

## Using AutoCorrect features for Abbreviation Expansion in Microsoft Word

1. For words or phrases that are on one line, click on the “Tools” tab in MS Word and select the AutoCorrect feature. Then type in the words you want to abbreviate exactly as you want them to appear with capitals etc. in the “with” window and then type the abbreviation in the “replace” window. In the “replace” window you can type in lower case. Then click Add and then click OK.
2. For abbreviations that take up multiple lines such as addresses it is best to enter the text exactly as you want it to appear in Word and then highlight the text. Then click the “Tools” tab under MS Word and select AutoCorrect. The text you have highlighted should appear in the “with” window. Enter in the abbreviation in the “replace” window. Then Click Add and then Click OK.
3. Make sure the abbreviation is not a word or text that you would type by itself. For example, using the abbreviation “dr” for the Department of Rehabilitation would not be good because every time the user tried to type the abbreviation for drive or doctor the word would automatically be expanded out to the Department of Rehabilitation. A better abbreviation would be “drb” since DOR is often already used as an acronym.
4. Test the abbreviation by typing in the text and then add either a space, period, comma or enter key and the abbreviation should be expanded.