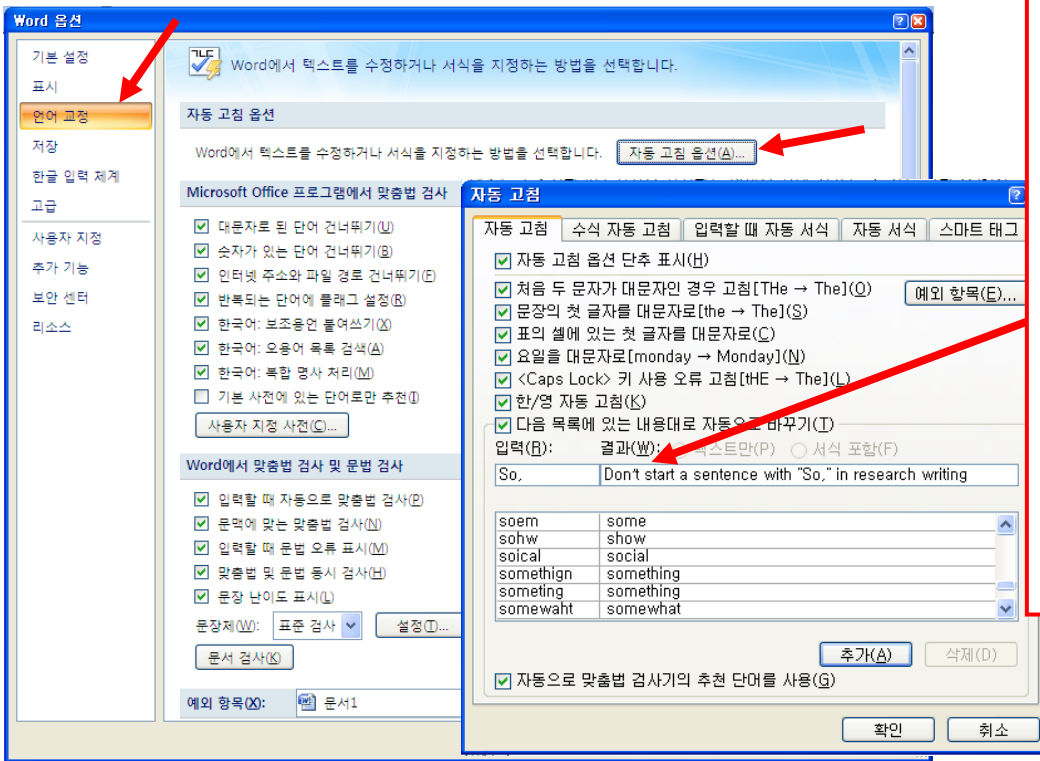
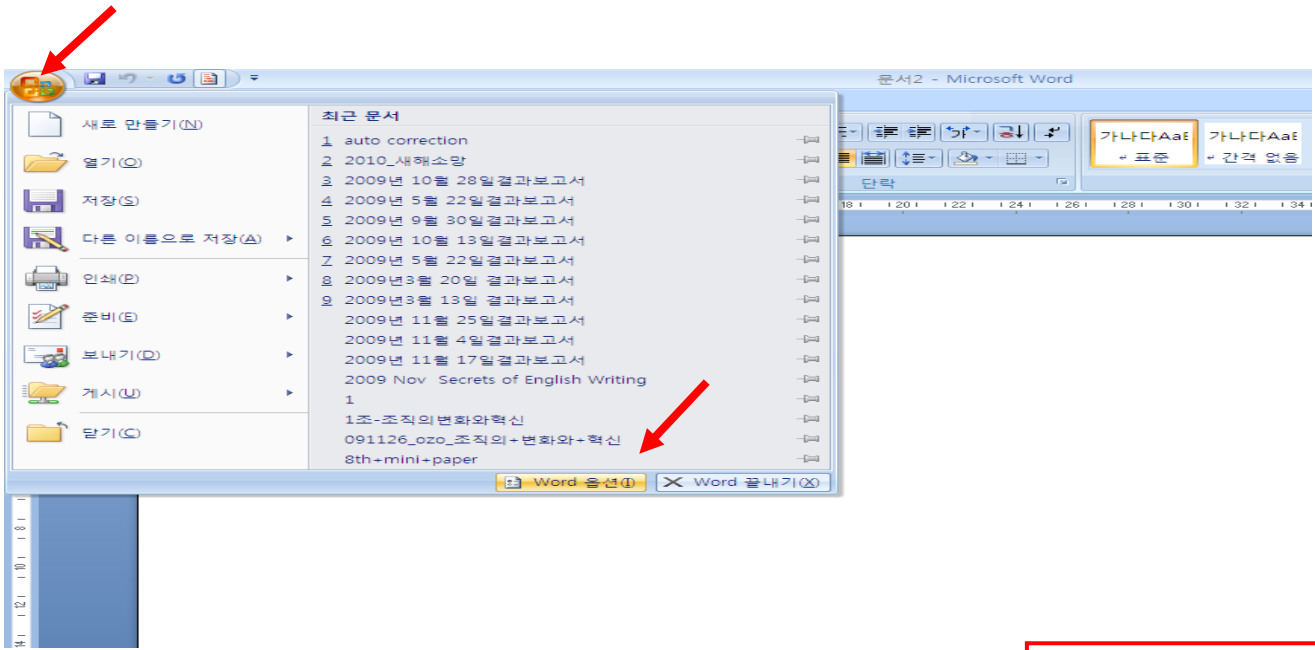


MS Word 2007 “Autocorrect” option (자동 고침 옵션)

The “autocorrect” function of MS Word can be customized to automatically correct some common errors that you have found in your writing. All you need to do is input the word or phrase and your suggested correction. You can also link to advice online etc.

1. Click the main office 2007 button (office 단추)
2. Click “Wordoptions” (워드옵션)
3. Select “Proofing” (언어교정)
4. and “AutoCorrect Options” (자동 고침 옵션)
5. Add problem words and suggested corrections to the database.

Note: MS Word Version 2007 is available through EZHUB (software download) for Hanyang faculty and staff.



You can customize your autocorrect so that it automatically fixes common errors. You can also add links or reminders to change text. If you do not want a change then hit backspace to delete your message and then keep typing.

Add these common errors to your autocorrect.

<http://hanyangowl.org/mod/glossary/view.php?id=149>

Then when you type "So," at the beginning of a sentence it will automatically change it to "Avoid using 'So,' at the beginning of a sentence in research writing."

Then you can delete "So," and make another choice. Watch the video below for an example:

<http://screenr.com/ZI2> Please select the **Play in HD** option for viewing:

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END