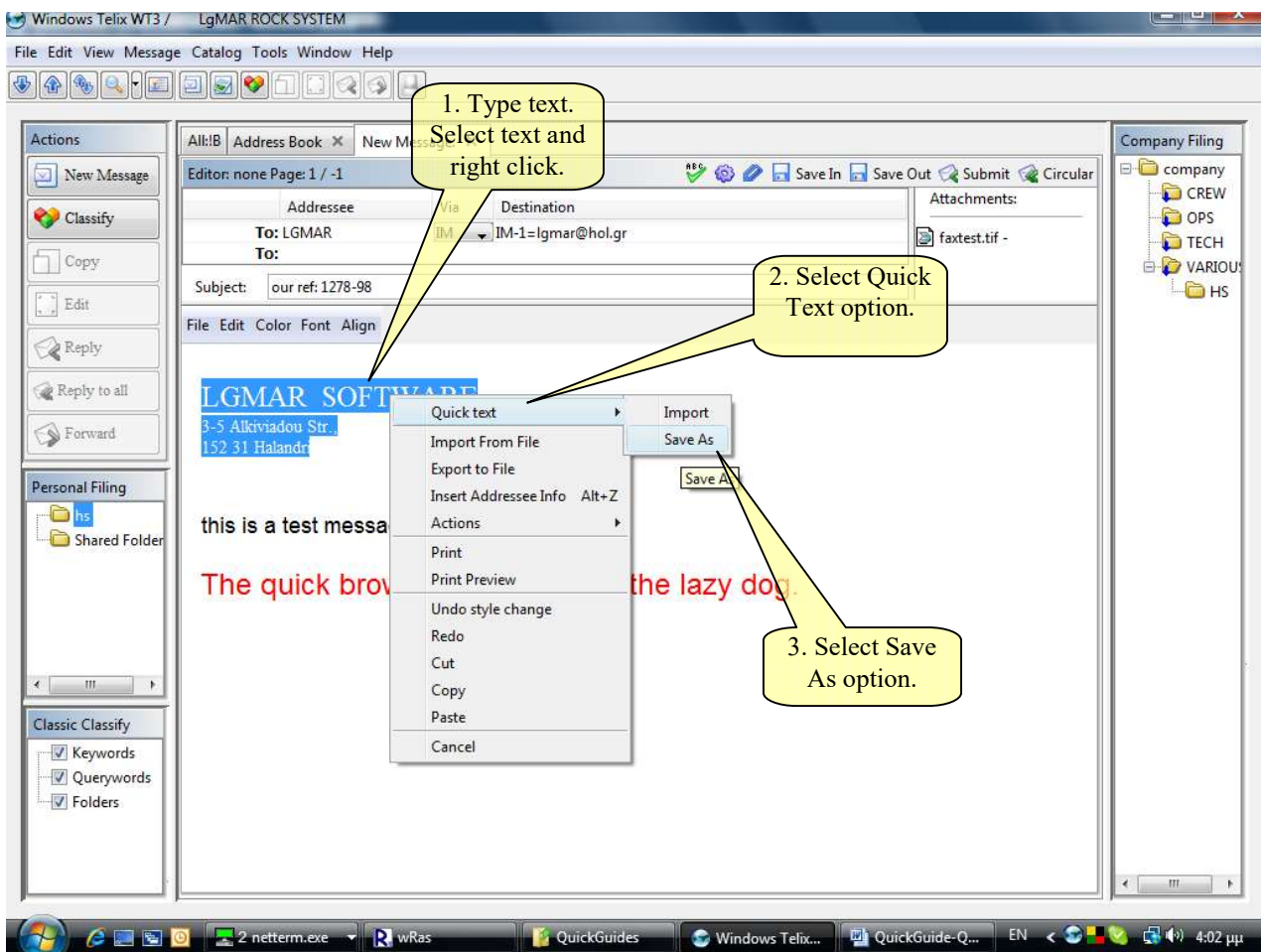


How to create quick text and save it

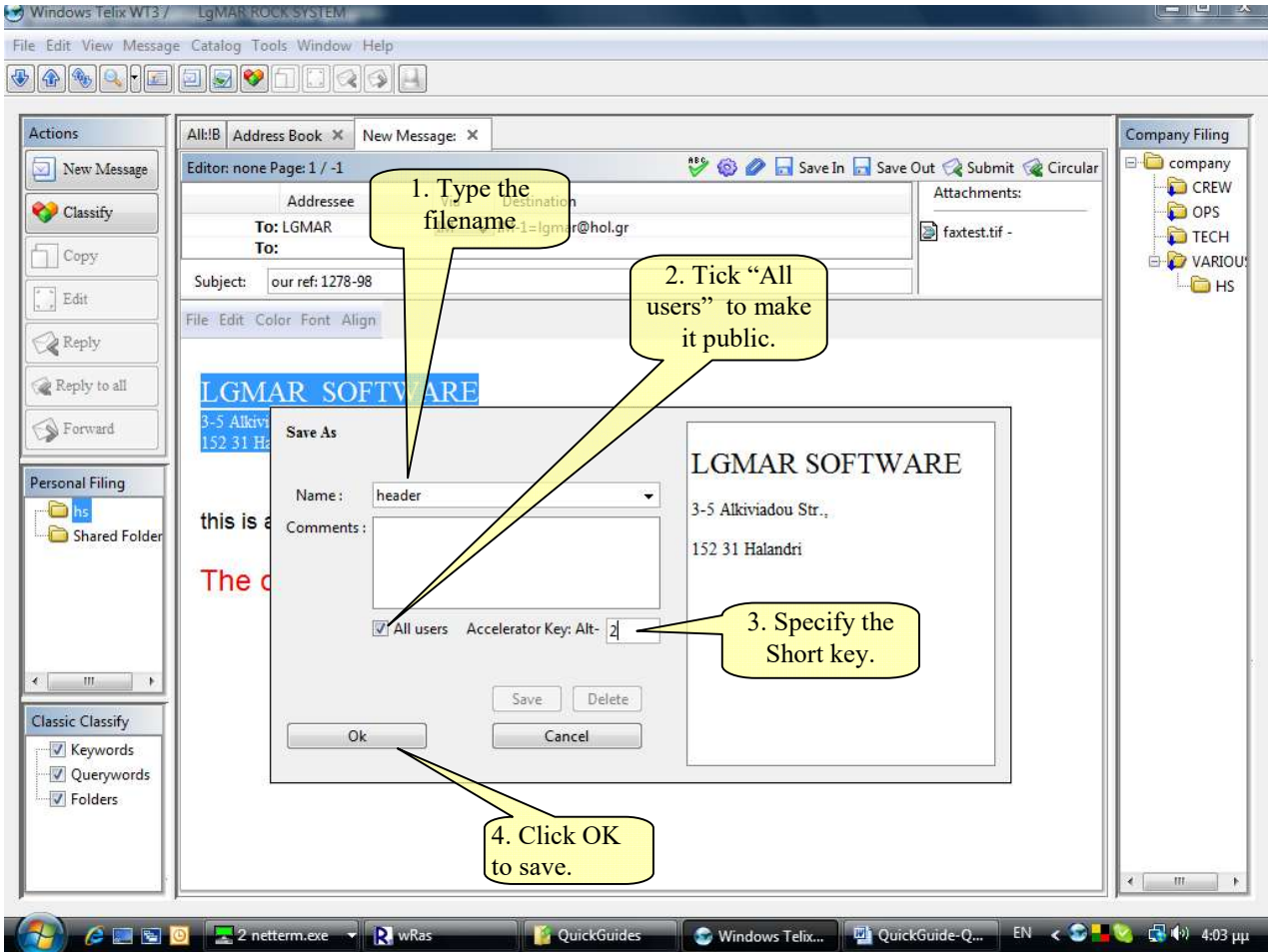
STEP 1



Explanation:

1.	First type the text, then select it and right click.
2.	Select the “Quick Text” in the menu
3.	Select the “Save As” option to keep the text permanently.

STEP 2



Explanation:

1.	Type the quick text filename.
2.	Click on “All Users” if you wish the quick text to be public to all users.
3.	Specify the short key for the respective quick text (use only digit(s))
4.	Click “OK” to save.