

# Microsoft AutoCorrect

## AutoCorrect



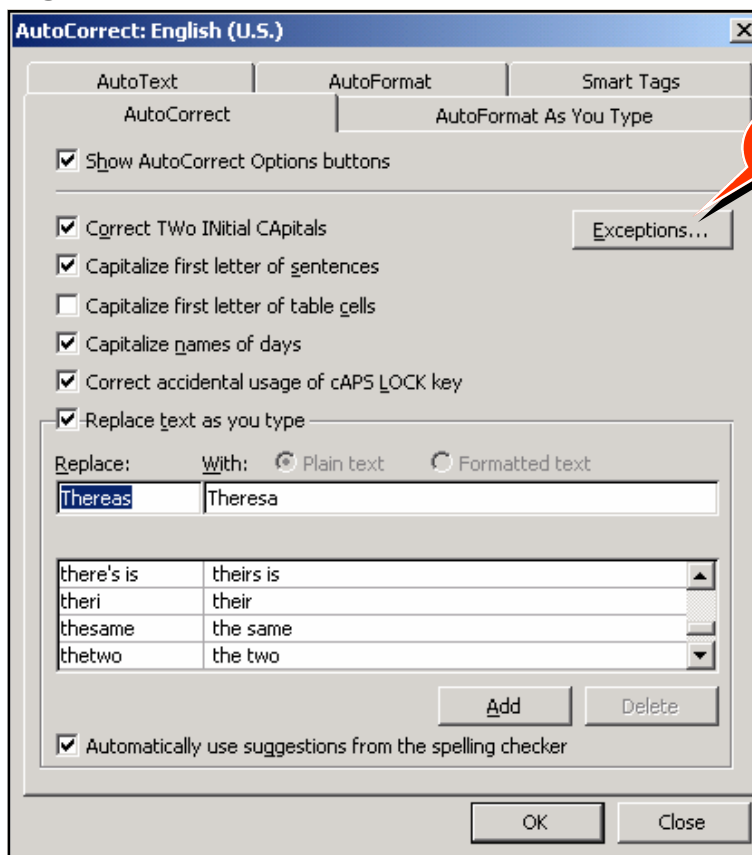
### Introduction

One of the keys to a great document is accurate spelling. Microsoft Office provides users with two great tools to assist with correcting spelling errors. The first is Spell Check, generally used after creating the document. The second is AutoCorrect; a function that can be activated to correct commonly made spelling errors as you type. AutoCorrect can also be customized to correct spelling errors not found in the given listing.

### Summary

- Introduction
- Accessing AutoCorrect
- The AutoCorrect Tab
- Customizing Capitalization
- Customizing Replace Text

Figure 1



### Accessing AutoCorrect

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

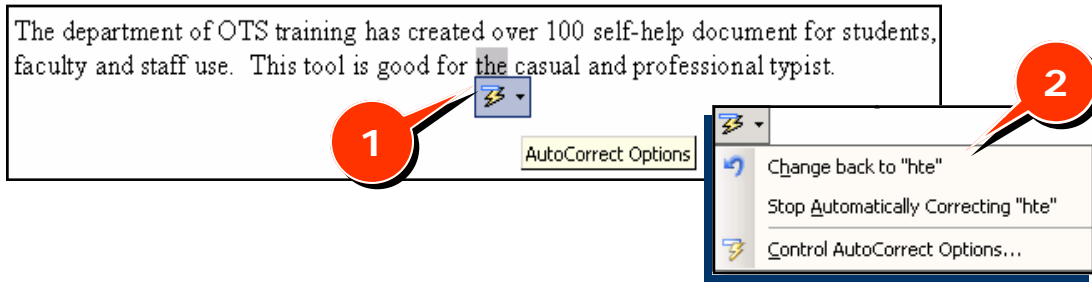
**Note:** The changes that you make to AutoCorrect in one software application will affect all software applications.

## The AutoCorrect Tab

From the AutoCorrect tab you can choose whether to have AutoCorrect:

Show the AutoCorrect Options buttons

Figure 2



With this option checked, when the mouse is hovered over something that AutoCorrect has changed or if the cursor is placed on the item that AutoCorrect has changed, a blue rectangle (**Figure 2, 1**) is displayed denoting that AutoCorrect has changed something. Clicking on the blue rectangle gives the available options based on the change (**Figure 2, 2**).

- Correct TWo INitial Capitals
- Capitalize the first letter of sentences
- Capitalize the first letter of table cells
- Capitalize the names of days
- Correct accidental usage of the cAPS LOCK key
- Replace text as you type
- Automatically use suggestions from the spelling checker

## Customizing Capitalization

AutoCorrect will automatically capitalize the next word after a period, with exception of abbreviations. The list of abbreviations can be accessed by clicking the **Exceptions...** button (**Figure 1, 1**).

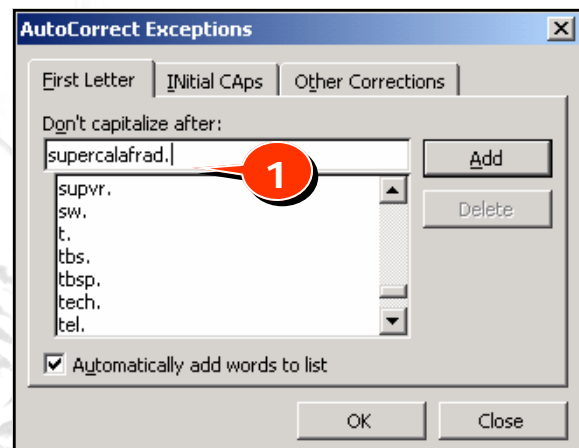
If you wish to add abbreviations:

1. Type the abbreviation in the “**Don’t capitalize after:**” box (**Figure 3, 1**).
2. Click **Add**.

If you wish to add items to Initial Caps, such as “IDs”:

1. Click on the **INitial CAPS** tab.
2. Type in the word in the **Don’t Correct** box.
3. Click **Add**.

Figure 3

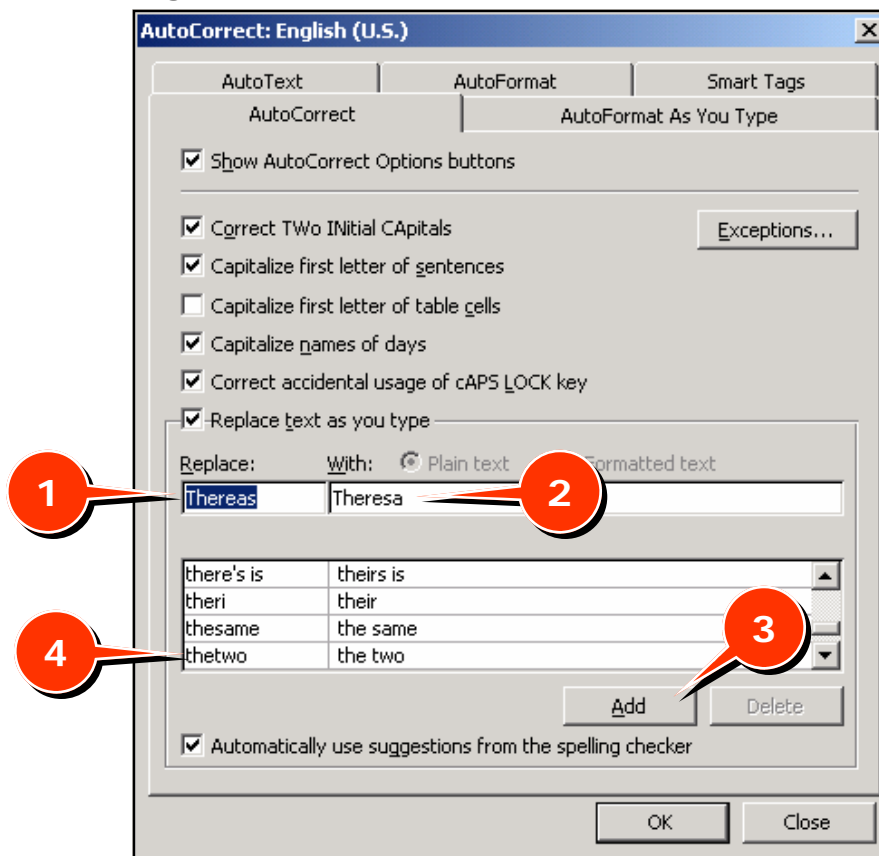


## Customizing “Replace text as you type”

Microsoft has a small database of commonly made mistakes that AutoCorrect uses. If it is deduced that an error, not within the database, is being made and corrected continuously, that error can be programmed to be automatically corrected through AutoCorrect.

1. Access AutoCorrect.
2. Under **Replace**, type in the incorrect spelling of the word (**Figure 4, 1**).
3. Under **With**, type in the correct spelling of the word (**Figure 4, 2**).
4. Click **Add** (**Figure 4, 3**). The word pair will be added to the database list (**Figure 4, 4**).

Figure 4



- ★ To delete an entry, scroll down to the word, highlight it and click the **Delete** button.