



René Nel – **PROOFREADER**

## **WORD AUTOCORRECT OPTIONS\***

Whether or not you use AutoCorrect at all is a matter of personal choice. It can be incredibly useful, but as with anything Microsoft, approach with caution. This document looks at things you should look out for and settings I would change.

How to Find AutoCorrect Options

Correct Two Initial Capitals

Capitalise First Letter of Sentences

Capitalise First Letter of Table Cells

Capitalise Names of Days

Correct Accidental Usage of Caps Lock key

Replace Text as You Type

---

\* Note: These instructions are for a Windows computer, and the screenshots use Office 2016.



René Nel - **PROOFREADER**

## How to Find AutoCorrect Options

Select the *File* tab.



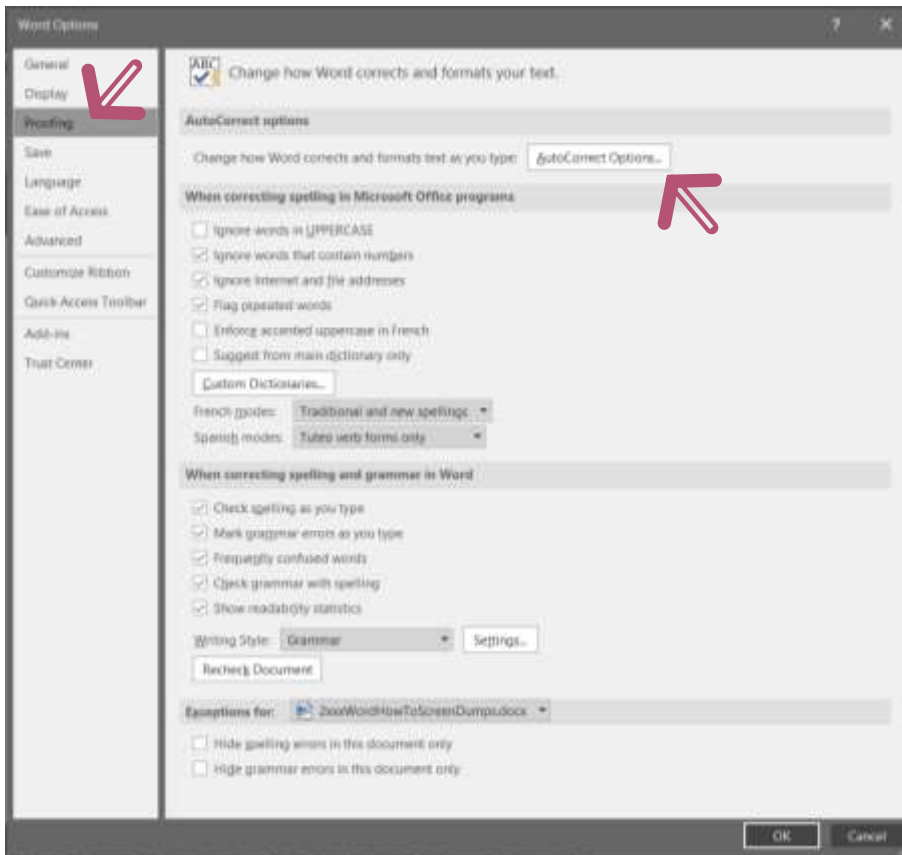
Now select *Options*.





René Nel – **PROOFREADER**

Select **Proofing**.



This document only looks at the **AutoCorrect Options** (button on the right).



René Nel – **PROOFREADER**

You will now have the following options:

AutoCorrect: English (United Kingdom)

AutoCorrect Math AutoCorrect AutoFormat As You Type AutoFormat Actions

☒ Show AutoCorrect Options buttons

☒ Correct Two Initial Capitals Exceptions...

☐ Capitalize first letter of sentences

☐ Capitalize first letter of table cells

☒ Capitalize names of days

☐ Correct accidental usage of CAPS LOCK key

☒ Replace text as you type

Replace:  With:  ☒ Plain text ☐ Formatted text

What	With
(c)	©
(r)	®
(tm)	™

Add Delete

☐ Automatically use suggestions from the spelling checker

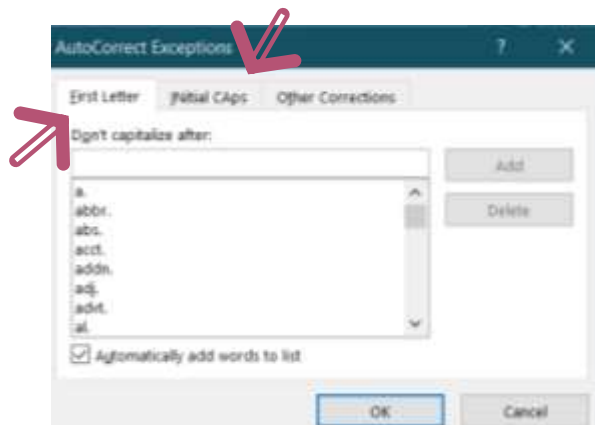
OK Cancel

## Correct Two Initial Capitals

This can be useful if:

- You tend to use Caps Lock not shift to capitalise the first word of a sentence.
- You forget you've got your finger on Shift.

You also have the option to add exceptions (see [Exceptions](#) button) if there are any words you don't want changed (for example, for odd specific abbreviations like 'IDs').



## Capitalise First Letter of Sentences

This is a useful function if you are writing something with a standard sentence structure.

If you are using Word to create a list, or something else that doesn't require capitalisation for whatever reason, you may want to switch this off. There is the opportunity to add exceptions here too, for instance for abbreviations that end in a full point.

## Capitalise First Letter of Table Cells

Whether or not this is a useful function depends on what type of information you are likely to put in your tables. If you are using textual content only, then you may find it useful to have the first letter of each cell capitalised. However, if you are using formulae or certain abbreviations you may prefer Word not to reformat everything.

## Capitalise Names of Days

This is definitely worth leaving ticked.

## Correct Accidental Usage of Caps Lock key

If you've ever forgotten you had Caps Lock on, then this is a time-saver.



## Replace Text as You Type

You may find this is a useful function:

- It can correct common typos (my favourite, hte, to the for instance).
- It can turn things like (c) to ©.
- It can be used for simple text expansion. For instance, if you write your blog in Word, and you always sign off with 'I hope you found this interesting. Get in touch if you have any queries.', you could add 'endblog' to the Replace box, and the sign off line to the With box. Every time you type 'endblog' Word will then change it to your sign off.

*WARNING – when you assign the text that you want to have replaced, make sure that it's not an actual word that you're likely to use in its original form! One way around this is to prefix the word with, for example, 'x'.*

If you do use the **Replace text as you type** function, however, the most important thing to remember is to find the 'Replace i with I' and delete it!

You may, initially, think that you will always want 'I' as a capital, but do you?

- Does the utility room contain the washing machine and I Ron? That's what Word would like to correct your typing to if you accidentally type 'i ron'!
- If you have accidentally added a space between 'i' and the following letter a number of times in a long document, it can take a lot longer to correct your typos if Word has, helpfully, capitalised each stray 'i'.
- The other problem with automatically capitalising a single 'i' occurs if you use (i), (ii), etc for a list in your text (if you aren't using the inbuilt numbering function). As Word will 'helpfully' capitalise the single 'i', you can end up with (I), (ii), (iii), which, I'm sure you will agree, looks decidedly odd, and will leave you cursing Word's changes.