



Introduction

The autocorrect feature in Office 2007 allows you to correct common typographical errors. You may also create custom entries. For example, if you frequently type the same phrase in many of your Word documents, you can create a replacement text entry and save keystrokes. Once you create an autocorrect entry, it may be used across the other Office packages except Outlook.

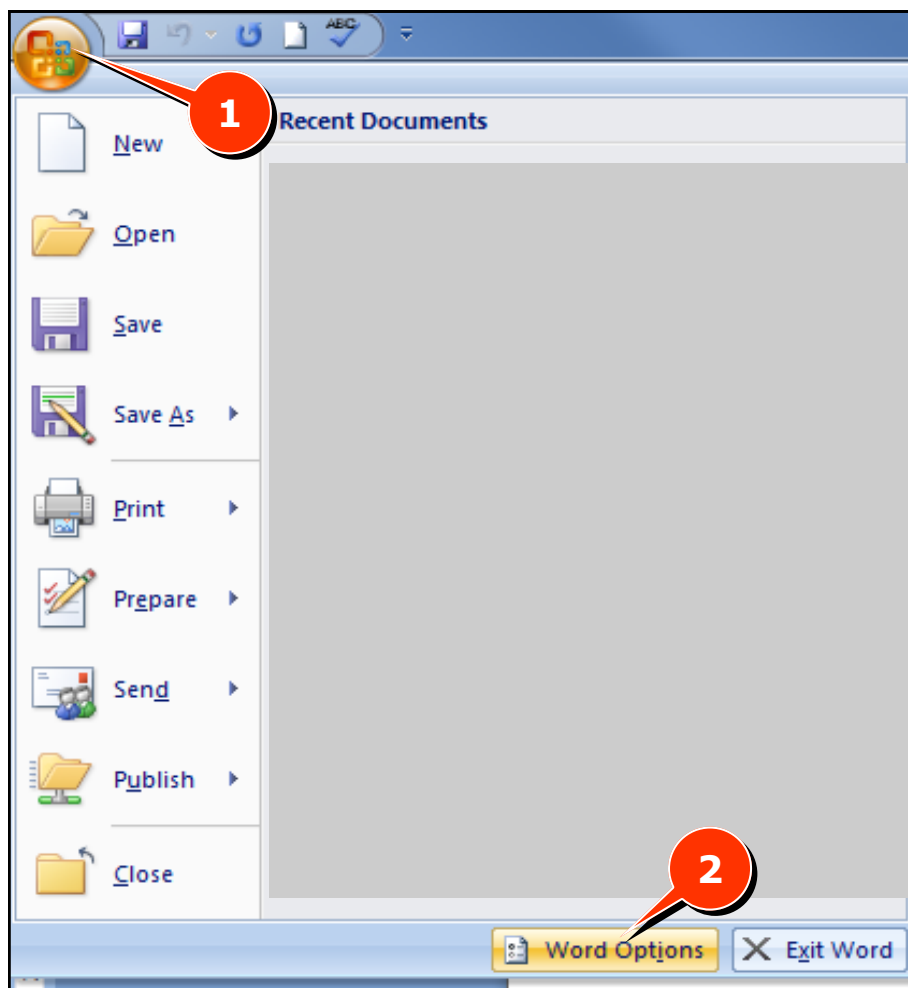
Process Summary

Introduction
Creating an AutoCorrect Entry

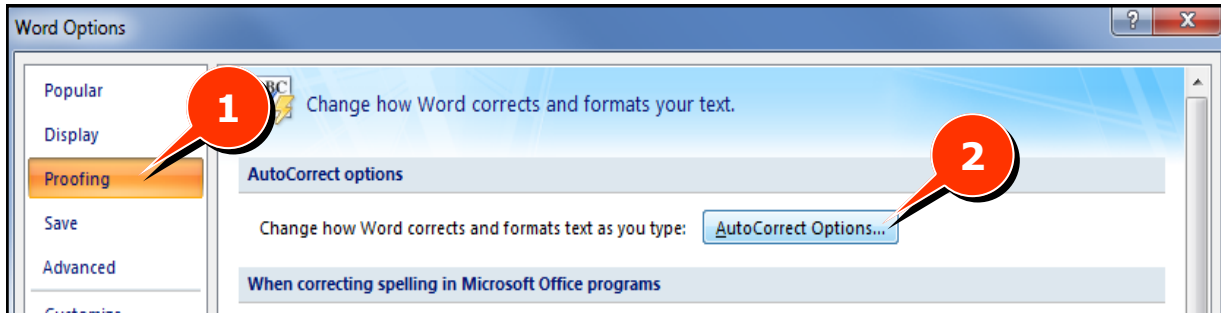
Creating an AutoCorrect Entry

1. Open Word 2007.
2. Click the **Office Button** (Fig 1, 1).
3. Click **Word Options** at the bottom right of the menu (Fig 1, 2).

Figure 1



4. The **Word Options** dialog box will appear (Fig 2). Click **Proofing** on the left hand side of the dialog box (Fig 2, 1).
5. Click the **AutoCorrect Options** button (Fig 2, 2).

Figure 2

6. The **AutoCorrect** dialog box will open (Fig 3).
7. Click under **Replace:** and type the keystrokes to be replaced (shortcut) (Fig 3, 1).
8. Click under **With:** and type the word(s) to be used as replacement text (Fig 3, 2).
9. Click **Add** (Fig 3, 3).
10. Click **OK** (Fig 3, 4).
11. Type the shortcut and press either the spacebar or the ENTER key on your keyboard.

Figure 3