

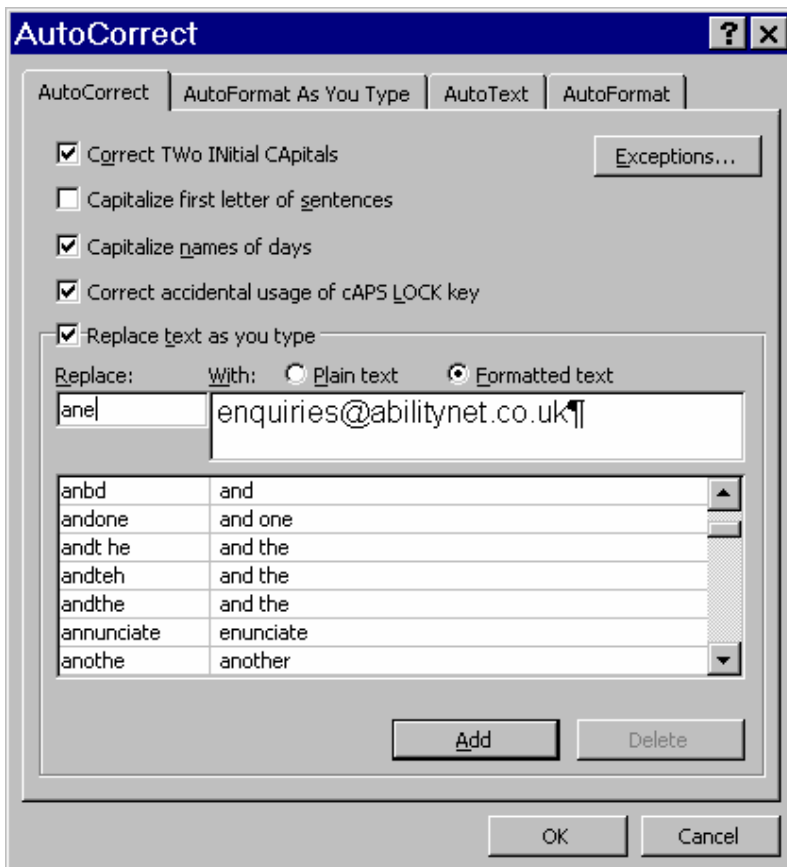


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Saving Phrases

AutoCorrect

Although autocorrect is designed to correct typing and spelling errors, it can also be used to store phrases.



Type out the paragraph you wish to store and highlight it. Then click on Tools and autocorrect. Autocorrect puts your text in the “with” area. In the “replace” area type in the abbreviation you wish to use.

The example on the left shows that “ane” (AbilityNet Email) will be expanded to an email address.

It is important to choose the abbreviation carefully. For example expanding “an” to AbilityNet would create confusion each time “an” was

used. However, ncy → necessary would probably be quite safe.

AutoText

AutoText is designed to insert longer, less commonly used text and graphics in to documents.

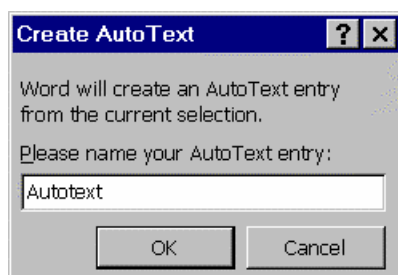
To define an AutoText entry simply type out the passage you wish to add, highlight it, then

click Insert, Autotext, New

Or

Press Cntrl-F3

This gives the following dialogue box



Put in a name for your portion of text and click OK or press enter.

Then, to “fire” your autotext type its name and press F3. Depending on how you have named your autotext Word will sometimes prompt you with a small yellow box with the start of your stored text. To accept this press enter.

Messages charged at standard rate. You will receive two confirmation messages charged at £1.50 each. AbilityNet will receive your donation net of charges applied by mobile network operators and a processing fee. If you have any questions regarding this service, please call 020 7549 2222.