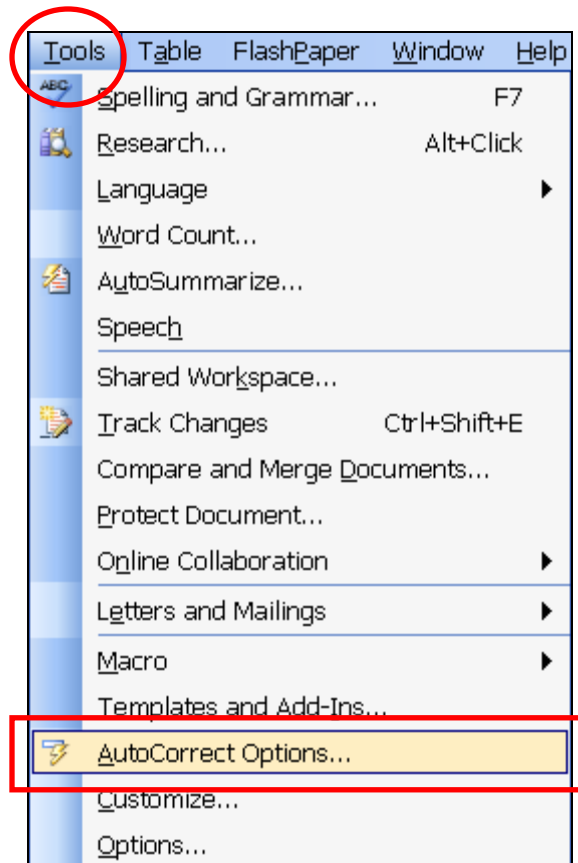


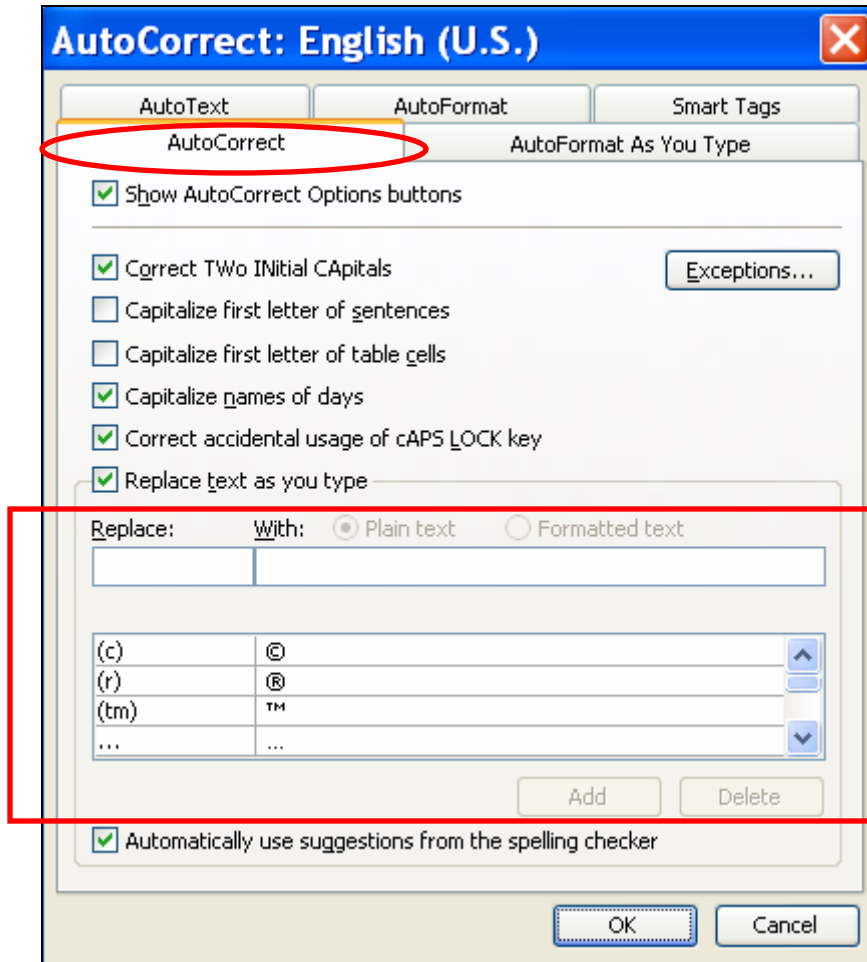
Adding Entries to the AutoCorrect Feature in Word

How often do you type “Bucks County Community College” or some other routine text that takes longer to type than straight text and is subject to a typing error? Wouldn’t it be nice if there was a way to type a few letters that would generate the entire long text rather than you having to type the text? The **AutoCorrect** feature will do just that. This Low Threshold Activity will provide the steps on how to create an entry in **AutoCorrect**.

1. The **AutoCorrect Option...** feature is located under the **Tools** menu. The menu will need to drop so that the **AutoCorrect** feature is visible. Once it is visible, slide the mouse down and select the option.

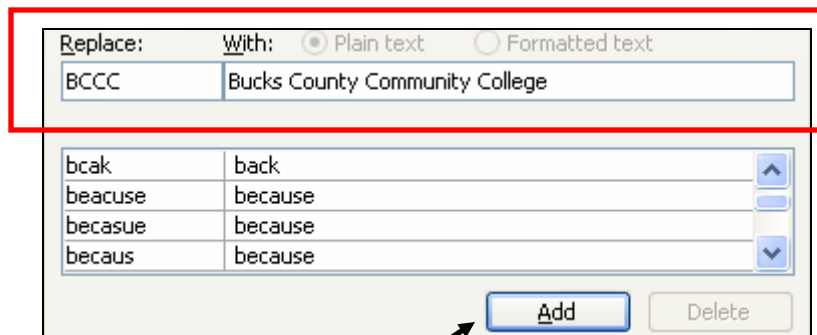


2. Once the **AutoCorrect Option....** item is selected the **AutoCorrect** window opens as illustrated below. This window contains five tabs: AutoCorrect, AutoFormat As You Type, AutoText, AutoFormat, and Smart Tags. For this Low Threshold Activity, we are going to explore the middle section of the window – **Replace and With**.

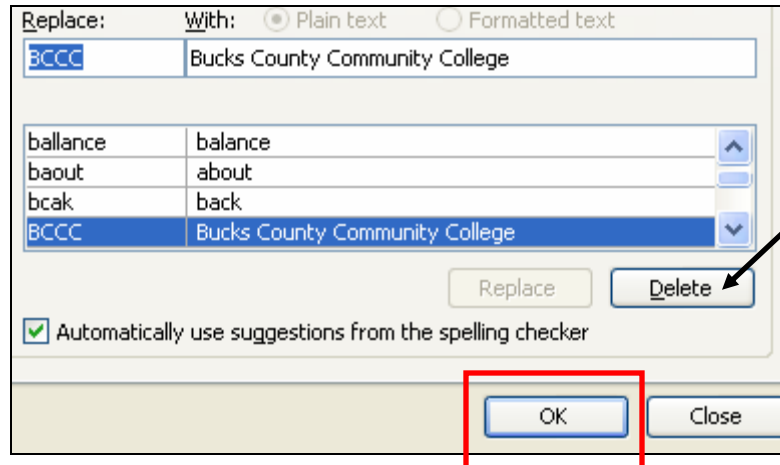


3. In the **Replace:** text box, type in BCCC. What is typed in the **Replace:** text box is **case-sensitive** which means that however this text is typed, it will need to be typed this way when you want to use the **AutoCorrect** feature. If it is not typed exactly as it was entered in the **Replace:** text box, the **AutoCorrect** feature will not work.

Next, type Bucks County Community College in the **With:** text box. Once the **Replace:** and the **With:** text boxes are filled in, the **Add** button becomes active. This is illustrated below. If the information is how you want it, click the **Add** button.



4. After the **Add** button is clicked, the entry becomes part of the list and the **Delete** button becomes active. If the entry is not correct, click the **Delete** button and begin the process again. If the entry is correct, click the **OK** button. This is illustrated below.



5. Now it is time to test the new **AutoCorrect** entry. Type in **BCCC**. Remember it is case-sensitive. Once the space bar is pressed **Bucks County Community College** will replace the BCCC.

Presto – Bucks County Community College now appears.

Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!