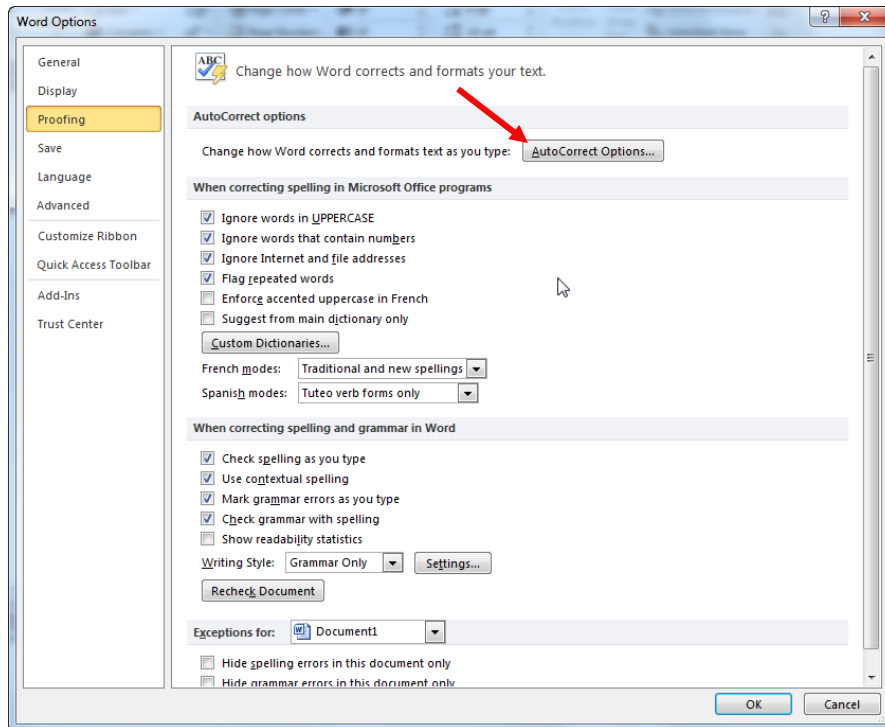


## Customize AutoCorrect

You can set up the AutoCorrect tool in Word to retain certain text the way it is. To customize AutoCorrect:

- Click the **Microsoft Office** button
- Click the **Word Options** Button
- Click the **Proofing** tab



- Click **AutoCorrect Options** button
- On the **AutoCorrect Tab**, you can specify words you want to replace as you type