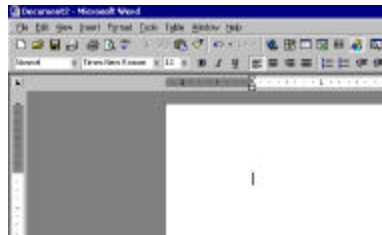


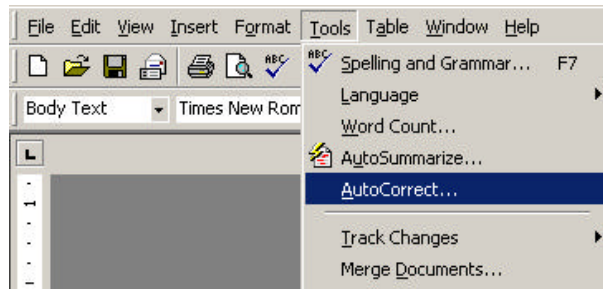
Using your own Abbreviations in Autocorrect

Step 1: Open Microsoft Word by **double-clicking** the Word  icon on your desktop, or by going to **Start → Programs → Microsoft Word**.

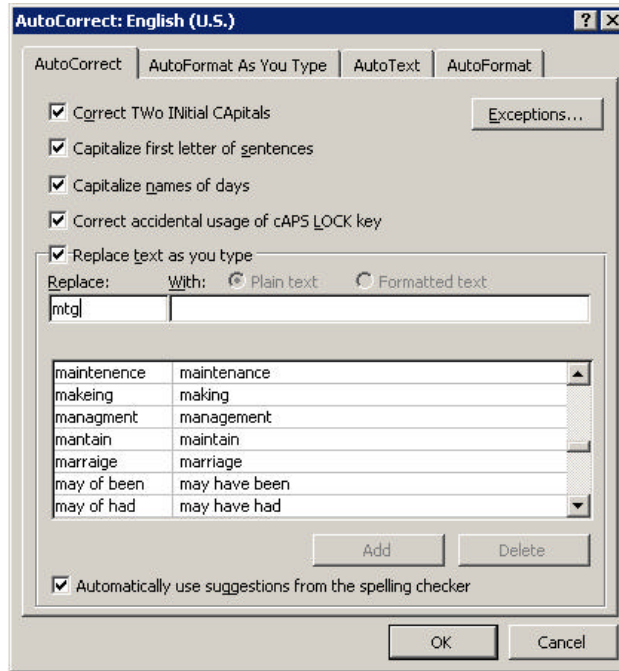
Step 2: A new blank word document will open where you can start typing.



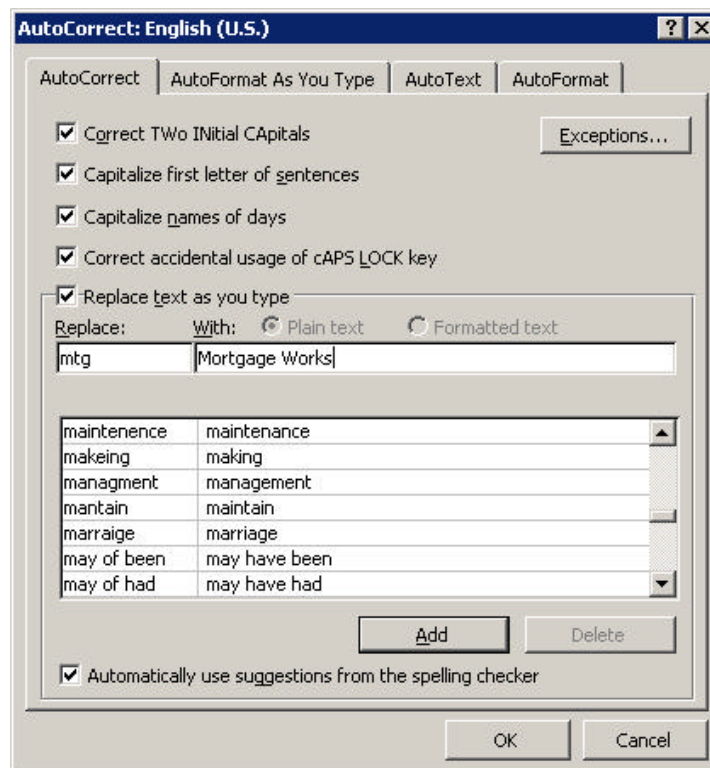
Step 3: On the **Tools** menu, click **AutoCorrect**.



Step 4: Select the **Replace text as you type** check box. In the **Replace** box, type an abbreviation you will remember—for example mtg.



Step 5: In the **With** box, type the complete spelling of the work—in this case Mortgage Works.



Step 6: Click **Add** then click **Okay**. Now when you type the abbreviation mtg, it will change to Mortgage Works when you press the spacebar.

