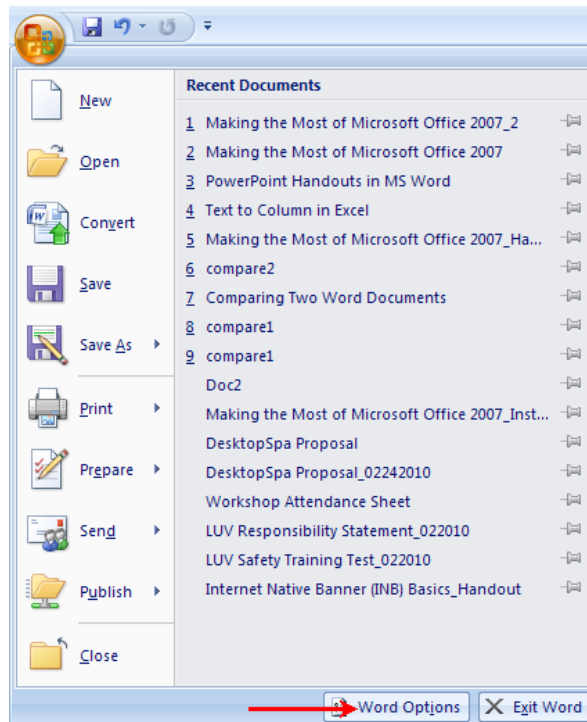
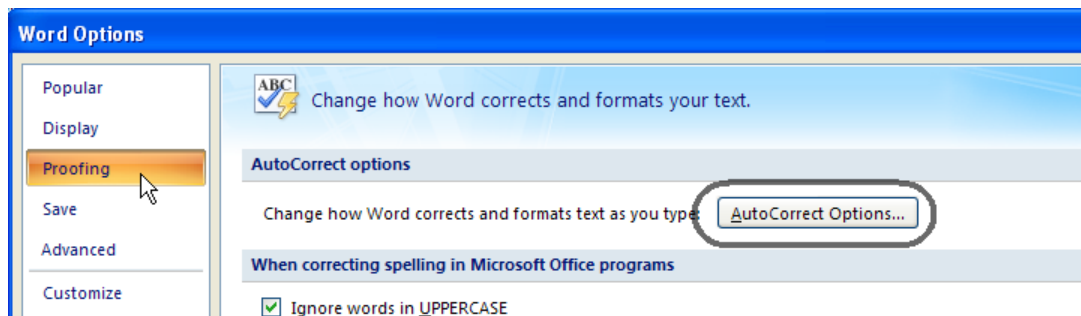


Customizing AutoCorrect: Customize auto correct to correct your commonly misspelled words.

1. In Word 2007, click the **Microsoft Office Button** , then click **Word Options**



2. Choose the **Proofing** category. Click on **AutoCorrect Options** button

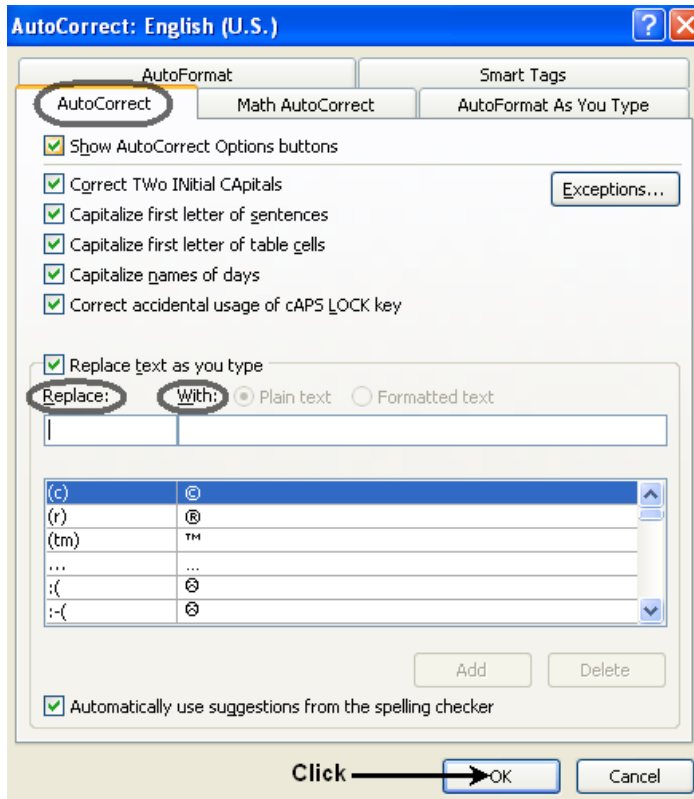


3. Click the **AutoCorrect** tab.

Replace: type in word that is misspelled

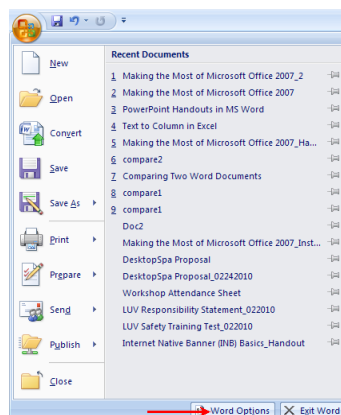
With: type in word that is spelled correctly

Click **OK**



Changing Default File Format: You can set up the way your files are saved using formats other than the default (.docx).

1. In Word 2007, click the **Microsoft Office Button** , then click **Word Options**



2. Click the **Save** category. In *Save files in this format*, use the pull down menu to select which file extension you want.

Click **OK**

