2016 Autotext Install Instructions:

For Windows 7 (or newer) and MS Office 2010 (or newer):

1. Close your Word program.
2. Make the AppData folder visible (if not already visible): open Windows Explorer by right-clicking on the Windows Start icon and doing the following steps: select tools menu > folder options > view tab > select “show hidden files, folders, and drives” > click OK.
3. Open the following folder on your computer:   
   C:\Users\[your\_username]\AppData\Roaming\Microsoft\Word\STARTUP. If a STARTUP folder is not in the “Word” folder, create a new folder called “STARTUP”.
4. Drag the “[Autotext\_Plants.dotm](ftp://ftp.wsdot.wa.gov/public/PlantNameFormatTool/Autotext_Plants.dotm)” file attached to this email into the STARTUP folder
5. If there is an older version of autotext in the folder, a dialogue box will come up asking if you want to “copy and replace”; answer yes.
6. Close the folder and you are ready to go.

To use the autotext feature, open a Word document and type the 4-letter (sometimes 5-letter) code where you want the autotext to appear. A preview window should appear that will tell you to press Enter to insert the autotext. Alternatively, you can press the F3 key after entering the code (this will work whether or not the preview window appears).

If a preview window does not appear when you enter a code and you would like it to, then you may need to change your Word options settings. To do this, open Word and go to File > Options > Advanced > Editing Options and check the box next to “Show AutoComplete suggestions”.

When entering a standard 4 or 5 letter plant species code, autotext will return the following:

common name (*Scientific name*)

If you add an “x” to the end of a standard 4 or 5 letter plant species code autotext will return:

common name (*Scientific name*), WMVC FAC status, AW FAC status, nativity (N=native, I=introduced)

For example:

- Type phca and autotext will return Pacific ninebark (*Physocarpus capitatus*)

- Type phcax and autotext will return Pacific ninebark (*Physocarpus capitatus*), FACW, FACW, N