

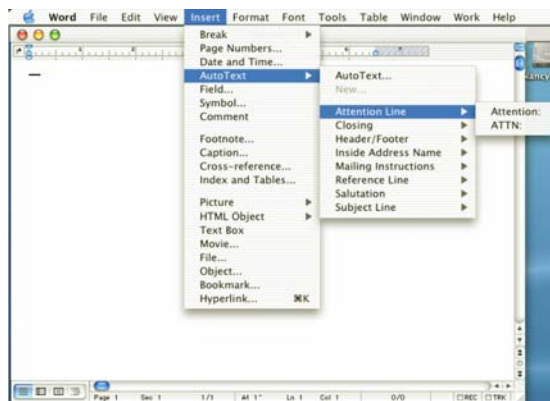
Auto Text

To avoid typing the same text over and over again, you can use the Auto Text feature to store text you use frequently. You can create Auto Text entries to enter commonly used phrases in a document without typing the entire phrase. You can also store and quickly insert graphics, fields, tables, and bookmarks.

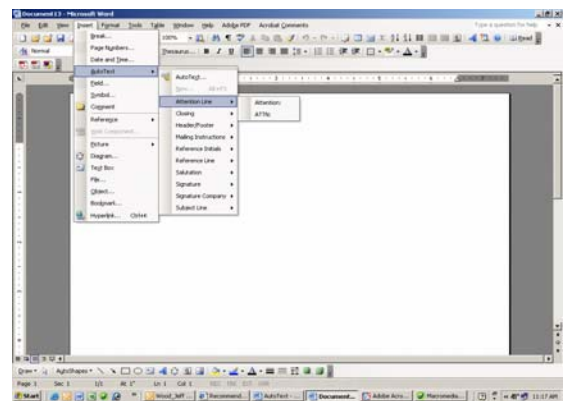
Word provides some default entries, such as common openings and closings to letters, signatures, and filenames.

I. Insert an Auto Text Entry

1. Click in the document where you want to insert the Auto Text entry.
2. Click **Insert** on the menu bar and select **Auto Text**.
3. You will notice a list of all the available Auto Text entries and within each submenu are various entries to choose.



Mac User



PC User

4. Select the entry and it will be inserted.

II. Create an Auto Text Entry

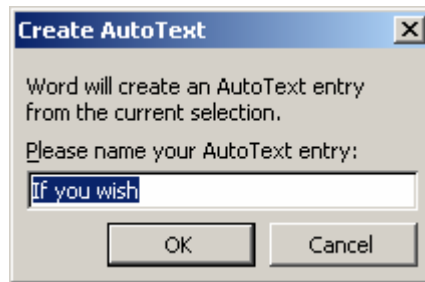
1. Select the text or graphic you want to store as an Auto Text entry.

To store paragraph formatting (such as indentation, alignment, line spacing, and pagination) with the entry, include the paragraph mark (¶) in the selection.

NOTE: To view the paragraph mark symbol, click the ¶ **Show/Hide** button on the standard toolbar.

2. Click **Insert** on the menu bar, select **Auto Text**, and select **New**.

When Microsoft Word proposes a name for the Auto Text entry, the Create Auto Text dialog box appears on the screen.



3. You can accept the name and click the **OK** button or type a new name and click the **OK** button.



Tip

If you wish to use the AutoComplete feature (displays a pop-up when you type the first few characters of an entry, at which point you can accept the entry by pressing Enter/Return or continue typing) make sure the name contains at least four characters because Word inserts an entry only after four characters has been typed.

Also, if you want to use the AutoComplete feature to avoid naming entries with similar names such as Entry1, Entry2, etc. The reason why is when you begin typing name, Word does not know which entry you are requesting.

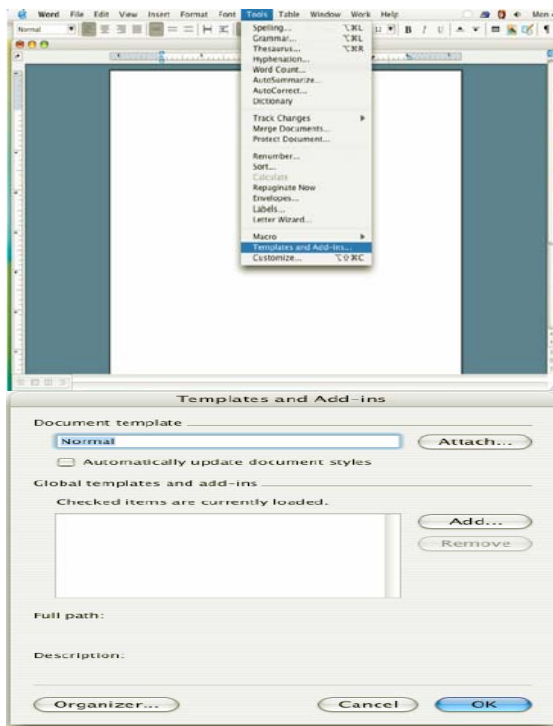
If your Auto Text entry contains a graphic without text, type the name of the entry and press F3 to insert the entry into a document.

III. Modify an Auto Text Entry

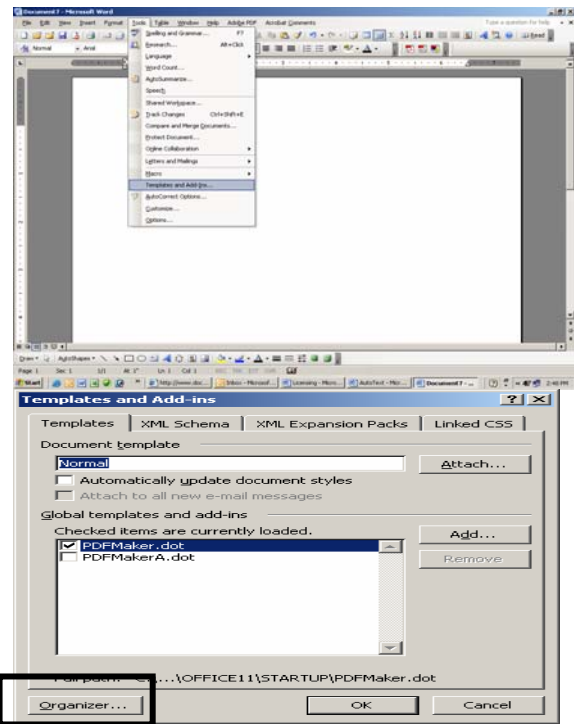
1. Insert the AutoText entry into a document.
How? There are two ways:
 - Click **Insert** on the menu bar, select **Auto Text**, select the category, and select the entry.**OR**
 - Type the first few characters of the entry's name, a box appears on your screen displaying the entry, and press **Enter/Return** to accept.
2. Make the changes you want.
3. Select the revised entry.
4. Click **Insert** on the menu bar, select **Auto Text**, and select **New**.
5. Type the original name of the entry and click the **OK** button.

IV. Renaming Entry

1. Click **Tools** on the menu bar and select **Templates and Add-Ins**.



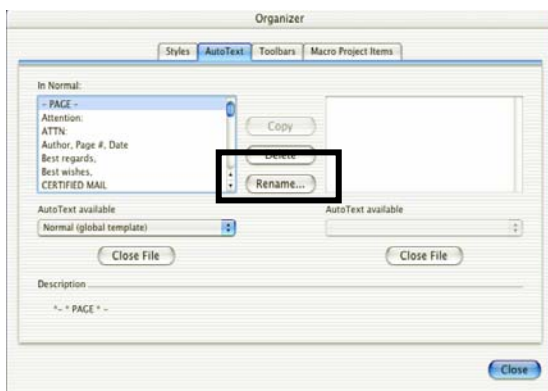
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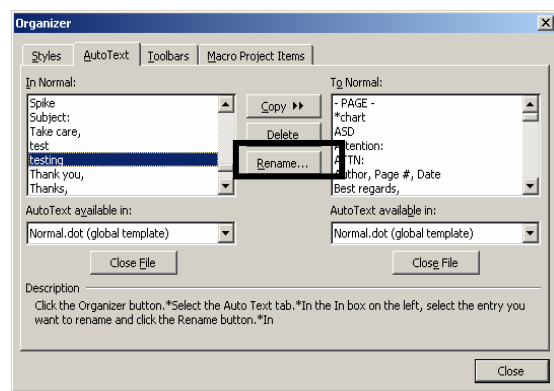
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The Templates and Add-Ins dialog box appears on your screen.

2. Click the **Organizer** button.
3. Select the **Auto Text** tab.

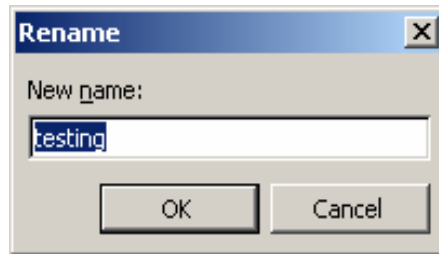


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4. In the **In** box on the left, select the entry you want to rename and click the **Rename** button.

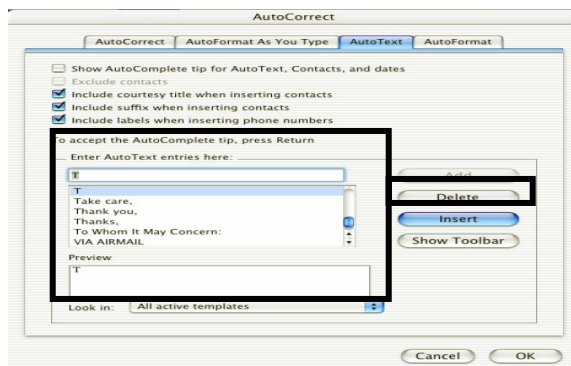


The Rename dialog box appears on your screen.

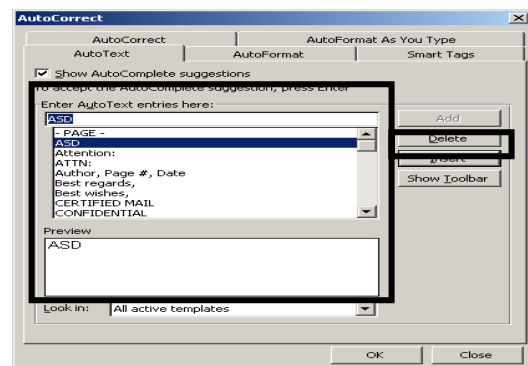
5. Type the new name for the entry and click the **OK** button.
6. Click **Close** button to close the Organizer dialog box.

V. Delete Entry

1. Click Insert on the menu bar, select Auto Text and select Auto Text.



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The AutoCorrect dialog box appears on your screen.

2. In the **Enter Auto Text Entries Here** box, select the entry that you wish to delete and click the **Delete** button.
3. Click the **OK** button to close the AutoCorrect dialog box.