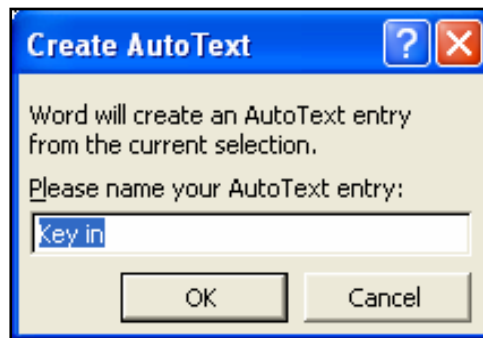


Create your own AutoText-entry

Follow these steps:

- Key in or create your AutoText-entry, e.g. an address, graphics logo, etc.
- Select the item you have created.
- *Insert > AutoText > New*. The *Create AutoText* dialog box appears:
- The first few words appear if this is a text entry; you can also key in your own name for the Autotext in the text dialog box. Click *OK*.



Delete AutoText entries

Why would you delete AutoText entries? Two possible cases:

- Some AutoText-entries may never be used; it is wise to delete these as it will make it easier to find those that you are going to use.
 - If you want to change the Autotext you have created, you will have to delete the original first.
-
- *Insert > AutoText > AutoText*.
 - Click on the entry to be deleted (alphabetical order) and *Delete > OK*.

