

CWS/CMS
AUTOTEXT GUIDE FOR WORD 2016



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CWS/CMS Office
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INTRODUCTION

This guide is aimed toward users who were using the Word 2007 AutoText features to complete child welfare documents and now want to use AutoText in Word 2016. The guide provides an overview of AutoText, now a part of Building Blocks, in Word 2016. For more extensive information on the entire Microsoft Building Blocks concept and features, please search the internet for Word 2016 Building Blocks articles, guides, and instructions.



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BACKGROUND – WORD 2003

In Word 2003, AutoText allowed users to save and reuse parts of a Word document. For example, counties developed boilerplate paragraphs for court reports, Welfare & Institution codes, and requests for service provision updates. This saved staff time from having to repetitively type the same information and allowed for the consistent use of preferred language on different documents.

WHAT'S NEW – WORD 2016

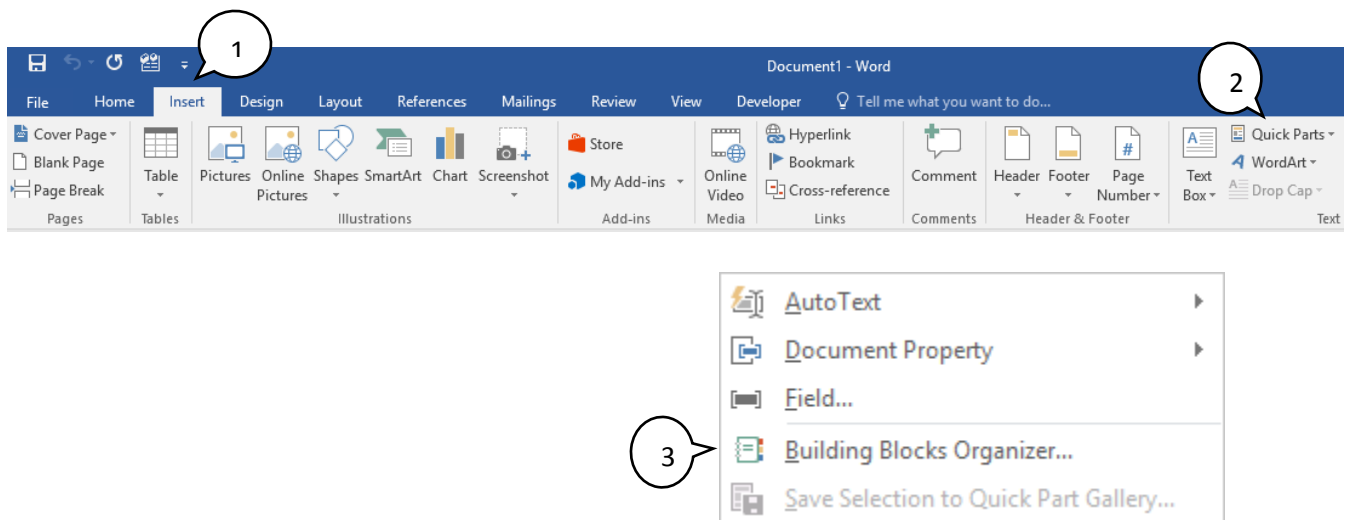
In Word 2016, AutoText is alive and well. It has been extensively redesigned and is now included under **Building Blocks**. Other Building Blocks include watermarks, headers, footers, and page numbers, etc. Many Building Blocks can be found on the Office Ribbon. Simply stated, Building Blocks are reusable pieces of content that help with the professional and consistent presentation of documents.

Word 2016 Building Block Organizer includes a collection of Building Block types (or Galleries). AutoText is one of the Galleries that contain built-in entries and allows you to create your own. Both built-in and custom types allow users to add, edit and delete building block entries.

FINDING THE BUILDING BLOCKS ORGANIZER IN WORD 2016

The Building Blocks Organizer is found on the Office Ribbon.

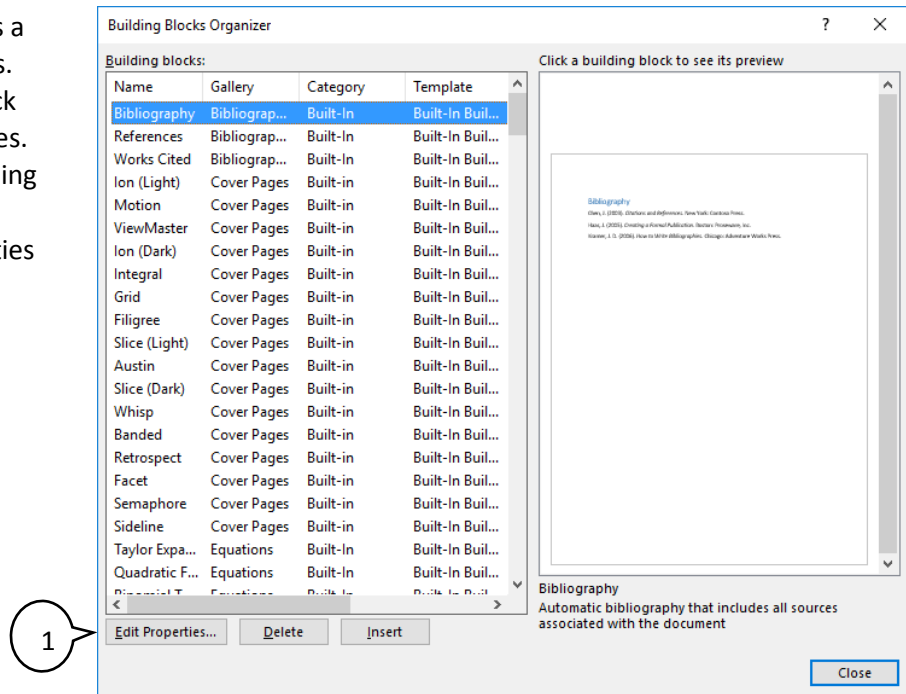
1. Go to the **Insert** tab
2. Go to the **Text** group and click on **Quick Parts**
3. From the dropdown menu, select **Building Blocks Organizer...** and the **Building Blocks Organizer** dialog box will open



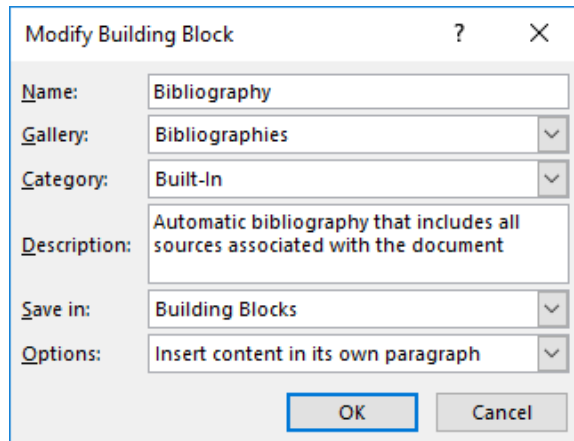
BUILDING BLOCKS ORGANIZER DIALOG BOX

The Building Blocks Organizer is a list of all of your Building Blocks. These blocks can be sorted (click on a heading) by their properties. To see the properties of a Building Block:

1. Click the Edit Properties button
2. The Modify Building Block dialog box will open



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The Building Block properties are:

Name. Each Building Block has a unique name. If you have a set of related Building Blocks, consider starting all of the names with the same first word to group them together, such as WI 300a, WI 300b, WI 300c, etc.

Gallery. Using Galleries is a way to sort Building Blocks. Existing galleries include AutoText, equations, headers, footers, and tables. You can choose an existing gallery or create a custom gallery to meet your needs.

Category. Categories allow for further sorting of Building Blocks. For CWS/CMS users, categories could be created to help staff find AutoText most pertinent to them. For example, categories could be created for ER, FM, FR, PP, and SILP.

Description. Descriptions explain the main purpose of the specific Building Block.

Save In. All Building Blocks are saved in a template. Select the template in which you want to save the Building Block. The main template in Word 2016 is *Building Blocks.dotx*.

Options. Options determine how you want the block to be inserted into your document.



If you want to use your Word 2007 AutoText in Word 2016, prior to migrating to Office 2016, copy your Normal.dotm template to a flash drive or make sure the file is backed up on the network so that it can be retrieved in Word 2016.*

If you created AutoText in Word 2007, determine which template it is stored in. The default template is the Normal template (normal.dotm). In Word 2007, built-in Building Blocks are stored in a template named **Building Blocks.dotx**. Your AutoText from Word 2007 can be manually migrated into Word 2016 using the following steps:

1. Open Windows Explorer and copy the **Normal.dotm** template. The **Normal.dotm** template can be found at: C:\users\\appdata\roaming\microsoft\Templates
2. Paste the Normal.dotm file to C:\users\\appdata\roaming\microsoft\Document Building Blocks\1033. (Note: Optionally, you can rename the file to something more appropriate such as: 2003Autotext.dot or Court Report.dot. By doing this, your existing AutoText from Word 2003 will be sorted in the Template column of the Building Blocks Organizer window by the template name.

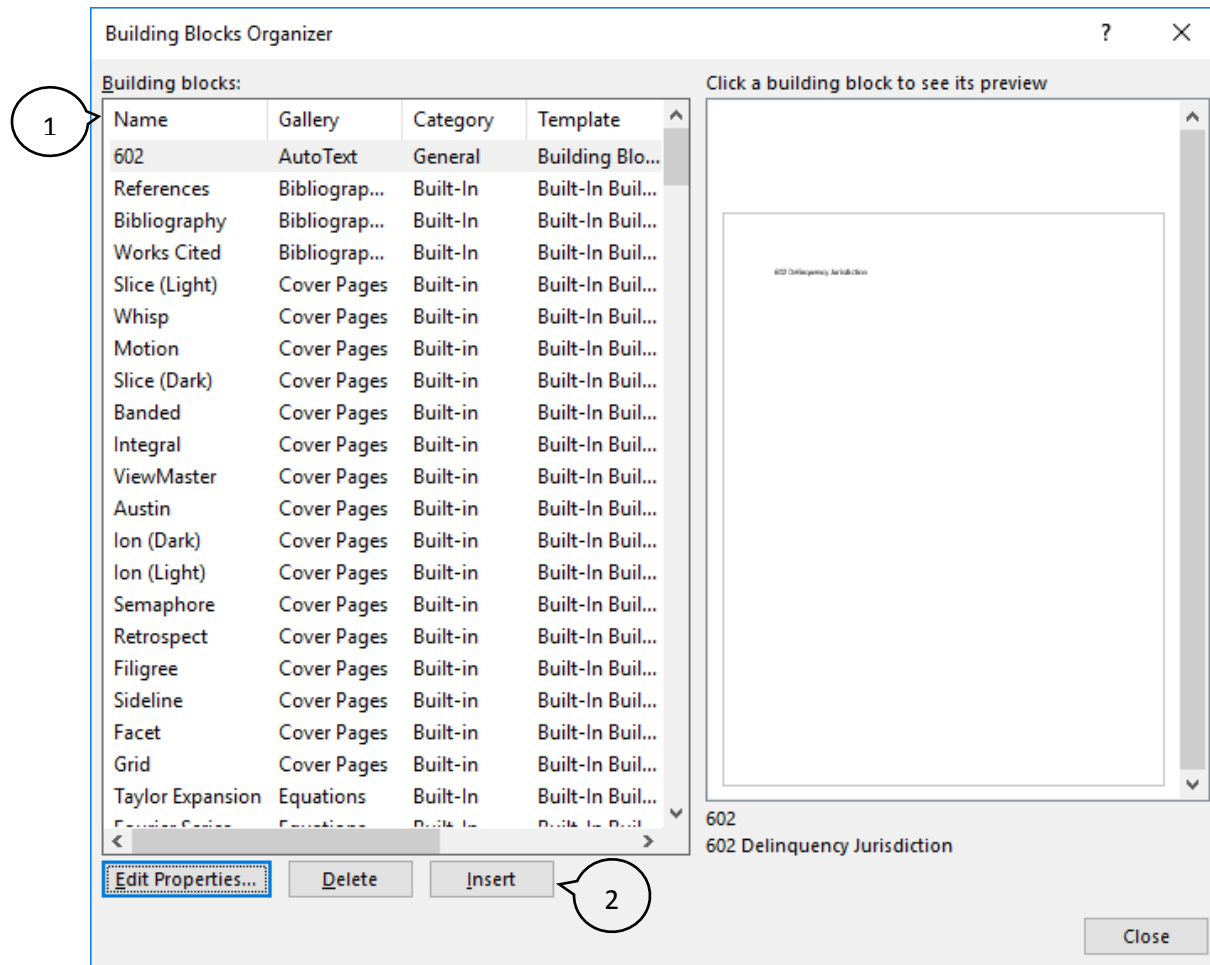
Your existing Word 2007 AutoText will now appear in the Building Block Organizer under the template name you have given it.

** Note: Your County may have renamed your Normal.dot template. Please verify the correct name with your county staff prior to migration.*

INSERTING EXISTING AUTOTEXT IN TO A DOCUMENT

Place the cursor on the document where you want to insert the AutoText. Then:

- Go to the Building Blocks Organizer (see section “Finding Building Blocks in Word 2016”)
 1. Locate the AutoText name
 2. Click the **Insert** button. The AutoText will now appear in your document.

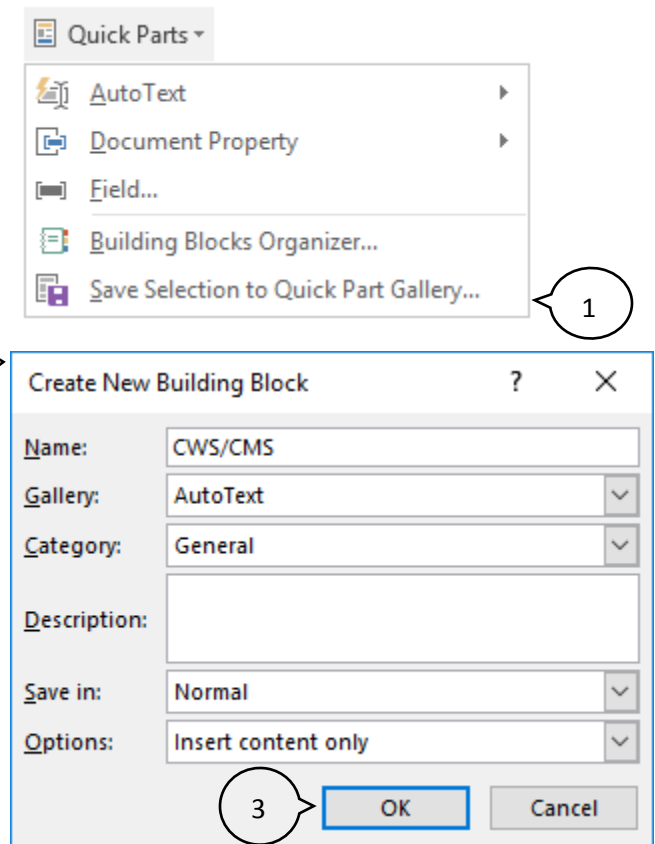


CREATING A NEW AUTOTEXT ENTRY

To create a new AutoText entry:

- Type the text on a Word document that you want to add to your gallery of AutoText entries
- Select the text (highlight). (Note: If you want to include all paragraph formatting such as style, line spacing, indentation, alignments, etc., include the paragraph mark (¶) in your selection.)
- Go to the Insert tab and click the Quick Parts button in the Text group
 1. Select **Save Selection to Quick Part Gallery...**
- Complete the **Create New Building Block** dialog box
 2. Select **Save Selection to Quick Part Gallery...**
 2. Complete the **Create New Building Block** dialog box
 3. Click the **OK** button

The AutoText has now been added.



EDITING AUTOTEXT

To edit existing AutoText:

- Insert the existing AutoText that you want to edit into a document
- Make the desired changes to the text
- Select the text (highlight) that will become the AutoText. (Note: If you want to include all paragraph formatting such as style, line spacing, indentation, alignments, etc., include the paragraph mark (¶) in your selection.)
- Go to the Insert tab and click the Quick Parts button in the Text Group
 1. Select **Save Selection to Quick Part Gallery...**
 2. Complete the **Create New Building Block** dialog box. Type in the existing AutoText name.
 3. Click the **OK** button
 4. A message box will pop up asking, “Do you want to redefine the building block entry?” Click the **Yes** button.

Your AutoText is now updated.

