

TECHNOLOGY TIPS:

by Dodie Edelstein

Why Type Something More than Once?

(All versions of Word)

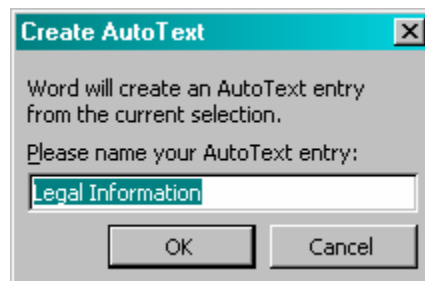
Use AutoText for easy playback

Whenever you find yourself typing something again and again, you need to stop (and think it over), no really, just stop! You'll never have to do that again with AutoText. Here's how to create your own AutoText entry for anything:

1. **Highlight** the text that you never want to type again. (It can be an address, a paragraph, a page of text, formatting, tables, whatever.)

Note: To store paragraph formatting with the entry, include the paragraph mark (¶) in the selection.

2. Click **Insert, AutoText, New** (or press ALT + F3 instead)
3. The AutoText screen appears asking you to name your entry:



Word gives you a suitable name for your entry, but you should rename it to a shorter name with either a period or semicolon in front of it. This lets you determine when you want to call up your AutoText entry, since it appears whenever you type its name. For example, the company name "Legal Information Systems Training" could be called ".LIST" in order to distinguish it from times when I really need to type "LIST" in a sentence.

4. Type in the name you wish to give this AutoText entry, then click **OK**.

The AutoText is ready for use.

Retrieving your AutoText Entry:

To playback your AutoText entry, just type the nickname you gave it in Step #4 above. Once you type at least 4 characters, the text stored in your entry pops up on the screen and you can press **Enter** to play it back.

Think of using this feature any time you create something in a document, need to use it again and don't want to go retrieve the document, copy the information, paste it into your new document, etc. You just simply playback your AutoText!

AutoText is universal – it's stored in your global template so it works across all documents you edit or create. In other words, you're not tied to a specific template in order to use it.

Caution: If your AutoText entry is less than 3 characters, it won't display the pop-up contents. You'll have to press F3 to invoke it. Try to keep it to 4 characters or more in order to see the pop-up help.



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