

Using the automatic editing facilities of Microsoft Word 2003

This guide describes how you can improve the speed and accuracy of your work by taking advantage of the automatic editing facilities in Word 2003. Previous familiarity with Word is assumed.



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Conventions:

In this document, the following conventions are used:

- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A typewriter font is used for what you see on the screen.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.
- A **bold font** is also used where a technical term or command name is used in the text.

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1 Introduction

This document describes how to use the automatic editing facilities in Microsoft Word. It assumes that you are already familiar with Word and with the use of templates.

There are a number of facilities in Word that can automatically identify and correct errors as you work, or save you time by quickly inserting saved blocks of text into your document.

As well as the usual Spelling and Grammar checker, Word can automatically flag up potential spelling and grammar errors as you type and give you the opportunity to correct them as you go along.

The **AutoFormat** facility enables you to select a number of automatic formatting operations such as automatic numbered and bulleted lists. It also allows you to specify items that you want changing as you type. These include fractions and Internet hyperlinks.

AutoCorrect allows you to save items that you routinely type or spell incorrectly so that they can be corrected automatically each time you make the error.

If you find that you need to include the same text over and over again in different documents, then you might like to use Word's **AutoCorrect** and **AutoText** facilities to insert pieces of text into your documents.

Here are some examples of the kind of text that you might regularly need to include in documents and for which the use of AutoText and/or AutoCorrect could save you a lot of repetitive typing and proof reading:

Standard text for minutes or reports

Standard paragraphs in letters to students, or to applicants for jobs

Standard heading, opening or closing of a letter

Scientific terms

You can save such standard text as AutoText entries, assigning a name to each one. Later you can insert the AutoText into your documents using a few simple mouse clicks or keystrokes. Alternatively you can use AutoCorrect to insert standard text automatically as you type.

AutoText and AutoCorrect entries are not restricted to words and sentences. They may consist of several paragraphs and may include character and paragraph formatting. They may also consist of (or include) tables or graphics (e.g. a chart, logo or other imported picture).

2 AutoCorrect

By default, Word's **AutoCorrect** facility carries out the following tasks automatically:

- Corrects words that you accidentally start with two capital letters
- Ensures that a sentence begins with a capital letter
- Capitalises the days of the week

- Corrects accidental use of the Caps Lock key
- Replaces character strings like (tm) with ™
- Replaces Internet “smileys” like :-) with Wingding symbols like ☺

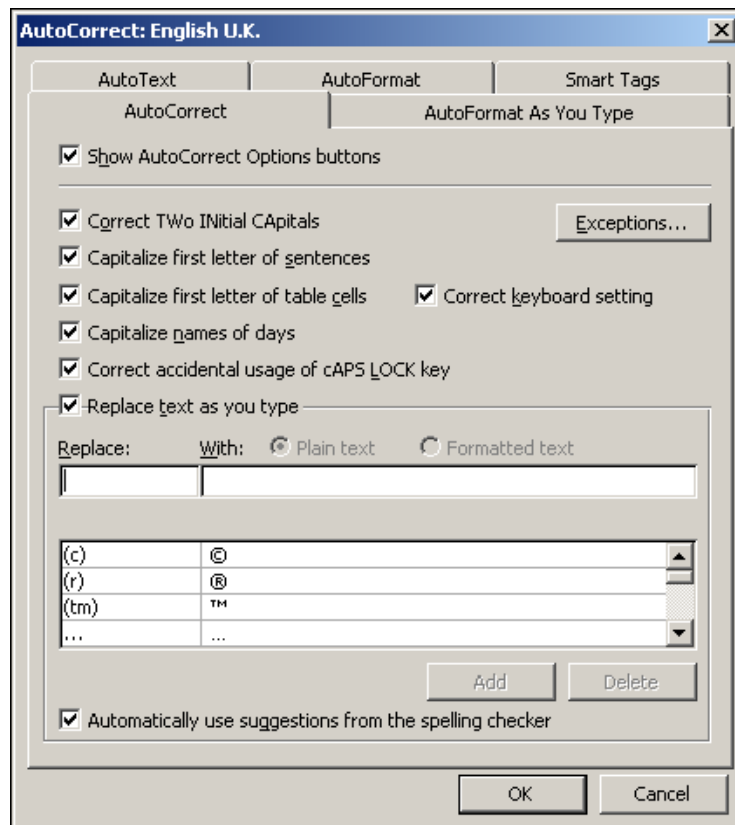
In addition to this, Word can correct nearly 500 of the most common mistakes that users tend to make. They fall into the following categories:

- Spelling mistakes: *accomodate* is replaced by *accommodate*
- Common typing mistakes: *adn* is replaced by *and*
- Missing space characters between words: *inthe* is replaced by *in the*
- Errors in usage: *their are* is replaced by *there are*
- Missing or incorrect apostrophes: *don;t* is replaced by *don't*
- Missing accent characters: *cliche* is replaced by *clich *

2.1 Changing AutoCorrect default settings

- 1 With a document open, select **Tools | AutoCorrect Options...**

The AutoCorrect dialog box opens.



You can clear the check boxes to turn off all or some of the AutoCorrect options.

- 2 Click **OK** when you have finished.

Clearing the **Replace text as you type** box prevents AutoCorrect correcting any of the listed common errors. However, it's unlikely that you will disagree with all of the suggested replacements. It's more likely that you will want to delete just some of the entries, add some entries of your

own or flag exceptions to some of the selected options. The following sections describe how to do this.

2.2 Specifying exceptions

You may find that the **Correct TWo INitial CApitals** and **Capitalize first letter of sentences** AutoCorrect options are helpful most of the time, but can occasionally be an irritation when Word “corrects” something which you have intentionally typed. For example, the qualification CChem would be treated as an error if the **Correct TWo INitial CApitals** option is checked. Rather than turn them off, you can add exceptions to these AutoCorrect options.

- 1 Select **T**ools | **A**utoCorrect Options...
- 2 Click on **E**xceptions... to open the **AutoCorrect Exceptions** dialog box.
- 3 Click the relevant tab – either **I**nitial CAps or **F**irst Letter.
- 4 Type your entry in the **D**on't correct: or **D**on't capitalize after: text box.
- 5 Click **A**dd.
- 6 Click **O**K.

Note: There is already a list of 115 common abbreviations that are exceptions to the **Capitalize first letter of sentences** option.

2.3 Changing AutoCorrections

There may be times when you wish not to accept an AutoCorrect, but do not wish to add it as an exception. After Word corrects a first letter or capitalisation error you should immediately position the insertion point just after the corrected letter and use the Backspace key to type over the correction.

If the **Automatically add words to list** box in the **AutoCorrect Exceptions** dialog box is checked, Word will automatically add this to the exceptions list.

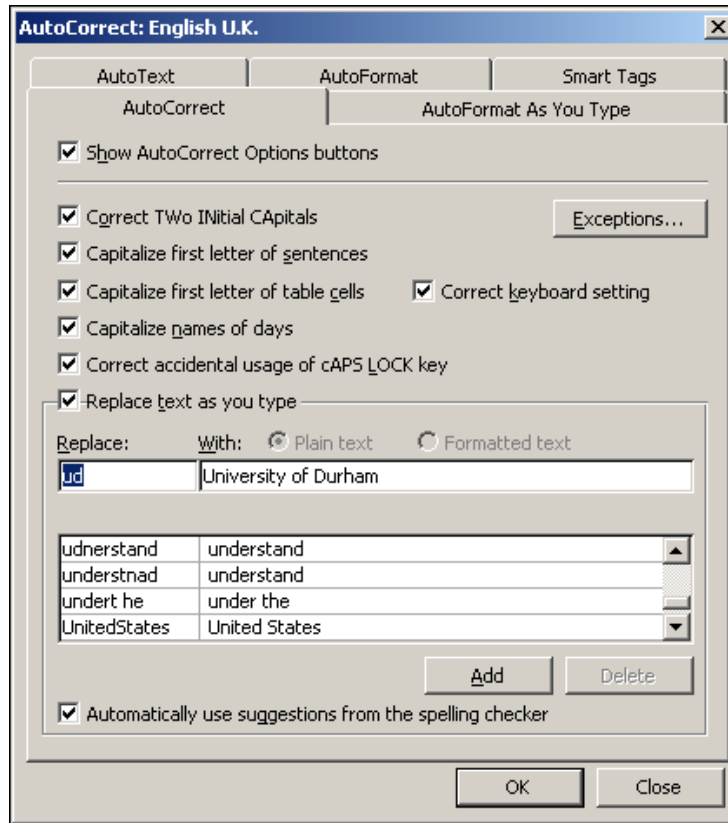
2.4 Creating a new AutoCorrect entry

You can add your own AutoCorrect entries to reflect the errors that you make most frequently if these are not already included in the list, but you don't *have* to use AutoCorrect exclusively for error correction. You can also use it to insert pieces of text that you type frequently. Remember that the text may be formatted, may consist of several paragraphs and can even include tables and graphics.

The most efficient way to add AutoCorrect entries is as they occur to you while you are working. For example, you may find yourself typing **University of Durham** frequently and decide to include it in the list.

- 1 Type **University of Durham**, apply any character and paragraph formatting you want, then select it. Do *not* select the paragraph mark at the end.
- 2 Select **Tools | AutoCorrect Options...**

Word will display the AutoCorrect dialog box.



The selected text appears in the **With:** text box.

- 3 In the **Replace:** box type a name for the AutoCorrect entry (e.g. **ud**).

You will use this name later whenever you want to insert this text, so try to choose something short, meaningful and easy to remember. It can be up to 31 characters long, including spaces. It is not case sensitive.

- 4 Click the **Formatted text** radio button if you want to store formatting along with the text.
- 5 Click on **Add**.
- 6 Click on **OK**.

The new entry will now appear in the AutoCorrect list.

Note: When adding AutoCorrect entries in this way, make sure that you do not select any following paragraph marks. If you do you will automatically move to a new paragraph each time the correction is inserted into a document.

2.5 Inserting an AutoCorrect entry into a document

Now that you have created **University of Durham** as an AutoCorrect entry Word will automatically insert it into your document whenever you type **ud** as a single word (i.e. at the start of a line or preceded by a space or a tab). There is no need for you to use any extra commands, keystrokes or mouse clicks.

- 1 Type the following:

The ud is in the north of England.

Notice that **ud** is automatically replaced by **University of Durham**.

Take care not to inadvertently choose a real word for an AutoCorrect entry. For example, it would not be helpful if every time you typed **the** it was changed into **T.H.Everton@durham.ac.uk!**

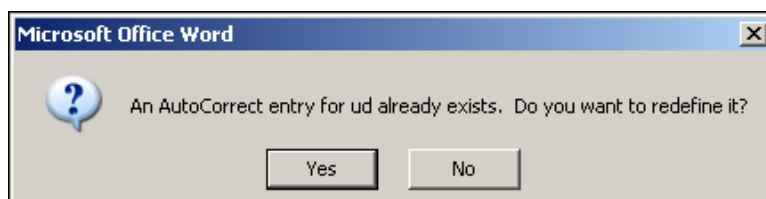
2.6 Saving AutoCorrect entries

AutoCorrect entries are automatically stored in the normal template. They will be available to you for all documents based on this template.

2.7 Editing AutoCorrect entries

There may be times when you want to change the replacement text Word inserts.

- 1 Insert the **University of Durham** text into your document.
- 2 Type **The** before it so it now reads **The University of Durham**.
- 3 Select the revised text. (Remember not to select the paragraph mark.)
- 4 Select **Tools | AutoCorrect Options...**
- 5 Type the name of the entry **ud** in the **Replace:** box.
- 6 Click on the **Replace** button. You will be asked if you want to redefine the AutoCorrect entry.



- 7 Click on **Yes**.
- 8 Click on **OK**.

Editing an AutoCorrect entry does not affect any instances of the entry that have already been inserted into any of your documents. After you have

edited an AutoCorrect entry the revised version will be used for subsequent insertions.

2.8 Deleting an AutoCorrect entry

- 1 Select **T**ools | **A**utoCorrect Options...
- 2 Scroll down the list of entries below the **Replace:** text box to find the **ud** entry.
- 3 Select it. The entry will appear in the **Replace:** and **With:** text boxes.
- 4 Click **D**elete.
- 5 Click **O**K.

3 AutoFormat

By default, Word's **AutoFormat** facility automatically replaces:

- "straight quotes" with "smart quotes"
- Ordinals (1st) with superscript (1st)
- Fractions 1/2 with fraction characters (½)
- Hyphens (--) with dash (—)
- Long vowel sounds with dash
- *Bold* and *_italic_* with real formatting
- Internet and network paths with hyperlinks
- Spaces at beginning of paragraph with first-line indent

Other default settings include automatic bulleted and numbered lists.

There are two ways to control AutoFormatting.

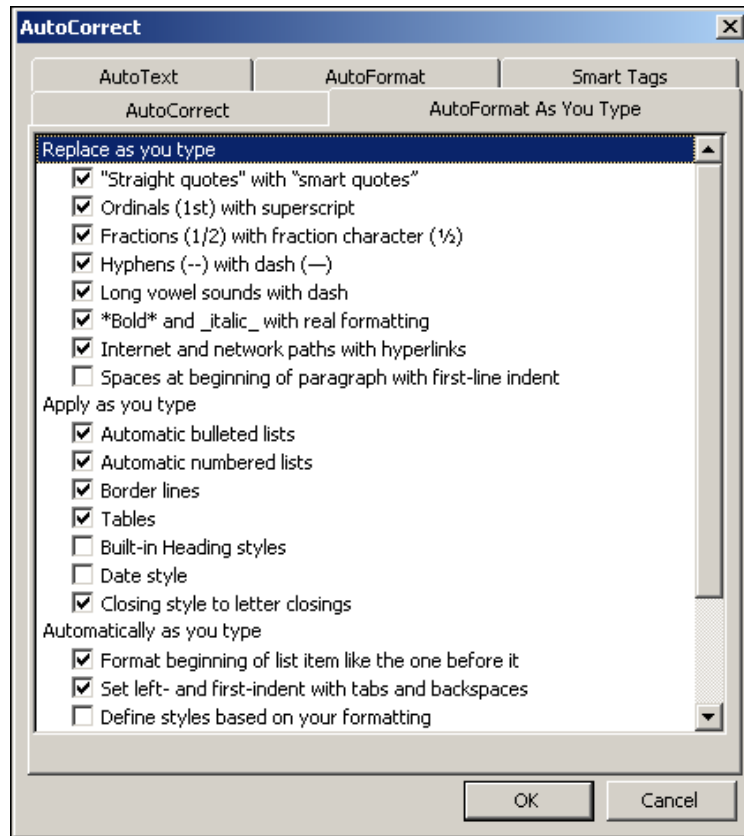
3.1 Using AutoFormat As you Type

Word can apply automatic formatting as you type, to help you make sure that your document is correctly formatted as you go along.

You control **AutoFormat As You Type** from within the **AutoCorrect** dialog box.

- 1 Select **T**ools | **A**utoCorrect Options...
- 2 Click the **AutoFormat As You Type** tab.

The dialog box shows you the default **AutoFormat As You Type** settings. For a fuller explanation of what each one does, point at an item with the mouse and right-click. Then left-click on the **What's This?** button.



You can deselect any items that you do not like. For example, many people choose not to make ordinals (e.g. 1st) superscript.

- 3 Click **OK** when you have finished.

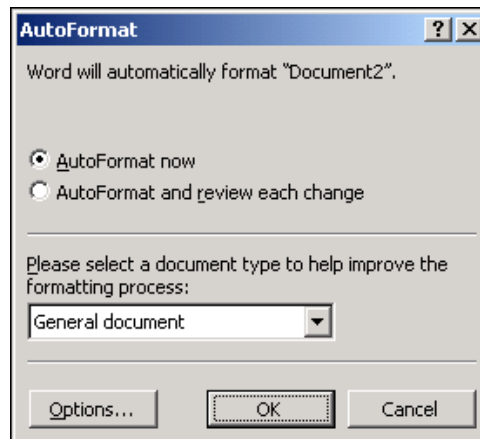
3.2 Using AutoFormat with an existing document

You may like Word to format an existing document for you from scratch, either because you have written a document that you haven't bothered to format, or because you have received an unformatted document such as a text only e-mail message.

If you want to see what AutoFormat can do, you will need to have an unformatted document open, preferably one which has some headings in it.

- 1 With a document open, select **Format | AutoFormat...**

The AutoFormat dialog box opens.



- 2 Click **OK** to see what AutoFormat will do to your document.

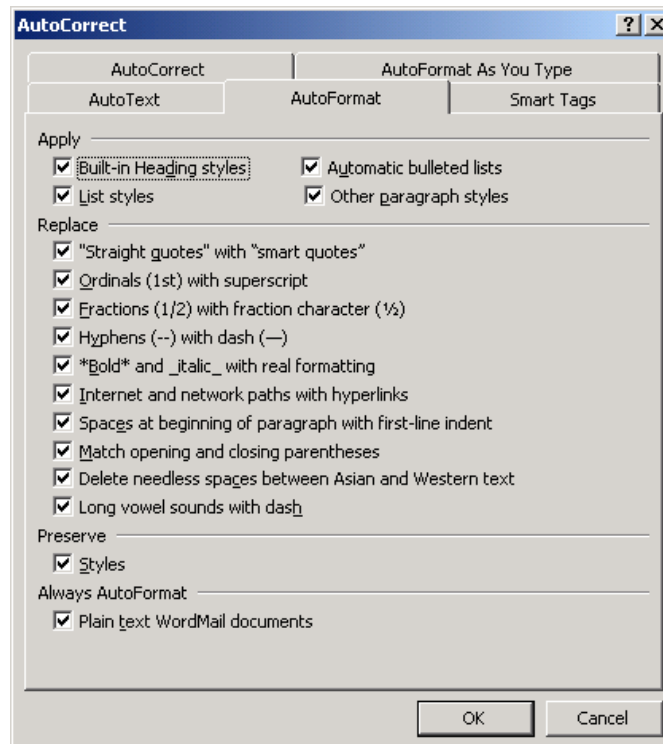
Amongst other changes, it will try to identify headings and apply heading styles to them. It will also convert text in Normal style into styles such as Body Text.

If you click the down arrow by **General document** in the dialog box you will see that you can also choose to have Word format your document as a **Letter** or an **E-Mail** message.



You can click the **Undo** button if you don't like the result, then make changes to the AutoFormat options. To display these options:

- 1 Select **Format | AutoFormat...**
- 2 Click the **Options...** button.



You can get a fuller explanation of what each item means by following the instructions in Section 3.1 above.

Once you are displaying the AutoFormat dialog box you can clear any check boxes corresponding to actions you do not want Word to carry out.

- 3 Click **OK** when you have finished.

3.3 Differences between AutoFormat and AutoFormat As You Type

As you have seen, there are two places in Word to control AutoFormatting, which are easy to confuse.

The settings in the **AutoFormat** tab are only applied when you choose **Format | AutoFormat...** and click **OK** in the **AutoFormat** dialog box. The settings in the **AutoFormat As You Type** tab are applied as you create a document, but they are *not* applied when you run AutoFormat from the **AutoFormat** dialog box.

The two sets of options are similar but not identical. Changes made in one are not automatically reflected in the other. If Word is still making changes that you don't want, make sure that you altered the correct set of options.

4 AutoText

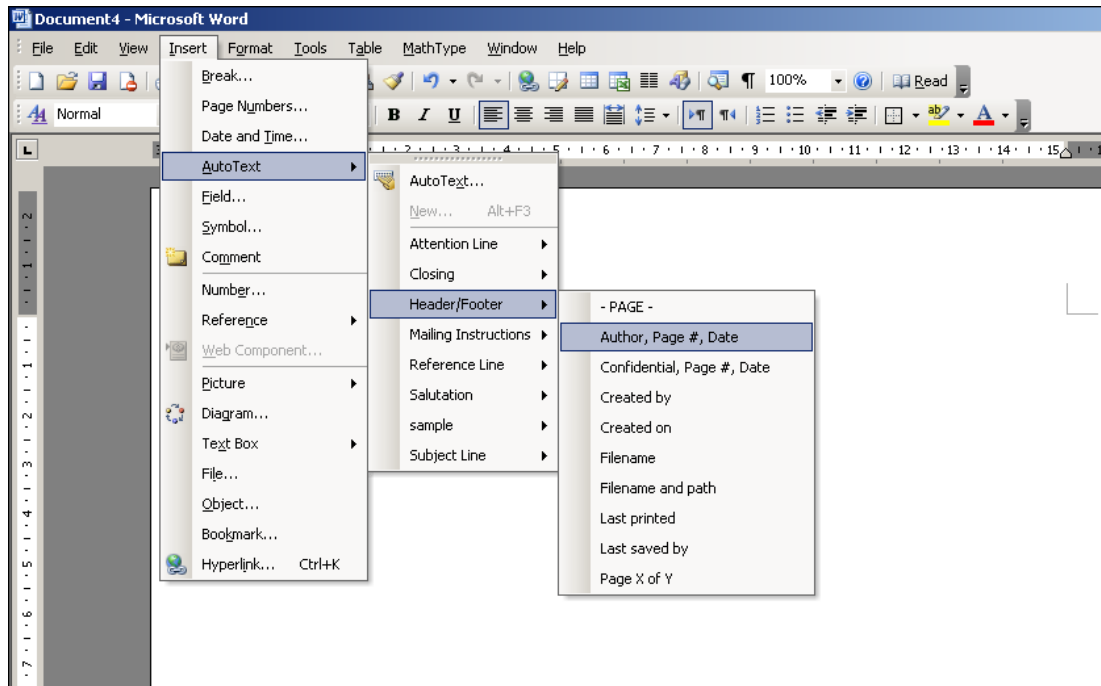
Although it is possible to use AutoCorrect to insert blocks of text into documents, this is not its primary function. The **AutoText** facility is designed specifically to insert and manage boilerplate text.

AutoText entries are similar to AutoCorrect entries in that you assign a short name to a block of text or other item that you want to save for later insertion into your documents. The difference is that AutoText entries are not inserted automatically — you insert them when needed using the AutoText command or equivalent keystrokes.

4.1 Using Word's built-in AutoText entries

Word has a large collection of built-in AutoText entries organised under subject categories. To use one of the built-in entries (or any that you create yourself):

- 1 Select **Insert | AutoText** to open a cascading menu.



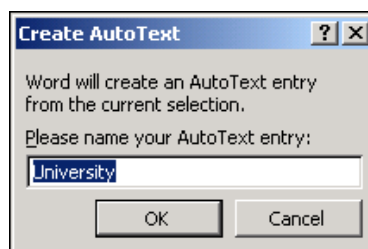
- 2 Choose the **Header/Footer** category, then click on **Author, Page#, Date** entry as illustrated above.

Word inserts the AutoText entry into the document. This entry is one of a number that contain fields that update themselves. In this case Word inserts the author as contained in the **File | Properties** dialog box, the current page and the date.

4.2 Creating your own AutoText entries

The first step is to type the text that you want for your entry and then select it.

- 1 Type the University address:
University of Durham
Old Shire Hall
Durham
DH1 3HP
- 2 Select the whole address. The selection should include the end paragraph mark if you want the paragraph formatting to be saved along with the text.
- 3 Press **Alt | F3** to open the **Create AutoText** dialog box.



You can also display this dialog box by selecting **Insert | AutoText | New...** from the menu bar.

Word displays the first word or words of the text you have selected as a suggested name. It's usually better to edit this to one that is meaningful to you!

- 4 Type oldshire in the **Please name your AutoText entry:** box.
- 5 Click **OK** to add this entry to the list within AutoText. It will now be available from the cascading menu.
- 6 Deselect the address.

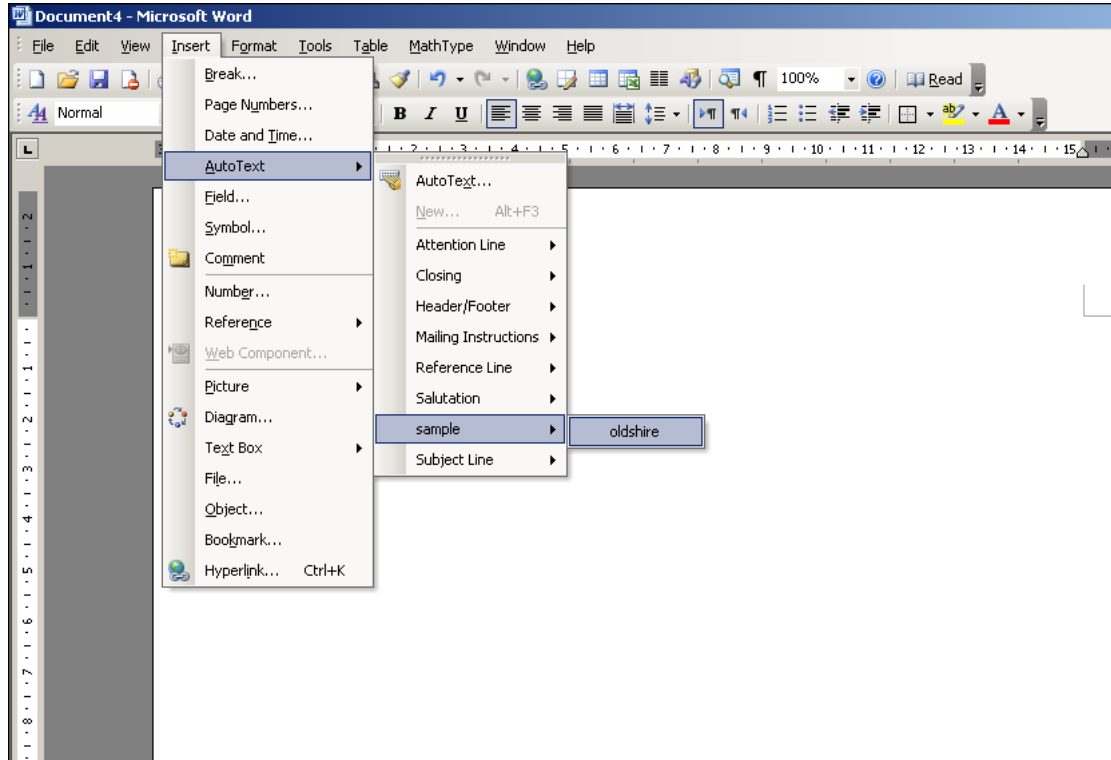
4.3 Inserting AutoText entries

There are three ways of inserting AutoText entries into documents.

4.3.1 Using the cascading menu

You have already seen that one way of inserting an AutoText entry into a document is by using the cascading menu. You can use this method for any entry, not just the Word built-in entries.

- 1 Select **Insert | AutoText** to open the cascading menu.
- 2 Select **Normal**.
- 3 Locate the **oldshire** entry and click on it.



4.3.2 Using the keyboard

If you can remember the name of the entry, a faster way to insert it is to use the keyboard.

- 1 Type:

oldshire

- 2 Press **F3**.

Note that the name of the entry you type must be separate from any text that precedes or follows it for Word to recognise it as an AutoText entry when you press **F3**.

4.3.3 Using AutoComplete

If the **AutoComplete** facility is switched on (this is the default setting), as you type the fourth letter of any AutoText entry (or a month, day of the week or today's date) a ScreenTip appears showing as much of the text of the entry as will fit in the ScreenTip box.

- 1 Type the first four letters of your entry — **olds**

A ScreenTip appears.

- 2 Press **Enter** to insert the address.

If you don't want to use an AutoText entry when the ScreenTip appears, for example if you are typing a word that just happens to be the same as an entry, just ignore the ScreenTip and keep typing.

AutoText ScreenTips can slow down Word's performance or you may just find them annoying! In either case you can choose to disable the facility.

- 1 Select **I**nsert | **A**utoText | **A**utoText...
- 2 In the **AutoCorrect** dialog box clear the **S**how AutoComplete tip for AutoText and dates check box.
- 3 Click **OK**.

4.4 Editing AutoText entries

You may occasionally want to change an AutoText entry.

- 1 Insert the **oldshire** entry into your document if it is not already there.
- 2 Type **Old Elvet** between lines two and three of the address.
- 3 Select the entire address along with the new line.
- 4 Select **I**nsert | **A**utoText | **A**utoText...
- 5 Select the name **oldshire** from the list or type it into the text box.
- 6 Click on **A**dd.

A dialog box will appear asking if you want to redefine your AutoText entry.

- 7 Click on **Y**es.

4.5 Deleting AutoText entries

To delete an AutoText entry:

- 1 Select **I**nsert | **A**utoText | **A**utoText... to open the **AutoText** tab of the **AutoCorrect** dialog box.
- 2 From the list in the **Enter AutoText entries here:** box, select the entry you want to delete, or type its name into the text box.
- 3 Click on **D**elete.
- 4 Click **O**K.

Note that once you delete an AutoText entry you cannot undo the deletion.

4.6 How AutoText entries are saved

All of Word's built-in AutoText entries are stored in the Normal template. New AutoText entries are stored in the template associated with the document you are working in. If this template is based on the Normal template then the entries will be stored in the Normal template as well.

4.6.1 Saving an AutoText entry in a different template

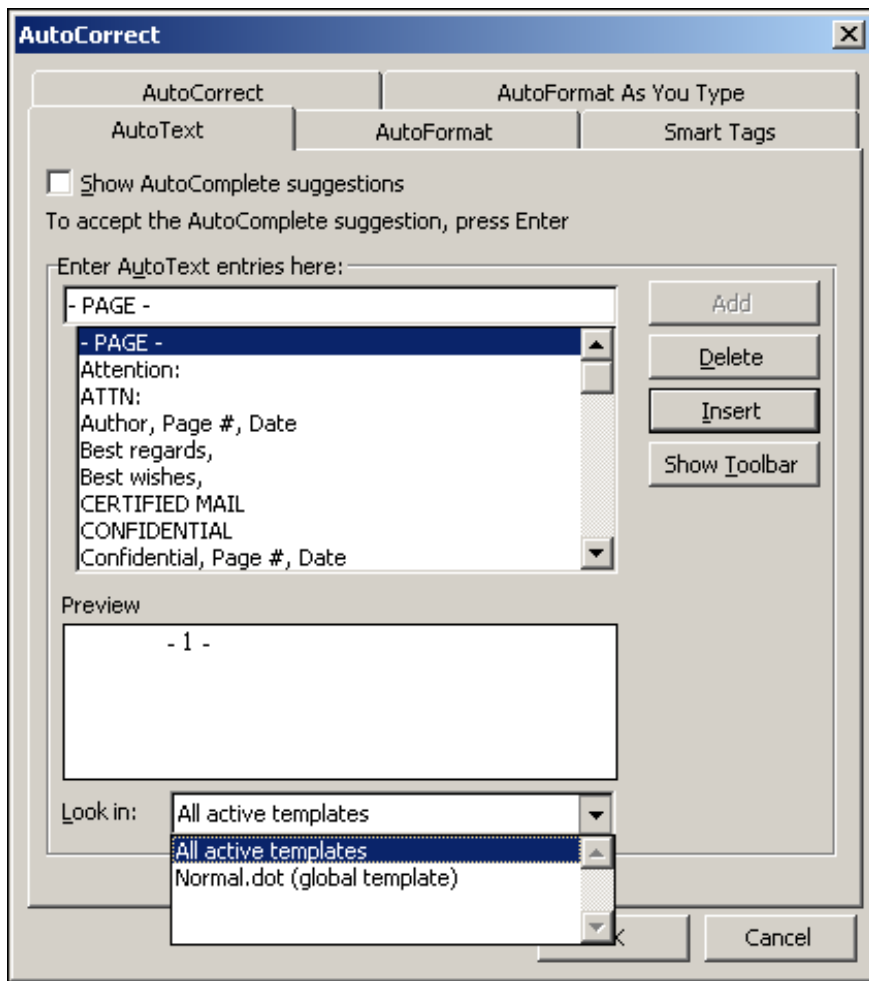
You might want to create AutoText entries for use in specialised documents only. If you will never want to use them in a document based on the Normal template there is little point saving them there. To save AutoText entries in a template other than Normal, first create or open a document that is based on the specialised template and then create the AutoText entries in the usual way.

4.6.2 Controlling the templates in which AutoText entries are available

By default, Word makes available AutoText entries in all templates that are currently open.

You can choose any open template and tell Word to display only the AutoText entries associated with it by doing the following:

- 1 Select **I**nsert | **A**utoText | **A**utoText... to open the **AutoText** tab of the **AutoCorrect** dialog box.



- 2 In the **Look in:** drop down list box, choose the template containing the entries you want to see.
- 3 Click **OK**.

4.6.3 Moving AutoText entries between templates

You may find that you have AutoText entries in a specialised document template that you would like to be available in all documents. In this case you should move the AutoText entries to the Normal template.

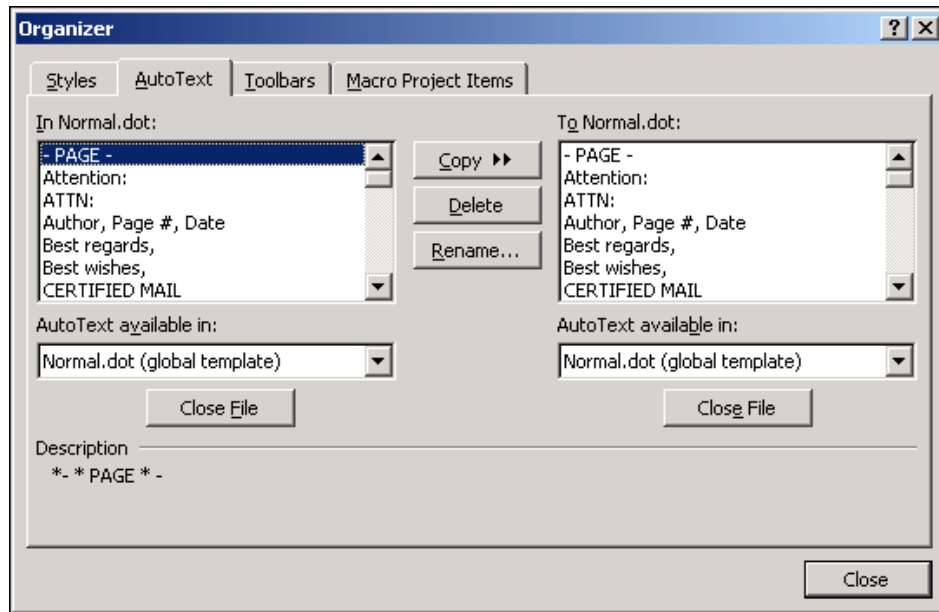
Alternatively, you may have entries in the Normal template that in fact you only ever use in a specialised type of document. In this case you may wish to move the entries from the Normal template to the template that the specialised document is based on.

The first case is illustrated in the following example. It's simplest to start by opening a document based on the template that you wish to copy *from*.

With the document open:

- 1 Select **T**ools | **T**emplates and Add-Ins...
- 2 In the **Templates and Add-ins** dialog box, click the **O**rganizer... button.

3 Click the **A**utoText tab.



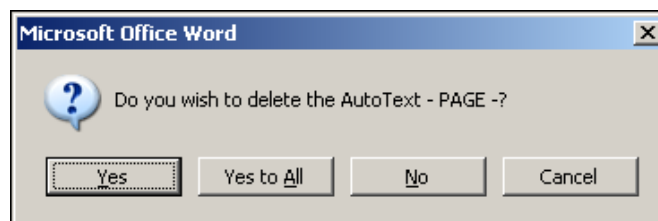
On the left is the template you are copying from, with all the associated AutoText entries listed. On the right is the template you are going to copy AutoText entries to. This will be Normal.dot.

Note: If the templates are not the ones you want, click on the Close File button and then Open the template you want.

4 Select the name of the AutoText entry that you wish to copy (you can select more than one at a time) and click the **C**opy button.

You can now remove the AutoText entries from the original template if you wish.

1 Select the name of the AutoText entry you have just copied and click the **D**eleate button. You will be asked if you wish to delete the entry.



2 Click **Y**es (or **Y**es to **A**ll if you have selected more than one entry).

3 In the **O**rganizer dialog box, click on **C**lose.

5 The Automatic Spelling and Grammar Checker

5.1 Identifying possible errors

You can opt for Word to automatically check your spelling and/or grammar as you type:

- 1 Select **Tools | Options** from the menu bar.
- 2 Click the **Spelling & Grammar** tab.
- 3 To automatically check spelling, make sure that the **Check spelling as you type** box is checked.
- 4 To automatically check grammar, make sure that the **Check grammar as you type** box is checked.

As you type a document, Word uses wavy red underlines to indicate possible spelling mistakes and wavy green underlines to indicate possible grammatical mistakes.

You may find that the wavy lines clutter up your document. If so, you can hide them while you are working and go back to correct any errors later:

- 1 Select **Tools | Options** from the menu bar.
- 2 Click the **Spelling & Grammar** tab.
- 3 Check the **Hide spelling errors in this document** and/or the **Hide grammatical errors in this document** boxes.

5.2 Correcting errors

- 1 Right-click a word with a wavy underline to open up a shortcut menu.

There will probably be suggested corrections at the top of the menu from which to select.

or

- 1 Click **Spelling...** or **Grammar...** to use additional options.

or

- 1 Edit the error directly in the document.

5.3 Adding an AutoCorrect entry during a spelling check

This is an excellent time to add an AutoCorrect entry, as you are reviewing your document and discovering errors that you are most likely to make.

- 1 Right-click a word with a wavy underline to open up a shortcut menu.
- 2 Point to **AutoCorrect** and then click the correction you want from the suggestions given. This will be entered into the list of entries in AutoCorrect for future use.

Note: If Word is unable to provide any suggestions, then the AutoCorrect option will not appear in the shortcut menu. Sometimes none of the suggestions made is correct. In either case you will need to create the new AutoCorrect entry in the normal way.