6) Click the **AutoText** button at the bottom of the dialog and select from the menu either **New** (to have the AutoText retain specific formatting, no matter where it is inserted) or **New (text only)** (to have the AutoText take on the formatting around the insertion point).

7) Click **Close** to return to your document.

> ⓘ **Tip**
>
> If the only option under the **AutoText** button is **Import**, either you have not entered a name for your AutoText or there is no text selected in the document.

To save a table as AutoText:

1) Create a table and format it the way you want.

2) Select the table.

3) Go to **Tools > AutoText** (or press *Ctrl+F3*).

4) Type a name for the AutoText (or amend the suggested shortcut and choose the category for the AutoText entry).

5) Click the **AutoText** button and select **New** (because you want the formatting of the table preserved).

6) Click **Close** to return to your document.

Inserting AutoText

To insert AutoText, type the shortcut and press *F3*.

Printing a list of AutoText entries

To print a list of AutoText entries:

1) Choose **Tools > Macros > Organize Macros > Basic**.

2) In the *Macro From* list, find and expand **Gimmicks**.

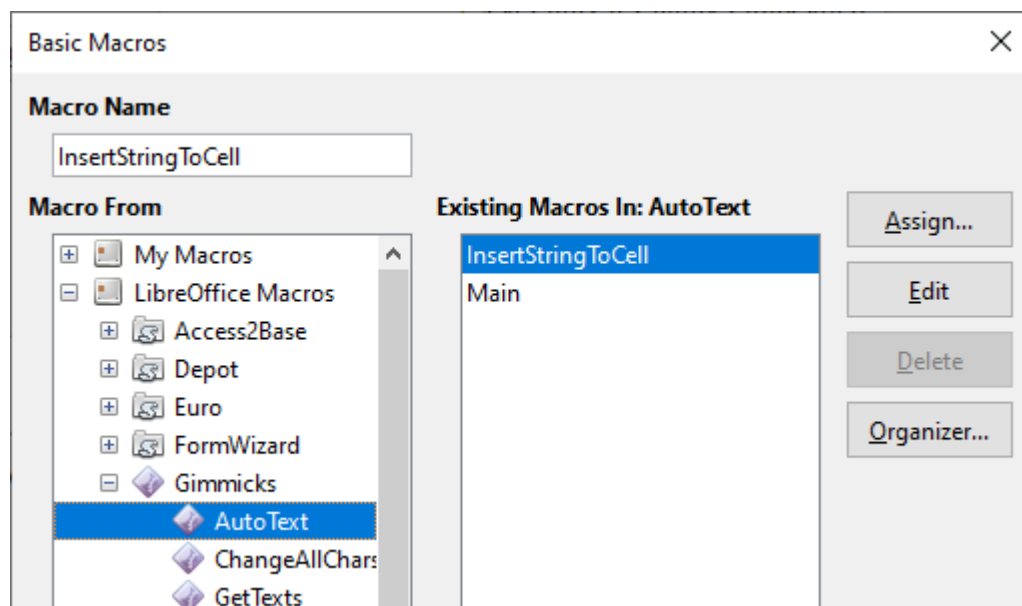3) Select **AutoText** and then click **Run**. A list of the current AutoText entries is generated in a separate text document. You can then print this document.

Figure 39: Basic Macros dialog