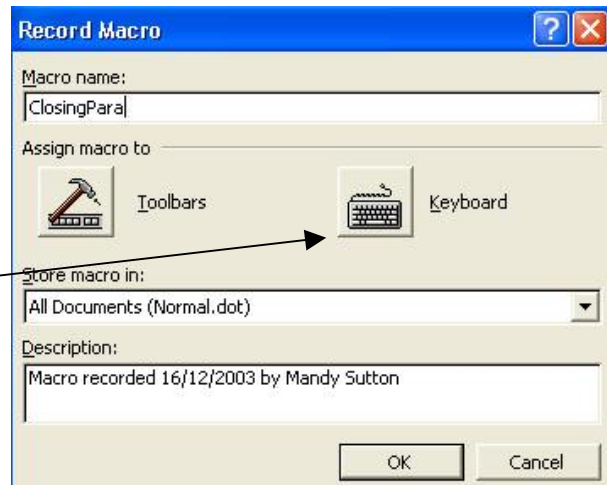


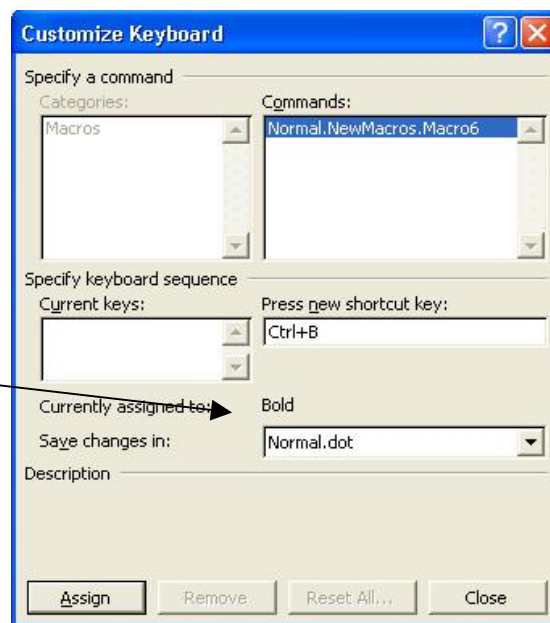
Use a Keyboard Shortcut to automatically insert text

This exercise uses a macro which is a recorded set of steps that can be replayed. A macro can be used for any sequence – try others after trying this one.

- Click:
 - Tools
 - Macro
 - Record new macro
- Give the macro a meaningful name but don't use spaces
- Click Keyboard button



- Press the combination of keys that will run your macro
- Use a combination such as holding down the Ctrl and Shift buttons and pressing a letter key
- Click assign - if this combination is already in use it will be shown
 - If so choose something else
- Click Close



- A new toolbar will appear
- Type your sentence or paragraph - include a return at the end if it is a paragraph



Click the square on the new toolbar - this stops the macro recording

When you use the key combination you chose, your text will magically type itself in!