

## CHAPTER SEVEN: USING AUTOTEXT FEATURES

Microsoft Word contains **AutoText** features which can be inserted into a document to ensure accuracy. These include AutoComplete, Building Blocks, AutoText, and AutoCorrect.

### This Chapter Will Include:

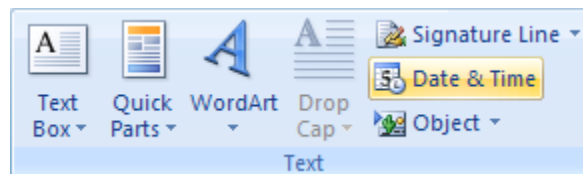
- Date and Time
- Building Blocks and AutoText
- AutoCorrect

### Date and Time

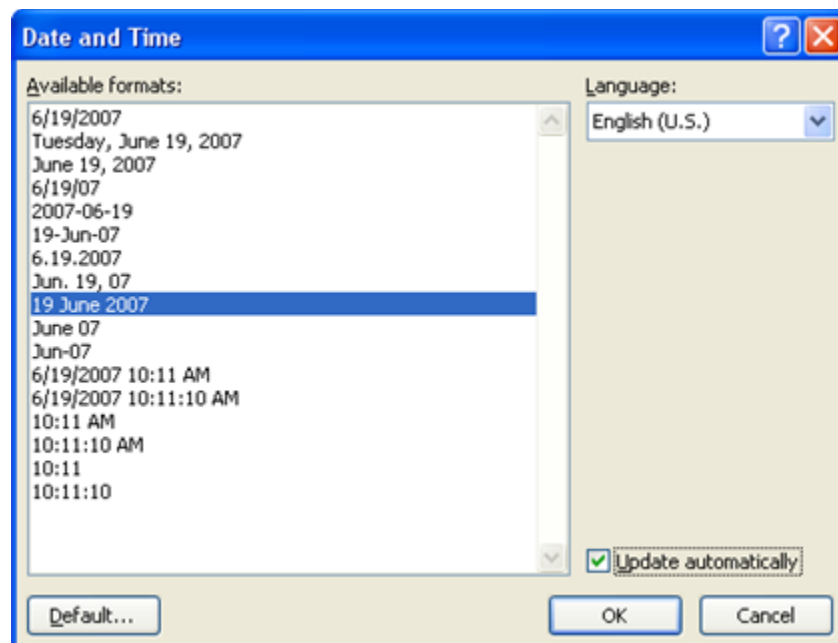
By inserting the **Date and Time** feature into your document, the date and time will automatically update itself to reflect the date and time whenever you open the document.

To insert the date and time feature, follow these steps:

1. Move the cursor where you want the date and time to appear.
2. In the **Text group** on the **Insert** tab, click the **Date and Time** icon.



3. In the **Date and Time Dialog Box**, choose the date format you want to use. Make sure you check the box next to **Update Automatically**. Click **OK**.

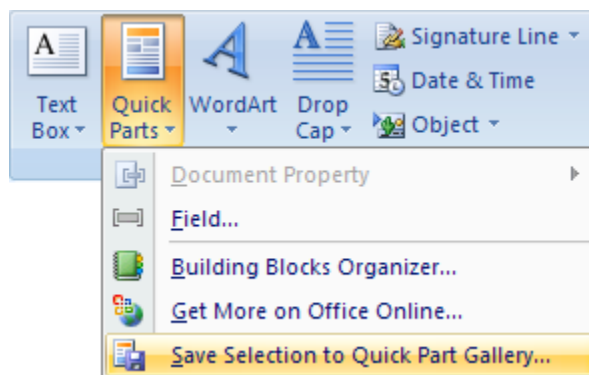


## Building Blocks and AutoText

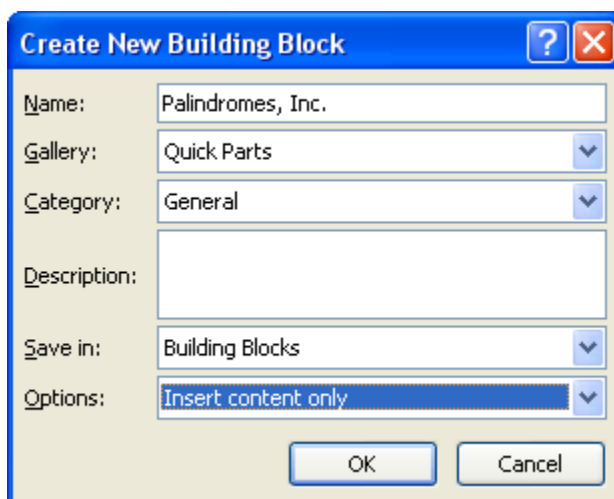
The **Building Blocks** feature is new to the Word system and allows you to save selected text so that it can be used in other documents. Any formatting applied to the text is also saved. The **AutoText** feature is similar to Building Blocks; in fact, there is very little difference between the two.

To add an entry to Building Blocks, follow these steps:

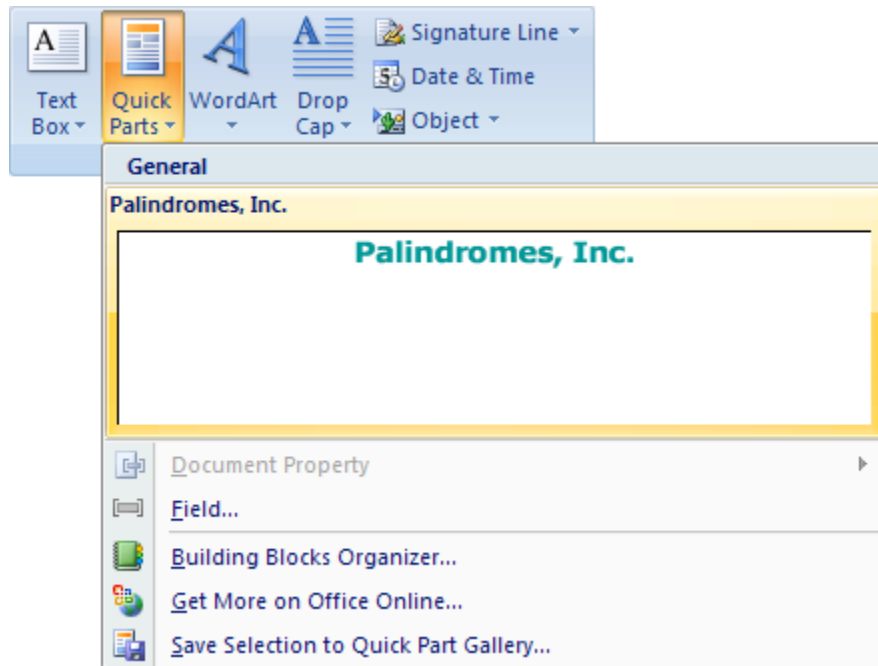
1. Select the text you want to save and find the **Text group** on the **Insert** tab. Click the **Quick Parts** icon and select **Save Selection to Quick Part Gallery**.



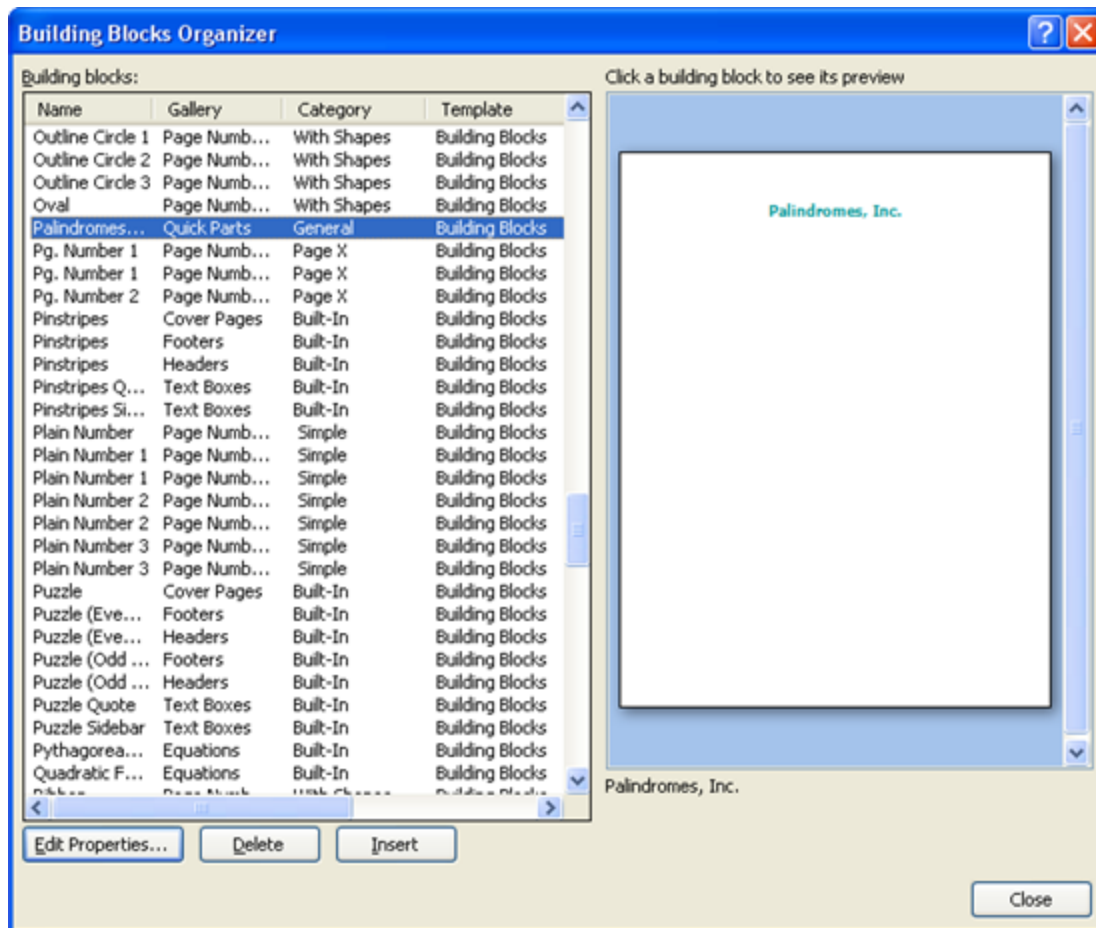
2. In the **Create New Building Block Dialog Box**, fill in the necessary fields and choose a gallery to save the Building Block in. Saving in the Quick Parts gallery allows for easy access. Click **OK** to save.



3. To see your new Building Block, click the Quick Parts icon once more. Your entry should appear in the menu that opens.

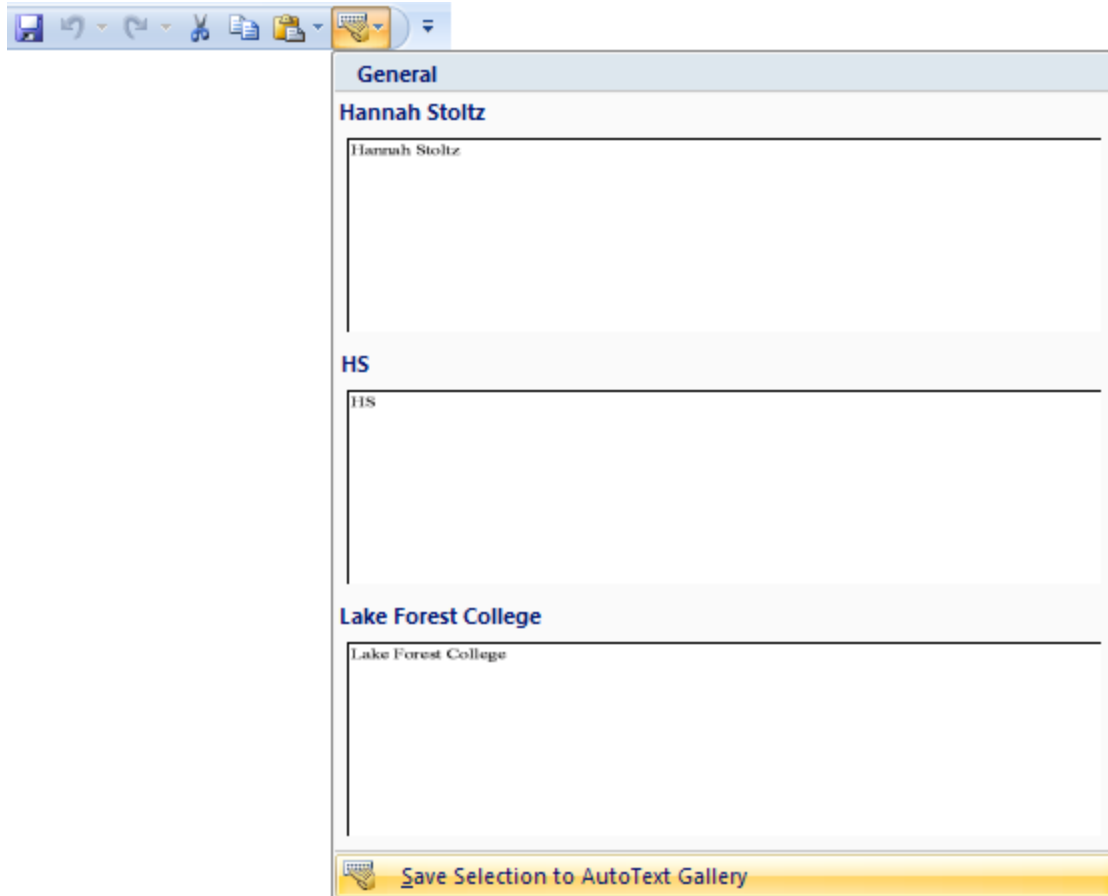


4. To insert the Building Block, simply click it. The entry will appear wherever your cursor is in the document.
5. To edit properties or delete a building block, click **Building Blocks Organizer** in the Quick Parts menu. Scroll through the list until you find your entry. Click **Delete** to delete the entry, or click **Edit Properties** to edit the entry's properties. When you are finished, click close.



To add an entry to AutoText, follow these steps:

1. By default, AutoText does not appear on the Ribbon. To make the feature visible, you need to add it to the **Quick Access Toolbar**. Click the Customize Quick Access Toolbar arrow and choose More Commands. Under Choose Commands From, select **Commands Not in the Ribbon** and select **AutoText** from the list.
2. Select the text you want to add to the AutoText list.
3. On the Quick Access Toolbar, click the **AutoText** icon and choose **Save Selection to AutoText Gallery**.



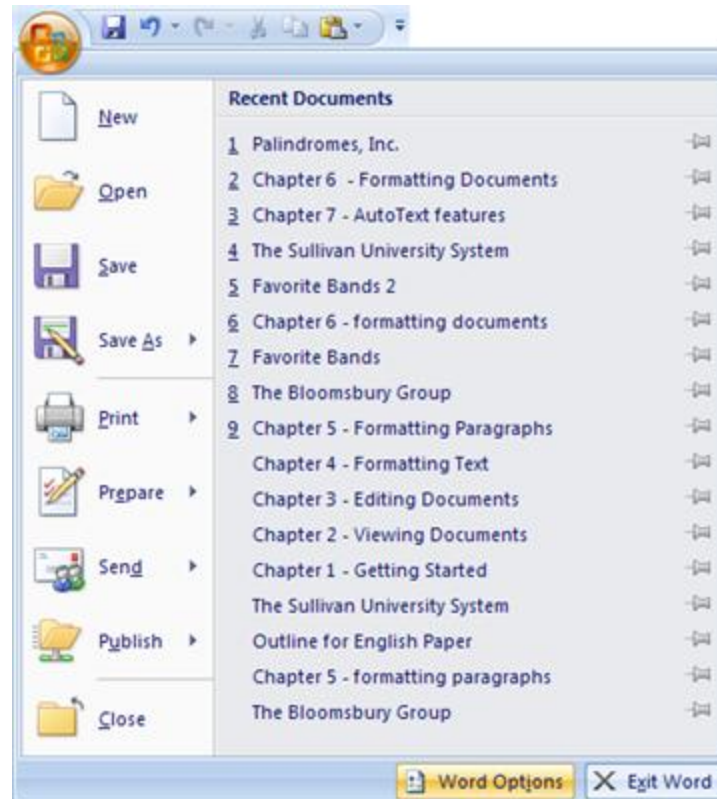
4. To view your entry, click the AutoText icon again. It should appear in the list.
5. You can also change a Building Block to AutoText and vice versa through the Building Blocks Organizer. Open the Building Blocks Organizer Dialog Box, find your entry, and select **Edit Properties**. Under **Gallery**, choose either Quick Parts or AutoText.

## AutoCorrect

The **AutoCorrect** feature automatically corrects commonly misspelled words as you type. These common mistakes and their correct spellings are listed in a directory built in to Word. For example, if you type **teh** into a Word document, the program will automatically change your spelling to **the**. In addition to these basic corrections, you can also add and delete your own AutoCorrect entries in Word.

To use AutoCorrect, follow these steps:

1. Click on the **Office Button** and select **Word Options** at the bottom.



2. Click on **Proofing** and then choose **AutoCorrect Options**. In the **AutoCorrect Dialog Box**, make sure the **AutoCorrect** tab is selected.
3. Under **Replace**, type **webstie**.
4. Under **With**, type **website**.
5. Click **OK**. In your document, type **webstie** and note that it automatically changes to **website**.
6. To delete an AutoComplete entry, open the AutoCorrect Dialog Box again, scroll through the list until you find your entry, and click **Delete**.

