



Word Create AutoText





2. Click the Insert Tab



3. Navigate to the Quick Parts button

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4. Select the text you want to create as AutoText

I am creating this text as Word AutoText!



Word Create AutoText

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5. From the Quick Parts button dropdown to AutoText and click Save Selection to AutoText Gallery

6. The Create New Building Block popup appears. Enter a unique name that will display the AutoText. Click Ok

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Modify Building Block ? X						
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7. You can now insert this AutoText into Word a variety of different ways:



The AutoText is entered where your cursor is

I am creating this text as Word AutoText!

Thanks for reading Stay Awesome!



