

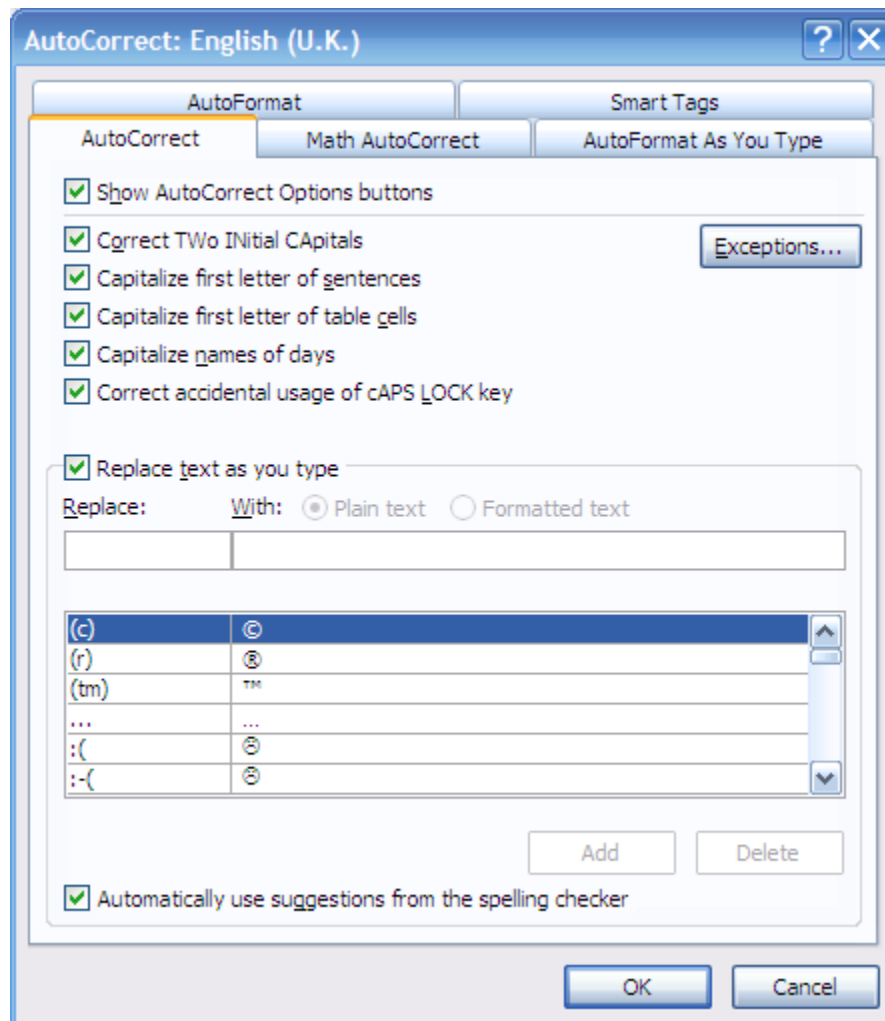
Microsoft Word - AutoCorrect Entries



AutoCorrect Entries

If you have AutoCorrect turned on, Word will automatically correct standard misspellings, such as hte to the. (To be able to display the error AutoCorrect had to be turned off for the misspelling.)

The auto correct entries are listed in the autocorrect dialog box, that can be accessed via the Proofing section of the Word Options



If there is an entry in autocorrect that you want to turn off, then that item can be deleted from

the list. By the same token new entries can be created for the autocorrect

For instance if you need to write a lot of letters you could set up

Ys to change to Yours Sincerely and yf to Yours Faithfully.

Then when ys or yf are used in your documents they would automatically be changed to the full phrase.