



Processing Words: Automatic Typing!

AutoCorrect

Using **AutoCorrect** features in the **Office Suite**, particularly **Word** can be one of the most productive tools in the application and it can be one of the most frustrating tools in the application. Although clients learn this feature and trainers/consultants try to emphasize this important feature, it still goes underutilized. Knowing that **AutoCorrect** is where the Office suite changes the word about to about and that **AutoCorrect** is

where you turn off some annoying self correcting items, such as capitalizing the first letter of a sentence.

I have a client that doesn't use capital letters in her name, I have a customer whose name begins with two

capital letters, and I may have a customer named About – **AutoCorrect** could drive me

crazier than I am, if I didn't know how to change or stop these

automatically altered items. You can always activate the **AutoCorrect**

features through the **Microsoft Office Button**, clicking the **Word**

Options button at the bottom of the pane, and from the **Word**

Options screen and the **Proofing** item, and finally choosing

AutoCorrect Options, as displayed at right. This feature

spans the Office Suite in one form or another. When an

AutoCorrect feature or item is used **a small, blue rectangle**

will appear under the word or item changed or used by

AutoCorrect, Clicking the little, blue bar will activate the

AutoCorrect Options icon (it has a lightning bolt). One of

the most annoying items for the Legal Profession is

AutoCorrect's using the (c) to change to the copyright

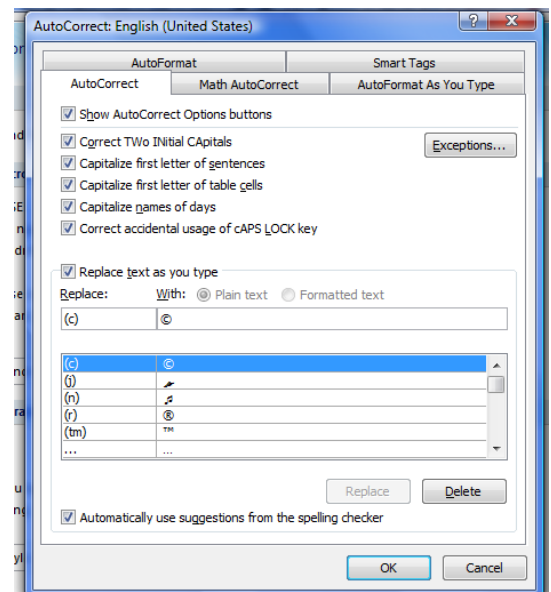
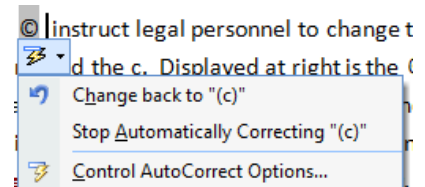
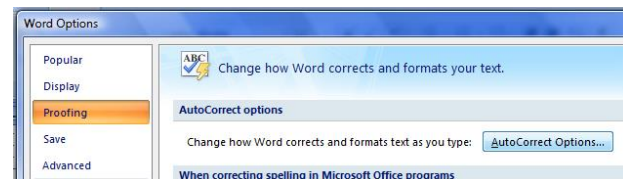
symbol ©. I instruct legal personnel to change the

AutoCorrect feature to use dashes or another symbol to

surround the c. Displayed at right is the **AutoCorrect**

Options. This is a great utility to be familiar with and to

use often. Displayed at right is the full **AutoCorrect**





Options menu that activates by clicking the Control **AutoCorrect Options** on the **AutoCorrect Options** icon or from the **Word Options screen, the Proofing section and selecting AutoCorrect Options**.

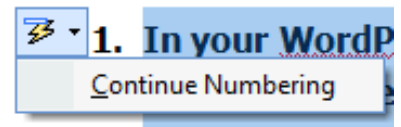
☺ Notice this happy face – AutoCorrect can enter this for you by typing a colon : and a closing parenthesis) or ☹ the frowny face (this is what I use for the Important Gotcha's in this book) is the colon : and opening parenthesis (. Try it, you'll like it.

Here are some of the important reasons to use AutoCorrect:

- ✓ **Automatically capitalize acronyms,**
- ✓ **Correctly spell words that you typically misspell,**
- ✓ **Automatically types your name, address, etc with a "code" or keyboard shortcut,**
- ✓ **Automatically enters entire paragraphs, letters, and disclaimers with a "code" or keyboard shortcut,**
- ✓ **Insert your favorite symbols and characters with a "code" or keyboard shortcut.**

☹ **An Important Gotcha!** If you use the "Stop Automatically Correcting" item on the AutoCorrect Options Icon Shortcut menu, it will **DELETE YOUR AutoCorrect ENTRY**. Word will not only stop automatically correcting for this incident of AutoCorrect but also for all future items; you will have to add the AutoCorrect Entry, again for it to be available. The **Change back to option** will facilitate most of your AutoCorrect nuisances. Anytime AutoCorrect is used by Word a blue bar underlines the item waiting for you to click it to get the AutoCorrect icon. ☹

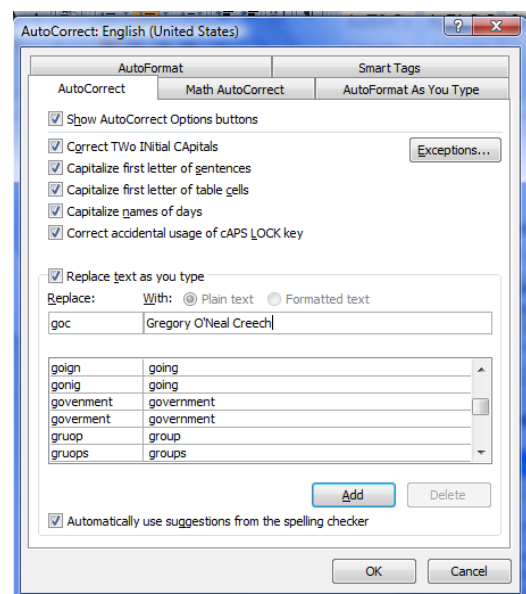
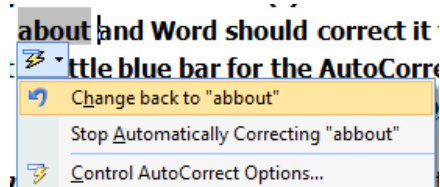
At right I have displayed another popular item in **AutoCorrect** and that is the ability to continue or restart your numbering. I have clicked my number icon on selected text and the **AutoCorrect** icon appears at my new number list. When I click the **AutoCorrect** icon, I am provided with the shortcut menu to **Continue numbering** (rather than Restart my numbering from 1).





Let's learn the important features of AutoCorrect

1. Open a blank document type your name and then (c) and the Copyright symbol should appear or type about and Word should correct it to about.
2. Return to the item, and click the little blue bar for the AutoCorrect Options
3. Change it back to the original input of (c) or "abbout" – this is pictured at right.
4. Return back and click the *Control AutoCorrect Options* to activate the menu below. Notice the options that you can have AutoCorrect perform for you, such as Capitalize first letter of sentences, if you uncheck this it will not automatically correct for you. Notice the area where you can edit or input new AutoCorrect items.
5. For fun and productivity, type your initials in the Replace box ↯ If your initials spell a word, type your first two initials and then the number 1 like this, ca1 ↯. Then type your full name in the With Box, My entry is displayed at right.
6. Click the Add button.
7. Click OK.
8. Back in your document, Type your initials, press your space bar or press enter. Watch as Word types your name. Great!



Let's have AutoCorrect type your name, address, and phone number for you.

1. In your practice document, type your name, address, and phone number as my information is illustrated below.

Greg Creech

P. O. Box 1431

Pine Lake, GA 30072



404-299-1706

2. Format your text as you wish.
3. Select all of your text including the paragraph marks.
4. Click the Microsoft Office Button,
5. Click the Word Options button at the bottom of the screen,
6. Select the Proofing item in the Word Options screen and click the AutoCorrect Options button,
7. This is way too many steps for me to activate AutoCorrect; I add this to my Quick Access Toolbar. ☹
8. Notice the With box has your text and the Formatted Text radio button should be checked for you, if not make sure the Formatted Text box is selected.
9. In the Replace box type your own code; I used ad1.
10. Click Add.
11. Click Close
12. In your document, type your code you assigned in Step 8.

There is your formatted Name, Address, and Phone number.

To get practice and reinforce your skills perform the following AutoCorrect exercises:

- ✓ *Select any paragraph in a document and assign an AutoCorrect shortcut to have Word type an entire paragraph for you. My clients use AutoCorrect to have Word enter disclaimers, such as the medical profession using HIPPA disclaimers.*
- ✓ *Also, type your favorite acronym, like ATM, in lowercase in the With box like atm and in the Replace box type ATM.*
- ✓ *Add your frequent misspelled words to have Word spell them correctly. I misspell Atlanta all the time so I have several entries to correct Atlanta when I type Atalnta or Atanlta, etc.*

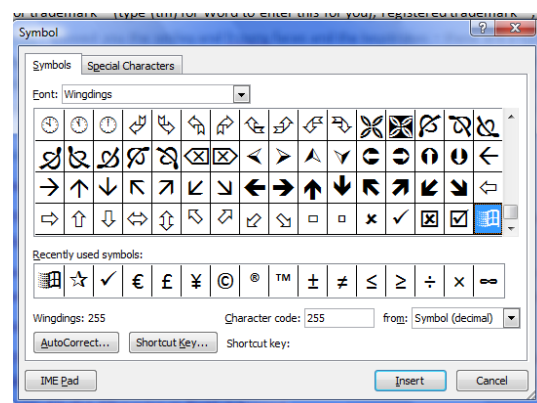


- ✓ *You can add your own words, especially for professional and technical career fields, such as legal and medical terms.*

☺ As I wrote earlier, be careful about the shortcut words/letters you use for AutoCorrect. I taught this in a Word class several years ago and a woman named Catherine Anne Thompson entered an AutoCorrect feature using her initials “cat” to type her name. This worked great, UNTIL another woman took my Word class several months later and opened a book she was writing about cats. When she typed cat, guess what Word did? Changed her word “cat” to Catherine Anne Thompson. My new client screamed: “Creech! This woman named Catherine Anne Thompson has possessed my computer!” I knew exactly what had happened and promptly deleted this AutoCorrect entry. ☺

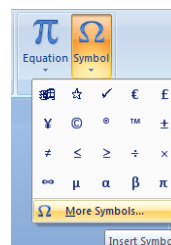
AutoCorrect “Symbol”isms

The copyright © AutoCorrect option we entered earlier is a symbol. AutoCorrect has other symbols for trademark ™ (type (tm) for Word to enter this for you), registered trademark ®, (type (r) for this). Also, I showed you the smiley and frowny faces and the keystrokes – these are a type of symbol, too. Symbols are a type of font and include other fonts like Webdings, Wingdings (displayed at right), and other special fonts. While these may not look like fonts, they are. You may format them, as with any font, such as size, color, and other formatting. Let’s create our own AutoCorrect symbols, as I have accomplished with this book for the notes 🎵 and the jalapeño pepper 🌶. Let’s accomplish this together following the steps in the next section.



Here’s some important notes on Symbols and AutoCorrect

- ✓ *The Symbol dialogue box activates through using the Insert Tab on the Ribbon and selecting Symbol and clicking More symbols as displayed at right.*
- ✓ *In Word, you may activate this menu through the Home Tab item and then Bullets and Define New Bullets as we accomplished earlier.*



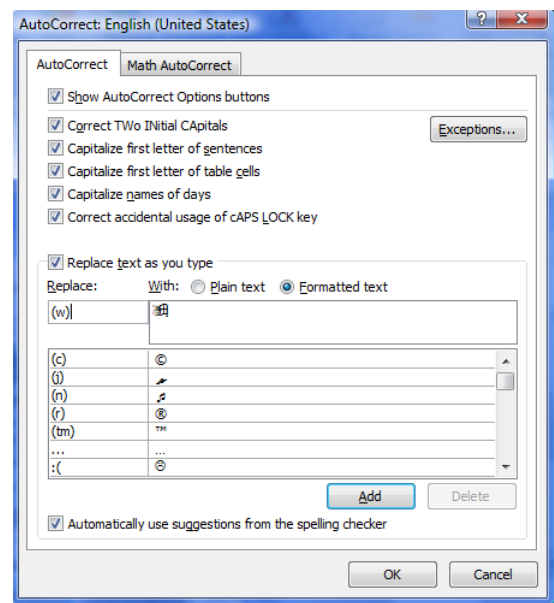
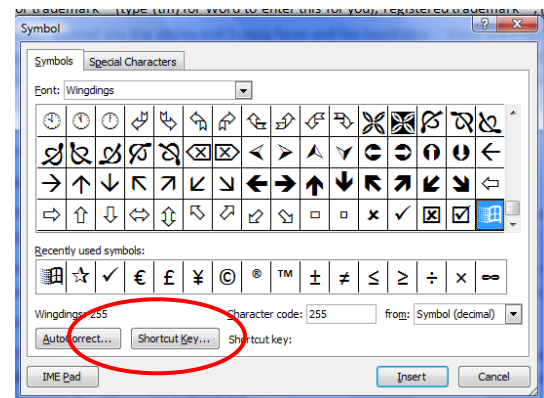
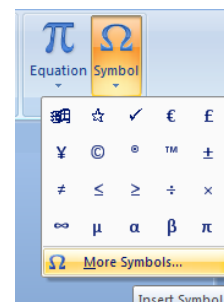


- ✓ *Using symbols with AutoCorrect is very popular for engineers, accountants, linguists etc to add items such as degree symbols, foreign currencies, and other language's special characters.*

Let's use the symbol dialogue box and create an **AutoCorrect** entry for it. While you may insert a symbol and use AutoCorrect in Excel and PowerPoint, Word allows you to insert a symbol AND go to AutoCorrect or assign a keystroke for your symbol quicker and easier than other applications.

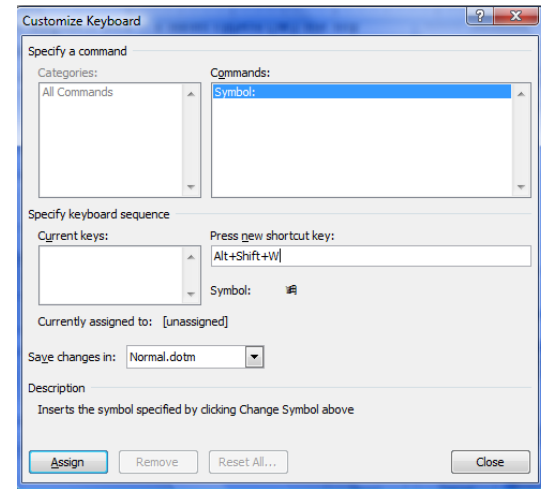


1. In a blank document or use your previous AutoCorrect practice document, click the Insert Tab and the Symbol button. Notice the predefined symbols in your gallery that you may use.
2. Click More Symbols. . .
3. The Symbol Dialogue box appears.
4. Choose the font you wish to work with (Webdings and Wingdings are popular symbol fonts, as I related earleir).
5. Next select a symbol by clicking it.
6. Click the AutoCorrect button at the bottom of your pane.
7. The AutoCorrect dialogue box opens with your symbol in the With section.
8. Next type your keyboard strokes for this symbol in the Replace box – I have typed (w) for my Microsoft Windows symbol.
9. Click Add
10. Next click OK.
11. You return to the symbol dialogue box. Next we'll give this another keyboard shortcut. *CARE should be used in assigning keyboard shortcuts because many keyboard shortcuts are already assigned in the Office applications – you don't want to overwrite important shortcuts like CTRL + C which is the shortcut for copy. ⚡*
12. At the symbol dialogue box click the Shortcut key button.





13. The Customize Keyboard dialogue box appears. In the Press New Shortcut key box - Press your combination of keys until you find one that is not used or assigned – I have use the ALT + SHIFT + W to insert my Microsoft Window symbol.
14. Once finished Click Assign.
15. Then Click Close.
16. At your Symbol screen, Click Cancel.
17. Now try out your new AutoCorrect entry and the keyboard shortcut for your symbol.



☺ *The trick to all of this is to remember your keyboard strokes and that you have accomplished this and can reuse the symbol forever.* ☺

🎵 *Write your notes here:* _____



AutoCorrect Letter

This exercise will demonstrate how you can have Word type an entire letter for you. The limit on Non-formatted AutoCorrect entries is 255; I'm unsure of the limit in the formatted AutoCorrect entry, but it is a lot as you will see.

1. **Open the file Form Letter.doc,**
2. **Press the CTRL + A keys to select all of the text or triple click in your Selection Bar area to select all of the text.**
3. **Navigate to your AutoCorrect Options through the Microsoft Office button and Word Options.**
4. **Notice Word has your letter in the with box.**
5. **In the Replace: box enter your keystrokes, I have entered ltr1.**
6. **Click Add and Click Ok.**
7. **Open a blank document and type your keystrokes, such as ltr1.**
8. **Wow! That's what I call Word Processing.**

♪ Word did not convert the Header nor Footer, which we will learn soon. ♪

