

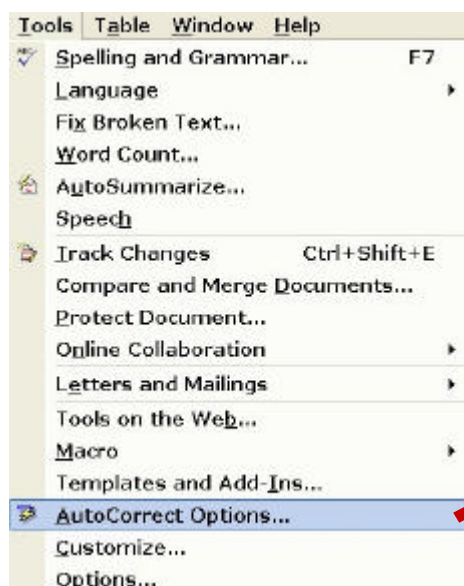
# Using AutoCorrect and AutoText in Microsoft Word

## AutoCorrect text:

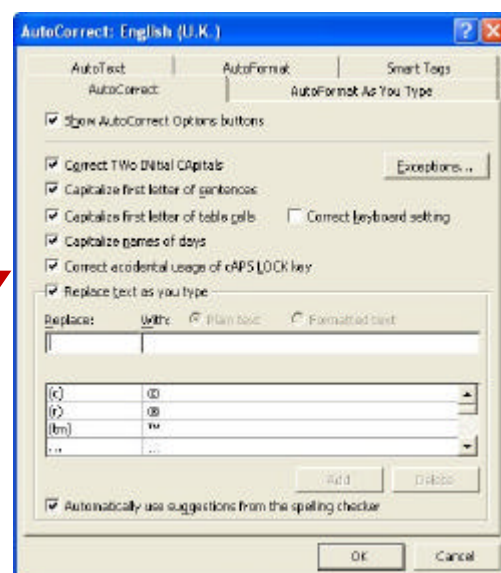
AutoCorrect has been a feature of Microsoft Word since its first Windows-based version. The main objective of AutoCorrect is to help avoid typing mistakes automatically. If you use Word you will have probably noticed that when you type “teh”, the computer will automatically change it to “the”. This is AutoCorrect at work!

When you type a word and hit the spacebar, Word checks to make sure that the word is spelt correctly. If it isn't it will underline the word with a red squiggly line to alert the user of a possible mistake. But this is not all Word does. Word also checks the word against the entries in the AutoCorrect table. If an entry exists it automatically replaces the word you have entered with your AutoCorrect alternative.

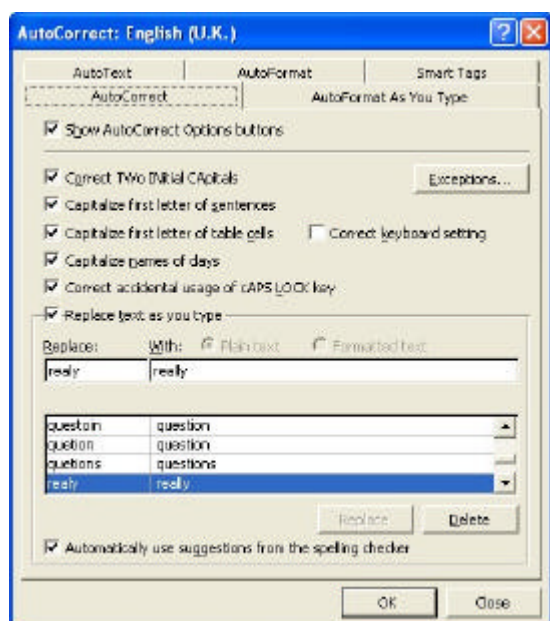
To help you understand this, follow these steps on your own version of Word. We are using Microsoft Office XP Professional, but if you have an alternative version almost all of the settings are similar if not exactly the same.



Open the 'Tools' menu and then select 'AutoCorrect Options', to view this panel.



In the box underneath 'Replace', type “really”. Now type “really” in the box underneath 'With'. Now select the 'Add' button to continue.



You have now entered a brand new AutoCorrect entry. When you select 'Ok' you can test it within your Word document. When you enter “really” followed by a space, Microsoft Word will automatically change it to “really”.

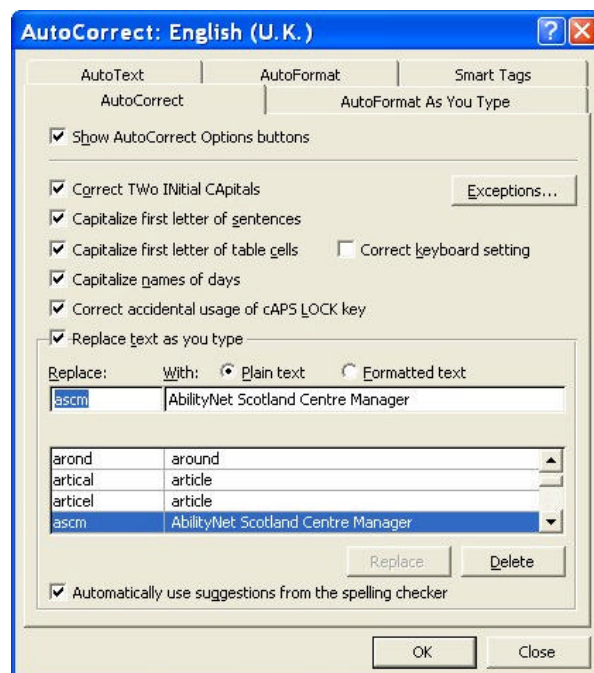
You can have more than one alternative spelling for any given word. This can help in many different circumstances including those people who have dyslexia and require the computer to reinterpret more uncommon misspellings which wouldn't normally be identified by a spell checker.

# Using AutoCorrect and AutoText in Microsoft Word

## Abbreviation Expansion:

As well as correcting spelling mistakes, you can use AutoCorrect to expand abbreviations. This was never created for more than a paragraph of text, and we'll look at that further down the page, but AutoCorrect is excellent for short phrases and commonly used words. A good example is a job title. My title is "AbilityNet Scotland Centre Manager". That is 4 average sized words which may take a little time and effort to type regularly. But why should I? Why not get AutoCorrect to do it for me, as illustrated.

*Quick Tip: Highlight the text within Word (in the normal way), which you want to add to the AutoCorrect table and when you open AutoCorrect your text should already be inserted in the 'With' box!*



## AutoText:

To abbreviate larger amounts of text, which can also include graphics, you can use the AutoText feature within Word. Rather than checking each word that is entered, AutoText checks to see if you are entering an abbreviation or start of a piece of text stored within its table. When it has identified a suitable AutoText entry it will display the entry name in a yellow 'Tool tip' box alongside your text cursor. You can choose to have the entry inserted into your document by pressing 'enter' at this point.

AbilityNet Scotland  
PO Box 28423 (Press ENTER to Insert)  
scot

AbilityNet Scotland  
PO Box 28423  
South Queensferry  
EH30 9ZN  
Tel: 0131 331 6381  
|

Kind regards

Andy Clarke  
AbilityNet Scotland Centre Manager

*The illustrations above show how you might create an AutoText entry for your address, or with a scanned image of your signature a quick and easy way of never having to sign a letter printed from Word ever again!*

To create a new AutoText entry, highlight the text you wish to store and either press Alt+F3 or select the following menu option:

**Insert – AutoText – AutoText...**

You can use the preview window to check what is currently saved for one of your entries, or confirm that the correct details are about to be saved. When you are ready, select 'Ok' to save your new entry.

