

# *Microsoft Word 2003*

*AutoText*

*Created by*  
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# INTRODUCTION

Many times you will type the same text over and over. Some examples are: your signature block, a phrase repeatedly used in your business, a legal paragraph required for business documents, and names or places used frequently in your writing. Microsoft® Word allows you to enter these as **AutoText**. **AutoText** words or phrases can be entered by simply typing the first four letters of the phrase and pressing enter. Microsoft® Word will enter the entire text for you, as you have created it in **AutoText**.

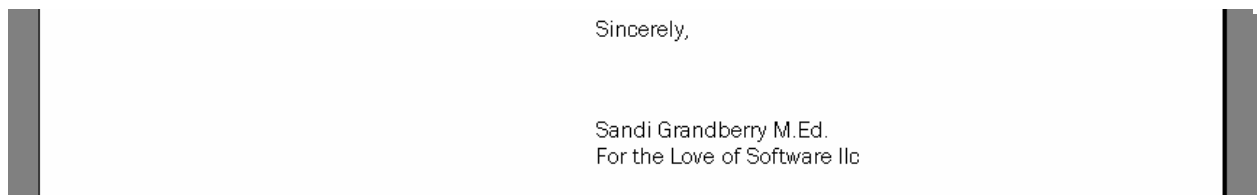
## Creating an AutoText Entry

**AutoText** will include formatting and text. There are seven simple steps to creating an **AutoText** entry.

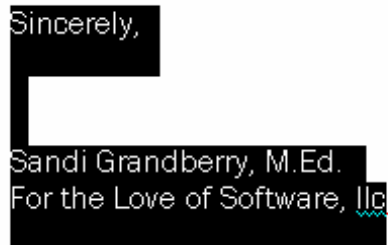
1. Enter the text, formatted as you want it to appear each time it is entered into a document.
2. Highlight/Select the text
3. Click on Insert
4. Click on **AutoText**
5. Click on New
6. Name the **AutoText**
7. Click on OK

***Step One—Enter the text, formatted as you want it to appear each time it is entered into a document.***

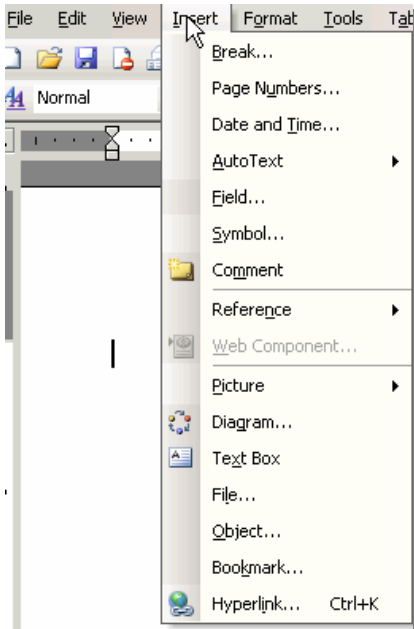
Using a signature block as an example, type the text for a signature block including formatting. This text is entered and indented to 3" (See using the Ruler to control indenting text).



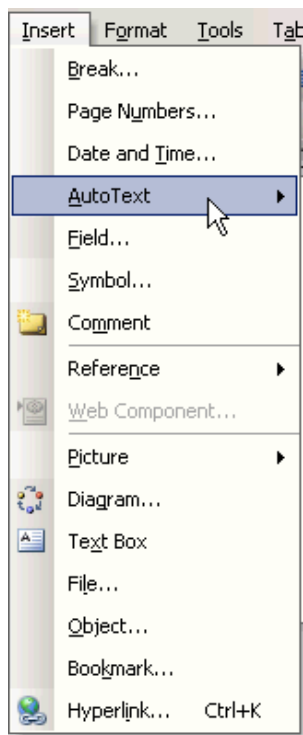
***Step Two-Highlight/Select the Text***



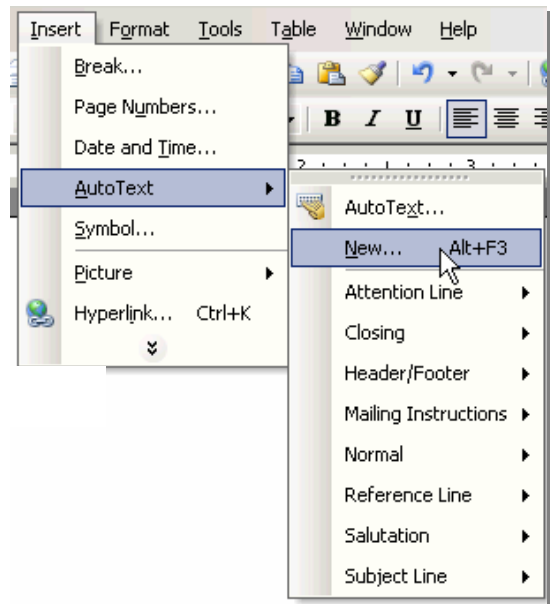
### Step Three—Click on Insert



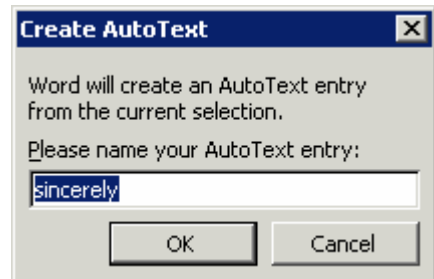
### Step Four—Click on AutoText



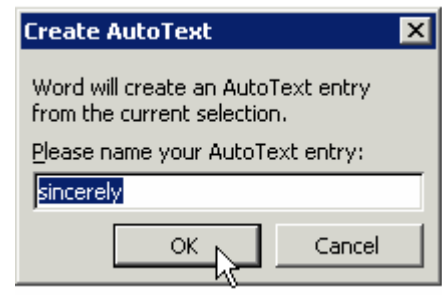
### Step Five—Click on New



**Step Six—Name the AutoText (you can use the default name Microsoft® Word gives the AutoText entry or create your own)**

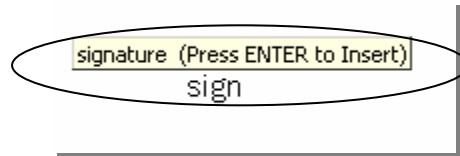


### Step Seven—Click on OK



## Using AutoText Entries

To use the **AutoText** entry, type the first four letters of the name you gave the **AutoText** when you created it. In this case, the name of your **AutoText** entry was "Signature." Type "sign" (without the quote marks) and an **AutoText** box will appear along with the instructions to press ENTER to Insert the **AutoText** entry.



When you press enter, the **AutoText** entry will be inserted into your document, just as you created it.

Sincerely,

Sandi Grandberry M.Ed.  
For the Love of Software llc



**IMPORTANT:** If a red dotted line appears under a name or address, it is associated with a Smart Tag. This is a new feature in Microsoft® and is covered in a separate lesson named **Smart Tags**.

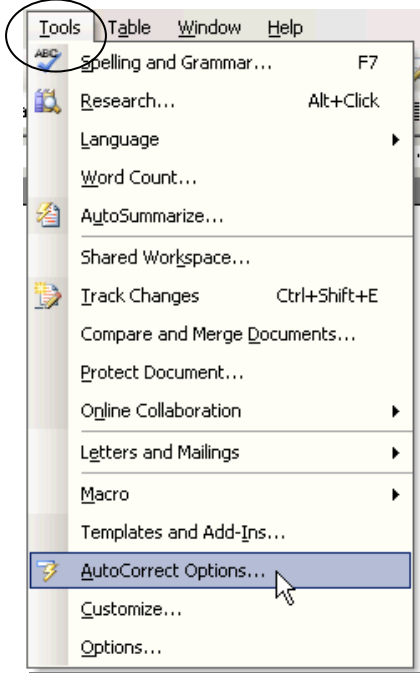


**TROUBLESHOOTING:** If you have difficulty getting the **AutoText** to insert into your document look for two things, (1) is your cursor blinking right next to another word or a punctuation mark? There must be a space before you start typing the name of the **AutoText**. (2) try pressing F3. That will activate the **AutoText**.

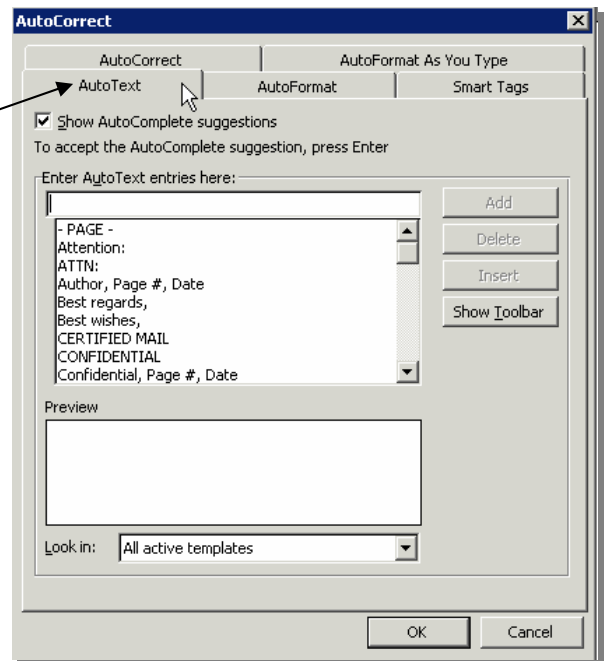


## Deleting an AutoText Entry

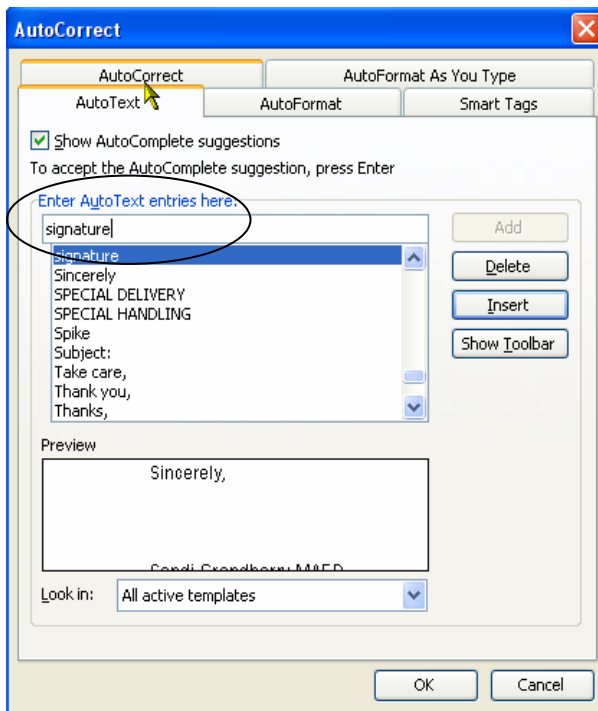
To find the **AutoText** entry list, click on Tools and then click on **AutoCorrect Options**



Click on the **AutoText** tab at the top



In the box labeled **Enter AutoText entries here**, type in the name of the **AutoText** entry you wish to delete. In the example for this lesson, you would type in **signature** as shown below.



Click on the entry to be deleted so it is highlighted and then click on **Delete**.

**LOOK** IMPORTANT: The **AutoText** entry will be deleted from the list, however, it will not have an affect on any document into which it has previously been inserted.

## Editing an Existing AutoText Entry

If an **AutoText** entry simply needs to be changed. Place the **AutoText** entry into your document. Edit it as desired. Follow the steps to create a **new AutoText** entry and when you get to step six, name the **AutoText** entry, leave the name the same as the old one and click **OK**. You will be asked if you want to replace the existing **AutoText** entry. Click on **Yes** and the entry has been edited.



**IMPORTANT:** The **AutoText** previously entered into any document will not be affected when you edit an entry. If the text needs to be corrected in other documents, you must go back to that document and insert the new, edited **AutoText** entry.

## Using AutoText Entries that are Built Into Microsoft® Word.

Microsoft® Word has approximately 70 **AutoText** entries included in the application. If you happen to type one of these predefined **AutoText** entries, the **AutoText** box will pop up above your typing and you can simply press enter to include the **AutoText** in your document. Here are some examples of predefined **AutoText** entries you will find embedded into Microsoft® Word.

Text Entered	Results
Attention: (Press ENTER to Insert) Atten	Attention:
Best regards, (Press ENTER to Insert) Best r	Best regards,
CERTIFIED MAIL (Press ENTER to Insert) certi	CERTIFIED MAIL
VIA FACSIMILE (Press ENTER to Insert) via f	VIA FACSIMILE

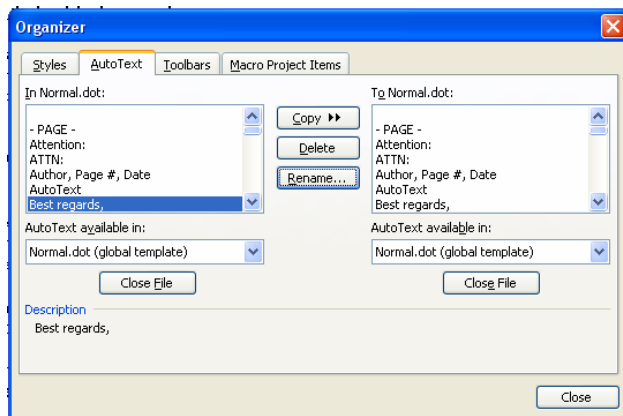
## Ignore the AutoText Entry one time

If you do not want the **AutoText** entry to be inserted into your text, do not press enter. As an example, you may want to type certificate which has the same first four letters as CERTIFIED MAIL. After typing the first four letters simply continue typing the remainder of the word “certificate.”



## Rename an AutoText Entry

1. Click on **Tools**
  2. Click **Templates and Add-Ins.**
  3. Click **Organizer**
  4. Click the **AutoText** tab.
- You will find two lists in this window. You will rename the **AutoText** by using the list found on the left side



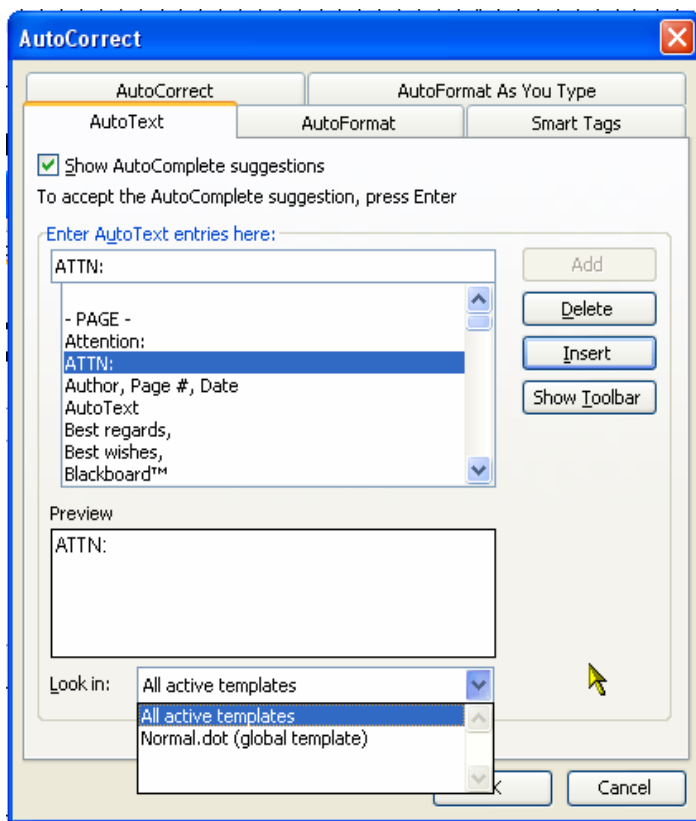
5. In the box on the left, highlight the entry you want to rename
6. Click **Rename.**
7. Enter a new name for the entry.
8. Click **OK**
9. Click **Close.**

Now, when you want the **AutoText** entry you just renamed, type in the new name to insert it.



## Controlling the AutoText Features

To activate the AutoComplete suggestions feature (that is the box that pops up and allows you to press enter to insert the **AutoText**) make sure there is a checkmark in the box next to “Show AutoComplete suggestions.” If there is no checkmark, simply click on the box to activate the checkmark.



The Add button allows you to add a new **AutoText** entry. The Delete button allows you to delete an **AutoText** entry. The Show Toolbar button places a toolbar in your document to assist you in creating and inserting **AutoText**.

The “Look in” box allows you to select what templates you are available in this document. There is sometimes a third choice. That choice is the current document you are in and only shows **AutoText** entries available in that document.

