

# USING AUTOTEXT TO CREATE PICTURE TOOLBARS

*From Judith Sweeney*

*Save time with pictures that you use over and over again in picture schedules, language lessons, and curriculum materials.*

## **Quick Start**

- Open a blank Word document.
- Go to the Insert Menu ⇒ Picture ⇒ From File.... Find the picture on your hard drive and click ok to insert it.
- When it shows up on screen with the selection points around it, adjust the size of image so it is as big as you generally want it to be when you use it.
- Copy it to the clipboard. (Command C for Mac; Control C for PC)
- Go to the Autotext Toolbar and click on New..
- An asterisk will show in the entry box. Rename picture with a short or abbreviated title. Click Ok.
- Go to Tools Menu ⇒ Customize.
- Click on Toolbars tab at the top. Click on New at the right side of the screen.
- Name the toolbar. You will see a small toolbar appear.
- Click on the Commands tab at the top of the screen.
- Find the Autotext title you created. Click on the title and drag it to the toolbar. When you see a vertical line on your toolbar, let go of your mouse button and there will be a button with the title of that autotext.
- If you want the picture to appear on the toolbar, right click on the new button. (This can only be done when the customize dialog box is open).
- Click on the blank button in the upper left hand corner of the Command Properties box. Click on the down arrow and choose Paste Button Image.
- Use the drop down menu at the top of the screen to determine whether you want just the picture or the title and the picture.
- Click ok to close the Customize box.

## **Uses:**

- Creating picture schedules that change.
- Using pictures in text boxes.
- Using pictures in tables.
- Creating a project with pictures and the students do not have to go looking for them.