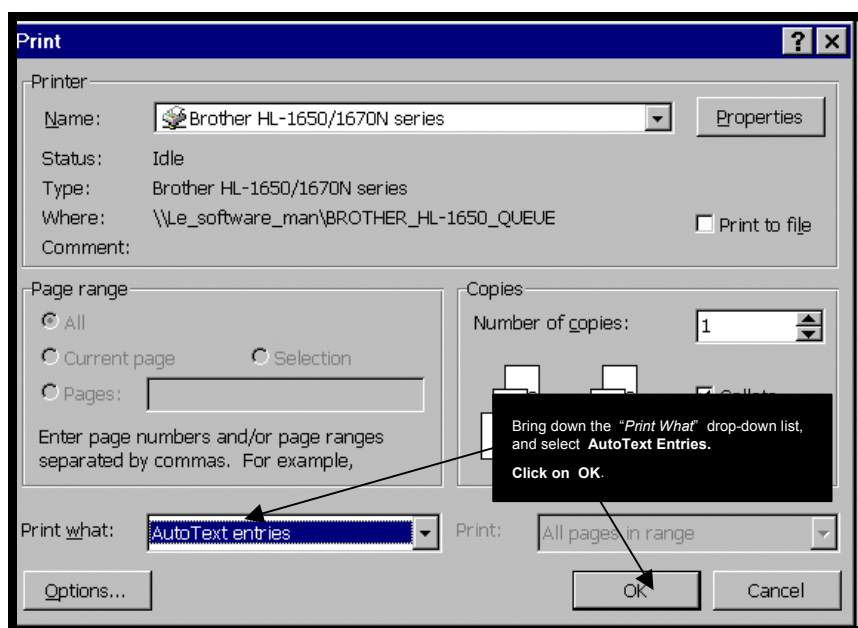


Microsoft Word - Printing AutoText Entries

Many Microsoft Word 95/97/2000 users make use of the **AutoText** facility. Most Word users, however, do not know how to get a full printout of their AutoText database –it is not obvious how you go about it, and it is not documented anywhere : there is no mention of it in the Word Help, and at the time of writing of this document it is also not documented in Microsoft's Knowledgebase. Hence this document which will show you how to print your **AutoText database** :

- Open **Word**.
- Click on **File \ Print**. This will bring up the "*Print*" dialogue box (see below).



- In the bottom left hand corner of the dialogue box, bring down the "*Print What*" drop-down list, and select **AutoText Entries**.
- Click on **OK**.
- That's it. You're done.**

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