

Using Autotext and Autocorrect

Did you know that you can put blocks of text into your computer and save them so that you don't have to type the same thing over and over again? For example, try this:

Type this address:

THE GREAT PUMPKI N
1234 Easter Bunny Dr.
Krishna Way, CA 00001

Now highlight it so that it looks like this:

THE GREAT PUMPKI N
1234 Easter Bunny Dr.
Krishna Way, CA 00001

- Now go to the INSERT menu,
- Click on AUTOTEXT
- Click on NEW

You will see a little dialog box called CREATE AutoText Entry. You should see the words "The Great Pumpkin" highlighted in the dialog box. This is because if you do not change this, this is going to be the name of your AutoText entry. But we do not want our entry to be named that! That is too long! So let's call our entry GP.

- Type the letters GP in the box so that they replace the words "The Great Pumpkin".
- Now click on the OK button.

Now you should be back in your document.

- Move your cursor to the end of your document (use control + END)
- Hit ENTER once or twice to move the cursor down.
- Type the letters GP.
- Now hit the F3 key.
- You should see your AutoText entry appear.

Now I want you to make an AutoText entry of your own.

USING AutoCorrect

AutoCorrect is what is called an abbreviation program. If you use AutoCorrect, you can save yourself a LOT of typing time. For example, if you put in your name, or the name of your school or teacher, all you will have to do from then on is to type an abbreviation, hit the space bar, and the name will appear.

Type this: Lauren Hill

Now highlight the name.

Go to the TOOLS menu and click on AutoCorrect.

You will see the words Lauren Hill in the box marked WITH. In the box marked REPLACE, type lh, now hit the OK button. You should be back in your document. Type lh and hit the space bar. The words Lauren Hill should appear in the place of lh.

Now create an AutoCorrect entry of your own, using your own name, or a made up name. Be prepared to show my lab assistant or me how to create an entry.



The AUTOTEXT and
AutoCorrect
Jalopy of Love