

How to create an alternative phrase in Google Docs

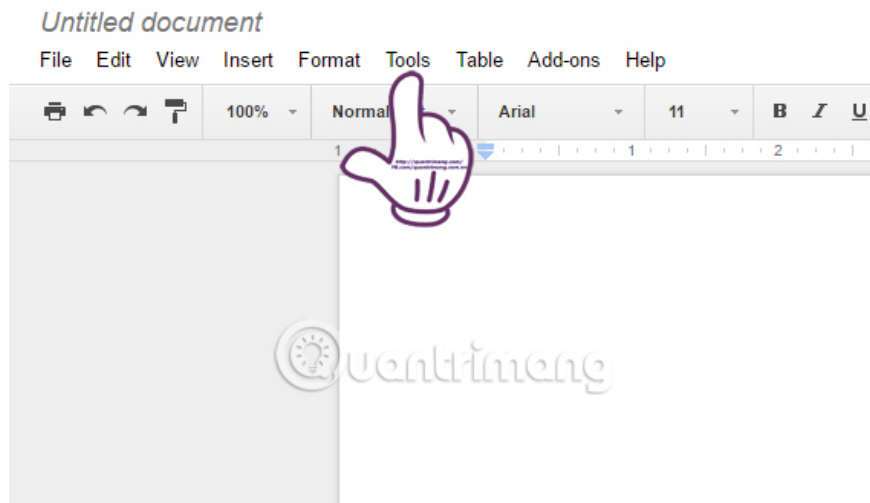
The word replacement feature in Google Docs will help you quickly type with long terms, special characters or long email in the textual content.

For those who regularly use Microsoft Office tools to handle office tasks, you will probably know the Replace feature, replace certain words or figures. If you want to replace the long term in Word, or some data in Excel, you can use this Replace tool.

So if we use Google Docs, can we use this feature? The answer is absolutely world. Google Docs also provides users with the Replace feature. With long phrases, email addresses, we can use this feature to easily type much more textual content. In the following article, we will show you how to create an alternative word in Google Docs.

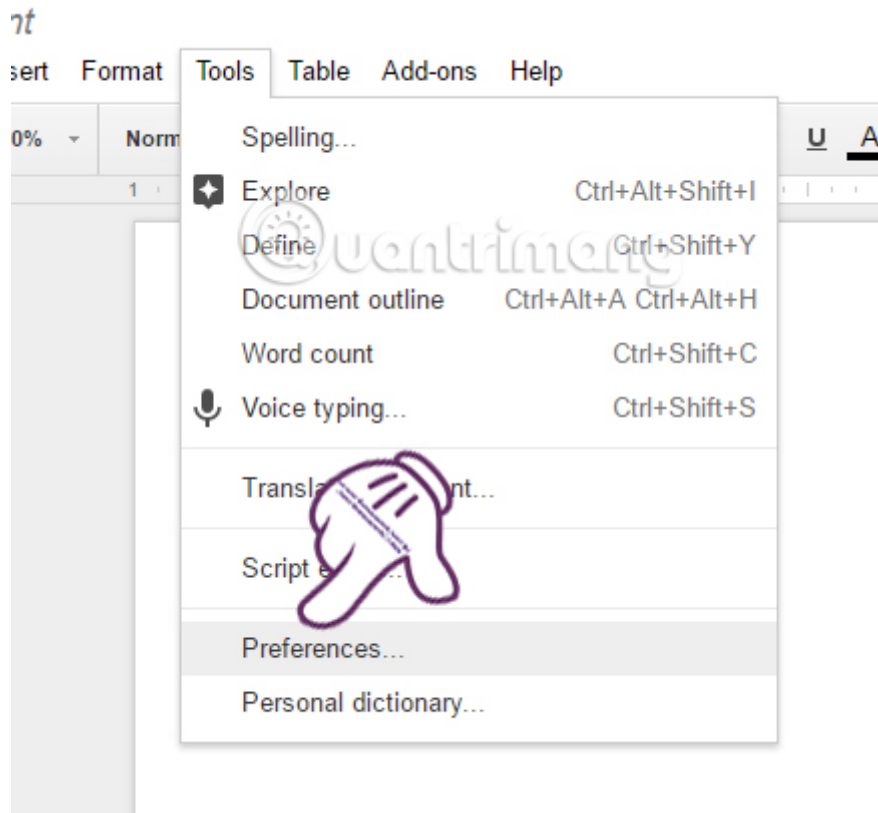
Step 1:

First, log in to your Google Docs personal account. At the main interface, we will click on **Tools** .



Step 2:

Next, click on **Preferences** as shown below.



Step 3:

Appearance of Preferences. Here you will see that Google Docs has **defaulted some alternative words in 2 Replace (abbreviations) and With (words to replace)** .

Preferences

- Automatically capitalize words
- Use smart quotes
- Automatically detect links
- Automatically detect lists
- Suggest action items

- Automatic substitution

	Replace	With	
<input checked="" type="checkbox"/>	(c)	©	x
<input checked="" type="checkbox"/>	(r)	®	x
<input checked="" type="checkbox"/>	->	→	x
<input checked="" type="checkbox"/>	x
<input checked="" type="checkbox"/>	1/2	½	x
<input checked="" type="checkbox"/>	1/3	⅓	x
<input checked="" type="checkbox"/>	1/4	¼	x
<input checked="" type="checkbox"/>	1/5	⅕	x
<input checked="" type="checkbox"/>	1/6	⅙	x

OK

Cancel

Step 4:

Next, we will write the **acronym character in the Replace box** and the **full character range of the word to replace in the With box** . For example, here I will replace the phrase QTM with quantrimang.com. Finally **click OK** below to save.

Preferences

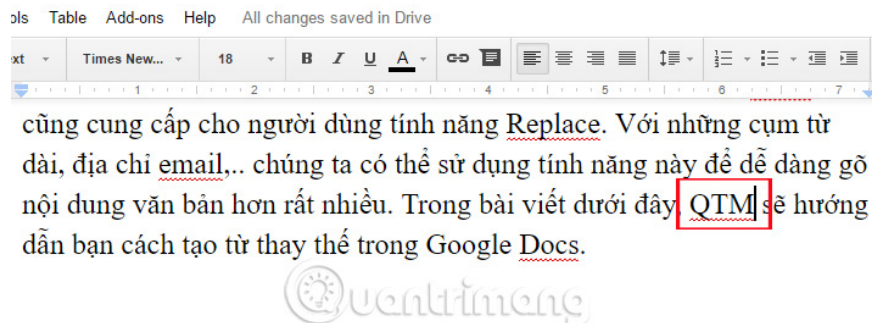
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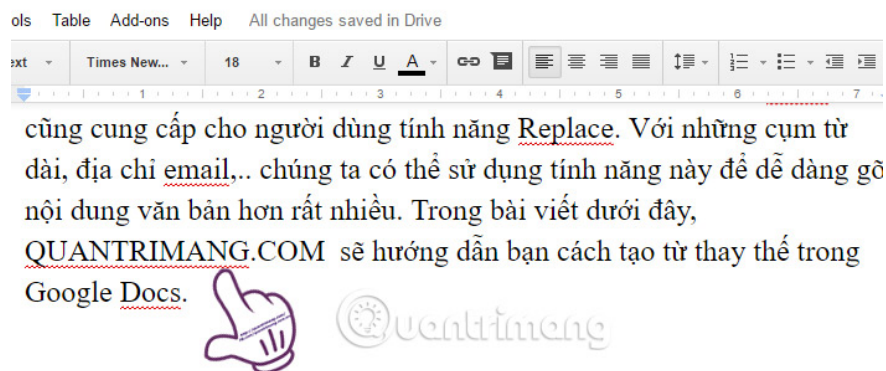
	Replace	With	
<input checked="" type="checkbox"/>	QTM	antrimang.com	x
<input checked="" type="checkbox"/>	(c)	©	x
<input checked="" type="checkbox"/>	(r)	®	x
<input checked="" type="checkbox"/>	->	→	x
<input checked="" type="checkbox"/>	x
<input checked="" type="checkbox"/>	1/2	½	x
<input checked="" type="checkbox"/>	1/3	⅓	x
<input checked="" type="checkbox"/>	1/4	¼	x
<input checked="" type="checkbox"/>	1/5	⅕	x

Step 5:

Now proceed to type the text with the replacement word and the word to be replaced on Google Docs.



We will **type the acronym** that you just set **and then press the Space key** , immediately the acronym will be replaced with the full phrase you set up earlier.



Step 6:

In addition, we can change the Preferences option. At **the Preferences dialog box** , you can **delete the alternative phrases** that Google Docs has previously set up, by clicking **the x icon** .



Preferences

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<input checked="" type="checkbox"/>	×
<input checked="" type="checkbox"/>	1/2	½	×
<input checked="" type="checkbox"/>	1/3	⅓	×
<input checked="" type="checkbox"/>	1/5	⅕	×
<input checked="" type="checkbox"/>	1/6	⅙	×
<input checked="" type="checkbox"/>	1/8	⅛	×
<input checked="" type="checkbox"/>	2/3	⅔	×

If you do not want to use some alternate phrases, but still want to use them again, just uncheck a replacement phrase in the list.

Preferences

Automatically capitalize words

Use smart quotes

Automatically detect links

Automatically detect lists

Suggest action items

Automatic substitution

<input checked="" type="checkbox"/>	×
<input checked="" type="checkbox"/>	1/2	½	×
<input checked="" type="checkbox"/>	1/3	⅓	×
<input type="checkbox"/>	1/5	⅕	×
<input checked="" type="checkbox"/>	1/6	⅙	×
<input checked="" type="checkbox"/>	1/8	⅛	×

Replace

Remember to **click OK** to save the changes on Google Docs.

So, with this Google Docs Replace feature, we can make it easier to edit content. You won't have to sit down to type long characters or addresses. Instead we just need to type the acronym and press the space to get the complete word sequence. Don't miss this useful trick when working on Google Docs.

Refer to the following articles:

1. How many of the best features have you missed on Google Docs?
1. Create and share office documents on Facebook with Docs
1. Prepare voice text on Google Docs

Wish you all done it!

You finished reading the article "**How to create an alternative phrase in Google Docs**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.