

Publisher AutoCorrect

Publisher includes many AutoCorrect entries that correct commonly misspelled words, as a document is being input. It is also possible to use AutoCorrect to create entries that are abbreviations for longer words or expressions. When an abbreviation is input, Publisher inserts the longer word or phrase. For instance, it would be possible to create an entry for Siena Heights University using the abbreviation SHU. When SHU is input into the document, Siena Heights University will automatically be inserted. This feature saves time and prevents errors. In addition, it is easy to create additional AutoCorrect entries for words that are not already in AutoCorrect.

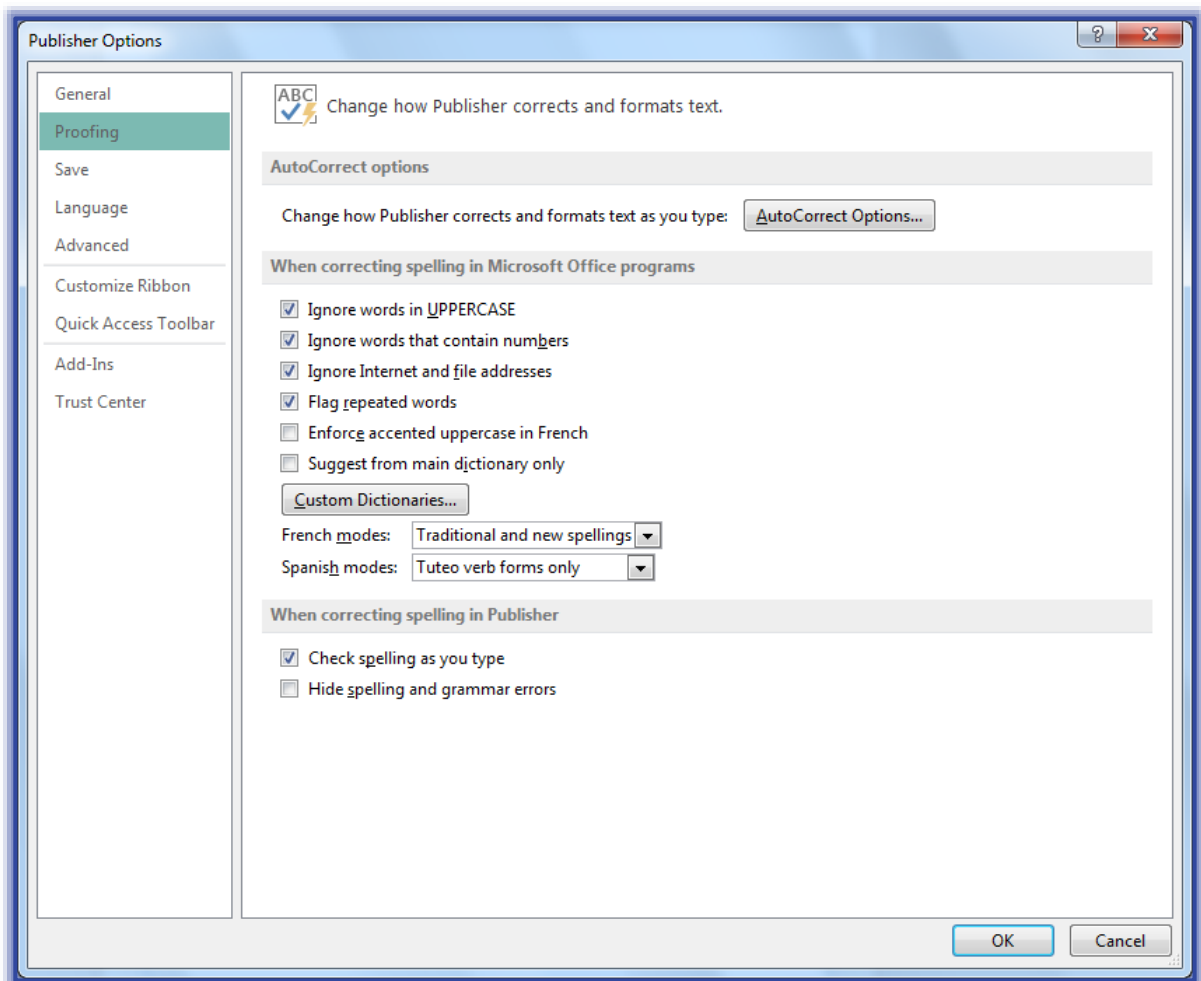
Auto Correct

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



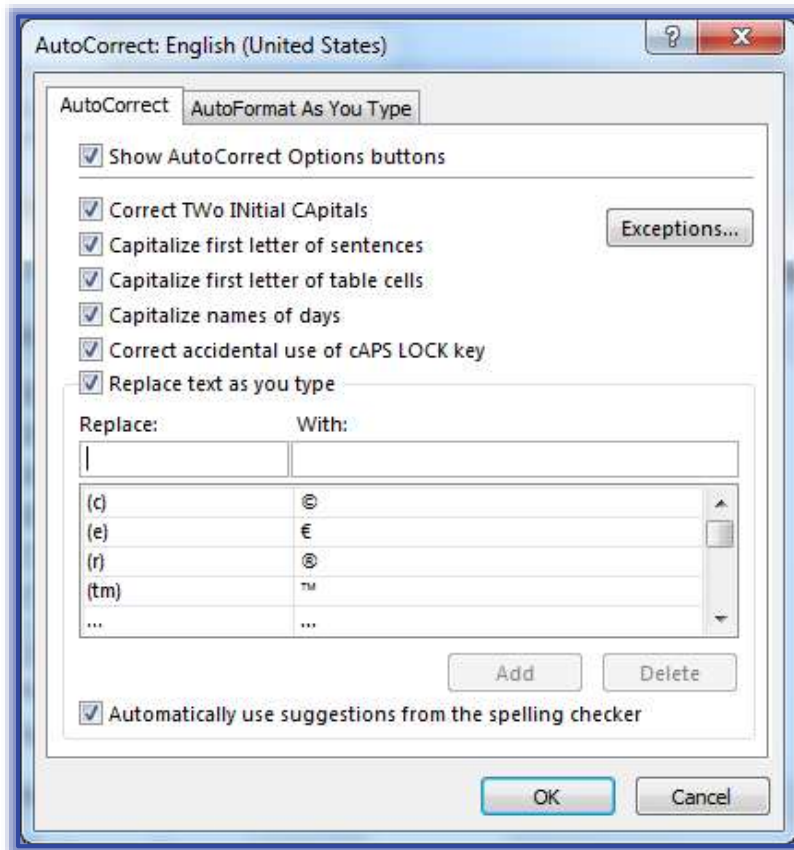
✚ Click the **Options** link (see illustration above right) on the left side of the window.

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



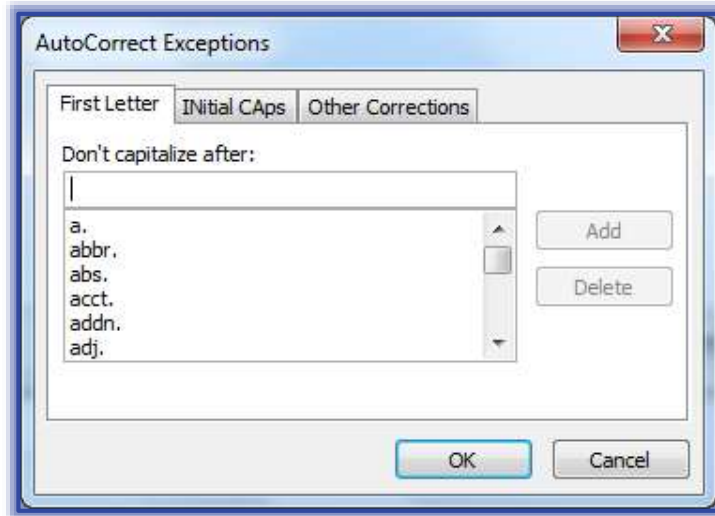
✚ Click the **Proofing** link in the left frame of the **Publisher Options** window.

- ✦ Click the **AutoCorrect Options** button.
- ✦ 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, such as a period, exclamation point, or question 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** in 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 **Publisher Options** window will appear (see illustration on page one).
- ✦ Click the **Proofing** link in the left frame of the **Publisher Options** window.
- ✦ Click the **AutoCorrect Options** button.
- ✦ The **AutoCorrect** dialog box will appear.
- ✦ Click the **AutoFormat As You type** tab (see illustration on next page).
- ✦ 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.
- ✦ As you are inputting information into the document, the types of items specified in the list will correct automatically.

