

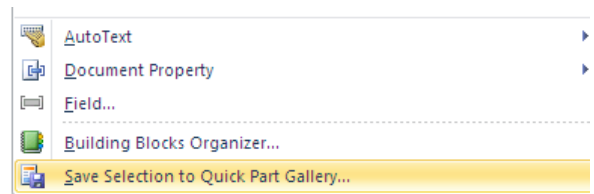
Auto Text

To add an Auto Text Entry

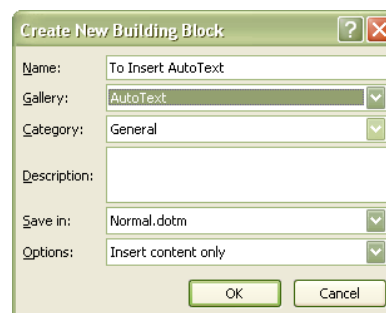
1. Type the text you wish to save
2. Click on the Insert Tab
3. Click on the drop down arrow next to Quick Parts



4. Click Save Selection to Quick Parts Gallery



5. Type a name for the text entry
6. Change the Gallery to Auto Text



7. Click OK

To Insert your Auto Text entry

1. Type the name of the Auto Text Entry
2. Press the F3 Key on the keyboard
3. Your text will appear

You can create as many Auto Text Entries as you wish so long as each has a distinct name.