

## 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.

Actions		Commune Filing
Actions          New Message         Classify         Copy         Edit         Reply         Forward    Personal Filing          Ins         Shared Folder    Classic Classify	All:B Address Book × New Message: × Editor: none Page: 1/-1 Addressee To: LGMAR To: Subject: our ref: 1278-98 File Edit Color Font Align File Edit Color Font Align Users" to make it public. IGMAR SOFTV ARE Save As Save Mathematication IGMAR SOFTWARE Soft Align ICGMAR SOFTWARE ICGMAR SOFTWARE Soft Align ICGMAR SOFTWARE Soft Align ICGMAR SOFTWARE Soft Align ICGMAR SOFTWARE Soft Align ICGMAR SOFTWARE ICGMAR SOFTWAR	Company Filing CREW CR
Keywords     Querywords     Folders	4. Click OK to save.	4

## 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.