

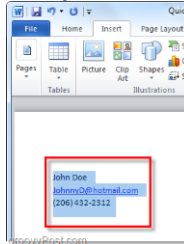
Outlook 2010 Tips and Tricks

Computer Training Source
1.925.847.2656

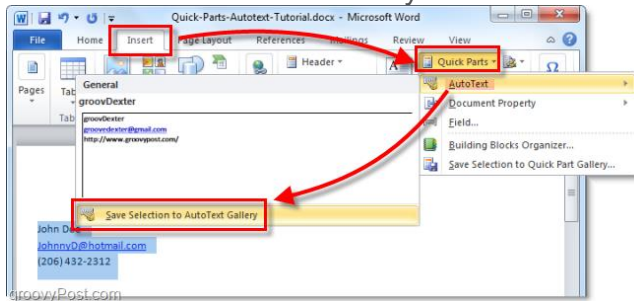
How-To Create A New AutoText Entry

In Word 2010, AutoText entries are stored as building blocks. To create a new entry, use the Create New Building Block dialog box.

1. In your document, Select the content (text) that you want to turn into an AutoText entry.



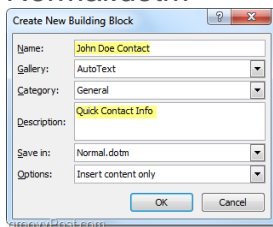
2. Click the Insert ribbon and then Click the Quick Parts button. and then click Save Selection to AutoText Gallery.



3. Fill out the information in the Create New Building Block dialog box:

- Name: Type a unique name for the AutoText entry.
- Gallery: Select the AutoText gallery.
- Category: Select the General category, or create a new category.
- Description: Type a description of the building block.
- Save in: Click the name of the template in the drop-down list. For example, click

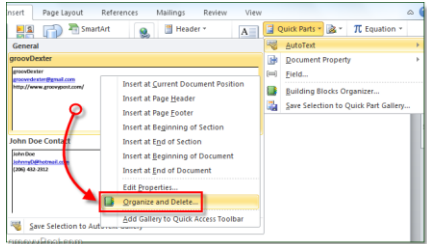
Normal.dotm



That's all there is to it to creating AutoText entries. Of course you can create different sets for different projects and save them to different Document Templates (.dotm files), but we'll save that long how-to for another groovy article.

How To Delete An AutoText Entry

4. Similar to Step 2 above, go to the Insert tab and into the Quick parts > Autotext menu. This time however you'll Right-Click an Autotext entry and then Select Organize and Delete.



5. Click the Autotext entry that you would like to remove and then Click the Delete button.

