Microsoft Word 2013™
AutoCorrect and AutoText (Level 3)

Contents

Introduction

AutoText and *AutoCorrect* are two facilities which are very closely related, but which are subtly different. *AutoText* lets you build up a glossary or collection of commonly-used words or phrases which can be entered using an abbreviation. This is then expanded in the text *if you issue an AutoText command*. *AutoCorrect* is very similar except that the expansion from the abbreviation is *automatic*. *AutoCorrect* can also be used to correct your common spelling mistakes. *AutoCorrect* entries are automatically available in other Microsoft Office applications (eg Outlook, Excel or PowerPoint).

For example, if you often type the phrase *Department of Parapsychology and Paranormal Studies*, an abbreviation of *dpps* could be set up as an *AutoText/AutoCorrect* entry. Then whenever you type dpps (and press <F3> if using *AutoText*) the full phrase will be entered for you. Note that *AutoText* and *AutoCorrect* entries can include formatting, such as bold or italics.

Creating an AutoCorrect Entry

To create an *AutoCorrect* entry :

1. Start *Microsoft Word* with either a new or existing document
2. Move to the **FILE** tab then click on **Options** at the foot of the list

3. Click on **Proofing** then on **[AutoCorrect Options...]** at the top of the window - the *AutoCorrect* dialog box appears:
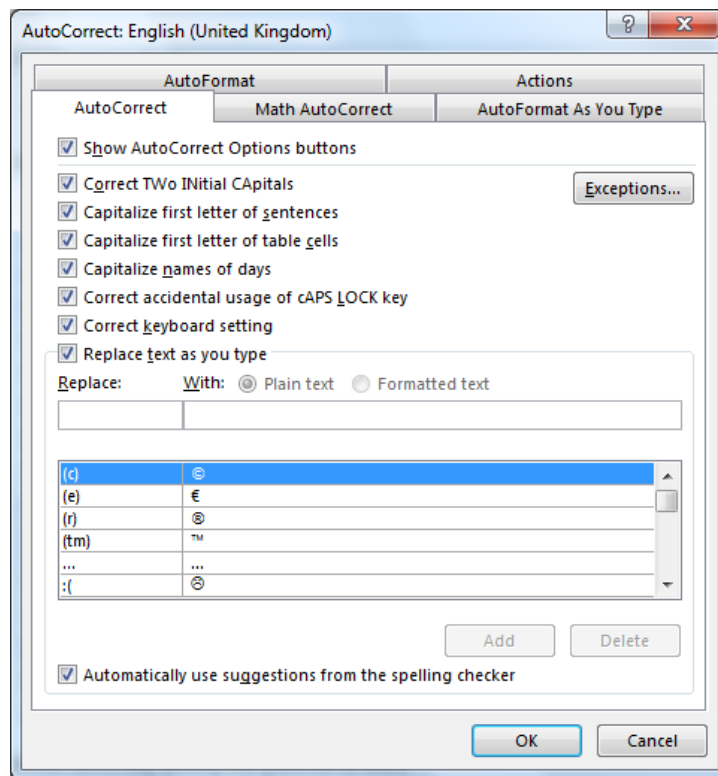
Tip: You can also display this dialog box using the key sequence **<Alt t>** followed by **<a>**. Another option is to add the *AutoCorrect* button to your *Quick Access Toolbar*.

Note the options at the top of the window, which are turned on by default. This is why Word automatically:

- Makes the first letter in a sentence upper case, even in a table cell
- Also, for the days of the week (the months of the year are treated differently; some are capitalised but others with alternative meanings – March, May and August – are not)
- Corrects typing if the <Caps Lock> key has been left turned on

If you don't like any of the above happening, you can turn them off here. Towards the foot of the dialog box there's a list of the automatic corrections build into Word. There are also some key sequences for special characters like the copyright or trademark symbol.

4. Using the scroll bar provided, scroll down the list of built-in *AutoCorrect* entries to get an idea of what's there

To create your own entry:

5. Type your abbreviation in the *Replace:* box - eg **uor** then press **<Tab>**
6. Type in the required text in the *With:* box eg **The University of Reading**
7. Press **<Enter>** for **[Add]** then again for **[OK]** and your *AutoCorrect* entry is available for use
8. Finally, close the *Word Options* dialog box – press **<Esc>** or click on **[OK]**
9. Type some text into your document then type the abbreviation **uor** and continue the sentence - as you press the spacebar *The University of Reading* appears

If you don't want the auto correction then you can *Undo* it:

10. Type **uor** and a space again then press **<Ctrl z>** to **[Undo]** the correction
11. Repeat step **9** for the following: **teh, monday, BAs**
12. For *BAs*, press **<Ctrl z>** to **[Undo]** the correction

Creating Entries from Existing Text and Images

You can also create AutoCorrect entries from existing text (and images!). Creating entries this way allows you to include formatting characteristics, if you so choose. Note, however, that formatted entries do not work at all in the other Microsoft Office applications:

1. Press **<Enter>** for a new line then type in *Your_own_name* followed by another word
2. Select your name (drag through it with the mouse) then press **<Ctrl i>** for **[Italic]**
3. Now press **<Alt t>** followed by **<a>**

You'll find that *With:* in the *AutoCorrect* dialog box has already been filled in for you.

4. The *Formatted text:* option is now enabled – click on the *option button* to activate it
5. Type *your_initials* (check they don't make up a real word) - press **<Enter>** for **[Add]** then again for **[OK]**
6. Press **<End>** then type in your initials (and a space) – they should expand to your full name in italics
7. Continue typing – you should find the text isn't italic

Remember: This *AutoText* entry won't be available in other Office applications.

You can follow the same procedure for an image (eg a company logo) from a picture file or screen clip:

1. First, click on the **[Internet Explorer]** button on the *Task Bar* to the right of **[Start]** (bottom left)
2. Repeat step **8** to return to *Word*
3. Move to the **INSERT** tab and click on **[Screenshot]** then choose **Screen Clipping**
4. Using the mouse, drag a rectangle over the required area (here, choose the University *identity* – the shield and word) then release the mouse button – the clip is added to your work
5. Now press **<Alt t>** followed by **<a>** then type your chosen *AutoCorrect* characters into the *Replace* box
6. Press **<Enter>** for **[Add]** then again for **[OK]**
7. Type in your AutoCorrect characters (and a space) and the picture should appear

Another problem you might face concerns fractions. Already built into *AutoFormat As You Type* is the option *Fractions (1/2) with fraction character (½)*. This is fine except where you want to type a number followed by a fraction. Try the following:

1. Type `1/2` followed by a space – it converts to ½
2. Now type `41/2` followed by a space – nothing happens

To get this to convert to 4½ you must separate the number 4 from the fraction with a space. *AutoCorrect* works by matching pairs of characters around the *AutoCorrect* entry. You can, however, create your own pair of matching characters:

3. *Double click* on the character **½** to select it
4. Now press **<Alt t>** followed by **<a>** to display the *AutoCorrect* dialog box
5. In *Replace:* type `.1/2.` then press **<Enter>** for **[Add]** and again for **[OK]**
6. Finally, test out your AutoCorrect by typing `4.1/2.` – you'll find the fraction appears immediately (ie even before you press the spacebar)

Sadly, this only works for the one fraction – you will need to add ¼, ¾ and any others in the same way.

AutoCorrect Exceptions

Sometimes (but not always) you can override the *AutoCorrect* settings by defining your own exceptions:

1. Press **<Alt t>** followed by **<a>** to display the *AutoCorrect* dialog box
2. On the *AutoCorrect* tab, click on **[Exceptions...]** - the following dialog box appears:
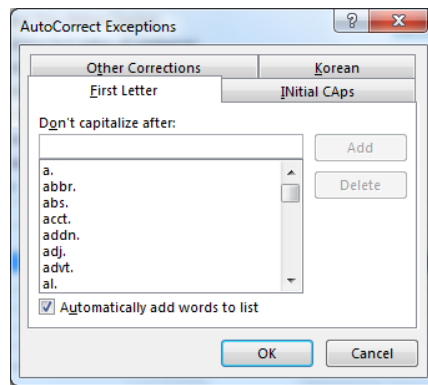
As you can see, there is already a built-in list of exceptions, so a word isn't capitalised after *abbr.* for example. You can add your own exceptions to this list (or remove an entry if you wanted capitalisation). The other tabs have no pre-defined entries. To create one:

3. Click on the *INitial CAps* tab –you'll find *BAs* already there as *Automatically add words to list* is turned on and you *undid* the correction when it appeared earlier
4. In the *Don't Correct* box type **MAs**
5. Press **<Enter>** for **[Add]** then again *twice* more for **[OK]**
6. Type **MAs** and a space and you'll find it is now accepted

It's highly unlikely that you would ever want to stop *monday* becoming *Monday*, for example, but there doesn't seem to be a way of doing so (apart from using *Undo*).

Deleting an AutoCorrect Entry

To delete an *AutoCorrect* entry:

1. Press **<Alt t>** followed by **<a>** to display the *AutoCorrect* dialog box
2. Type the entry to be deleted into the *Replace:* box (eg *your_initials* or the code for the University identity)
3. Click on **[Delete]** - if you want to restore this particular entry click on **[Add]** again
4. Press **<Enter>** for **[OK]** to close the dialog box

Creating an AutoText Entry

AutoText is very similar to *AutoCorrect* in many ways; the main difference is that the user remains in control of the situation. Note, however, that *AutoText* entries aren't passed through to the other Office software. *AutoText* changed in Word 2007 – it's now included in what's called *Quick Parts*. You can still, however, create and use *AutoText* entries in a simple way identical to previous versions of Word:

1. Type in the text for the required entry (here, type **Information Technology** or your own depart.) then select it – make sure you don't select the hidden paragraph mark immediately after the words
2. Press **<Alt F3>** - the following dialogue box will appear showing all or part of your selected text:
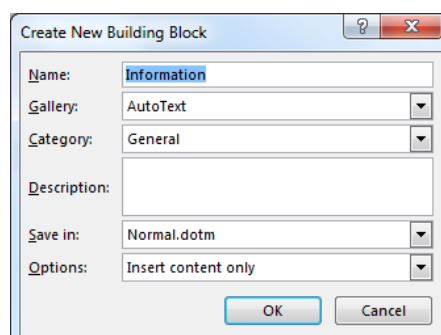
3. You can now give the *AutoText* a new *Name:* but, for the moment, leave it as it is
4. Check that the *Gallery:* is set to **AutoText**
5. Press **<Enter>** for **[OK]** and your *AutoText* is available for use

Don't worry about the other settings – *Save in:* refers to whether the entries are to be kept in a special template (*Building Blocks.dotx*) or the normal template (*Normal.dotx*).

6. Type in some more text - stop when you next need to type in *Information Technology*
7. Start typing the *AutoText* entry (eg `Info`) then press **<F3>** - the full text should appear

In fact, you only needed to type `i` before pressing **<F3>** as you don't have any other *AutoText* entries defined yet – when you do, the abbreviation you can use must match to a unique entry. Word will inform you if this is not the case.

8. Repeat steps **1** to **5** to create your own *AutoText* entries (eg for your own department and personal name) then test them out as in steps **6** and **7**

Note: To insert an *AutoText* entry, the typing position must be preceded by a space (immediately before you type the entry) or at the start of a paragraph. Entries can also be added via the *Quick Parts* button. Using this method, a space need not precede the entry:

9. Move to the **INSERT** tab and click on the **[Quick Parts]** button in the *Text* group on the right
10. Choose **AutoText** then the entry you require from the list which appears

By default *AutoText* entries appear using the current font settings (ie font type, font size, bold/italic/underline etc). To see this:

11. Press **<Enter>** for a new paragraph then click on **[Heading 1]** in the *Styles* group
12. Type in a couple of words, stopping when you next want to insert an *AutoText* entry
13. Type in the *AutoText* abbreviation (eg `i`) and press **<F3>**, as before - the full text should appear, matching the *Heading 1* style settings
14. Click on **[Normal]** and the whole paragraph returns to the normal settings

If you always want your *AutoText* entry to appear in some special format then you can include this in the *AutoText*, as you will see in the next section.

Modifying an AutoText Entry

It's easy to redefine an *AutoText* entry. In the previous section you didn't set an abbreviation for your entry but you could change your mind:

1. Move to the **INSERT** tab then click on the **[Quick Parts]** button and move the mouse over **AutoText**
2. *Right click* on the *Information Technology* entry and choose **Edit Properties…** - the *Modify Building Block* window appears
3. Change the *Name:* to `it` then press **<Enter>** for **[OK]** and then again to confirm the changes
4. Type some text (including `it`) then type more text followed by `it` again and press **<F3>** - this time *AutoText* is activated

This is a good example of where an *AutoCorrect* abbreviation would be unsuitable - you wouldn't want *it* to be interpreted as *Information Technology* in your normal typing (had you set up the abbreviation)!

To build formatting into an *AutoText* entry:

5. Select the entry (here, select *Information Technology*) then apply the required formatting (here, make the words **[Italic]**, change the font colour to **purple** and font size to **20**)
6. Press **<Alt F3>** - the *Create New Building Block* dialog box appears
7. Enter the original abbreviation (ie `it`) then press **<Enter>** for **[OK]** and again to redefine the entry
8. Use **<Backspace>** to delete the purple text and return the font to its normal settings

9. Try out the modified entry (type **`it`** and press **<F3>**) - you should find the words appear in italics but any subsequent typing appears as normal (you don't have to reset the font colour/size or turn italics off)

Right-Clicking on the AutoText Command

You may have noticed when you *right clicked* on the *Information Technology* AutoText entry and changed its properties (to rename it) that various other options appeared. To see these:

1. Click on the **[Quick Parts]** button, move the mouse over **AutoText** then *right click* on the *Information Technology* entry
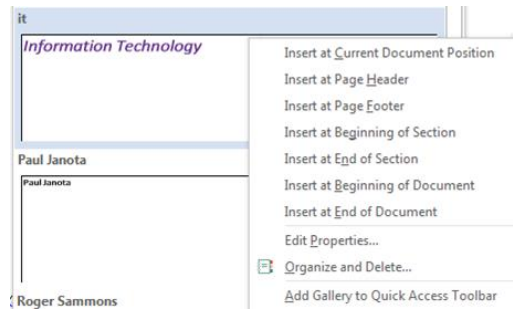
2. Choose **Add Gallery to Quick Access Toolbar**

You now have a new button on the *Quick Access Toolbar*. If you have a lot of *AutoText* entries, it's easier to access them via this button:

3. Use the new **[AutoText]** button on the toolbar to add an *AutoText* entry to your document – select the required entry and click the *left* mouse button (note: formatted entries do not switch back to normal)

4. Repeat step **3** but this time click the *right* mouse button to see the options shown above

5. Choose **Insert at Page Header** – the text appears at the top of the page, in the header

6. Repeat step **4** and try out some of the other options

Note that you can also get to these options via the **[Quick Parts]** button, as you saw earlier. By having a separate button on the *Quick Access Toolbar*, however, your AutoText entries are always available, no matter which tab is currently displayed on the *Ribbon*.

Deleting an AutoText Entry

To delete an AutoText entry:

1. Click on the new **[AutoText]** button then *right click* on any AutoText entry and choose **Organize and Delete...** – the *Building Blocks Organizer* dialog box appears:
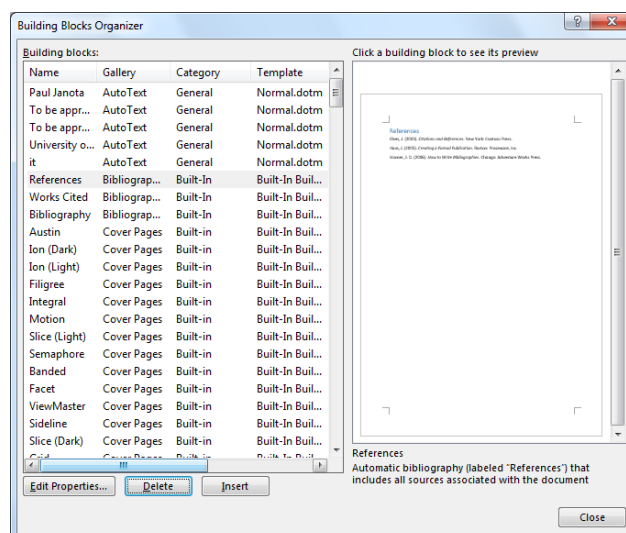
At first sight, this seems very complicated but *Quick Parts* covers a whole range of special formats from built-in Headers/Footers to Equations and Tables. Note that you can **[Insert]** items stored in your *AutoText* Gallery from here and can also **[Edit Properties...]**.

2. Select the entry to be deleted (eg ***your_name***) then click on **[Delete]**
3. Click on **[Yes]** to delete the entry or press **<Enter>** for **[No]** if you don't - *note: this cannot be undone*
4. Repeat steps **2** and **3** to delete any other entries not wanted
5. Press **<Esc>** or click on **[Close]** to finish

Printing the AutoText Entries

To print out your *AutoText* entries:

1. Move to the **FILE** tab and select **Print**
2. Click on the *list arrow* attached to the *Settings:* box and, from the *Document Info* choose **AutoText** E**ntries**
3. Here, press **<Esc>** to return to your text (or on **[Print]** to print the list)

Assigning AutoText Entries to a Specific Template

By default, AutoText entries are made available to any active templates associated with a particular document. However, if you may want a special AutoText glossary for use with a particular template.

First, create the special template:

1. Press **<Ctrl n>** for a new document then **<Ctrl s>** to **[Save]** it in *My Documents*
2. Enter a *File name:* then change *Save as type:* to **Word Template** – press **<Enter>** to **[Save]**

You now have a template rather than a document file, which can be set up with its own AutoText entries:

3. Type in the required text, select it as usual, then press **<Alt F3>**
4. In the *Create New Building Block* dialog box, give the AutoText a *Name:* (if you want to) then check *Save in:* is set to the new template - press **<Enter>** or **[OK]**

Moving AutoText Entries between Templates

If you ever want to transfer entries between templates, you have to use **Edit Properties...** for each entry in turn and change *Save in:* to the required template. As an example, make the entry you have just created available in your other document:

1. Move to your original document and try out your new AutoText entry (press **<F3>**) – it won't work
2. Move back to your new template then, on the **INSERT** tab, click on **[Quick Parts]**
3. Choose the **Building Block Organizer...** then, for your AutoText entry, click on **[Edit Properties...]**
4. Change *Save in:* to **Building Blocks** or **Normal**
5. Press **<Enter>** for **[OK]** then again to confirm the changes, then press **<Esc>** to **[Close]** the organizer
6. Now repeat step **1** – your AutoText entry should work (remember to press **<F3>**)
7. End the session by closing down Word – there's no need to save your files, unless you want to.