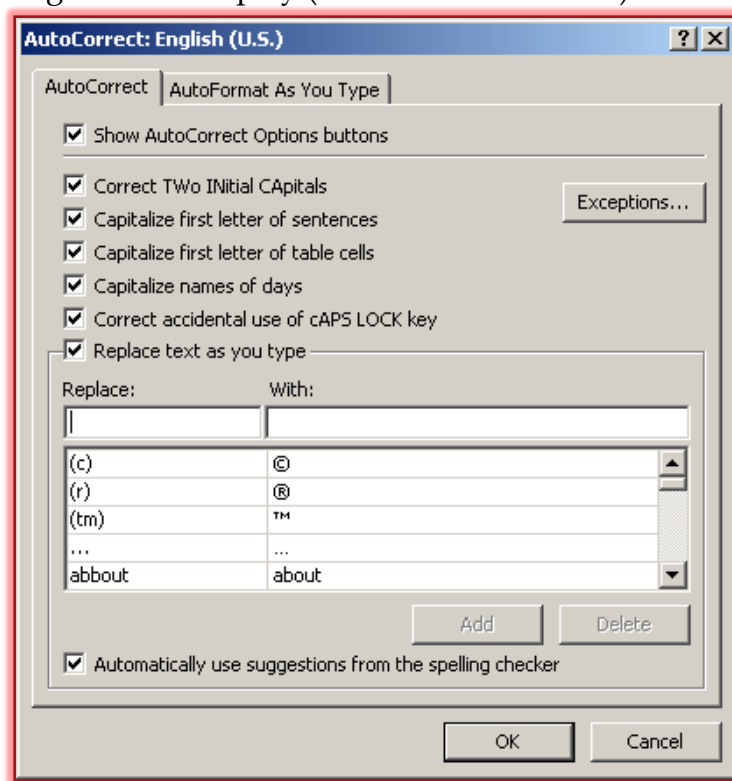


AUTOCORRECT ENTRIES

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.

Setting AutoCorrect Options

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.
- ❖ The **AutoCorrect** dialog box will display (see illustration below).



- ❖ Click the **AutoCorrect** tab.
- ❖ Click to select the check boxes of the desired features.
- ❖ Click to clear check boxes that are not needed or desired.
- ❖ Click **OK** to exit the dialog box and accept the changes.
- ❖ When changes are made in the **AutoCorrect** dialog box, they do not change until the dialog box is accessed again.

Creating an AutoCorrect Entry

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.
- ❖ The **AutoCorrect** dialog box will display (see illustration above).
- ❖ Click the **AutoCorrect** tab.

- ❖ Type the abbreviation or name of the new entry in the **Replace** box.
 - This is the text that is to be input into the document.
 - Use abbreviations or some other text that is not a word by itself.
 - If a name that is a word is input, Publisher will insert the assigned text as soon as the word is input.
- ❖ Type the text of the entry. This is the text that will be inserted into the text box when the abbreviation is input.
- ❖ Click **Add**, to include this entry in the list.
- ❖ Click **OK** to exit the dialog box.

Inserting an AutoCorrect Entry

- ❖ Place the insertion point at the place where the **AutoCorrect** entry is to be inserted.
- ❖ Type the **AutoCorrect** entry name (the abbreviation that was input into the **Replace** box).
- ❖ After the spacebar or Enter key has been pressed, Publisher inserts the assigned **AutoCorrect** text.

Deleting an AutoCorrect Entry

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **AutoCorrect Options** from the list of choices.
- ❖ The **AutoCorrect** dialog box will display (see illustration on previous page).
- ❖ Click the **AutoCorrect** tab.
- ❖ Click to select the entry that is to be deleted from the list.
 - If may be necessary to scroll down the page to locate the entry.
 - To find the entry quickly, input a value into the **Replace** or **With** box and then press the **Enter** key.
- ❖ Click **Delete** to remove the entry from the list.
- ❖ Click **OK** to exit the dialog box.