

CORRECTING TEXT AUTOMATICALLY

AutoCorrect is a feature that replaces common misspellings and incorrect capitalization automatically as the user is inputting the information. In addition, it replaces certain typed characters with typographical symbols. An example is replacing two hyphens (--) with an em dash (—). AutoCorrect allows the user to add personal problem words to the list. AutoCorrect errors are corrected when the spacebar is pressed or the Enter key is pressed. This feature uses the spelling checker's main dictionary rather than a predefined list of spelling corrections to detect and correct common spelling errors. The following table shows examples of some common AutoCorrect changes.

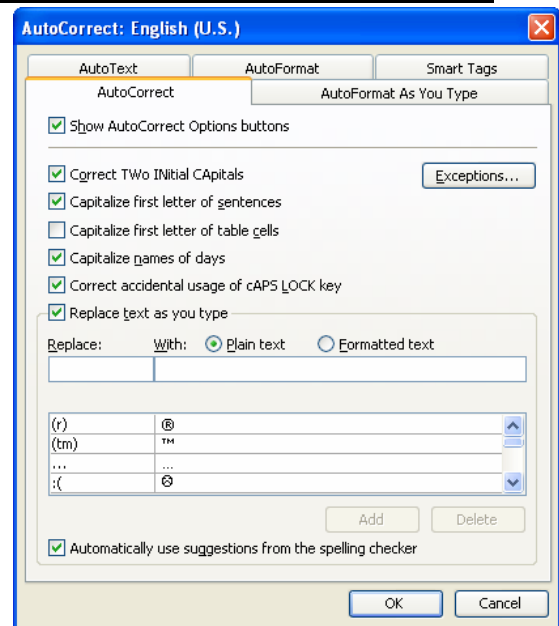
Type of Correction	If You Type	AutoCorrect Inserts
Capitalization	cAP LOCK	Cap Lock
Capitalization	TWO INitial CAPs	Two Initial Caps
Capitalization	ann Marie	Ann Marie
Capitalization	microsoft	Microsoft
Capitalization	thursday	Thursday
Common typos	accomodate	accommodate
Common typos	can;t	can't
Common typos	windoes	windows
Superscript ordinals	2nd	2 nd
Stacked fractions	1/2	½
Smart quotes	" "	“ ”
Em dashes	Adrian--a small town in southern Michigan--is a nice place to live.	Adrian—a small town in southern Michigan—is a nice place to live.
Symbols	(C)	©
Symbols	(R)	®
Hyperlinks	www.microsoft.com	www.microsoft.com
Emoticons	:-)	☺

Adding AutoCorrect Entries

- ❖ Select **Tools** from the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.
- ❖ In the **Replace** box, type the incorrect text that AutoCorrect needs to correct.
- ❖ In the **With** box, input the text or symbols that AutoCorrect will use as a replacement.
- ❖ Click **Add** to insert the entry into the list.
- ❖ Repeat the previous steps to add another entry.
- ❖ When all the entries have been completed, click **OK**.

Editing AutoCorrect Entries

- ❖ Select **Tools** from the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.

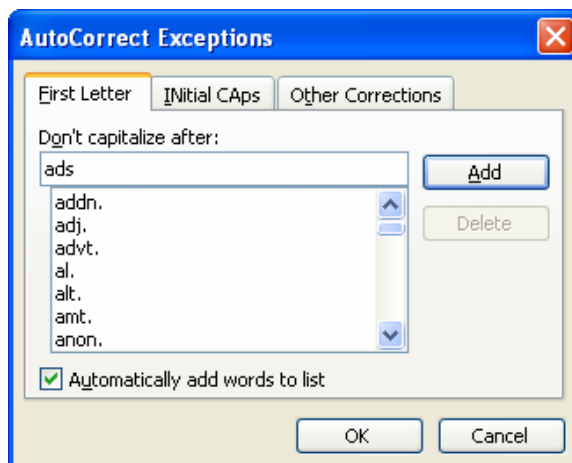


- ❖ Select the **AutoCorrect** entry that needs to be changed.
- ❖ Make the necessary changes to the entry.
- ❖ Click **Replace** to replace the entry in the list by inputting the information into the **Replace** and **With** boxes.
- ❖ Repeat the previous steps to change another entry.
- ❖ When all the changes are completed, click **OK**.

Creating Exceptions to AutoCorrect

It is possible to specify exceptions to the AutoCorrect entries. To do this:

- ❖ Choose **Tools** from the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.
- ❖ In the **AutoCorrect** dialog box, click the **Exceptions** button.
- ❖ The **AutoCorrect Exceptions** dialog box will appear.
- ❖ Add the needed items to the **Exceptions** list or input a word that needs to be changed or deleted.
 - Choose either **Add** or **Delete** for each item being changed, added, or deleted.
 - When finished, click **OK**.
- ❖ Click **OK** again to exit the AutoCorrect dialog box.



Deleting an AutoCorrect Entry

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Choose **AutoCorrect Options** from the list of choices.
- ❖ Select the **AutoCorrect** entry to be deleted.
- ❖ Click **Delete**.
- ❖ After all necessary items have been deleted; click **OK** to exit the dialog box.

Preventing Automatic Corrections

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Choose **AutoCorrect Options** from the list of choices.
- ❖ Click the **Replace Text As You Type** check box to clear it.
- ❖ Click **OK** to exit the dialog box.