

Adding Words to Autocorrect

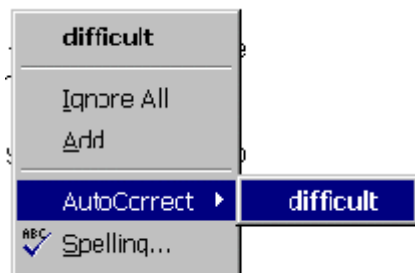
Word is already set up to automatically correct some words. For example if you type “hte” it will be corrected to “the” when you press the spacebar. Word can learn your common mis-spellings and it is relatively easy to add new words.

It is not essential to spell the word the same every time as you can define a number of “bad spellings” for each word. For example word could be set up to automatically correct both “difcult “ and “dificult” to “difficult”.

Many people with dyslexia find that this is an invaluable tool to “get round” spelling difficulties.

Words can be added to autocorrect in several different ways.

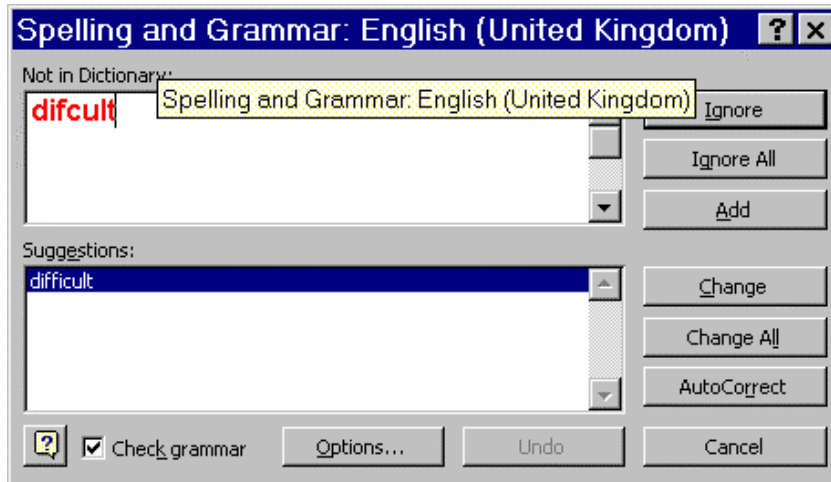
1. From the spelling “context menu”



Right click on the badly spelled word in order to bring up the spelling options. Rather than choosing the correctly spelled word, click on “Autocorrect” and then choose the correct spelling from the list of words which are then shown.

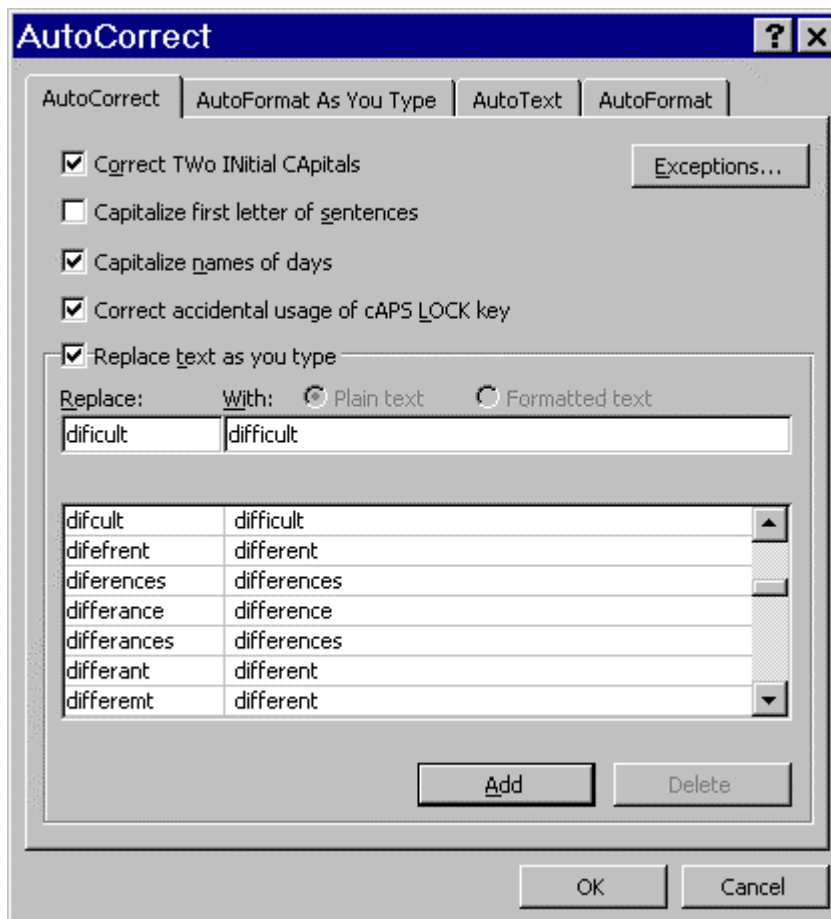
2. From the standard spelling dialogue

Select the correctly spelled word from the list and then click “autocorrect”



3. Manually add the word and its replacement to the Autocorrect list.

Click on the “tools” menu then on “Autocorrect” to bring up this list:



Type the wrong spelling in the “replace” box and the correct spelling in the “With” box.

You can also use this list to delete words which you no longer need or perhaps have added in error.

[Autocorrect settings appear to be stored in MSO97.acf]