

TECHNOLOGY TIP

“NEVER TYPE THE SAME PIECE OF TEXT TWICE”

Tony Richards
Director, Computer Strategies



Over the years I have advised people in the effective use of Microsoft Word. AutoText, I believe is one of the best kept secrets in Word. If you are using this feature regularly then congratulations are due. If not please take a minute or two and read the following guidelines.

AutoText is Microsoft Word's way of storing regularly typed pieces of text. Any piece of text, whether it be a couple of words, several paragraphs or a combination of text and images can be stored. This text can then be pulled into any document easily by using a couple of keystrokes.

To enter AutoText:
Type the text
Highlight the text
Alt F3 – then give this text a short reference that is easy to remember
(Ensure function keys are enabled on your keyboard)

To insert the text at a later date:
Type the reference & then F3

Examples of AutoText: “Yours sincerely, new line, new line, new line, Name, Job title”. In my case the reference I use for this is trs (TonyRichardsSincerely). “trf” I use for faithfully & “trse” I use for sincerely with an email address. Other examples may be standard paragraphs, Company logos and strap lines or regularly used addresses.

ps If you use Word as your editor in Outlook AutoText can also be used when composing emails.

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