

Keyboard Shortcut to give an automatic text entry

- Type your often-used phrase /sentence/paragraph
- Highlight it
- Hold down alt key and press F3
- Type four characters to identify the entry (use a sequence not used in a word such as 1234 or some meaningful initials,
- Click OK
- When you type the four characters you will be prompted to press enter to insert your autotext
- Press Enter on the keyboard

To delete autotext entries:

- Click Insert (on top menu), autotext, autotext
- Choose autotext tab
- Find your four letter abbreviation and click delete
- Click OK