. The 'License' tab contains the following text: 'Your 30 day trail period will end in 28 days.', 'Please purchase a license.', and 'If you have purchased a license, enter your license email address below and click the Verify button.' Below this text is a text input field labeled 'License email address:' and a 'Verify' button. Below the input field is a section titled 'Software version' which displays 'PasteltIn Network V1.8 released May 31, 2022'. There is a checked checkbox labeled 'Automatically check if new version is available' and a 'Check for new version' button. At the bottom of the dialog are two buttons: 'Help' (with a question mark icon) and 'Close' (with a checkmark icon).

Manage your license and view Pasteitin version information.

Pasteitin is free to use for 30 days. If you would like to continue to use it after the trail period, please purchase a license at <https://www.wavget.com/shop/>

After you purchase a license and receive your license confirmation email, enter the email address you used to purchase the license into the License email address box and click the Verify button.

You will receive a 6-digit one-time validation code via email. Please enter the 6-digit code into the Validation code box. If entered correctly, the license information will be displayed.

The screenshot shows a text input field with the label 'Enter validation code from email:'. The field contains the text '123456'. To the right of the input field is a 'Verify' button.

In the software version section, you can see what version of Pasteitin is currently installed. Click the Check for new version button to see if you are using the latest version of Pasteitin.

- **Automatically check if new version is available**

With this option checked, Pasteitin will check once every 7 days to see if a newer version is available. If it is, a message will be displayed in the Windows notification area.

## Support

If you have any questions, suggestions, or comments, please email [support@wavget.com](mailto:support@wavget.com) or visit <https://www.wavget.com/contact/>