# <u>Quickly insert a frequently used graphic in Word</u>

We keep inserting a certain graphic or a clipart into our documents quite often. Let's take the case of the company logo. We may use it all the time in many types of documents.

You can achieve this by creating an AutoText entry from your graphic. Most Word users aren't aware that AutoText can be used for graphics as well as text, but it's easy to do.

Start with a blank document, select **Insert**, **Picture**, and insert the desired image (From File and for **Vision 21** logo and address please use **C:\Logos\Vision 21\ logoaddress.gif**). Make any needed changes to it, and then select the image by clicking it. Now select **Insert**, **AutoText**, **New**. In the **Create AutoText** dialog box, type a name for your image, let's call it v21logoaddress (It is not case sensitive). Click OK.
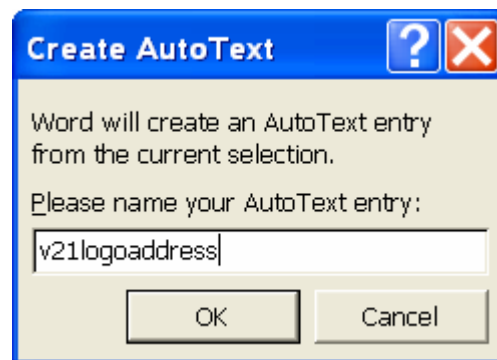
Now to insert your logo in any document, type your keyword (in this case **21logoaddress**) and then press **F3**. If you use your logo in several sizes, create an AutoText entry for each size, with keywords like v21logoBig, v21logoMedium, or v21logoTiny.

Assign a shortcut key to *v21logoaddress*

To assign a shortcut key, please take the following steps:

1. On the **Tools** menu, click **Customize**.
2. Click **Keyboard**…
3. In the **Save changes in** box, click the current document name or template (template: A file or files that contain the structure and tools for shaping such elements as the style and page layout of finished files. For example, Word templates can shape a single document, and FrontPage templates can shape an entire Web site.) in which you want to save the shortcut key changes.
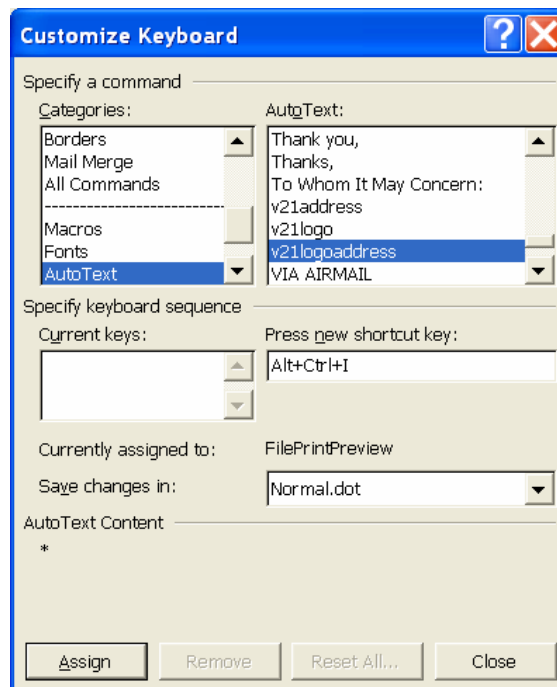
4. In the **Categories** box, click on **AutoText**.
5. In the **AutoText** box, click on **v21logoaddress**.
6. In the **Press new shortcut key** box enter the shortcut key combination you want to assign. For example, press Alt+Ctrl plus the desired key character (example Alt+Ctrl+I).
7. Upon completion click on **Assign**, **Close** and **Close** to exit.

Now you are ready to use the new shortcut key in your document and to do that just press **Alt+Ctrl+I** and the logo should appear with the correct format, size and position in your document.

For more tips please try our website: www.lwsdirect.com