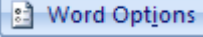
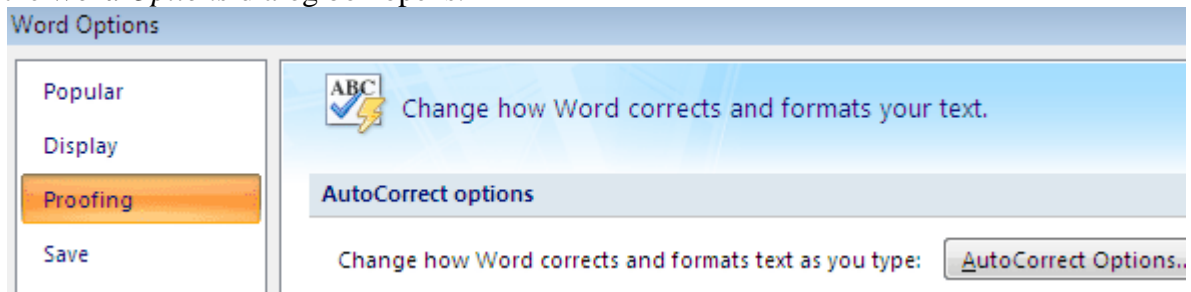


# AutoCorrect: Corrections and Replacements

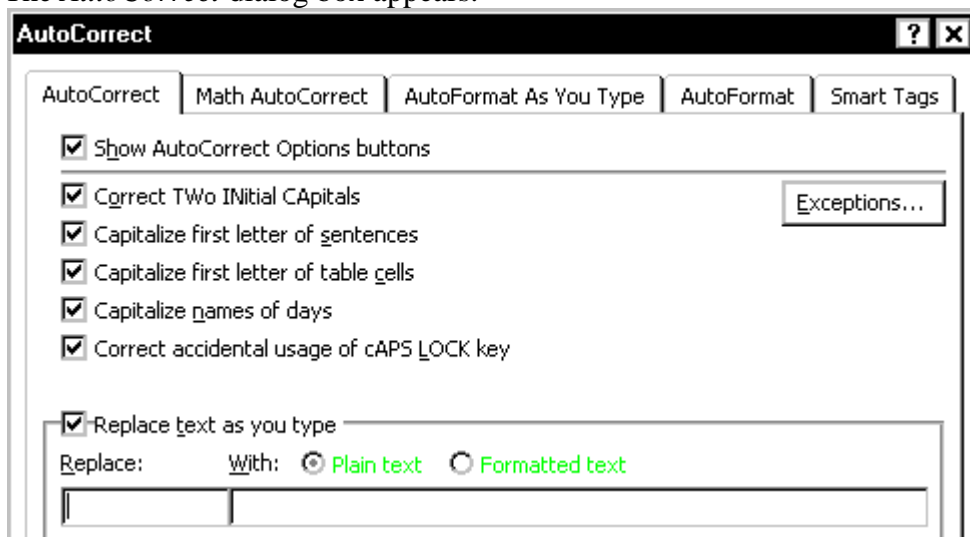
To automatically correct common errors as you type, use the options in the *AutoCorrect* tab of the *AutoCorrect* dialog box to set up automatic correction of capitalization errors, and commonly misspelled words. You can also create special characters. Several options are preset with Word, but you can delete and modify existing entries. This document discusses the options available and how to make changes.

## Accessing the AutoCorrect Dialog Box

1. From the *File* menu, click **WORD OPTIONS**  the *Word Options* dialog box opens.



2. In the *Categories* pane, select **Proofing**
3. Under *AutoCorrect options*, click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.



## Selecting/Deselecting AutoCorrect Options

You can use the *AutoCorrect* options that are appropriate for your work while turning off the others. This table shows the options and the automatic corrections Word makes when they are selected. These options can also be changed with smart tags.

1. Access the AutoCorrect dialog box
2. Select the ***AutoCorrect*** tab  
The *AutoCorrect* options are preceded by checkboxes.
3. Select the options you want to activate  
NOTE: A checkmark in the box indicates an option is selected and active.
4. Click **OK**

### AutoCorrect Options

The *AutoCorrect* dialog box offers the following customization options.

Option Selected	What You Type	AutoCorrection
<b>Correct TWo INitial CAPitals</b>	TOday's meeting was cancelled.	Today's meeting was cancelled.
<b>Capitalize first letter of sentences</b>	departmental budgets are due.	Departmental budgets are due.
<b>Capitalize first letter of table cells</b>	total cost	Total cost
<b>Capitalize names of days</b>	Our staff will meet thursday.	Our staff will meet Thursday.
<b>Correct accidental usage of cAPS LOCK key</b>	tHE GRADES HAVE BEEN TURNED IN.	The grades have been turned in.
<b>Replace text as you type</b>	Your their academic advisor.	You're their academic advisor.
<b>Automatically use suggestions from the spelling checker</b>	n/a	Works in conjunction with the <i>Replace text as you type</i> option, replacing misspelled text with words from Word's dictionary.

## Accidental Usage of Caps Lock Key Correction:

Correction occurs if the first letter is typed lowercase and following letters are uppercase, which is the case when *Caps Lock* is on and you press [**Shift**] to capitalize the first letter of a word. The correction makes the first letter uppercase and then turns off the *Caps Lock*. No correction will occur if the first letter is typed in caps.

## Creating Exceptions to AutoCorrect Options

The *AutoCorrect* feature can save you time during editing. However, if you have special abbreviations or company names that are exceptions to the rules Word uses in determining corrections, the *AutoCorrect* feature may seem like a nuisance. Word allows you to record these exceptions so you can take advantage of the *AutoCorrect* feature without worrying about words or phrases particular to your work.

### First Letter

Word normally capitalizes the next word after a period and a space. For example, if you use the abbreviation *num.* for *number* and type *num. five*, Word will correct it to *num. Five*. You can record your abbreviation as an exception so Word will not make the correction.

### Initial Caps

Word will automatically correct two initial capital letters. However, if you use a word or company name that has two initial capital letters, you would not want the correction made. For example, if you correspond with a company called *REmax*, when you type the name, Word will correct it to *Remax*. You can record a name or term as an exception so Word will not correct it.



NOTE: Word does not correct two initial capital letters followed by a lowercase *s* (e.g., *RNs*).

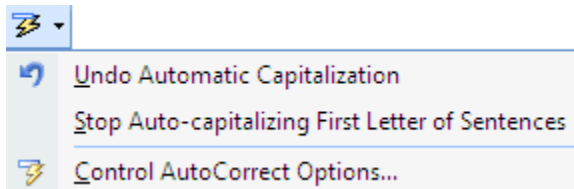
### To record exceptions:

1. Access the AutoCorrect dialog box
2. Select the **AutoCorrect** tab
3. Click **EXCEPTIONS...**  
The *AutoCorrect Exceptions* dialog box appears.
4. Select the appropriate tab
5. In the text box, type your exception
6. Click **ADD**
7. Click **OK**
8. Click **OK**
9. Click **OK**

## Overriding AutoCorrect

Word may sometimes automatically "correct" a word or phrase that you do not want changed. If you do not use the word often enough to warrant creating an exception, you can undo the individual *AutoCorrection* without changing *AutoCorrect* settings. You may also use this method to override *AutoFormatting* such as bulleted and numbered lists.

1. Move your mouse over the *AutoCorrected* word  
A small rectangle appears under the first letter.  

2. Move your mouse over this rectangle  
A *Smart Tag* appears.
3. Click the  » select the desired *AutoCorrect* option



Your options and the implications are listed here, using the example of automatically correcting a misspelled word.

Some *AutoCorrect* options include:

### Undo Automatic Capitalization

Selecting this option affects only this occurrence of the capitalization in the current document

### Stop Auto-capitalizing First Letter of Sentences

Selecting this option corrects this occurrence and turns off this option for all documents

### Control AutoCorrect Options...

Selecting this option takes you to the *AutoCorrect* dialog box, where you can choose from multiple *AutoCorrect* options that will affect all documents

## Creating Replacement Text Entries

Word provides several preset entries for commonly used plain text, formatted text, and misspelled words. In the *AutoCorrect* dialog box, you can view the list of preset entries by scrolling through the list. What you type appears on the left and Word's replacement text appears on the right. If you regularly use the copyright symbol or misspell words like *achieve* and *knowledge*, you will want to select this option.

NOTE: Word's preset entries can be added to, modified, or deleted, depending on your needs.

## Considerations:

- If the name is typed in lowercase, it is not case sensitive.
- If the replacement text contains at least one uppercase letter, typing the text in all lowercase will not convert it completely.
- *AutoCorrect* can correct only one problem at a time.  
EXAMPLE: If you were trying to type "America" and type "ameria," the *AutoCorrection* would be "Ameria." The *AutoCorrect* will only correct the capitalization and will not correct the spelling error. However, if you later use the spell checker, the spelling error will be detected.

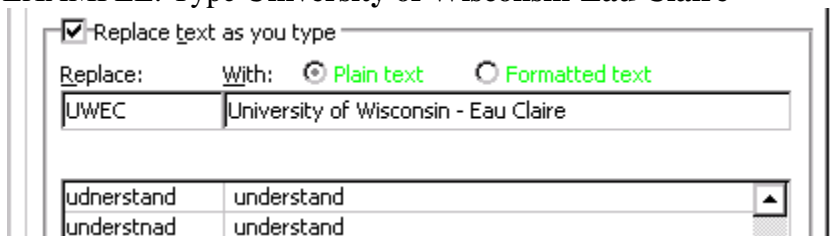
What You Type	AutoCorrection	What Was Corrected
Ameria	America	spelling
ameria	Ameria	capitalization only

When creating replacement text entries, two options are available: plain text and formatted text. The plain text is primarily phrases, while the formatted text can often be symbols. For formatted text, you must first select the text.

## Creating a Replacement Text Entry: Plain Text

If you frequently type the same phrase in many of your Word documents, you can create a replacement text entry and save keystrokes.

1. Access the AutoCorrect dialog box
2. Select the *AutoCorrect* tab
3. In the *Replace* text box, type the keystrokes to be replaced  
EXAMPLE: Type **UWEC**
4. In the *With* text box, type the word(s) to be used as replacement text  
EXAMPLE: Type **University of Wisconsin-Eau Claire**



5. Click **ADD**
6. Click **OK**

### NOTES:

Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified.

If desired, you can override the *AutoCorrect* options. For more information, refer to *Overriding AutoCorrect*.

7. Click **OK**

## Creating a Replacement Text Entry: Formatted Text

If you regularly use a symbol in your documents, you can define the symbol as replacement text.

### Considerations:

- If *Formatted text* is selected, the symbol (or text) you selected in your document will retain its formatting (e.g., font and size).
- If you select *Plain text*, what you have selected in your document will be stored without formatting and will assume the formatting of your document when later inserted as replacement text.
- These options are available only when you are working with a selection in your document.

1. From the *Insert* command tab, in the *Symbols* group, select *Symbol* » select *More Symbols*

The *Symbol* dialog box appears.

2. Select the desired symbol
3. Click **INSERT**
4. Click **CLOSE**
5. Select the symbol you just inserted
6. Access the *AutoCorrect* dialog box  
The *AutoCorrect* dialog box appears.
7. Select the *AutoCorrect* tab  
The selected symbol appears in the *With* text box.
8. Select *Formatted text* or *Plain text*
9. In the *Replace* text box, type the keystrokes to be replaced by the symbol
10. Click **ADD**
11. Click **OK**

#### NOTES:

Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified.

If desired, you can override the *AutoCorrect* options. For more information, refer to *Overriding AutoCorrect*.

12. Click **OK**

## Creating a Replacement Text Entry: Symbol Dialog Box Option

1. From the *Insert* command tab, in the *Symbols* group, select *Symbol* » select *More Symbols*

The *Symbol* dialog box appears.

2. Select the desired symbol
3. Click **AUTOCORRECT...**  
The *AutoCorrect* dialog box appears.
4. In the *Replace* text box, type the keystrokes to be replaced by the symbol
5. Select *Formatted text* or *Plain text*

6. Click **ADD**
7. Click **OK**  
The *Symbol* dialog box appears.
8. Click **CLOSE**

**NOTES:**

Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified.

If desired, you can override the *AutoCorrect* options. For more information, refer to *Overriding AutoCorrect*.

## **Editing a Replacement Text Entry**

You can make changes or corrections to your replacement text entries.

1. Access the AutoCorrect dialog box  
The *AutoCorrect* dialog box appears.
2. Select the *AutoCorrect* tab
3. From the scroll box, select the entry to be changed
4. In the *Replace* and/or *With* text boxes, make the desired change(s)
5. Click **ADD**
6. Click **OK**  
Your old entry is replaced with the edited one. The revised entry will be used in all future text replacements.
7. Click **OK**

## **Deleting a Replacement Text Entry**

1. Access the AutoCorrect dialog box  
The *AutoCorrect* dialog box appears.
2. Select the *AutoCorrect* tab
3. From the scroll box, select the entry to be deleted
4. Click **DELETE**
5. Click **OK**  
The entry is deleted.
6. Click **OK**