

Word Document Scraps for Frequently Used Text

Overview

In addition to AutoText and AutoCorrect, Word has another way to automate things you routinely type. With this method, a piece of the document, called a “document scrap” is placed on the desktop. To use it, you drag the document scrap from the desktop to a Word document. The advantage over AutoText or AutoCorrect is that you don’t have to remember the abbreviated name.

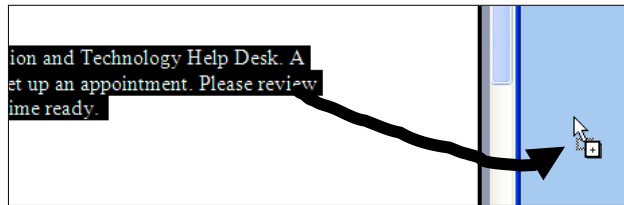
Type the Text of the Document Scrap in Word

A good candidate would be several paragraphs of text that you routinely type.
Type the text in Word

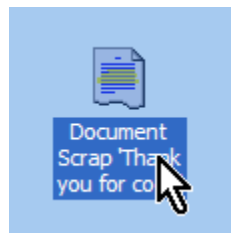
Create the Document Scrap

Resize the Word window so you can see the desktop
Select the “soon-to-be” boiler plate text
Release the mouse button and POINT (don’t click) at the selected text

Drag to the desktop.



Document Scrap on the Desktop



Use the Document Scrap

Resize the Word window so you can see the Document Scrap on your desktop
Drag the scrap into the Word window

