Field Tooltips

v.5.0

for ACT! 2006/7

Another efficient and affordable ACT! Add-On by

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Purpose of the add-on

Field Tooltips allows you to add tooltips to your layouts so that the users may quickly access important information regarding data entry for example.

How it works

Even though it is called Field Tooltips, the tooltips are actually associated with the labels in your layout. Not all labels, you get to pick which ones in a list of all the labels in your layout. Then these labels become clickable and a tooltip window pops up when you click them. You type the tooltip text and that's it. From now on, placing the cursor on the label will make the tooltip popup.
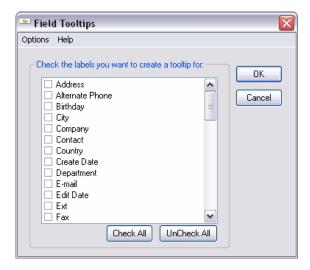
Installation procedure

Download the program file from our [download page](#) and double-click it to start the installation.

The installation process installs a Field Tooltips item under the Tools menu.

The first step: selecting the labels you want to add tooltips to

Under ACT! *Tools* menu, click *Field Tooltips*. The following window appears:

This is the list of all the labels in the current layout, identified with the text of the label.

IMPORTANT NOTE: If you have more than one label with the same text, for example the City label to identify the business address city and the personal address city, only one label will show up in the list. Both labels will be treated the same way, ie. If you add a tooltip, both labels will have the same tooltip. If that is a problem, simply make the text of your labels unique.
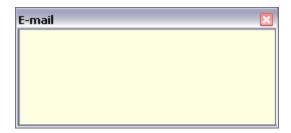
Check the labels you want to add a tooltip to, then close the window.

The second step: entering the tooltip text

By default, a Help icon will be added at the end of the labels you selected. When you place the cursor on top of it, it now shows a hand and you can click it.
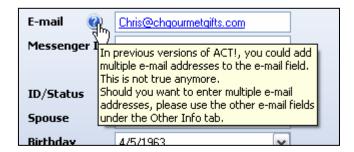

Note that the whole label becomes clickable (not only the icon). If you click it, the following window appears:

Simply type the text of your tooltip and close the box.

Now when you hover the icon or the label itself, the tooltip appears.

NOTE: it is not necessary to enter a carriage return (Enter key) at the end of each line but you might want to do so, otherwise your tooltip is going to be very long.

Here is the same tooltip without carriage return:

The third step: customizing the look of your labels with tooltips
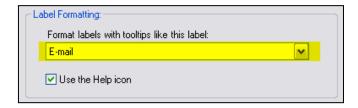
The Help icon

The Help icon is added as a <u>background</u> image to your label. It is right-aligned if your text is right or middle aligned. It is left aligned if your text is right aligned. If you do not want to use it, you can remove it by opening the program's main window then going to *Options > Preferences.*

Formatting your labels

You may want to format the labels that have tooltips differently than the regular labels, so that your users know they can have some help by hovering the label (particularly if you do not use the Help icon).

Here is the fastest way to do it. In ACT! layout editor, select one of the labels (with tooltips) and format it the way you want by modifying its properties (*View > Properties Window*). Close the layout editor and open the add-on main window. Go to *Options > Preferences* and in the dropdown list titled *Format labels with tooltips like this label*, select the label you just formatted.

Once you close the *Preferences* window and the main window, all your labels will take the same formatting.
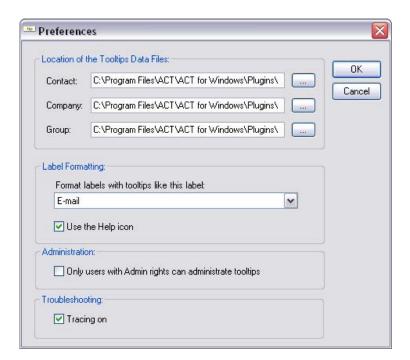
Administration options

By default, only administrators of the database can access the main window to select which labels will have a tooltip and the tooltip edit window. If you want to change this setting, go to *Options > Preferences* and uncheck *Only users with Admin rights can administrate tooltips*.

Using the add-on on a network or in a synchronization environment

The tooltips are stored in 3 different files. One file for the Contact tooltips, one for the Company tooltips and one for the Group tooltips. You can move these files to a server and share them among users, if you want to be able to make modifications to one location and the changes be spread automatically to other users.

Under *Options > Preferences*, you may modify the location of your tooltips data files. So you can create the tooltips on one machine, move the files from the local machine to your server, then modify the location of the data files to reflect the change of location.

NOTE: The Preferences are stored at [*Your ACT program Location*]\Plugins\Exponenciel\Field Tooltips\Preferences.xml

In a synchronization environment, if you want the changes propagated to your satellite users, simply put the data files on your server in a folder that gets synchronized (like the Attachments folder) and reference the new location on the satellite machine.

Troubleshooting

If the tooltips do not appear when hovering a label with tooltips, make sure the ACT! Window has the focus. For instance, if you have another application open in front of ACT and you minimize it, ACT! does not take the focus until you actually click somewhere in the ACT! window. You can see if ACT! has the focus by looking at the title bar.

ACT! does not have the focus

ACT has the focus

Registering the add-on

To continue using your product passed the trial period, please buy a license at www.exponenciel.com. Licenses are issued for one ACT! username and will only work for that username.

Support

For support, please contact support@exponenciel.com.

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