

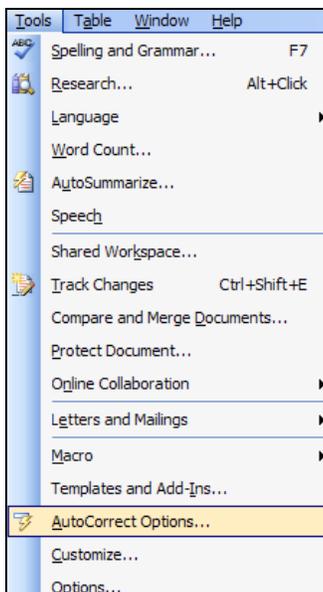


Adaptive Computing Lab

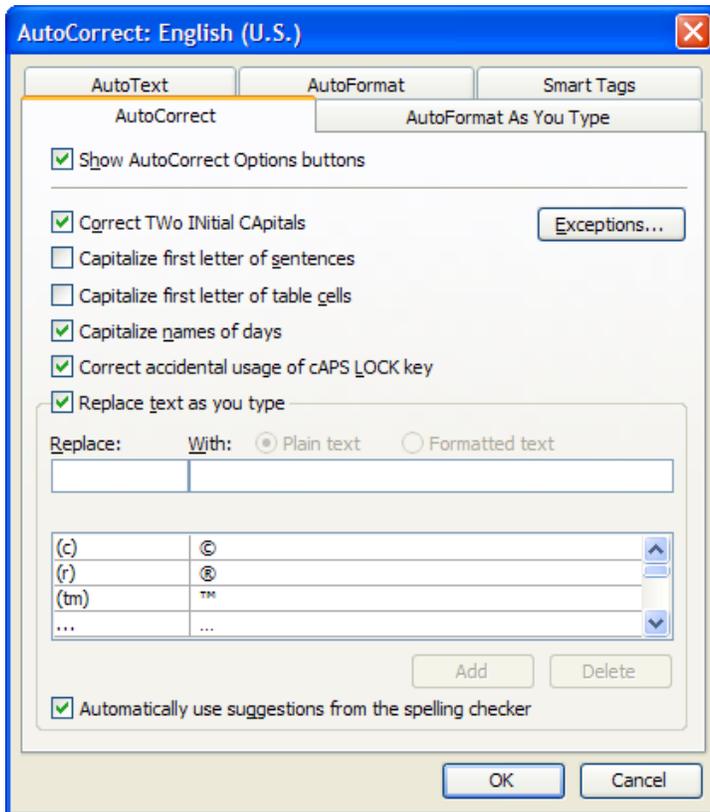
Abbreviation Expansion in Word 2003

You can use the AutoCorrect feature in Word to act as an abbreviation expansion feature. This tutorial is using information and images from Word 2003 and Windows XP Professional. 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 Options



Make sure that you are on the AutoCorrect tab. You will have 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.

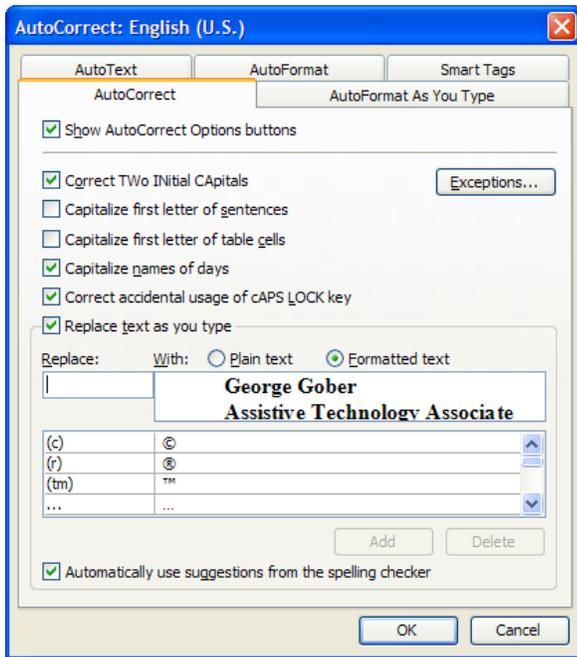


For example, If I wanted to create a word (“gwadd”) that would be expanded to show my work address...

**George Gober
Assistive Technology Associate
Methodist Rehabilitation Center
1350 E. Woodrow Wilson
Jackson, MS 39216**

I would do the following:

- 1. type my 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 Option > AutoCorrect tab > dialog box**
- 4. the address that is on the Clipboard is already placed in the proper box titled “With”. (see picture below)**
- 5. enter “gwadd” in the box titled “Replace”.**



Then hit the OK button.

In the future, every time I type “gwadd” it will be replaced by my work address. It is saved as Formatted Text, so it will be entered with 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 Geouge Work Address.

It is very important that the “abbreviation” that you select is not actually a word that you might use.