

Automate Repetitive Typing Tasks using AutoText

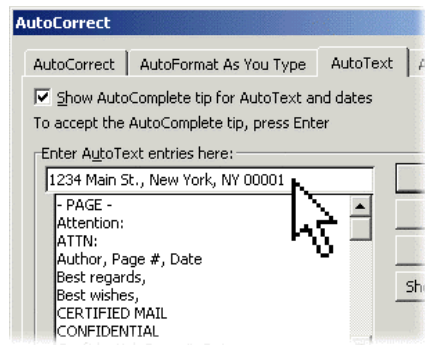
Tired of typing your address over and over when composing letters in Word? Or perhaps you have a standard disclaimer that you need to consistently add to your documents?

What if you could do either of these tasks with just a few keystrokes? Using an AutoText entry in Word, you can.

To create an AutoText entry for later use:

Highlight the text (or graphic) you want to store as an AutoText entry. (To store paragraph formatting with the entry, include the paragraph mark in the selection.)

- 1) Go to the **I**nsert menu, point to **A**utoText, and then click **A**utoText. You will see your selected text in the **Enter AutoText entries here** box.
- 2) Make sure your entry contains at least four characters. Then click **A**dd.



Word stores the AutoText entry for later use.

To insert an AutoText entry:

- 1) In your document, type the first few characters of the AutoText entry.
- 2) When Word suggests the complete AutoText entry, press ENTER or F3 to accept the entry. (To reject the entry, keep typing.)

NOTE: To use AutoText, you must have AutoComplete turned on. To turn on AutoComplete, on the **I**nsert menu, point to **A**utoText, and then click **A**utoText. Select the **Show AutoComplete tip for AutoText and dates** check box.