



Adaptive Computing Lab

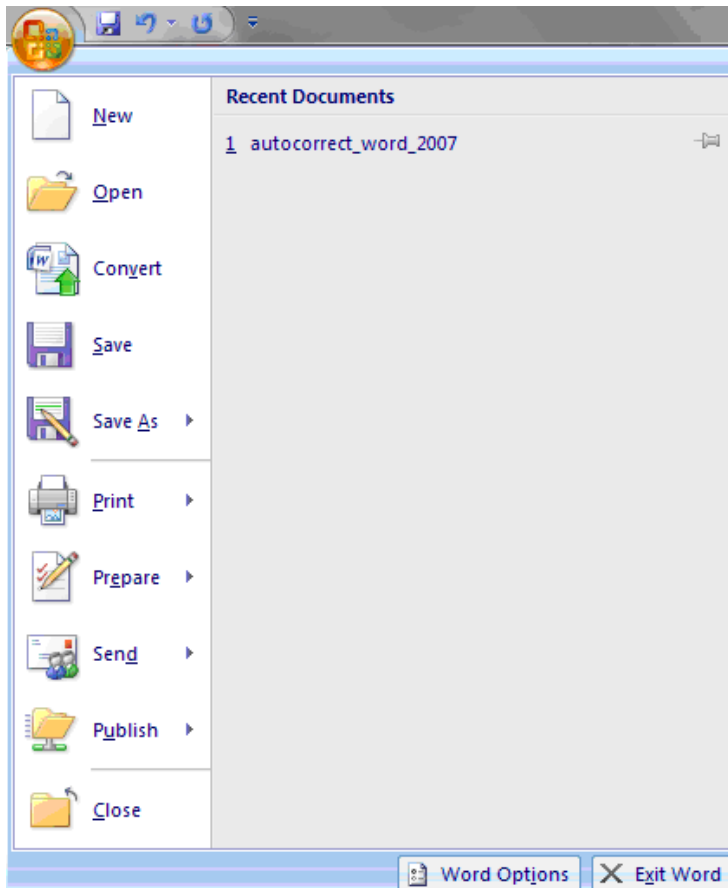
Abbreviation Expansion in Word 2007

You can use the AutoCorrect feature in Word to act as an abbreviation expansion feature. This tutorial is using information and images from Word 2007 and Windows 7.

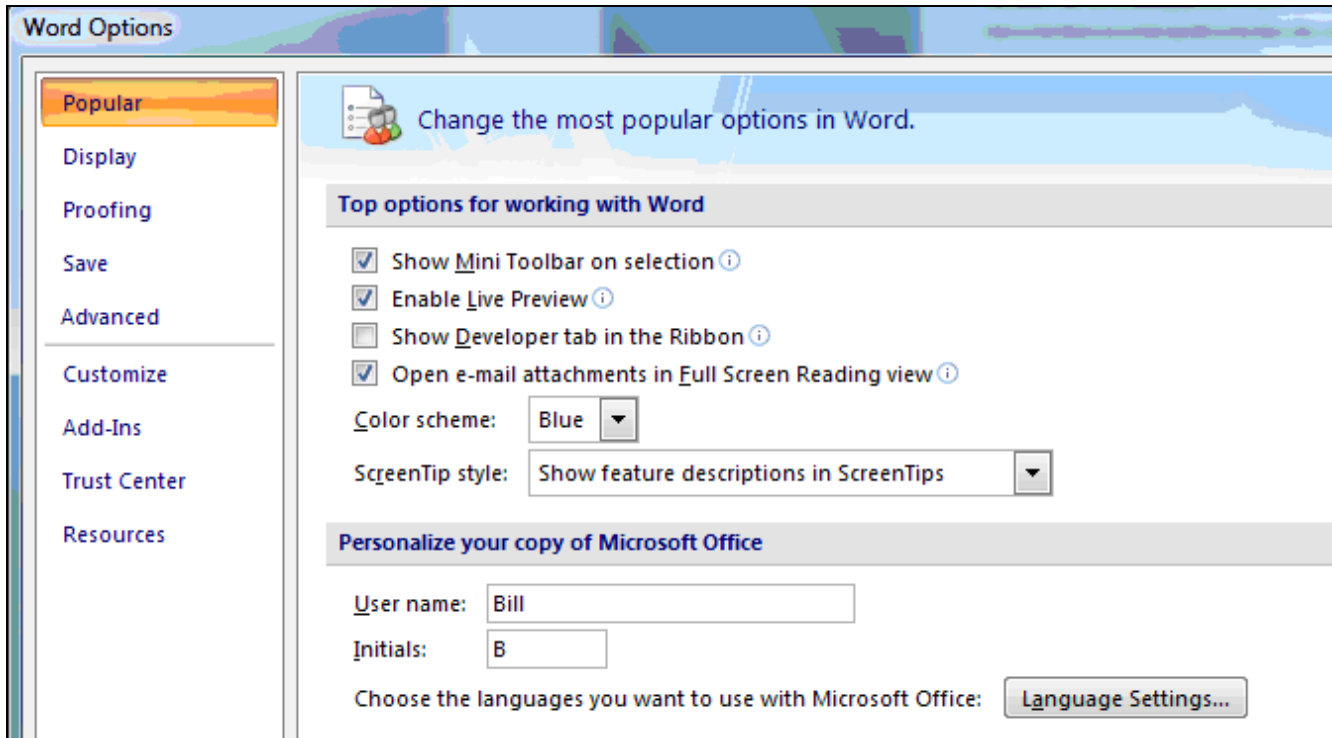
With Word 2007, first type the word, phrase, etc. that you wish to expand to. Copy this information to the Clipboard. Typically you can use up to 256 characters and save the information with the formatting just as you typed it in Word. Click on the Word Office icon at the top left on the Menu Bar.



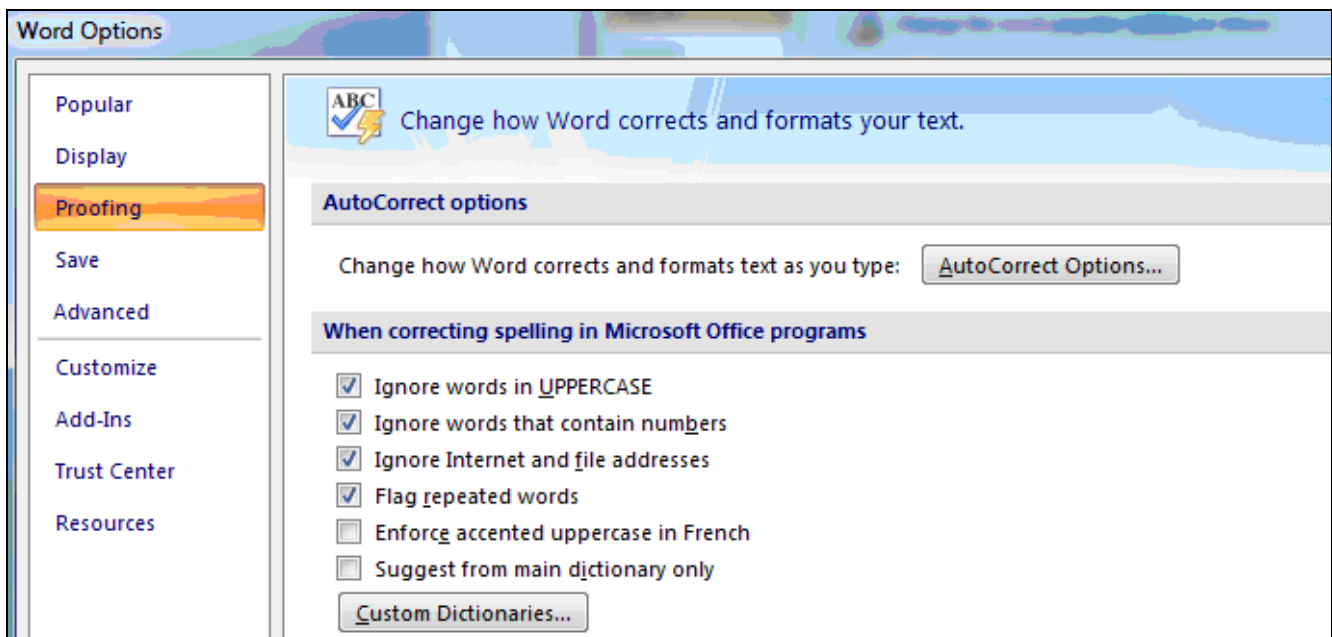
You will get a dialog box as shown below. Select Word Options at the bottom of the box.



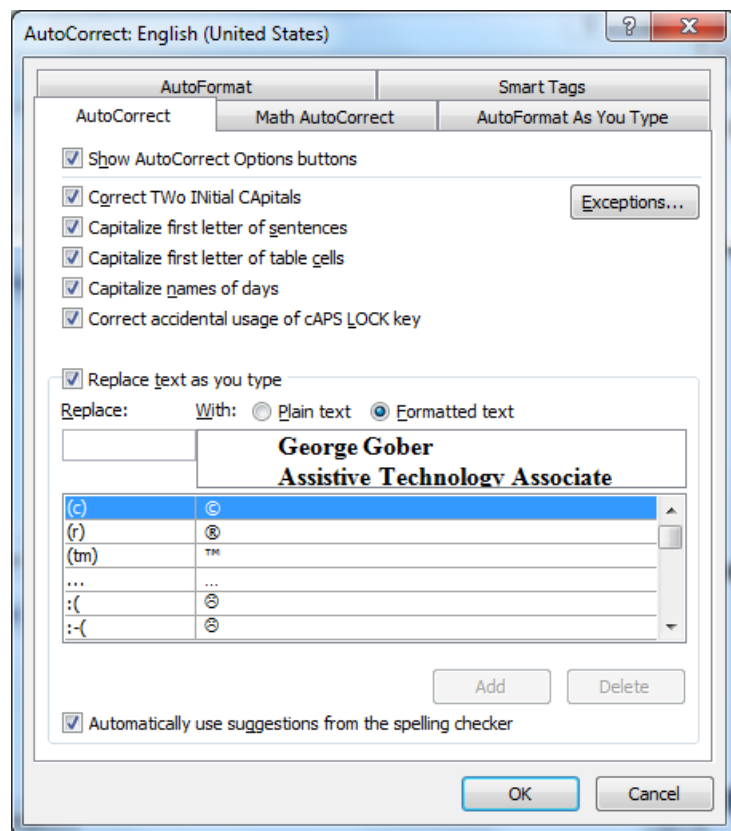
In the Word Options dialog box, choose Proofing in the left pane.



In the Proofing Section click the AutoCorrect Options button.



When you arrive at the next box you will see that the text that you copied to the Clipboard is already entered.



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. Navigate to the AutoCorrect function as shown above**
- 4. the address that is on the Clipboard is already placed in the proper box titled “With” and” Formatted Text”. (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 George Work Address.

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