AUTOTEXT VS. AUTOCORRECT

Both AutoText and AutoCorrect allow you to type a few characters to prompt a more complex word, phrase or sentence, or even a symbol. They can both save you some otherwise fiddly or repetitive typing or, in the case of symbols, having to reach for the mouse to use the menu system. It's like a built-in text expander!

But which is better to use when? Much of it is personal preference, but here are some things to think about when deciding:

AUTOTEXT

AutoText is a Building Block, much like Quick Parts, that lets you save a short prompt (4+ characters.

- Good for long phrases like discovery objections
- Word will prompt you to press Enter before it inserts the AutoText entry, so your prompt does not have to be absolutely unique from common character strings; to ignore it, simply keep typing
- Prompt must be at least four characters long
- Prompt can be letters, numbers or symbols like @

AUTOCORRECT

AutoCorrect is part of Word's Spell Check feature, but you can also use it to insert formatted text, symbols, or any text that requires annoyingly fiddly typing.

- Use for short words or phrases
- Use for formatted text like *id.*
- Use for symbols like § and ¶
- Prompt must be absolutely unique, since Word doesn't prompt you before inserting the replacement text; use prefixes like @ to ensure uniqueness
- Prompt can be letters, numbers and/or symbols like @

If you haven't already learned how to save text to AutoText and AutoCorrect, check out the video at legalofficeguru.com/adf-plc-2.

If you like to pass these tips along to a colleague, you're free to do so, as long as you pass along the document in its entirety.

If you'd like to get more tips and tricks from Legal Office Guru, here's where I hang out on social media:

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Thanks for reading,

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