

## Introduction

This guide comes with thanks to Craig Mill from the JISC Regional Support Centre Scotland North and East.

AutoCorrect can help to support learners with spelling difficulties by automatically correcting errors as they type.

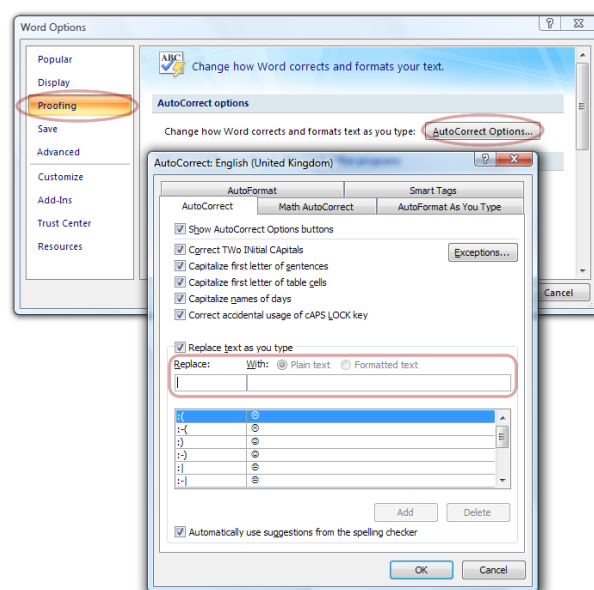
Microsoft Word comes with a number of default AutoCorrect words built-in. For example, if you type 'teh' Word will automatically change the word to 'the'. You can easily adjust or add words to AutoCorrect, but it is always a good idea to sit with a student who has spelling difficulties and identify a list of words he/she has difficulties with.

For example, if a student studying Biology repeatedly types 'fotosynthesis' instead of 'photosynthesis' Word will automatically correct the misspelling once the word or word list has been added to AutoCorrect.

## Adding Words to AutoCorrect

### For Microsoft Office Word 2007

1. Click the Office button (top left) and choose Word Options.
2. Click the Proofing tab, on the left, and click the AutoCorrect Options button.
3. In the Replace box type the misspelling, then type the correction in the With box.
4. Click the Okay button. Now try experimenting with AutoCorrect.



### For Microsoft Office Word 2003 and earlier:

1. From the Tools menu, select Autocorrect Options then select the AutoCorrect tab.
2. In the Replace box type the misspelling, then type the correction in the With box.
3. Click the Okay button. Now try experimenting with AutoCorrect.

Other features in AutoCorrect include 'Capitalize the First Letter of Sentences' and 'Capitalize Names of Days'. Place a check in the boxes for those you wish Word to correct as you type or uncheck those you have no use for.

## Increase typing speed with AutoText

AutoText can help to cut down keystrokes while increasing typing speed. It is a useful way of supporting learners with mobility difficulties.

You can try it out for yourself by following these instructions.

### **For Microsoft Office Word 2007**

The AutoText feature has been changed significantly in this new version but it still functional. Refer to this page on the Microsoft website for information on setting it up:

<http://office.microsoft.com/en-us/word/HA102552091033.aspx>

### **For Microsoft Office Word 2003 and earlier**

1. Highlight some text in Word then go to the Tools menu and select AutoCorrect Options, then the AutoText tab.
2. In the box type in the shortened version of the word or phrase you would like Word to expand.
3. The expanded text (the highlighted text) appears in the preview box.
4. Select the OK button and try it out!

Craig Mill asks: "If you have a hint or tip you would like to share then please email: [cmill@rsc-ne-scotland.ac.uk](mailto:cmill@rsc-ne-scotland.ac.uk)"