

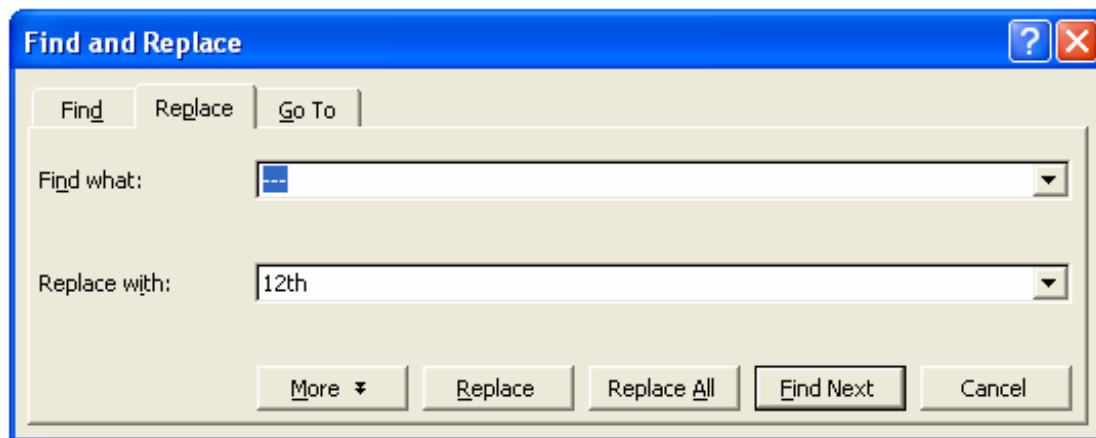
Inserting or Replacing Text Automatically Using Word

Find/Replace

Type a character(s) in template document to represent item to be replaced with individualized data.

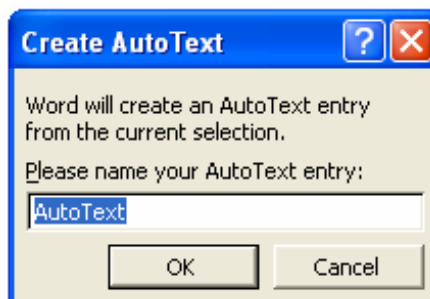
When completing individualized report, use Find/Replace: go to **EDIT/REPLACE** and in the “Find what:” entry box, type character(s) used in template to represent data to be replaced. In the “Replace with:” entry box, type individualized data to replace placeholder.

Replace individually one at a time for confirmation or replace all at once using the



AutoText

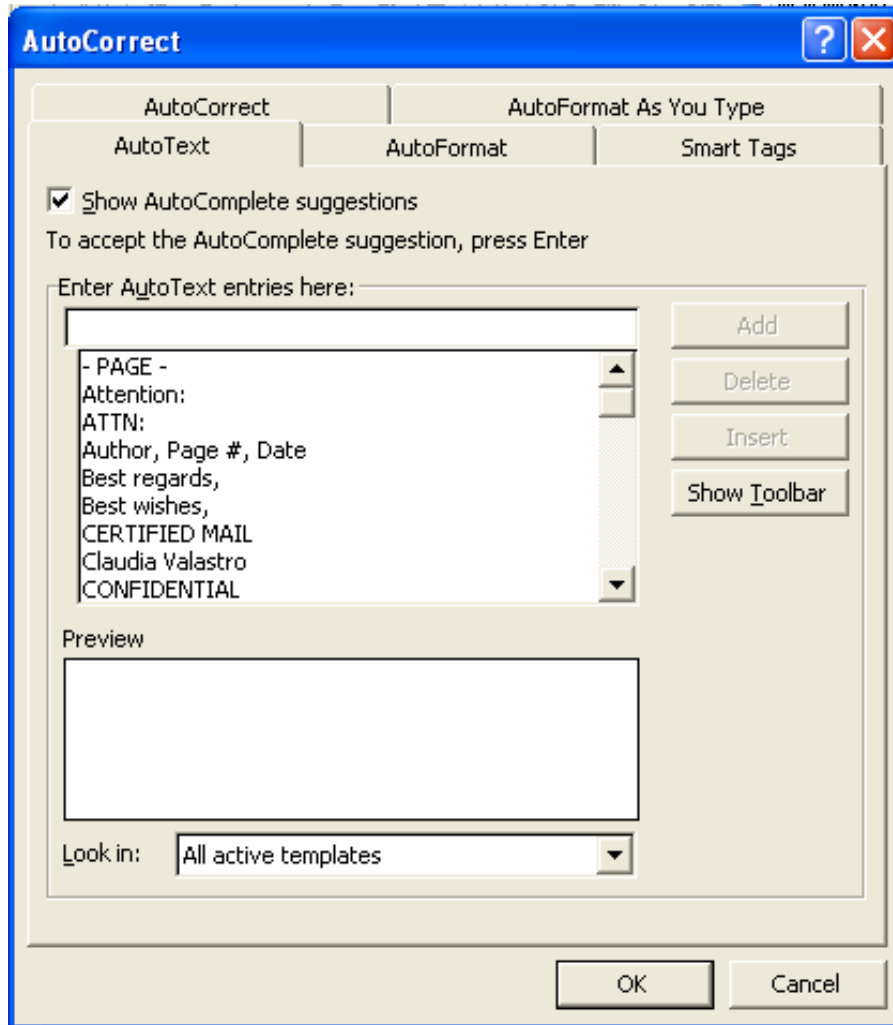
- Create an Entry – type the text you want to use for the AutoText entry or open the document that contains the text and highlight it. You must highlight the text you want used for your AutoText entry. Select **INSERT/AUTOTEXT/NEW** and the Create AutoText dialog box will appear.



- Name the AutoText and click OK.

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- Insert AutoText entries – place the insertion point in the document where you want to insert the entry. Select the **INSERT** menu, point to **AUTOTEXT**, and select AutoText, and then select the exact AutoText entry you want to use. An alphabetical list will appear of all entries. Select the entry you want to insert and click **INSERT** or double-click the entry on the list to insert.

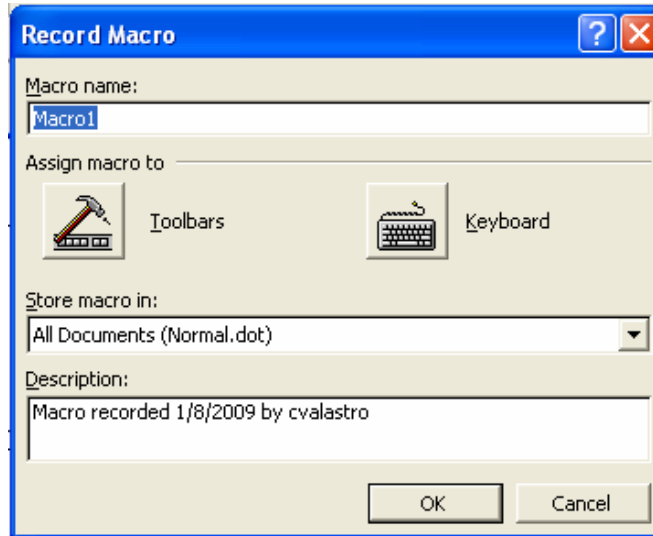


Note: entries entered in AutoText can also be used with **AutoCorrect**. Just start typing the beginning of the AutoText and a screentip will pop up and all you have to do is hit enter to insert it on your page.

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Macros

- Go to the **TOOLS** menu, point to **MACRO**, and then click **RECORD NEW MACRO**.



- Name the macro in appropriate entry.
- Assign macro to toolbar or keyboard as prompted.
- Store in all documents or for individual document.
- Provide description.
- Click OK and the recording toolbar will appear. Type the text or perform the action to be recorded. When finished, click **STOP RECORDING** on the Recording toolbar.