

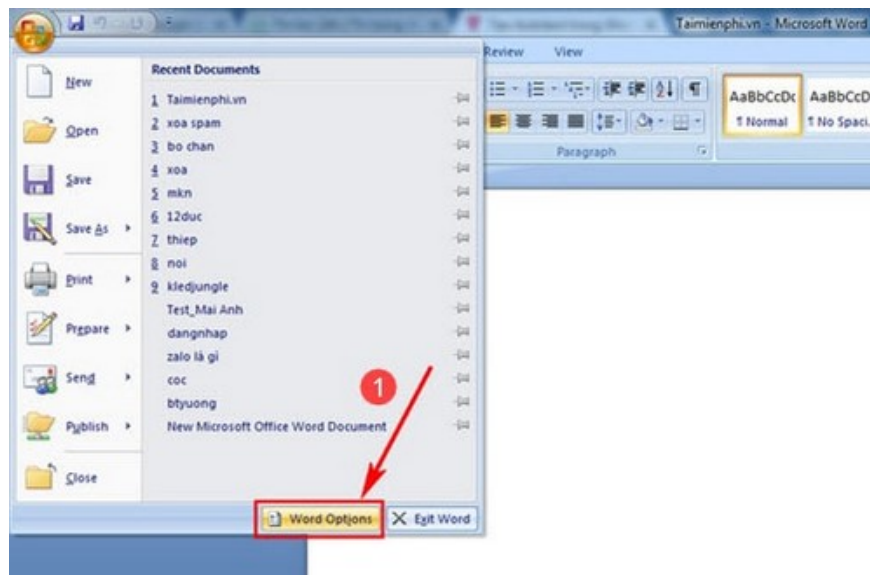
# Create Autotext in Word 2007, edit documents faster

Creating AutoText is a trick that helps Microsoft Word users edit documents faster. On each version of Word, the way to create Autotext is different. In this article, we will show you how to create Autotext in Word 2007, making editing faster for users.

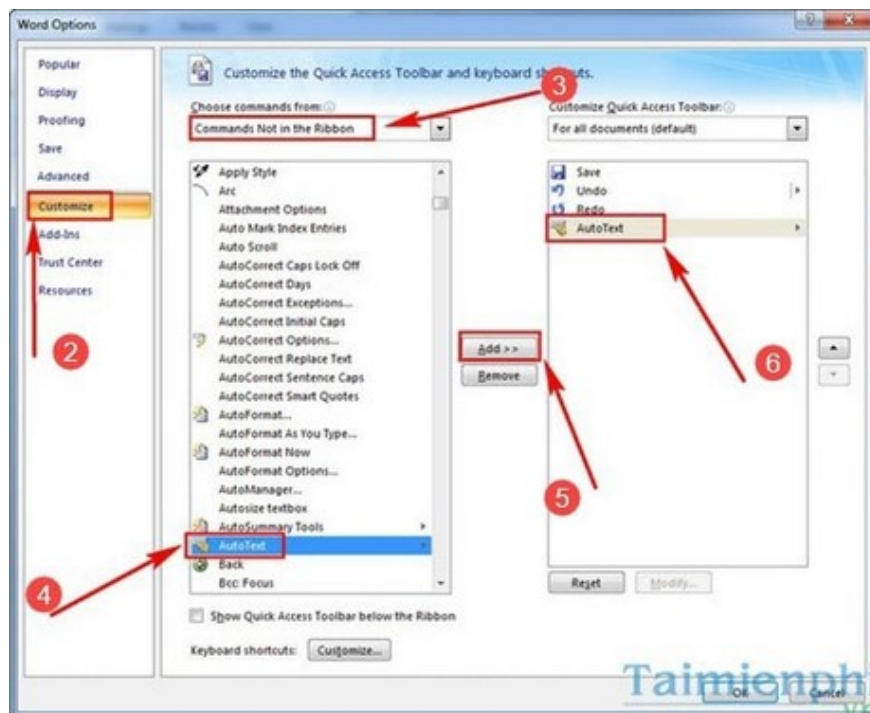
With the current Word 2016 Full version, perhaps some users have forgotten the Word 2007 version. However, for low-configuration computers, installing Word 2007 is a smarter choice than Word 2016. Another reason is that many users do not like the cumbersomeness and too many features of Word 2016, so they choose to stay loyal to the Word 2007 version. To edit documents quickly, users need to **create Autotext in Word 2016** . This is a way to save time when drafting long, repetitive text clusters.

*Step 1:* In Word 2007 there is no default AutoText, so you must add AutoText to the toolbar.

Click the **Office Button** (Word icon) in the left corner and select **Word Options**.

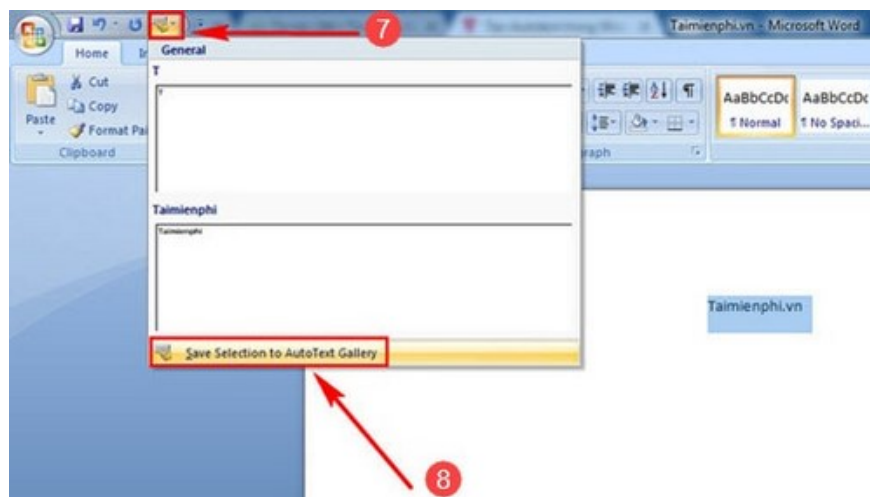


*Step 2:* In **Word Options** , select **Customize** . In the **Choose commands from** section , click **Commands Not in the Ribbon** . Find the **AutoText** section , select it and click the **Add** button to move Autotext **to the right** and click **OK** .

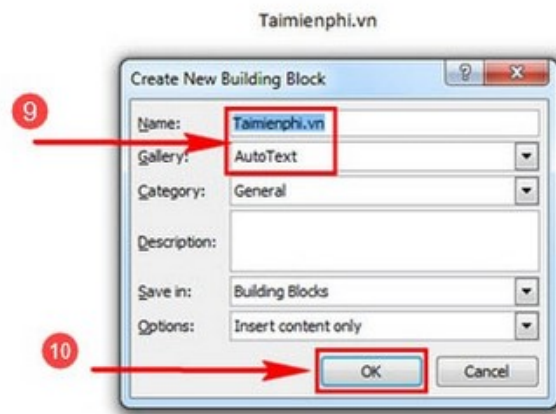


Step 3: To create AutoText, highlight the text and select **Save Selection to AutoText Gallery**.

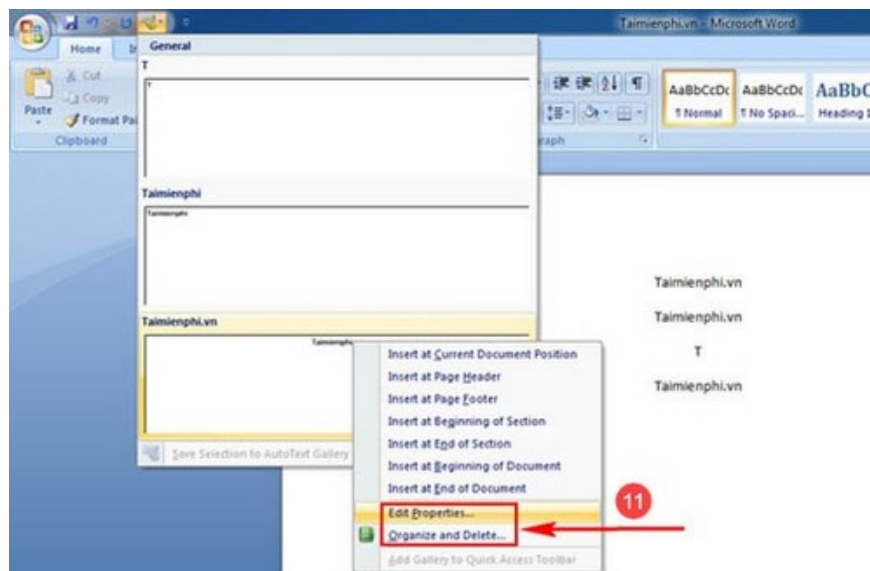
Can be opened quickly with **Alt+F3**



Step 4: At the **Create New Building Block** dialog box . Enter an **abbreviation** for Autotext and press **OK**.



To delete AutoText, press **the Autotext icon** or the key combination **Alt+F3**. Then right-click on the text and select **EditProperties ...** or **Organize and Delete ...**



Above are detailed instructions on how to create AutoText in Word 2007 for users.

Another trick that is also quite important for users is adding fonts to Word. There are diverse fonts in Word, you will be able to draft and design banners, cover photos, and magazines right on Microsoft Word. With impressive fonts like calligraphy and capitalization fonts, you can't ignore adding **fonts to Word**, right?

On Word, users not only edit but also easily insert images into Word. This is how you write articles and illustrations for your documents on Word. If you are a new user, please refer to this very useful tip for inserting images into Word. If you have difficulty using Word and other software, please comment below the article for help from TipsMake.

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