

- Change the key that accepts a suggested entry; the options are *right arrow*, *End* key, *Enter (Return)*, *Space bar*, and *Tab*.
- Change the maximum number of words remembered for word completion and the length of the smallest words to be remembered.
- Delete specific entries from the word completion list.

✓ Note

Automatic word completion occurs only after you type a word for the second time in a document.

Using AutoText

Use AutoText to store text, tables, fields, graphics, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Senior Management” every time you use that phrase, you can set up an AutoText entry to insert those words when you type “sm” and press *F3*.

AutoText is especially powerful when assigned to fields. See Chapter 17, Fields.

Creating AutoText

To store some text as AutoText:

- 1) Type the text into your document.
- 2) Select the text.
- 3) Go to **Tools > AutoText** (or press *Ctrl+F3*).
- 4) In the AutoText dialog (Figure 38), type a name for the AutoText in the *Name* box. Writer will suggest a one-letter shortcut, which you can change.

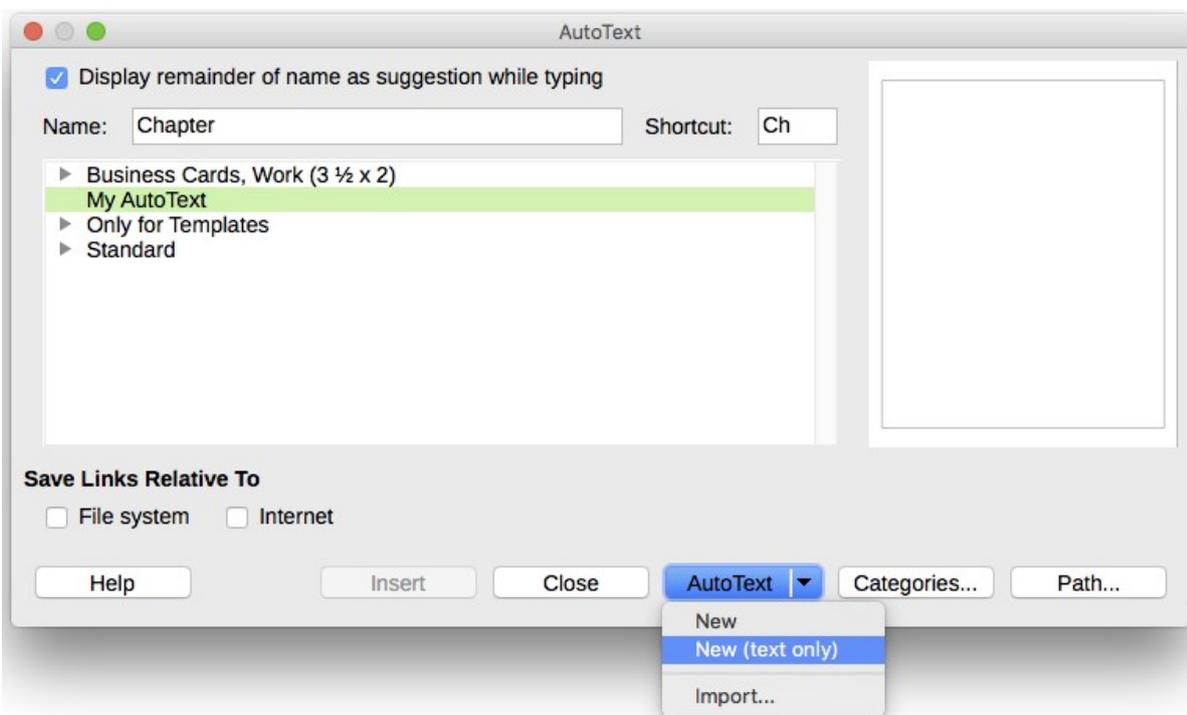


Figure 38: Defining a new AutoText entry

- 5) Choose the category for the AutoText entry, for example *My AutoText*.