



Word Create AutoText



Read How



See How



Word



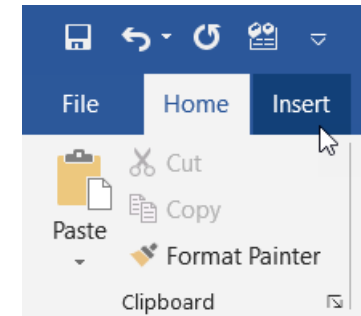
Word Create AutoText



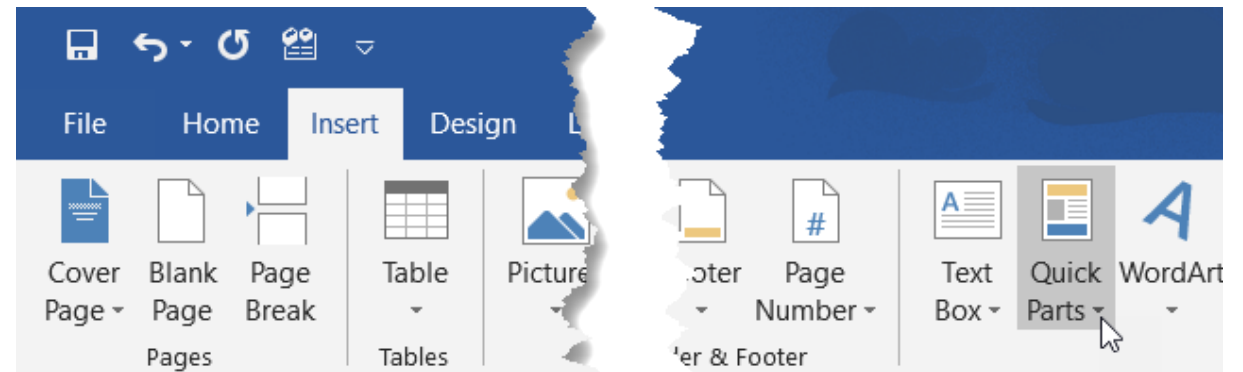
1. Open Word



2. Click the Insert Tab



3. Navigate to the Quick Parts button



4. Select the text you want to create as AutoText

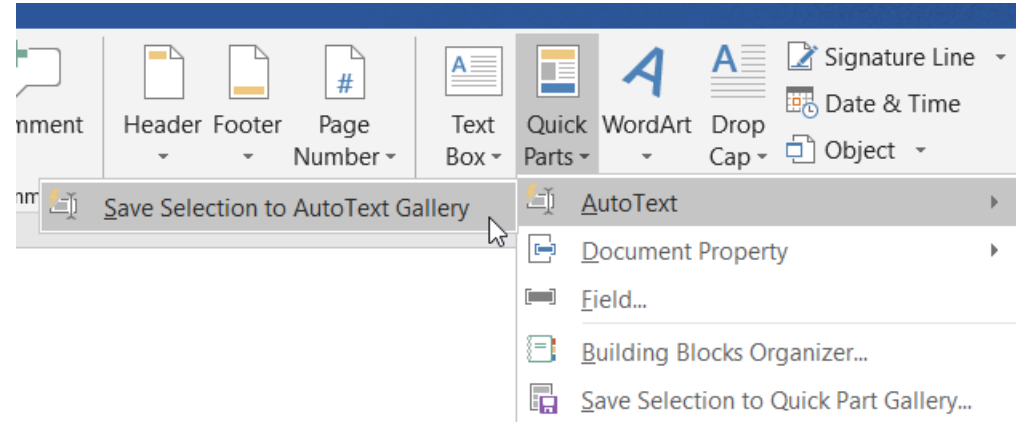
I am creating this text as Word AutoText!



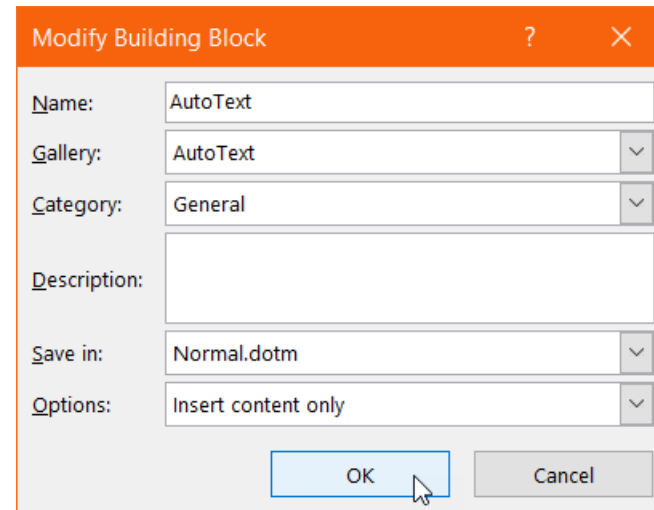
Word Create AutoText



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





Word Create AutoText



7. You can now insert this AutoText into Word a variety of different ways:

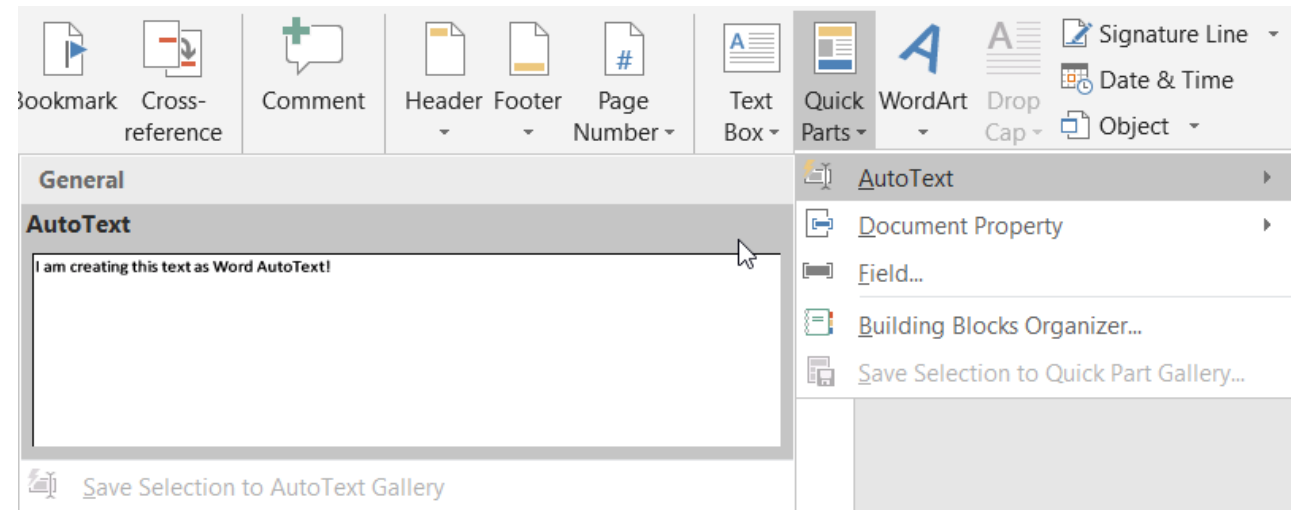
Type the name of the AutoText

I am creating this text as Wor...
(Press ENTER to Insert)
AutoText|

Type Enter or F3 to complete it
I am creating this text as Word AutoText!

OR

From the Quick Parts button navigate to AutoText. Select the text you want to enter



The AutoText is entered where your cursor is

I am creating this text as Word AutoText!

Thanks for reading Stay Awesome!

