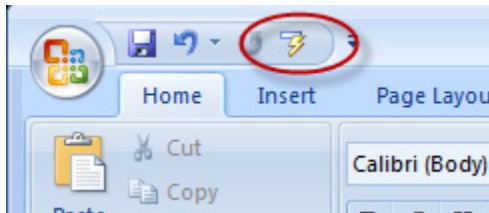


Add the AutoCorrect icon to the Tool Bar in Word 2007



1. Click the Office button, and then click Word Options. Word displays the Word Options dialog box.
2. Make sure the Customize option is selected at the left side of the dialog box.
3. Using the Choose Commands From drop-down list, choose Commands Not in the Ribbon.
4. Scroll through the list of available commands and choose AutoCorrect Options.
5. Click the Add button. The command is moved to the list at the right of the dialog box.
6. Click OK. The command now appears in the Quick Access Toolbar, to the right of the Office button and just above the ribbon. (see image, above)


Instructions for earlier versions of Word

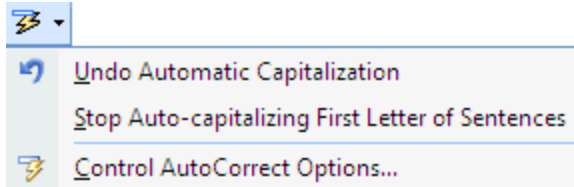
1. Right-click on any toolbar and choose Customize from the resulting Context menu. Word displays the Customize dialog box.
2. In the Categories list, choose Tools.
3. In the Commands list, choose AutoCorrect Options.
4. Use the mouse to click and drag the AutoCorrect Options command from the list to where you want it on a toolbar.
5. Click Close to dismiss the Customize dialog box.

How to Override AutoCorrect

From <http://www.uwec.edu/help/word07/auto-correplac.htm#override>

Word may sometimes automatically "correct" a word or phrase that you do not want changed. If you do not use the word often enough to warrant creating an exception, you can undo the individual *AutoCorrection* without changing *AutoCorrect* settings. You may also use this method to override *AutoFormatting* such as bulleted and numbered lists.

1. Move your mouse over the *AutoCorrected* word
A small rectangle appears under the first letter.
2. Move your mouse over this rectangle
A *Smart Tag* appears.
3. Click the  » select the desired *AutoCorrect* option



Your options and the implications are listed here, using the example of automatically correcting a misspelled word.

For more information about *Smart Tags*, refer to [The Office 2007 Environment: Smart Tags](#).

Some *AutoCorrect* options include:

Undo Automatic Capitalization

Selecting this option affects only this occurrence of the capitalization in the current document

Stop Auto-capitalizing First Letter of Sentences

Selecting this option corrects this occurrence and turns off this option for all documents

Windows: **Control AutoCorrect Options...**

Macintosh: **Control AutoFormat Options...**

Selecting this option takes you to the *AutoCorrect* dialog box, where you can choose from multiple [AutoCorrect options](#) that will affect all documents