# Adaptive Computing Lab

Abbreviation Expansion in Word 2008 for Mac

You can use the AutoCorrect feature in Word to act as an abbreviation expansion feature. This tutorial is using information and images from Word 2008 for Mac and Mac OS X Snow Leopard. Getting to the AutoCorrect options may be slightly different in other versions of Word. However, the AutoCorrect feature controls should be similar.

Go to Tools on the Menu Bar; select AutoCorrect…
**You will then see a dialog box similar to the one below.**
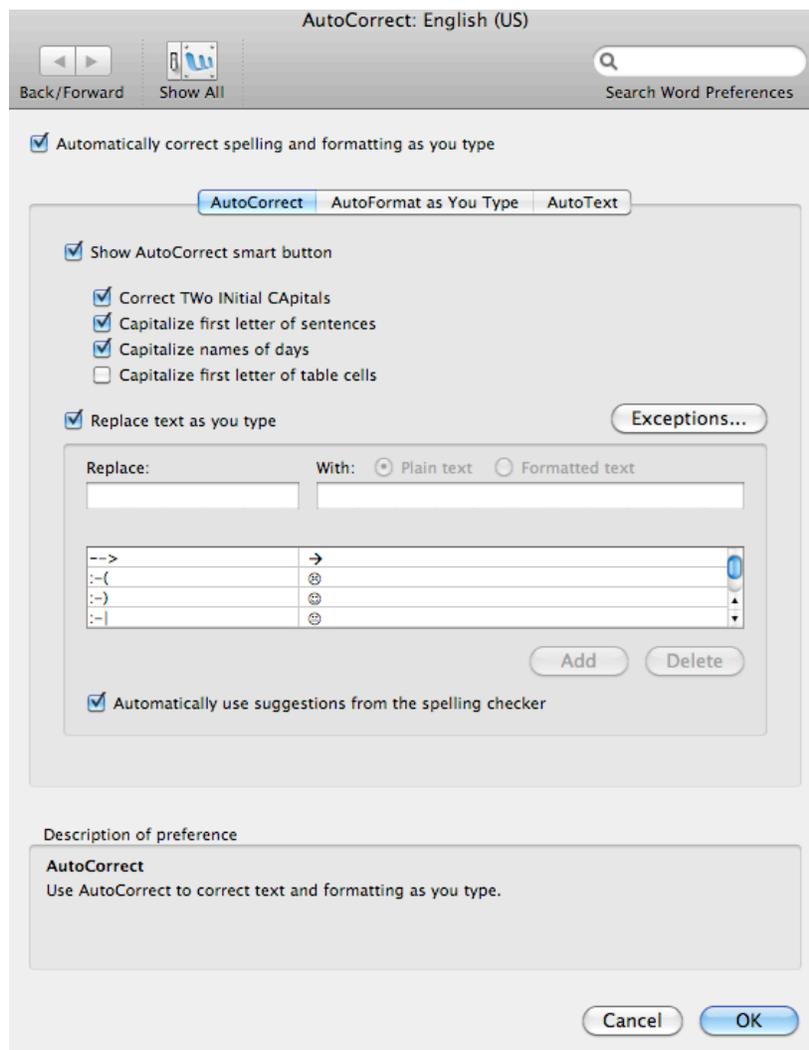
AutoCorrect is a feature that when you type a certain "incorrect word" the program corrects it. However, you can create your own "incorrect word" and have Word replace it with text up to 255 characters.

For example, I want to create a word ("gwadd") that would be expanded to show my work address red, multiple lines, Times New Roman font, etc.

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The steps to create an "abbreviation expansion' that would render this are:

1. Enter the address exactly as I would want it to appear, multi-line, size of type, font, etc.
2. Copy that address to the Clipboard
3. Go to the Tools > AutoCorrect…
4. The address that was copied to the Clipboard is already placed in the proper box titled "With:". The Formatted Text option should be selected. (See picture below)
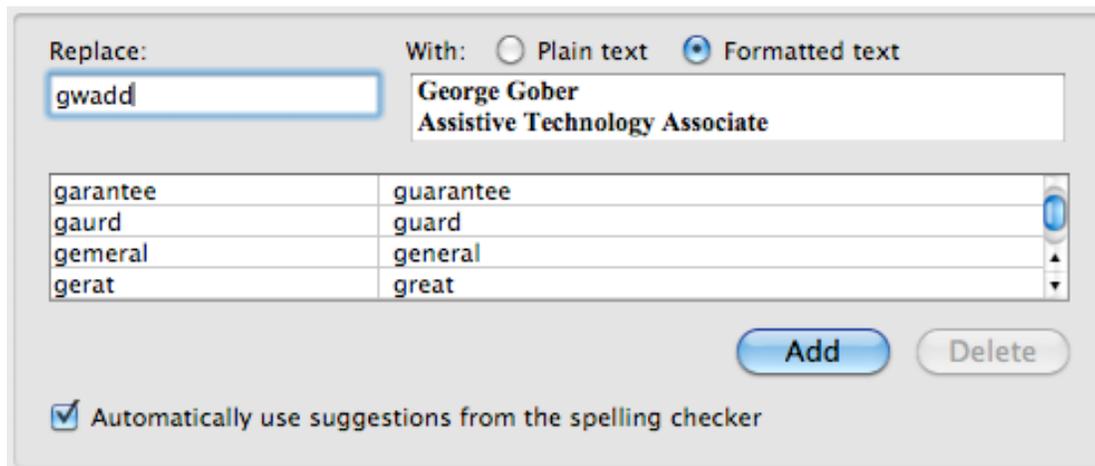
5. Enter "gwadd" in the box titled "Replace:"; Click Add; then hit the OK button at the bottom of the page.

In the future, every time "gwadd" is typed it will be replaced by my work address. It is saved as formatted text; the text will be rendered the same indentation, line changes, text size, color, font, etc.

The "incorrect word" that you enter should be something easy to remember. For example, "gwadd" means George Work Address.
It is very important that the "abbreviation" that you select is not actually a word that you might use.