

Word AutoCorrect

AutoCorrect is used to automatically detect and correct typos, misspelled words, and incorrect capitalization. For example, if you type **teh** plus a space, then AutoCorrect replaces what you have typed with **the**. If you type **This is theh ouse** plus a space, AutoCorrect replaces what you have typed with **This is the house**.

You can also use AutoCorrect to quickly insert symbols that are included in the built-in list of AutoCorrect entries. For example, to insert the symbol for copyright © you can type **(c)**. The parentheses must be included. In addition, AutoCorrect checks for bulleted and numbered lists and formats them properly.

If the list of built-in entries doesn't contain the corrections that you want, the corrections can be added to the list of choices.

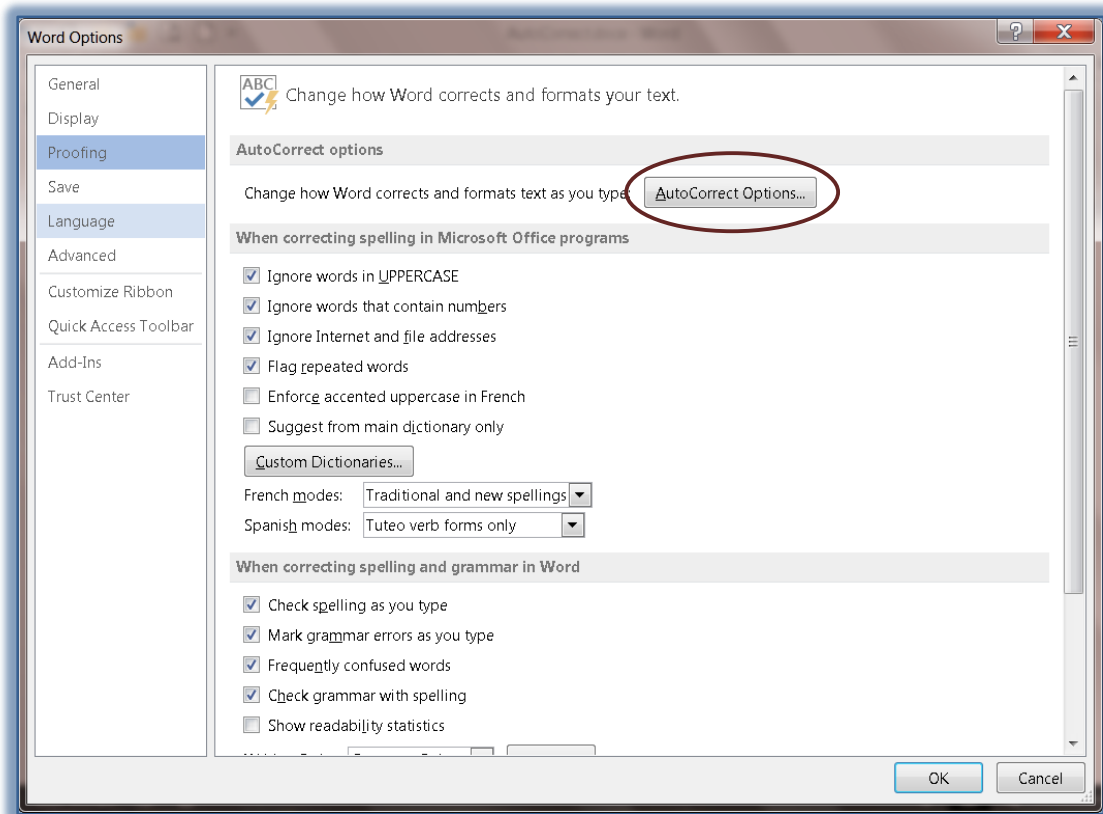
Auto Correct

✚ Click the **File** tab (see illustration below left).



✚ Click the **Options** link (see illustration above right) on the left side of the window.

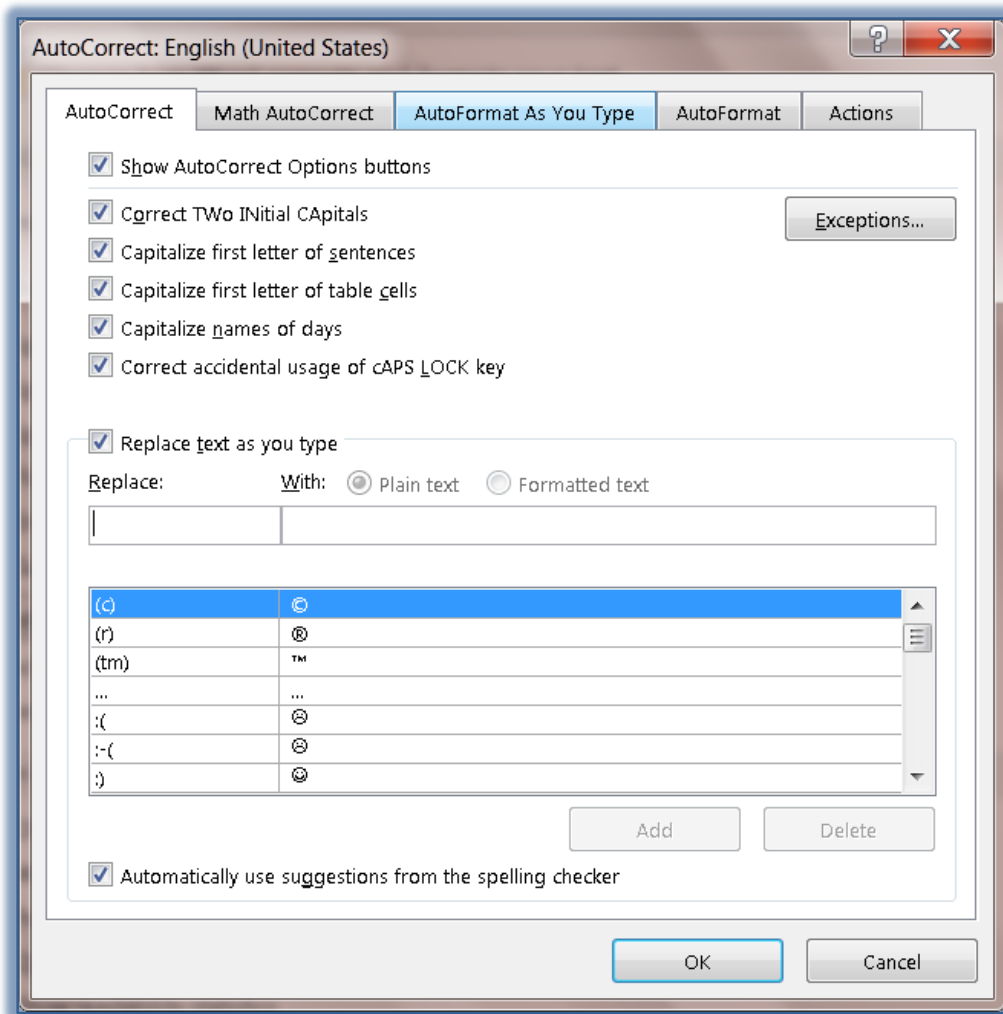
✚ The **Word Options** window will appear (see illustration below).



✚ Click the **Proofing** tab in the left frame of the **Word Options** window.

✚ Click the **AutoCorrect Options** button (see illustration above).

✚ The **AutoCorrect** dialog box will appear (see illustration below).

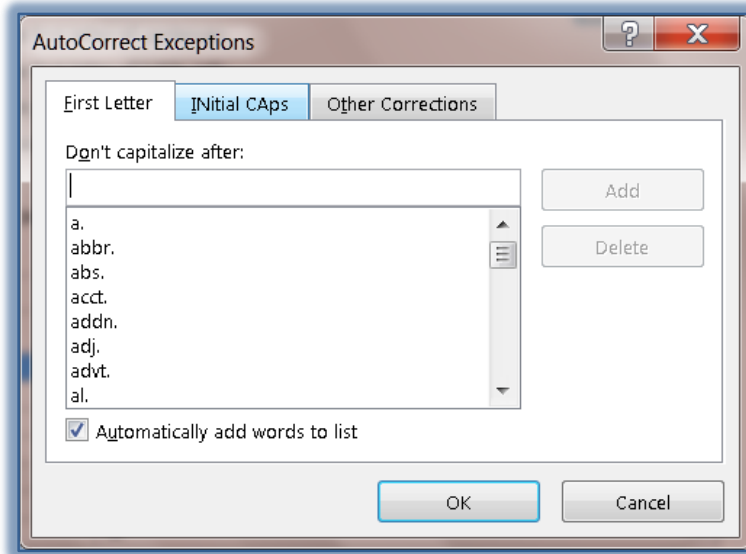


✚ Click the **AutoCorrect** tab, if necessary.

✚ Look at the options available under the **AutoCorrect** tab. These options are:

- ✚ **Show AutoCorrect Options Buttons** – Select this check box to have the AutoCorrect Buttons appear next to changes that are made in a document. These are the little boxes that appear next to text when an Auto Correction is made in a document.
- ✚ **Correct Two Initial Capitals** – If you accidentally capitalize the first two letters of a word when you are putting information into a document, this option will automatically correct the error.
- ✚ **Capitalize First Letter of Sentences** – With this option selected, every time a punctuation sign like a period or questions mark is input into a document, the first letter of the next word in the document will be capitalized.
- ✚ **Capitalize First Letter of Table Cells** – This option is selected if you want to always have the first letter of information entered into a table cell capitalized.
- ✚ **Capitalize Names of Days** – Every time you input a day of the week into a document, the first letter of the day will be capitalized.

- ✦ **Correct Accidental Usage of cAPS LOCK Key** – If this box is checked, every time you accidentally press the Caps Lock key or leave the Caps Key on, this will correct the usage automatically.
- ✦ **Replace Text as You Type** – This option allows you to specify what text can be replaced. A list of words and symbols are provided or you can specify the text that is to be replaced.
- ✦ **Exceptions** – To specify any exceptions to the options, click the **Exceptions** button.
 - ☐ When this button is clicked, the **AutoCorrect Exceptions** dialog box will display (see illustration below).



- ☐ Add or delete any **Exceptions** into the boxes under either **First Letter**, **Initial Caps**, or **Other Corrections**.
- ☐ Click either the **Add** or **Delete** button after the entry has been input.
- ☐ Once all the **Exceptions** have been added, click the **OK** button.
- ✦ Click the **AutoCorrect** tab again, if necessary.
 - ✦ In the **Replace** box, input the word that is to be added to the list.
 - ✦ In the **With** box, input the correct spelling for that word.
 - ✦ Click the **Add** button to insert the entry into the list of entries.
 - ✦ Click the **OK** button to exit from the dialog box.
 - ✦ Input the misspelled word that was just added to the list.
 - ✦ Press the space bar once.
 - ✦ The corrected version of the word should appear in the document.

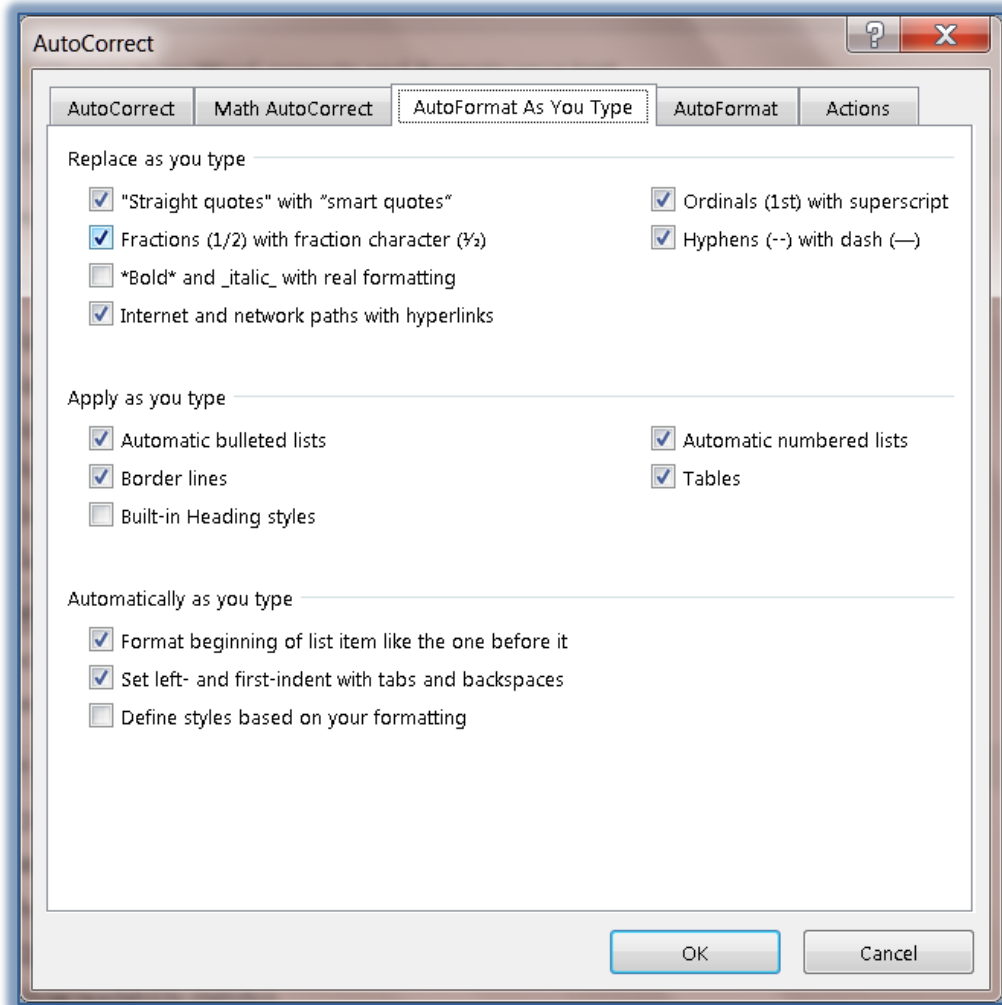
AutoFormat as You Type

- ✦ Click the **File** tab (see illustration below left).



- ✦ Click the **Options** link (see illustration above right) on the left side of the window.
- ✦ The **Word Options** window will appear (see illustration on page one).
- ✦ Click the **Proofing** link in the left frame of the **Word Options** window.

- ✚ Click the **AutoCorrect Options** button.
- ✚ The **AutoCorrect** dialog box will appear.
- ✚ Click the **AutoFormat As You type** tab (see illustration below).

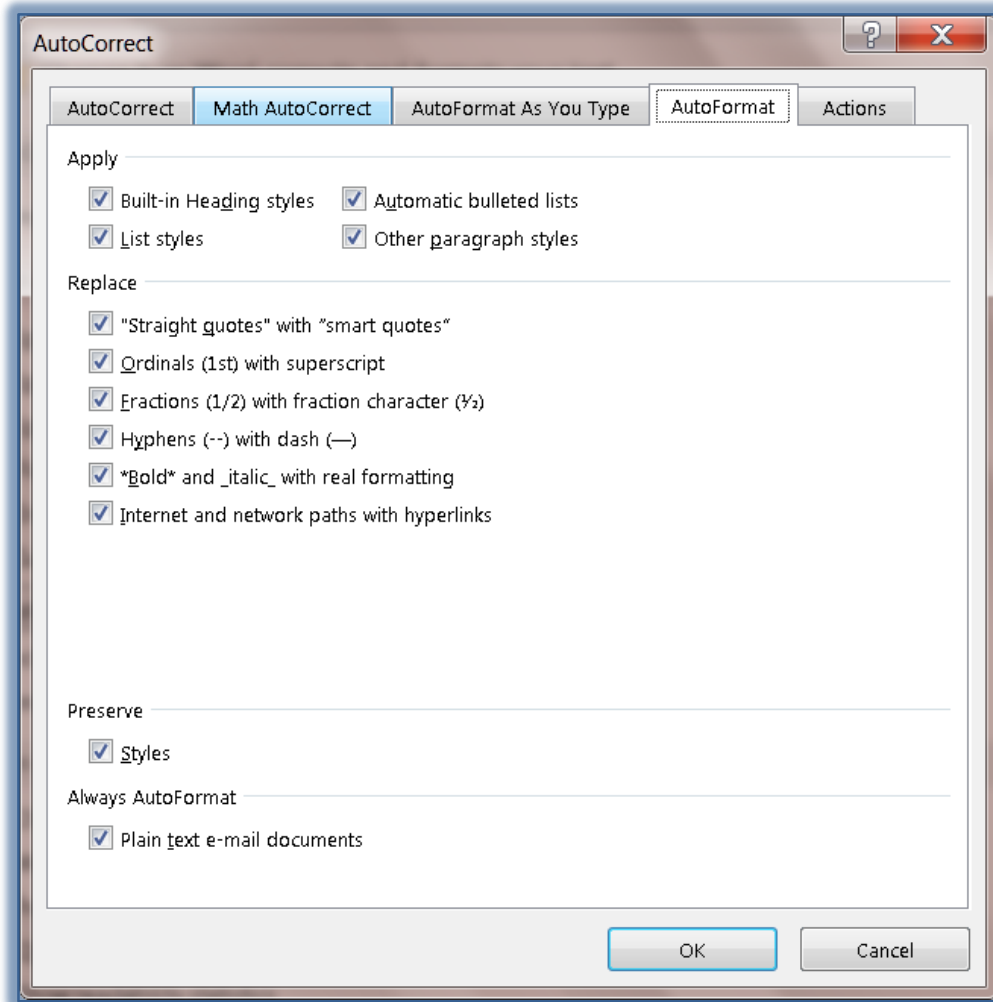


- ✚ Click the check box for each of the items to make them active. The three categories are:
 - ✚ **Replace as You Type** – Items such as straight quotes, superscript, fractions, hyphens, or Internet paths will be replaced with the specified feature automatically.
 - ✚ **Apply as You Type** – When a number or bulleted item is input with a tab following, the bulleted or numbering feature will turn on automatically.
 - ✚ **Automatically as You Type** – When this option is chosen, the specified formatting will be applied to the document. For instance, if an item is numbered, the next item in the list will automatically be formatted the same as the first item.
- ✚ As you are inputting information into the document, the types of items specified in the list will correct automatically.

Auto Format

- ✚ Click the **File** tab (see illustration next page left).
- ✚ Click the **Options** link (see illustration next page right) on the left side of the window.
- ✚ The **Word Options** window will appear (see illustration on page one).
- ✚ Click the **Proofing** link in the left frame of the **Word Options** window.

- ✦ Click the **AutoCorrect Options** button.
- ✦ Click the **AutoFormat** tab (see illustration below).



- ✦ This tab is similar to the **AutoFormat as You Type** option.
- ✦ It allows you to choose what items will format automatically while information is being input into the document.
 - ✦ **Apply** – Under this heading, you can choose whether to apply formatting to heading styles, bulleted lists, list styles, or other paragraph styles.
 - ✦ **Replace** – This is the same as the **Replace as You Type** option that was explained in the previous section.

Math Auto Correct

When inputting the information for this option, the entries are case sensitive. This means that you must be sure to use capital letters when they are needed and not to input capital letters if they are not needed for the symbol.

✦ Click the **File** tab (see illustration below left).



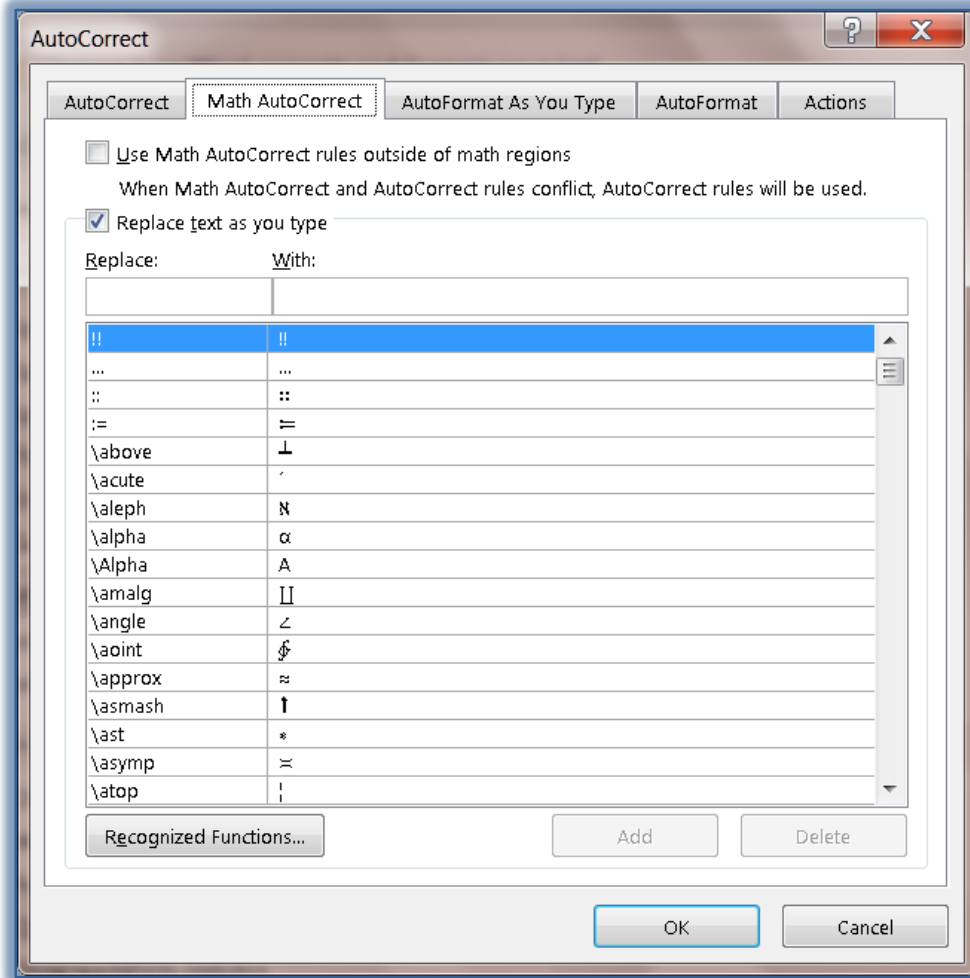
✦ Click the **Options** link (see illustration above right) on the left side of the window.

✦ The **Word Options** window will appear (see illustration on page one).

✦ Click the **Proofing** link in the left frame of the **Word Options** window.

✦ Click the **AutoCorrect Options** button.

✦ Click the **Math AutoCorrect** tab to look at the options available (see illustration below).



✦ To add an equation to the list, click the **Replace** box.

✦ Input the desired symbol or phrase.

✦ In the **With** box, input the symbol.

✦ Click the **Add** button.

✦ Click the **OK** button to exit the dialog box.