**AutoCorrect**

- Corrects common typing and spelling errors
- Used for inserting commonly used text (i.e., Client name)
- Example:
  - Create an AutoCorrect entry when you type this:
    abc
    You get this:
    **ABC Company, Inc.**
Demonstration of AutoCorrect
Building Blocks

- Adds blocks of text to your document
- Use for inserting large blocks of text
- Can include formatting and other text properties
- Example:
  - Create a Building Block called “My Notary Information”
  - Insert the Building Block to insert all of your notary information
Creating a Building Block

• Create and format your text
• Select Quick Parts from the Insert Tab
• Select Add to Quick Parts Gallery
• Name and Categorize Your Building Block
Creating your own Building Blocks in Word is very easy. Simply type the text or locate it in an existing document. Select the text you wish to turn into a Building Block; then select the Insert tab. Click Quick Parts and choose “Save Selection to Quick Parts Gallery” from the menu of choices.

Bookmarks allow you to assign names to selected text or positions in the document to be referenced later in the document or to easily navigate to the placeholder in the document.

Instructions:
Using a Building Block

• Select Insert, Quick Parts and Blocks Organizer
• Locate the Building Block you want and select Insert

• The Building Block might also be available via a small preview window
### Building Blocks Organizer

<table>
<thead>
<tr>
<th>Name</th>
<th>Gallery</th>
<th>Category</th>
<th>Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey S. Kr...</td>
<td>AutoText</td>
<td>General</td>
<td>Normal.dotn</td>
</tr>
<tr>
<td>Works Cited</td>
<td>Bibliograp...</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Bibliograp...</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>References</td>
<td>Bibliograp...</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>ViewMaster</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Integral</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Austin</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Slice (Dark)</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Banded</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Grid</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Motion</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Facet</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Semaphore</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Ion (Light)</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Sideline</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Retrospect</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Whisp</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Slice (Light)</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Ion (Dark)</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Filigree</td>
<td>Cover Pages</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Quadratic F...</td>
<td>Equations</td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
<tr>
<td>Tri-Identity 3 Equations</td>
<td></td>
<td>Built-In</td>
<td>Built-In Build-In</td>
</tr>
</tbody>
</table>

**Click a building block to see its preview**

**Works Cited**

Automatic bibliography (labeled “Works Cited”) that includes all sources associated with the document.

**Close**
Demonstration of Building Blocks
Sharing Your Building Blocks

• You can share Building Blocks by:

• Saving them to a template file (.dotx or .dotm) and saving that template to your “Shared Templates” directory

• I use a file called Legal Building Blocks.dotx
Fields

• Special codes to insert information into a template

March 6

ATTORNEY-CLIENT-PRIVILEGED

Via Certified Mail

Bill Gates
1234 Main Street
Anywhere He Wants, WA 98789

Re: *Click here and type*

Dear *Click here and type*:

Client name is: *Click here and type*
Types of Fields: Result

• Result Fields: Date, Filename

5/17/2013

\{ \text{DATE} \at \"M/d/yyyy\}
Types of Fields: Marker

- Marker Fields: Index Entry, Table of Authorities Entry
Types of Fields: Action

- Action Fields: Ask, Fill-in, Macrobutton ("Click here and type")

Use the SET and REF fields if you want to use the same data more than once in the document.
Insert a Date Field

1. Click Insert.
2. In the Text group, click Quick Parts and select Field.
3. Select Date from the list.
4. Select the desired Date Format.
5. Click OK.
Demonstration of Fields
Document Templates

• Saves document wide properties such as:
  • Margins
  • Headers
  • Footers
  • Styles

• New documents created from the template include all of these document properties

• Example
  • A “Letterhead” template that includes firm logo, attorneys, contact information, etc.
Putting It All Together

• Document templates can also include:
  • Macros
  • Fields
  • Building Blocks
Demonstration of Using Templates
**One Step Further**

- **Content Controls**

  Individual controls - including check boxes, text boxes, date pickers, and drop-down lists - that you can add and customize for use in templates, forms, and documents.
• YOU play the most important part in keeping TECHSHOW exciting. Please complete the Speaker evaluation before you leave.

• Reserve the dates!

TECHSHOW 2019: February 27 – March 2, 2019