**Office 2013 Video Project 10: AutoCorrect versus AutoText**

AutoCorrect:

1. What is it?
	1. Makes spelling corrections as you type
	or
	2. Allows you to create a “shorthand” like typing “hcc” and a space to get “Highline Community College”.
2. How to add an item to AutoCorrect:
	1. File, Options, Proofing (on Left), AutoCorrect Options button, AutoCorrect tab.
	2. Here is picture:



1. How to enact: type “shorthand” or misspelled word and hit SPACEBAR.

AutoText:

What is it?

1. Allows you to create a “shorthand” like typing “h” and then when you hit the F3 key it inserts “Highline Community College”.
2. How to add AutoText:
	1. Type text (“Highline Community College”), highlight, Insert Ribbon Tab, Text group, Quick Parts drop-down arrow, AutoText, “Save Selection to AutoText Gallery”, type “shorthand” text in Name textbox (“h”).
	2. Here is picture:



1. How to enact: type shorthand and hit F3.

**AutoCorrect: Type “shorthand” and hit Spacebar. AutoCorrect is automatic**

**AutoText: Type “shorthand” and hit F3. You get to choose.**

Michael Thomas

Highline Community College

Michael Thomas

Highline Community College

I went to Michael Thomas Vernon

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Michael Thomas

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