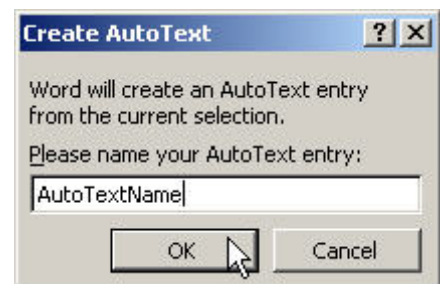
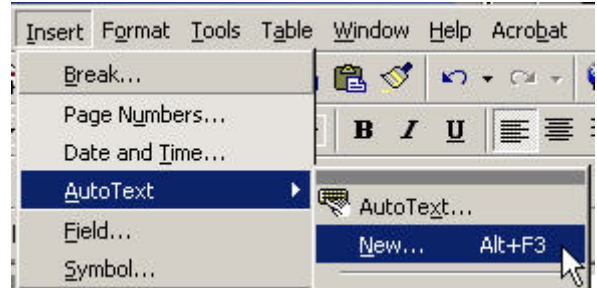


The use of AutoText saves constant keying in of the same text. AutoText entries can be text, graphics or a mixture of both.

To Create an AutoText Entry

- 1) Type in any text which you require to become the AutoText entry.
- 2) Select (highlight) the complete text/paragraph(s)
- 3) From the drop down menus select **Insert/AutoText/New**
OR (Press Alt+F3)
- 4) Enter a Name for the AutoText entry and click **OK**

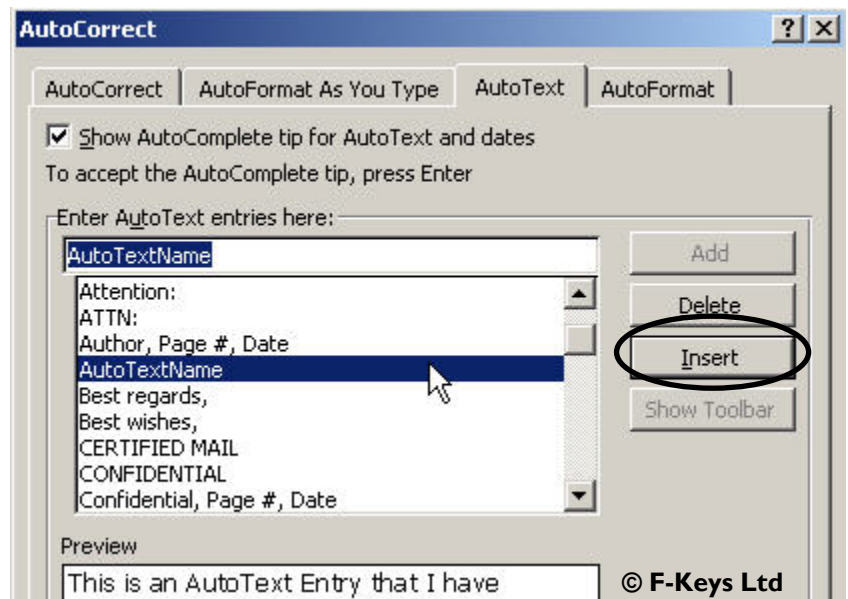


The AutoText entry is then added to the AutoText list for future use.

Inserting AutoText into a Word Document

- 1) Position the text cursor at the point where you wish the AutoText entry to be placed.
- 2) From the drop down menus select **Insert/AutoText/AutoText**.
- 3) From the list of AutoText entries, select the required **Named** AutoText
- 4) Click or select the **Insert** button on the dialog box.

The associated AutoText will then be inserted into the document.



When entering text into a document that may be considered to be an AutoText entry, Word displays an AutoComplete tip above the typed text. If you wish the AutoText entry to be inserted pressing the Return/Enter key will automatically insert the AutoText.

To **NOT** insert the AutoText simply continue typing as normal ignoring the tip.

