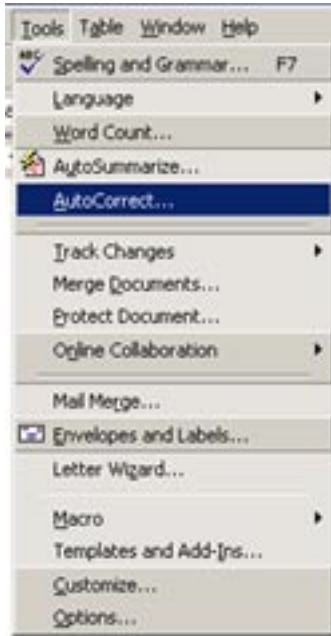
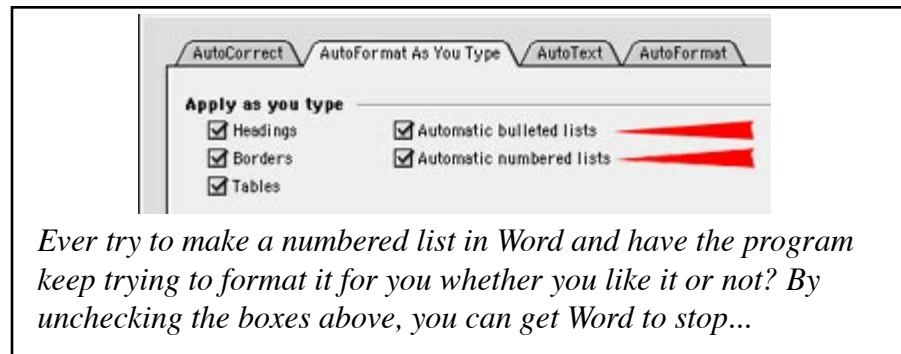




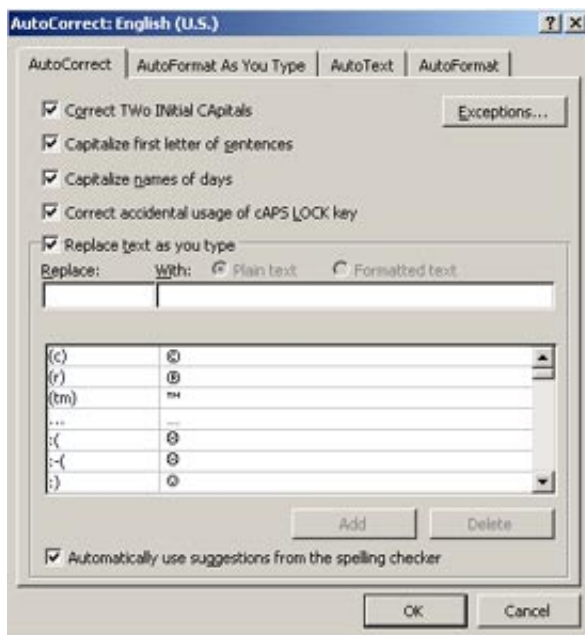
Microsoft Word: AutoCorrect/AutoFormat



AutoCorrect and AutoFormat features in Microsoft Word can either be a blessing (saving you time) or a curse (“making” you do things you don’t want to do). Knowing what these features do—and how to control them—is pretty important. To access these features in Word, select **Tools**, then **AutoCorrect...** from your pull down menus (*left*).



Ever try to make a numbered list in Word and have the program keep trying to format it for you whether you like it or not? By unchecking the boxes above, you can get Word to stop...



The main AutoCorrect palette (*left*) shows you a number of automatically enabled choices, such as the ability to always capitalize the letter that follows a period. But how about the word that follows an abbreviation? You don’t want your sentence to read “Will be there in approx. Three days.” Clicking on the **Exceptions** button will give you a list of, well, the exceptions (which you can add to if you want).

The “Replace text as you type” function, here, is one of the more useful AutoCorrect functions. Who remembers that holding down Option-G (Mac) makes ©? As you can see from the first example in the list (*left*), AutoCorrect lets you simplify the learning curve a little: typing (c) will automatically translate to the proper ©. Adding your own entries is easy.

Autotext will watch you as you type, and if you begin to type the beginning of one of the entries, Word will “ask” you if you want the program to complete the word/phrase. So as I begin to type “Best wishes,” to close a letter, by the time I get to B-e-s-t--w, Word will pop up a little box that says “Best wishes” and I need only have to hit return for the program to fill the rest in. Try it out yourself.

