

# Microsoft Office 2003 Tools

## AutoCorrect: AutoFormat As You Type



### Introduction

AutoFormat As You Type is a set of options within the AutoCorrect window. These options, when chosen, make composing documents easier by eliminating menu navigation steps and/or keystrokes.

### Summary

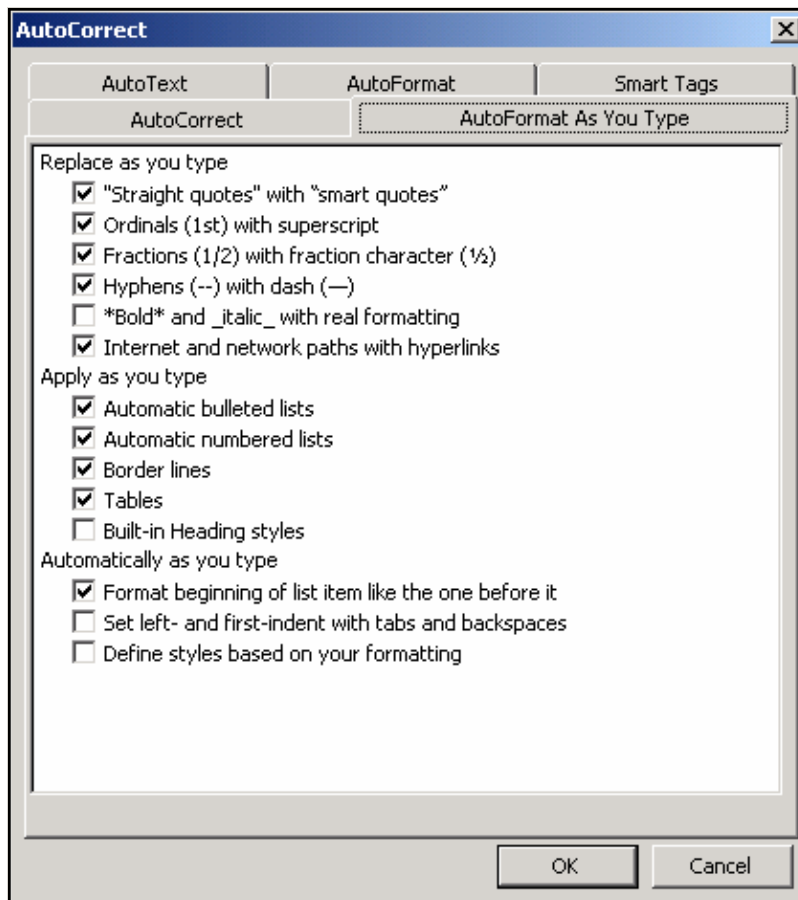
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### Accessing

1. From the Main Menu, click **Tools > AutoCorrect Options**. The AutoCorrect window (**Figure 1**) will appear.

Click on the **AutoFormat as you Type** tab.

Figure 1



## The AutoFormat as You Type Tab

The AutoFormat tab window is broken down into 3 sections: **Replace as you type**, **Apply as you Type**, and **Automatically as you type**.

### Replace As You Type

- Straight quotes with smart quotes — Makes straight quotes look curved/slanted ( " " ).
- Ordinals (1st) with superscript — Transforms "1st" to "1<sup>st</sup>" automatically.
- Fractions (1/2) with fraction character (½)
- Hyphens (- -) to dash (—)
- \*Bold\* and \_italic\_ with real formatting — Applies bold formatting to text that's surrounded by asterisks (\*). Example: \*solar system\* becomes **solar system**. It also applies italic formatting to text that's surrounded by underlines ( \_ ). Example: \_solar system\_ becomes *solar system*
- Internet and network paths with hyperlinks — Transforms http://www.towson.edu to <http://www.towson.edu>

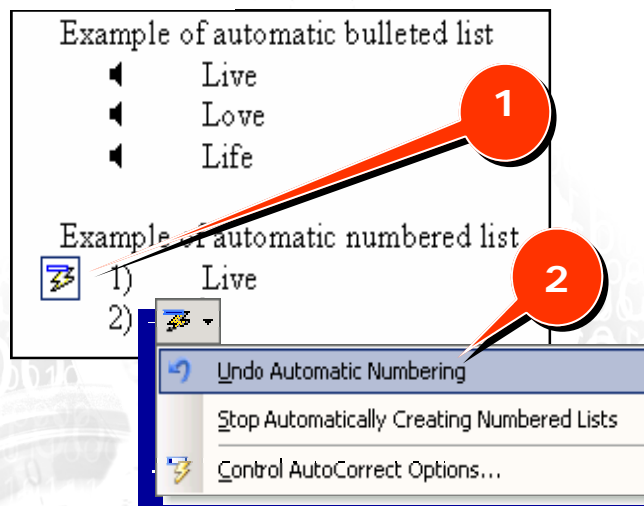
### Apply As You Type

- Automatic bulleted lists — When a symbol is inserted into a document, followed by a tab, text and a hard return (syntax: InsertedSymbol Tab TypedText Enter), the symbol will be automatically placed as the first character in the line, followed by another tab. Also, the 2nd line, along with the 1st line, will be indented (**Figure 2**).
- Automatic numbered lists — This option functions as Automatic bulleted lists. However, the syntax is: TypedNumber OptionalPeriodOrComma Tab TypedText Enter (**Figure 2**).



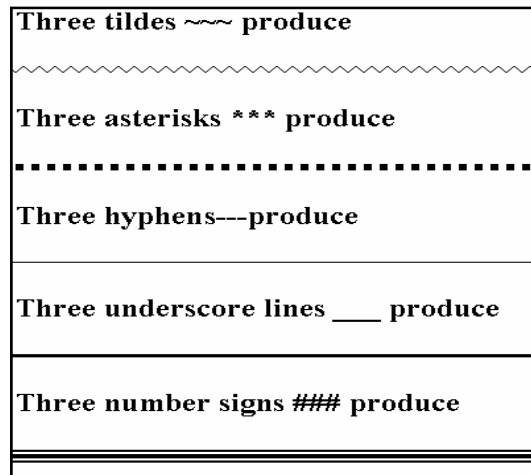
Note the AutoCorrect symbol that appears upon hitting Enter (**Figure 2, 1**). It is at this point that you can click on the AutoCorrect symbol and choose to undo the Automatic Numbering (**Figure 2, 2**).

Figure 2



- **Border lines**— Translates select characters, when typed in triplicate and followed by a hard return (ENTER), into select lines (**Figure 3**).
- **Tables** — Inserts a table when you type a plus sign, a series of hyphens, another plus sign, and so on (ending the series with a plus sign), and then press ENTER:  
  
+---+-----+-----+  
  
• Built-in Heading Styles—This option is off by default and is recommended to be used by experienced style users.

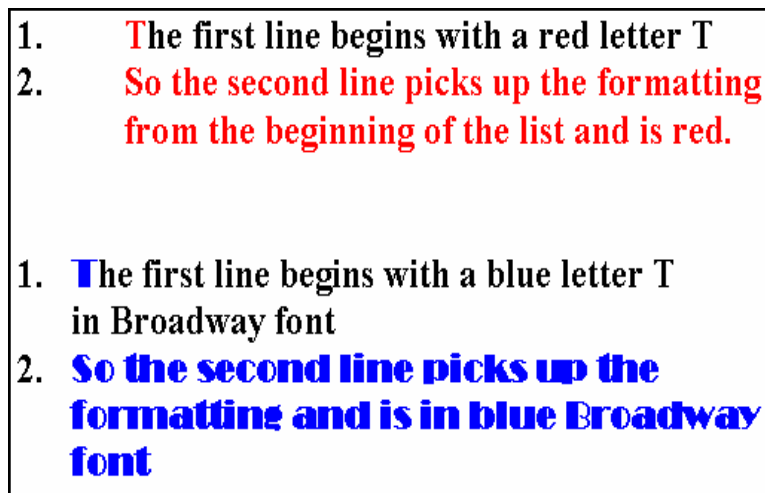
Figure 3



### Automatically As You Type

- Format beginning of list item like the one before it (Figure 4).

Figure 4



- Set left—and first indent with tabs and backspaces— This option is off by default and is recommended to be used by experienced style users.
- Define styles based on your formatting—This option will define formatting styles based on text that you have formatted. In this case, new formatting styles were created from the red and blue Ts in **Figure 4** (**Figure 5, 1**).

Figure 5

