

LESSON 148

AUTO TEXT - ALL YOU NEED TO KNOW

AutoText is a feature in Microsoft Word that lets you save frequently used text under a shortcut lookup name. When you type all or part of that lookup name and press the F3 key, Word replaces your lookup name, with the full text. AutoText is useful for boilerplate text, repetitive information or for placement of graphics, such as icons.

While Word comes with several pre-installed Auto Text entries, you can add your own. To do so, select the text or graphic (you'll have to type the text once). Click on Insert and select AutoText. Select the New option and Word will display the Create AutoText dialog box. Name your AutoText entry by typing over the name Word suggests. Click OK.

You can also select AutoText rather than new, and Word will display the AutoCorrect window. Click on the AutoText tab and you'll see a display of the existing AutoText messages. You can type a name for your selected text and click OK.

To edit an AutoText entry, you'll have to get creative. Word doesn't supply any editing feature for AutoText entries. Insert the AutoText entry you want to edit on your current document by typing part of the AutoText lookup name and press the F3 key. Now, edit and make the changes, highlight the original AutoText text you edited, and add the edited version to AutoText using the same lookup name.

You can also change the lookup name by pasting the AutoText text in an open document and then saving it under a new AutoText lookup name.

You can then delete the old lookup name, or any other AutoText entry, by clicking on Insert and then on the Auto Text tab. The AutoComplete window will open and you'll see your AutoText lookup words in the "Enter AutoText entries here" box. Click on the lookup word to be deleted. The Preview window will display the text or graphic associated with the lookup word you want to delete. Click on Delete and your highlighted AutoText lookup word, and the text associated with it, are now deleted. Click OK. You're finished.

Finally, you can print a list of your AutoText lookup words, and the text associated with them, by clicking on File, then on Print. In the Print Dialog box click the down arrow to the right of the "Print what" button and select AutoText. Click OK and the list will print, with the lookup name printing in Bold, and the associated text printing in regular mode.

