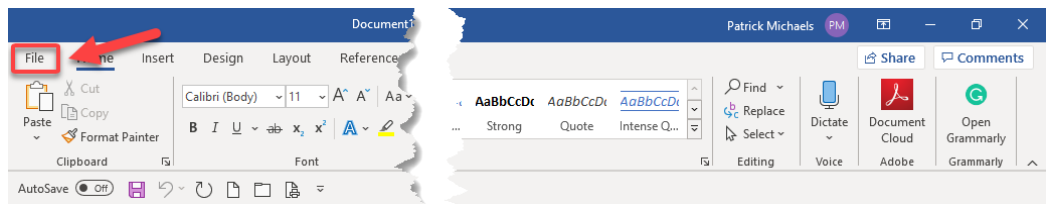# AutoCorrect

Overview

The AutoCorrect feature is the system Office uses to replace commonly misspelled words with the correct spelling. It also is what will make email addresses or websites hyperlinks.

You will be able to create short cuts for keywords, phrases or sentences that you use frequently.
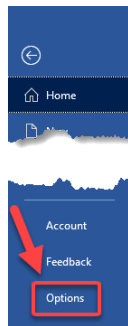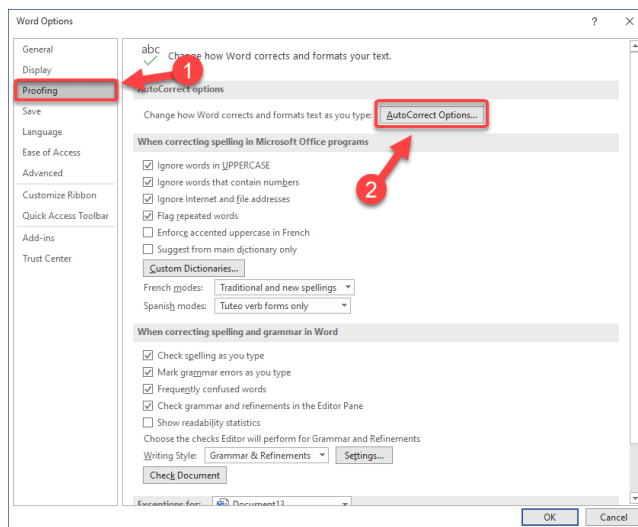
Location

1. Select the **File** tab on the ribbon

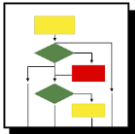2. Click on **Options** to open the **Word Options** dialogue box
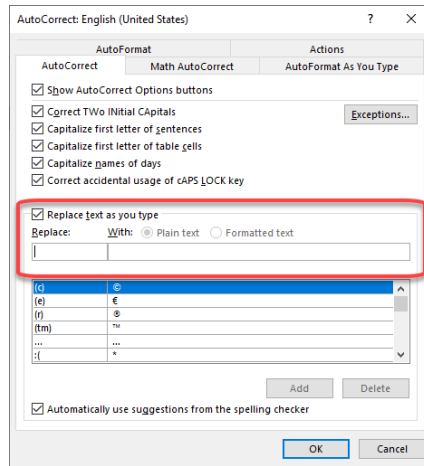

3. Select **Proofing** on the dialogue box that pops up, then click on **AutoCorrect Options**
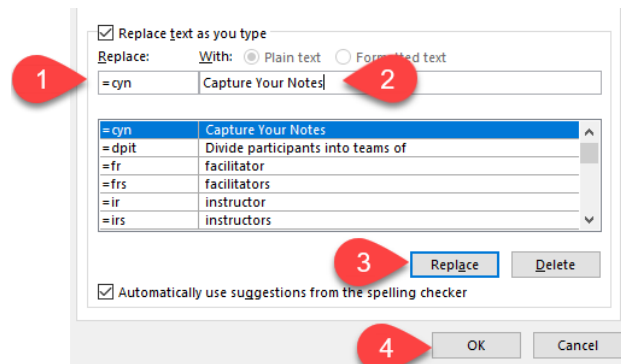
4. This will launch the **AutoCorrect** dialogue box

How to create a shortcut

You will create the shortcuts in the middle section of the dialogue box

1. Create a shortcut to represent the phrase you want to have populate

2. Add the phrase

3. Click **Replace**

4. Click **Ok**
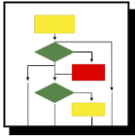
AutoCorrect

How to use

1. Type the shortcut in your document

=cyn¶

2. When you press space or enter, you keyword or phrase will appear
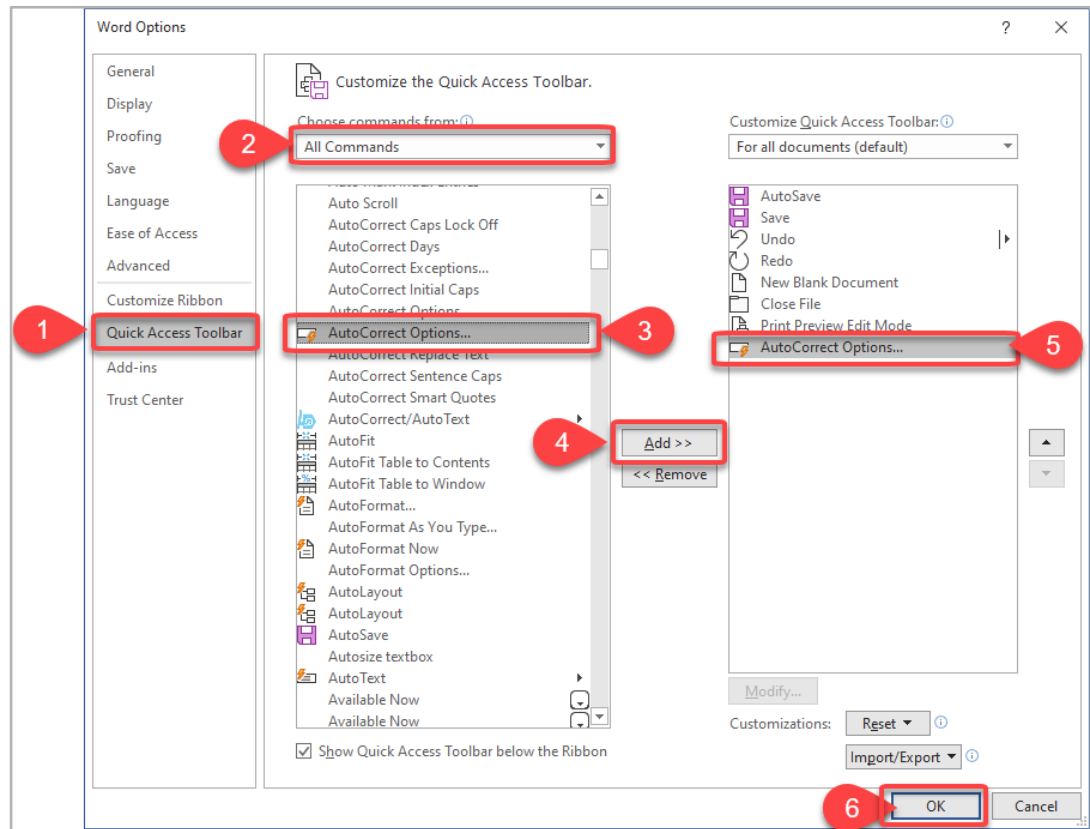
Capture·Your·Notes¶

AutoCorrect entries work across all Office programs.

How to add to the Quick Access Toolbar

Adding AutoCorrect to the Quick Access Toolbar will make it easier in the future to add or change entries

1. Select **Quick Access Toolbar** from the Word Options dialogue box

2. In the Choose Command dropdown menu, select **All Commands**

3. Scroll to **AutoCorrect Options** in the list of commands in the left-hand column

4. Click **Add**

5. AutoCorrect Options should now appear in the right-hand column

6. Click **OK**

7. You will now see AutoCorrect on your Quick Access Toolbar