

MICROSOFT® WORD

AUTOTEXT

LECTURE

Introductions

My first job as a Legal Secretary was with an attorney, A. Alexander Katz, who did quite a bit of real estate law. When creating legal documents, he would, by law, enter standard or boilerplate text into nearly every document. For example, when entering into a contract, you must indicate which state will be the governing law if there is a dispute. Here is how a governing law clause might read:

This Agreement and performance hereunder shall be governed by the laws of the State of Illinois, and each party agrees to submit to the jurisdiction and venue of the Circuit Court of Cook County, Illinois.

If, as a secretary, you had to type that phrase twelve to fifteen times a day, you would quickly get annoyed. In the days before computers, there was no other choice, however, **AutoText** changes everything.

This paragraph can be added to your **AutoText** entries and when you want to insert it into a document you simply type the name you gave the **AutoText** entry and it will insert the entire paragraph just as you formatted it. Let me show you what I mean.

Mr. Katz preferred each section of a contract to have a heading, followed by the appropriate paragraph so it would look like this:

Governing Law:

This Agreement and performance hereunder shall be governed by the laws of the State of Illinois, and each party agrees to submit to the jurisdiction and venue of the Circuit Court of Cook County, Illinois.

If this was an **AutoText** and I had named it “governing law” I would only have to type in “governing law” (without the quote marks) and the entire text would be automatically entered into my document when I press enter, with the correct formatting, i.e., **Governing Law:** would be bold and the following text would be below it and not bold.

In reality, I would only have to type in gove and I would get the entry, because **AutoText** is set up so that once it figures out what you are typing, it will give you a chance to press enter and insert the **AutoText** entry after typing only 4 letters of the **AutoText** name.

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How Long can an AutoText be?

AutoText can be a long or short entry. There is probably a limit to its length, but I have not found it yet. The name of the **AutoText** is limited to 32 characters and can include space, but you only need to type 4 characters to activate the **AutoText** feature.

AutoText can include graphics. One of the **AutoText** entries I have included in my Microsoft® Office applications is named “important.” When I type “impo” and press enter I get the following table with a graphic to use in my documentation.



IMPORTANT: If, for some reason the **AutoText** features does not work, it can be activated by typing the first four characters of the name of the **AutoText** and then pressing the F3 key.

Short **AutoText** entries I use include simple things like this:

School:

Participants:

The name of this **AutoText** is “school.” When I write a report on what school I visited and who participated in the visit, this keeps me from typing the same thing several times in one report. I may go to 3 or 4 schools in one day. Shall we say I’m lazy or efficient?

Controlling AutoText

When you learn to use **AutoText** you will find that you can add, delete, modify and insert the entries you want. You will be able to control what **AutoText** entries you see and you will be able to turn the feature on and off that shows suggestions for entering the **AutoText** into your document (this is displayed as a text balloon above your typed text).

Don't Worry

As you go through the documentation and the Let's Do It exercise, you will understand what each step and each term means and you will end up with an **AutoText** entry you can use.

Assignment

Print the documentation that accompanies this lesson and then complete the Let's Do It exercise. E-mail documents as directed in the Let's Do It exercise.