

Tip of the Week

March 10, 2017 - March is Advanced Email Tips Month

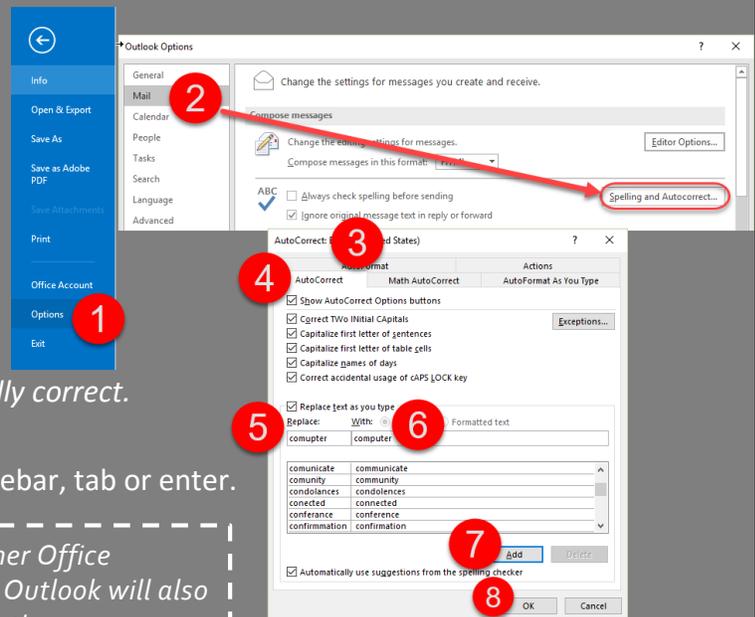


We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.

Using AutoCorrect

Using the AutoCorrect feature allows Outlook to automatically correct hundreds of common typing and spelling mistakes as you work. Many words are built in to this list but by following these instructions, you can edit and update it as well. You can also use AutoCorrect as a shortcut, which means you can type a small string of characters and have those replaced by a longer string.

1. Click the File tab and then click Options.
2. Click Mail and then Spelling and Autocorrect...
3. The AutoCorrect dialog box opens.
4. Click the AutoCorrect tab.
5. Click in the Replace: field and type the word as you typically mistype or misspell it (avacodo).
6. Click in the With: field and type the correct version of the word (avocado).
7. Click Add
8. Click OK until all dialog boxes are closed.



Autocorrect corrects the entry when you press spacebar, tab or enter.

NOTE: Outlook shares your AutoCorrect list with other Office applications. Any AutoCorrect entries you created in Outlook will also work in Excel and in Word. You can also edit the list in these programs.

You can also use AutoCorrect to replace just a few characters with a complete fairly lengthy phrase.

For example:

1. Type your school name and address in an open email message and then highlight the selection.
2. Open the AutoCorrect dialog box (see directions above).
3. In the Replace: field add the school initials Abel (This is case-sensitive)
4. The With: field will be automatically filled with the highlighted selection.
5. Click Add

You will now get the school name and address appearing when the phrase is typed.

Just keep in mind, don't use something you will commonly type to name an AutoCorrect entry!

For example, don't name an entry *ice*. Instead precede it with an asterisk or other character to make it unique. When you don't make the word unique, Outlook inserts the AutoCorrect entry whenever you type that word, whether or not you want it to.

