

F3 AutoText

Whilst talking about AutoText to a breakfast networking group the other day. Lots of the Word users became very excited when I explained what AutoText was. So I thought that I would pass this on to a wider audience.

What is AutoText?

AutoText is a database of stock phrases or graphics that you create which can be called upon at the drop of a hat.

This boiler-plate text can be set up in both Word or Outlook in the same way. The great thing is that you can format the text in any way you like and it will reappear exactly as you want it.

Where is AutoText saved?

When Word opens it loads the file called Normal.dot or Normal.dotm (depending on your version of Word) this contains default font, margin settings etc but also this is where you save your AutoText entries unless you specify otherwise. This means that they will always be available when you open Word. Similarly, the NormalEmail.dotm file is used by Outlook to save similar settings for emails so understandably it has its own AutoText entries database. With a bit of effort, you can move/copy AutoText to another template file or even between the Normal.dotm for different users. If you type `%appdata%\Microsoft\Templates` into the address bar of Windows Explorer, you will be taken to the file location for Normal.dotm and NormalEmail.dotm

Good examples of AutoText are:

- Phrases you use a lot eg I often say “should be grateful if you would” or “further to our telephone conversation”
- Letter or email sign-offs – so in Outlook if you have several email signoffs you could set them up as AutoText (it is faster than using an Outlook Signature!)
- Business letter headers (including your logo)
- Legal clauses
- Scanned real signatures

Creating and Using AutoText Entries:

All you need to do to set up an AutoText entry is think about its content, formatting and choose a memorable *trigger* name to recall it.

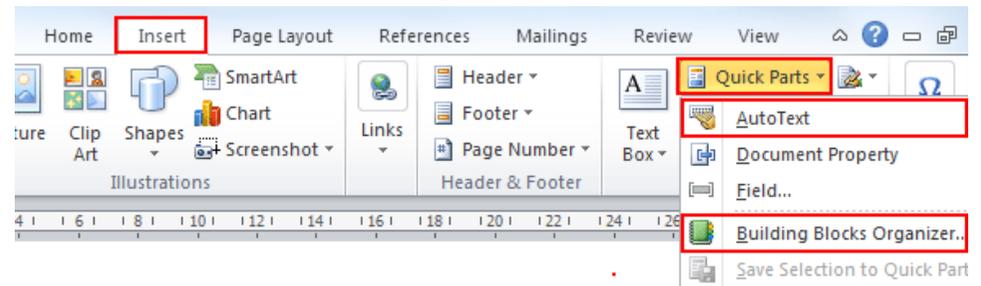
This is what you do:

1. Type up the text for the new AutoText entry, select it then press **Alt+F3**
2. Complete the dialog that appears:
 - Type your memorable “*trigger*” name (Make sure it is not a regular word that



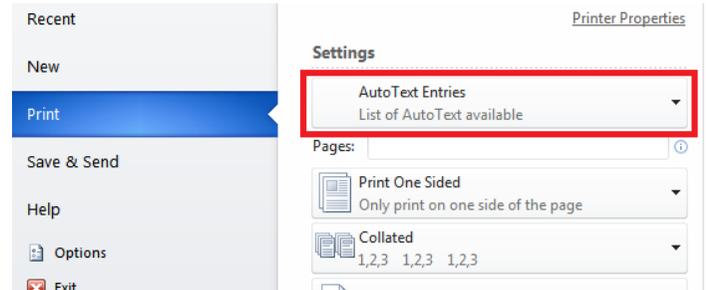
might confuse the system!)

- Set Gallery = AutoText
 - Set Save In = Normal.dotm
3. To use an AutoText block, type the “*trigger*” name then press **F3**
 4. The easiest way to **modify an AutoText**, is to resave the modified text as before under the same “*trigger*” name because Word will ask if you want to overwrite the current version with the new version.
 5. To **View or Delete AutoText** entries:



- Click Insert Tab, Quick Parts, Building Blocks, ...
 - Find and click target entry in list then click appropriate option button eg Delete
6. You can also **Print out AutoText** for reference:

- Click File tab, Print then drop down the first control under the Settings heading.
- Choose AutoText Entries in the Document Properties section of the options on the drop down
- Click **Print**.



Shortcuts List

Alt+F3	Set up Autotext
F3	Replace with Autotext