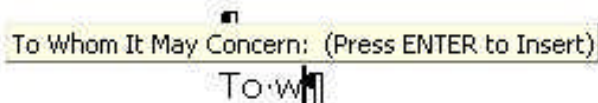


AutoText

You have probably encountered AutoText in your work in Word. *AutoText* is evident by those little prompts that pop up as you are typing.

If you type **To w** you will see the popup. This is AutoText prompting to save you some typing.



If you do want the text that appears in the prompt, simply press the **Enter** key. Then you can continue typing from there.

If you do not want the text that is being suggested, simply keep typing what you really want and the prompt will disappear.

Adding AutoText Entries

You can add your own entries to AutoText so it can become more useful. Let's say we work for The Widgets Company. And we are tired of typing that in all the time. We can add that text to our AutoText, then when we start typing it, we will get the prompt, and we can just hit Enter to accept it.

Up on the menu bar, click on **Tools**, then click on **AutoCorrect Options...**

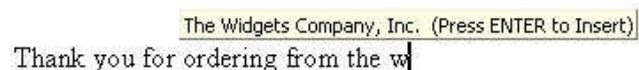
In the dialog box that opens, click on the **AutoText** tab at the top.

Here in the AutoText box, near the top, is a text box with the prompt, *Enter AutoText entries here:*

Type in the text that you want to have as an AutoText prompt. In our exercise, type **The Widgets Company, Inc.**

Click on the **Add** button.

Click on **OK** at the bottom of the dialog box.



Now, whenever you type **the w** you will receive a prompt to insert your AutoText. If you want it, press **Enter**. If not, keep typing. It's that simple.

AutoCorrect

AutoCorrect is slightly different from AutoText. The key difference being that instead of giving you an option, it just does its thing automatically. The other difference is that instead of inserting something new, it changes something you have typed. AutoCorrect is turned on by default when Word is installed. It applies its settings automatically as you type in the document. If you have ever noticed a word get capitalized or change its spelling for you, on its own, you have seen AutoCorrect in action. This Word tool can be very helpful, but it can also get to be rather annoying. Being able to access the settings to control how it functions is crucial to making AutoCorrect work for you.

Up on the menu bar, click on **Tools**, **AutoCorrect Options...** (in previous versions, the menu item is simply *AutoCorrect...*), then click on the **AutoCorrect** tab at the top, if needed. Many of the settings at the top of the dialog box are pretty self-explanatory.

If you want a listed AutoCorrect feature to work, leave it checked. If you do not want a specific feature to work, uncheck it to turn it off.

You may not have noticed, in the upper-right portion of the dialog box, a button labeled options. Sometimes people turn off either the **Two Initial Capitals** or the **Capitalize first letter of sentences** option because they have something they usually type that changes automatically that they don't want to have happen. Rather than turn the features off completely, you can make exceptions.

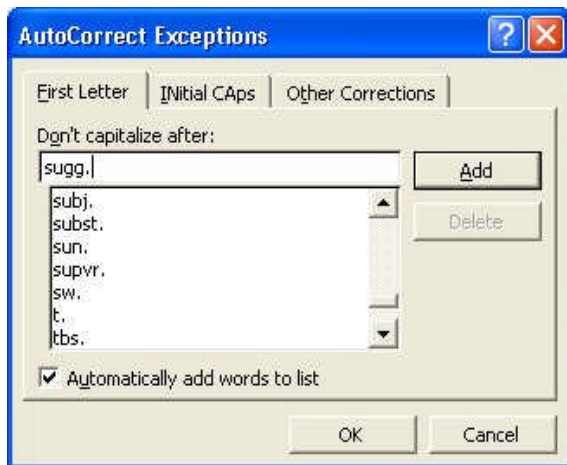
Exceptions

Click on the **Exceptions...** button in the upper-right corner of the AutoCorrect dialog box. Another box appears where you can see and edit the exceptions to these AutoCorrect settings.

Notice that Word will not capitalize any words that follow **a.** or **abbr.** or any of the

other abbreviations and common text entries. But, let's say that you work in the retail industry, and you are constantly using the abbreviation *sugg.* for suggested retail price. That abbreviation is not in the exceptions list, so any time you type *sugg.*, it will be followed by a capitalized word.

All you have to do, is type **sugg.** into the box beneath *Don't capitalize after:* then click on Add. Your exception will be added to the list.



You can similarly add exceptions to the INitial CAPs list. A brand name like BFor, as an example, could be added.

When you are finished with the Exceptions box, click on the **OK** button.

Replace text as you type

The *Replace text as you type* feature occupies the lower portion of the dialog box. It is designed to do the spelling for you, and correct some of the most common spelling errors automatically.

As an example, if you mistakenly type the word **technical**, Word will correct it to **technical** for you.

But did you know that this AutoCorrect feature is also designed to help you enter typographical symbols? Text like **(c)** that you enter will be replaced with the © copyright symbol. You may scroll through the list to find other handy replacements.

Adding Entries

You can add your own commonly misspelled words to the AutoCorrect list.

When opening this dialog box, a blinking cursor appears in the *Replace:* text box, ready for a new entry to be added. Type in the word as you misspell it, such as **vacume**, in this box, then press *Tab* to move to the *With:* text box. Here, you type in the correct spelling, **vacuum**. Click on the **Add** button in the lower portion of the dialog box, and the new entry will be added to the list.

From now on, whenever you type *vacume*, it will be automatically replaced with *vacuum*.

Typing Shortcuts

This AutoCorrect feature can also be used as a great typing shortcut that goes one step beyond the AutoText tool we have already explored. AutoCorrect, instead of prompting you to insert text will automatically replace text you type with the longer version. Putting a spin on the example we used earlier, let's say there are times you want type The Widgets Company, but without the **comma, Inc.** If you tried to put this into AutoText, it wouldn't work, since the words in both 'shortcuts' are identical, until the very end. So for this other shortcut, we will use AutoCorrect. Go to Tools, AutoCorrect Options... then click on the AutoCorrect tab, if necessary.

In the **Replace:** text box, type a unique *abbreviation* for AutoCorrect entry that is not a word by itself, nor the beginning of an *AutoText* entry, In our example, to abbreviate The Widgets Company, we will use **twc**.

Press *Tab* to move to the **With:** text box, and type in the text that you want to have appear. For our example, this would be our company name, **The Widgets Company**.

Click on the **Add** button in the lower portion of the dialog box, and the new entry will be added to the list.

Click on **OK** to close the dialog box.

Now, whenever *twc* is typed into any document and followed by a space and/or punctuation, it will be automatically changed to *The Widgets Company*.

Removing Entries

There may be some replacements that you find annoying or just useless. Additionally, you may have added some replacement entries that you no longer need. We can remove any AutoCorrect items we want.

Access the *AutoCorrect* dialog box, then in the *Replace:* box, begin to type in the abbreviation or misspelled word—the item will appear in the list below.

Click on the **item** in the list to select it.

Now, click on the **Delete** button.

The AutoCorrect entry will be removed from the list.

Once you have removed all of the desired entries from the list, click on the **OK** button or press the **Enter** key.

Adding Formatted Entries

This feature is only available in MS Word

Now, let's say that our company name has a certain font, or even color that needs to be displayed to meet the corporate style setup by the company. You can actually have AutoCorrect insert *formatted* text as the replacement. Here is how it works.

First type the text into a document and format it just the way you want it to appear.

The Widgets Company

Next, select the text. If you want the text to always have a paragraph break (hard return) at the end of it, include the paragraph marker in the selection. Otherwise, do not include it.

Now, click on **Tools, AutoCorrect Options...**

On the *AutoCorrect* tab, you will see that the *With:* box is displaying the text and its formatting. The option *Formatted text* is selected.

Type in your abbreviation. Remember that it must be different from any normal words or any other abbreviations being used by AutoCorrect. In our case, we will use *twcf*, meaning *The Widgets Company formatted*.

Click on **Add**. The entry is added to the list. The asterisk that follows the entry means that it contains formatting.

Click on **OK**.

Now, when you type in *twcf* then hit the spacebar or some other punctuation.

¶ Thank you for choosing **The Widgets Company** ¶

You will get the formatted text.

Adding Graphics Automatically

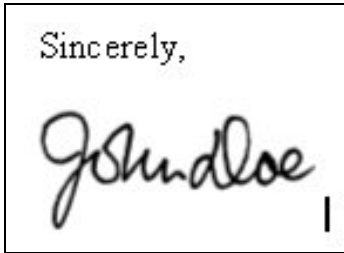
This feature is only available in MS Word

Our final look at AutoCorrect is the capability it has to not only insert text and formatted text, but to insert *graphics* as well.

In our scenario, John Doe is tired of signing all the letters he sends out. So, he has scanned his signature into the computer and has saved it as an image file. Now, whenever he types in *jds* (for John Doe signature), he wants his signature to appear. This can be done quite easily. And it could be done with a company logo or any other image.

1. First, in just a blank document, insert the graphic:
 - a. Up on the menu bar, click on **Insert**, then point to **Picture**, then click on **From file....**
 - b. In the dialog box that appears, navigate to the folder containing the image you want to use.
 - c. Locate and click on the image, then click on **Insert**, or press **Enter** on the keyboard.
 - d. The image now appears in your document.
2. Click on the image once to select it.
3. Now, go up and click on **Tools**, then click **AutoCorrect Options...**
4. In the dialog box, you will see the image in the *With:* box.
5. Type in your abbreviation, **jds**.
6. Click on **Add**. The entry appears in the list, but in the *With:* field, there is just an asterisk, indicating that it is an image.
7. Click on **OK**.

Now, whenever you want the image to appear, go to where you want the image in your document, and type in the abbreviation. Then when you press the spacebar, you get the image!



It doesn't get any faster or easier than that!