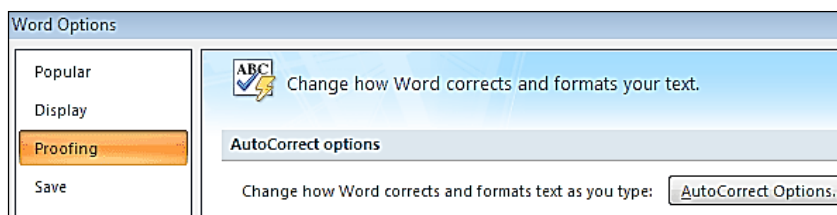


Microsoft Word2013: AutoCorrect and Auto Format

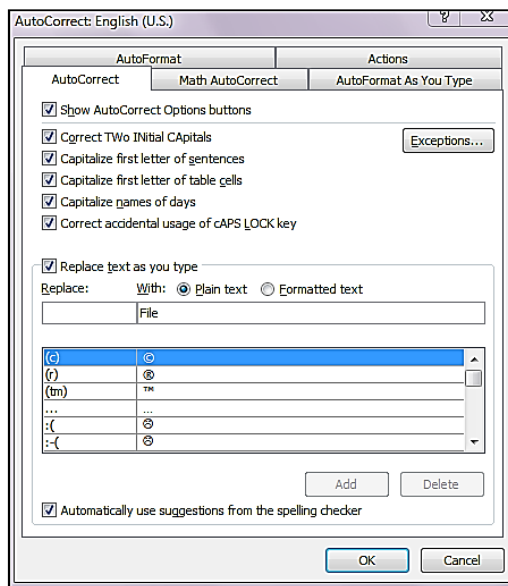
To automatically correct common errors as you type, use the options in the AutoCorrect tab of the AutoCorrect dialog box to set up automatic correction of capitalization errors and commonly misspelled words. You can also create special characters. Various options are preset with Word, but you can delete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

Accessing the AutoCorrect Dialog Box

1. From the **File** tab, click **Options** to open **Word Options**. Select **Proofing** on the left.



2. The **AutoCorrect** options dialog box appears, click the **Autocorrect** tab.



Selecting/Deselecting AutoCorrect Options

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



1. The **AutoCorrect** options are preceded by checkboxes.
2. Select the options you want to activate or not. A checkmark in the box indicates an option is selected and active.
3. Click **OK** to save changes.

AutoCorrect Options

The AutoCorrect dialog box offers the following customization options.

Option Selected	What You Type	AutoCorrection
Correct Two Initial Capitals	TODay's meeting was cancelled.	Today's meeting was cancelled.
Capitalize first letter of sentences	departmental budgets are due.	Departmental budgets are due.
Capitalize first letter of table cells	total cost	Total cost
Capitalize names of days	Our staff will meet thursday.	Our staff will meet Thursday.
Correct accidental usage of Caps Lock key	tHE GRADES HAVE BEEN TURNED IN.	The grades have been turned in.
Replace text as you type	Your their academic advisor.	You're their academic advisor.
Automatically use suggestions from the spelling checker	n/a	Works in conjunction with the Replace text as you type 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.



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

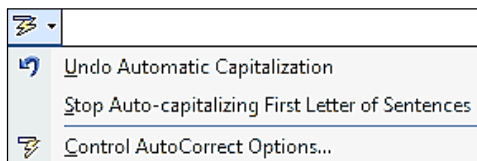
To record exceptions:

1. Access the AutoCorrect dialog box. Select the **AutoCorrect** tab
2. Click **Exceptions...** The AutoCorrect Exceptions dialog box appears.
3. Select the appropriate tab
4. In the text box, type your exception. Click **Add** then click **OK** twice.

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. Click the  to 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. 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 are 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.

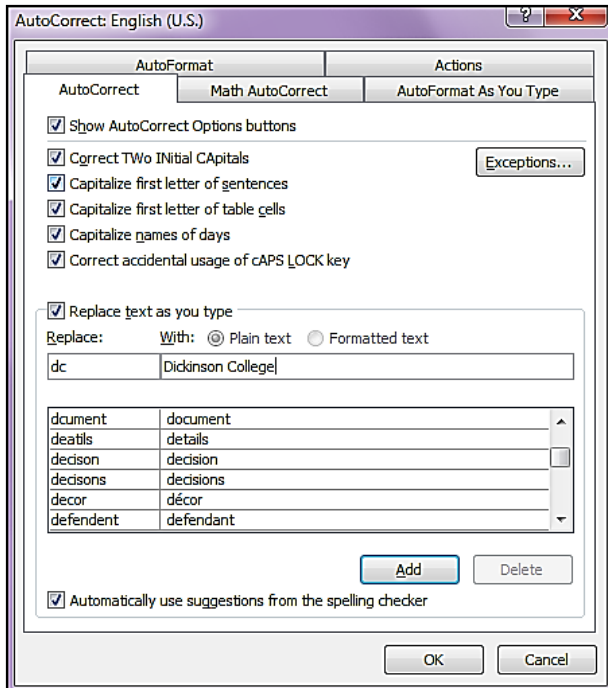
What You Type	AutoCorrection	What Was Corrected
Ameria	America	spelling
ameria	Ameria	capitalization only

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. Select the **AutoCorrect** tab
2. In the Replace text box, type the keystrokes to be replaced - Type **DC**
3. In the With text box, type the words to be used as replacement text - **Dickinson College**



4. Click **Add** then click **OK**

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. 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. Select the desired symbol
 2. Click **Insert** then click **Close**. Select the symbol you just inserted
 3. Access the AutoCorrect dialog box. The AutoCorrect dialog box appears.
 4. Select the **AutoCorrect** tab. The selected symbol appears in the **With** text box.

5. Select **Formatted text** or **Plain text**
6. In the Replace text box, type the keystrokes to be replaced by the symbol
7. Click **Add** then Click **OK**
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. 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. Select the desired symbol
2. Click **Autocorrect**. The AutoCorrect dialog box appears.
3. In the Replace text box, type the keystrokes to be replaced by the symbol
4. Select **Formatted text** or **Plain text**
5. Click **Add** then Click **OK**. The Symbol dialog box appears. Click **Close**
Each time you type the keystrokes followed by [**Space**] or [**Enter**] they will be replaced by the text you specified.

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** then click **OK**. Your old entry is replaced with the edited one. The revised entry will be used in all future text replacements. 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** then click **OK**. The entry is deleted. Click **OK** again.

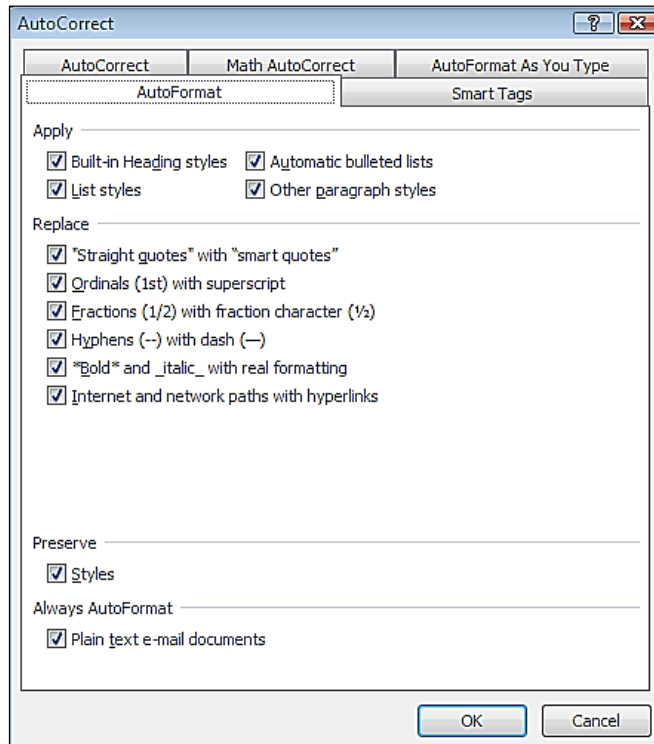
AutoCorrect: AutoFormat

The AutoFormat tab applies formatting options in conjunction with the **AutoFormat As You Type** tab. This document shows you how AutoFormat can be turned on/off and how its various options affect your Word projects.

- Accessing the AutoFormat Tab & Unique Options on the AutoFormat Tab

Accessing the AutoFormat Tab

1. From the **File** tab, click **Options**
2. In the Categories pane, select **Proofing**
3. In the AutoCorrect options section, click **Autocorrect Options**.
4. Select the **AutoFormat** tab



5. Select the desired options. An option is selected and active when a checkmark appears before it. When finished, click **OK**.
As with any AutoCorrect option, you can override the formatting if you wish. To exit the Application Settings dialog box, click **OK**.

Unique Options on the AutoFormat Tab

Many AutoFormat tab options are identical to those found on the AutoFormat As You Type tab. The list below describes options that are unique to the AutoFormat tab.

List styles - Applies list styles to numbered, bulleted, outlines, and other lists. It replaces any numbers or bullets that were inserted manually

Other paragraph styles - Applies styles other than for headings and lists (e.g., body text)

Preserve styles - Retains the styles you have already applied in your document

Plain text e-mail documents - Formats e-mail messages when they are opened