

## **Insert a word or phrase with a keyboard shortcut in WordPerfect (8/9/10)**

QuickWords is a feature that enables you to enter a word or a phrase with a keyboard shortcut. If you have difficult names or words to type or find yourself entering the same phrase in many documents, you'll want to set up a QuickWord shortcut to do the hard work for you. Once set up, all you need to do is type an abbreviation, press the [spacebar], and QuickWords automatically expands it. To create a QuickWord, select the word or phrase you want to make into a QuickWord. Any formatting is also included in the QuickWord entry. Then choose Tools | QuickWords from the menu bar. Click on the QuickWords tab if necessary. In the Abbreviated Form text box, enter the abbreviation you want to use for this word or phrase. For example, if the phrase you selected is Element K Journals, we'd enter ekj in the text box. Make sure the Expand QuickWords When You Type Them check box is selected. Then, click Add Entry. In your document, type the abbreviation and press [spacebar]. The abbreviation is replaced with the entire phrase. You can also press [Enter] or [Tab] to expand the QuickWord abbreviation.

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