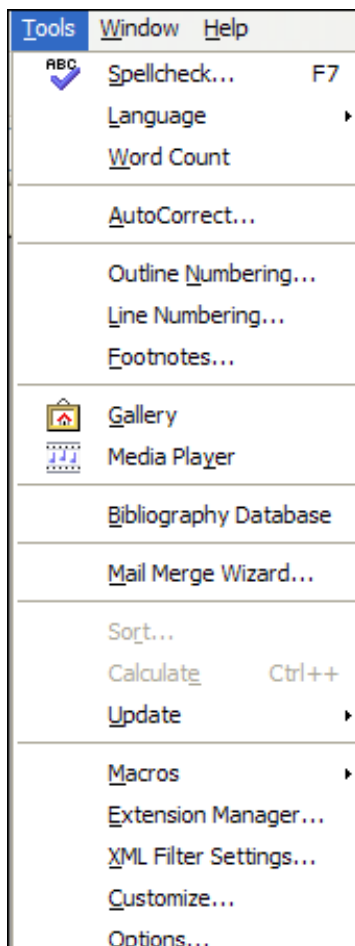# Adaptive Computing Lab

# Abbreviation Expansion in Writer in OpenOffice

You can use the AutoCorrect feature in Writer to act as an abbreviation expansion feature. This tutorial is using information and images from Writer in OpenOffice 2.4. This office suite is available for free download from Sun Java Systems.

www.openoffice.org

to access AutoCorrect go to Tools on the Menu Bar, select AutoCorrect…

Tools	Window	Help	
ABC	Spellcheck…		F7
	Language	▶	
	Word Count		
	AutoCorrect…		
	Outline Numbering…		
	Line Numbering…		
	Footnotes…		
🖼	Gallery		
🎞	Media Player		
	Bibliography Database		
	Mail Merge Wizard…		
	Sort…		
	Calculate		Ctrl++
	Update	▶	
	Macros	▶	
	Extension Manager…		
	XML Filter Settings…		
	Customize…		
	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 Writer replace it with the text that you desire..
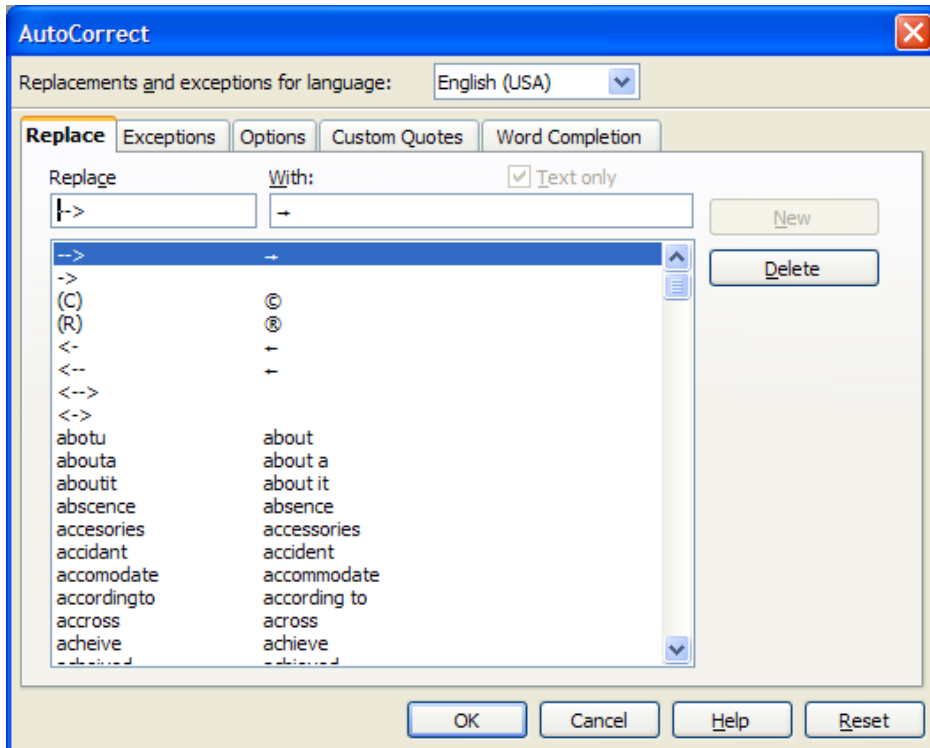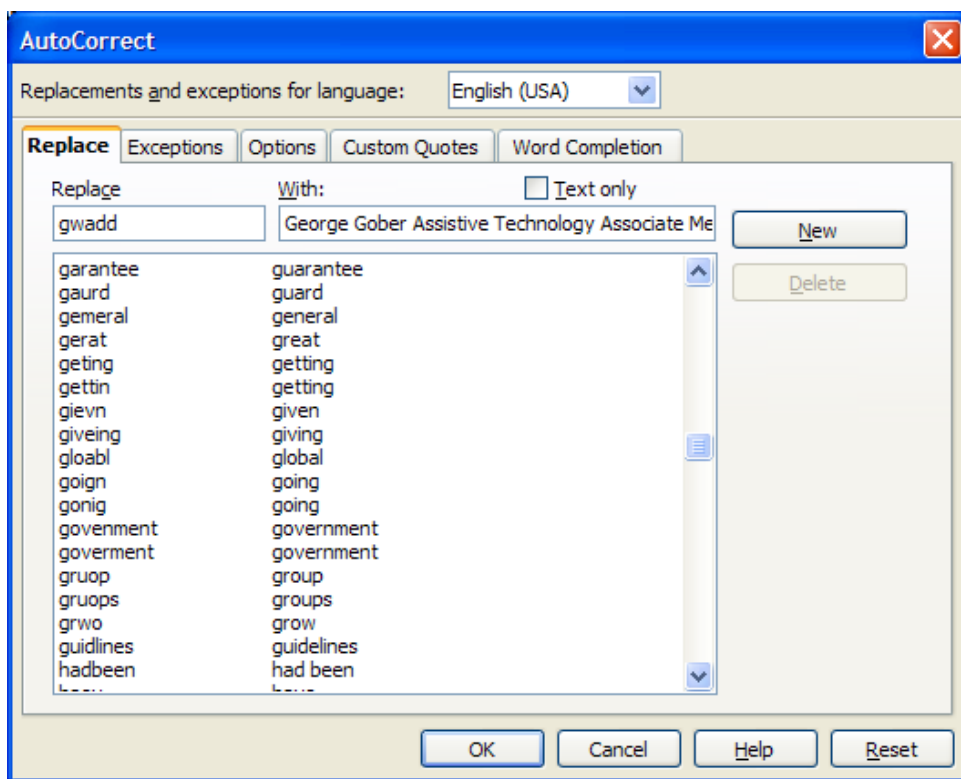

For example, If I wanted to create a word ("gwadd") that would be expanded to show my work address…

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…> 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".**

AutoCorrect

Replacements and exceptions for language: English (USA)

Replace | Exceptions | Options | Custom Quotes | Word Completion

Replace: gwadd

With: George Gober Assistive Technology Associate Me ☐ Text only

[New] [Delete]

garantee	guarantee
gaurd	guard
gemeral	general
gerat	great
geting	getting
gettin	getting
gievn	given
giveing	giving
gloabl	global
goign	going
gonig	going
govenment	government
goverment	government
gruop	group
gruops	groups
grwo	grow
guidlines	guidelines
hadbeen	had been

[OK] [Cancel] [Help] [Reset]

Click the New button to put the new entry into the list. Then click the OK button.

In the future, every time I type "gwadd" followed by the space bar, 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 George Work Address.

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