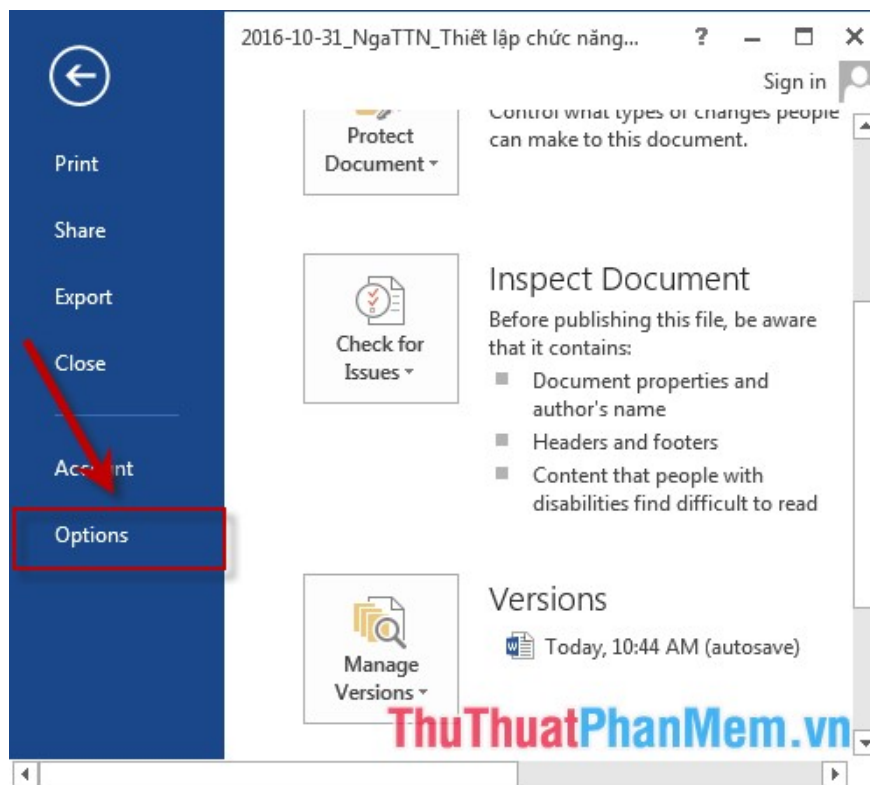


Set up the Auto Correct function in Word

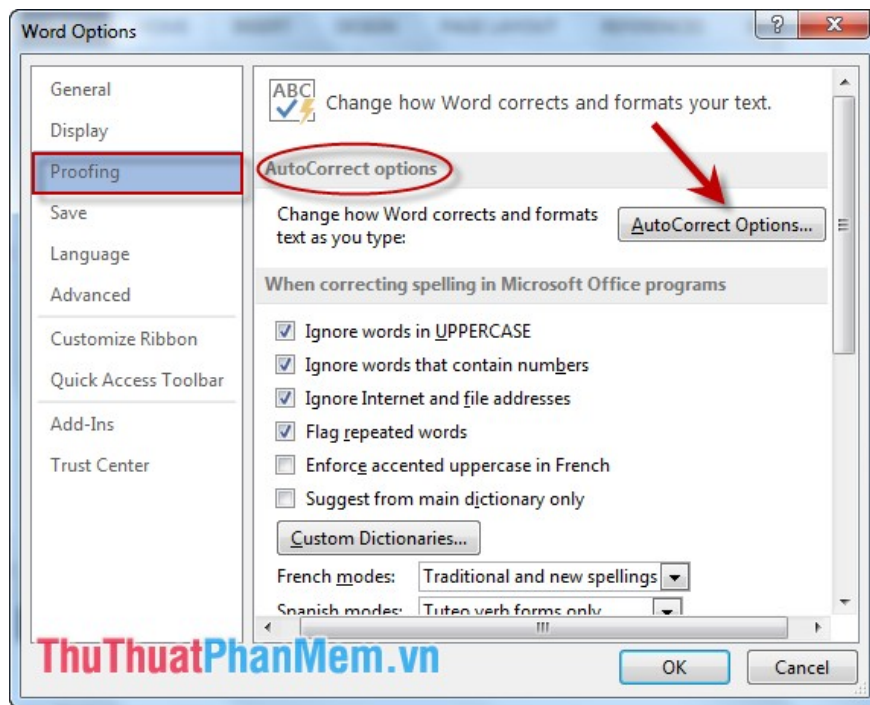
Introduce how to set up the Auto Correct function in Word. Step 1: Go to File - Option: Step 2: A dialog box appears Proofing option - in AutoCorrect options section click AutoCorrect options.

The following article introduces you in detail how to set up the Auto Correct function in Word.

Step 1: On the card **File** -> **Option:**



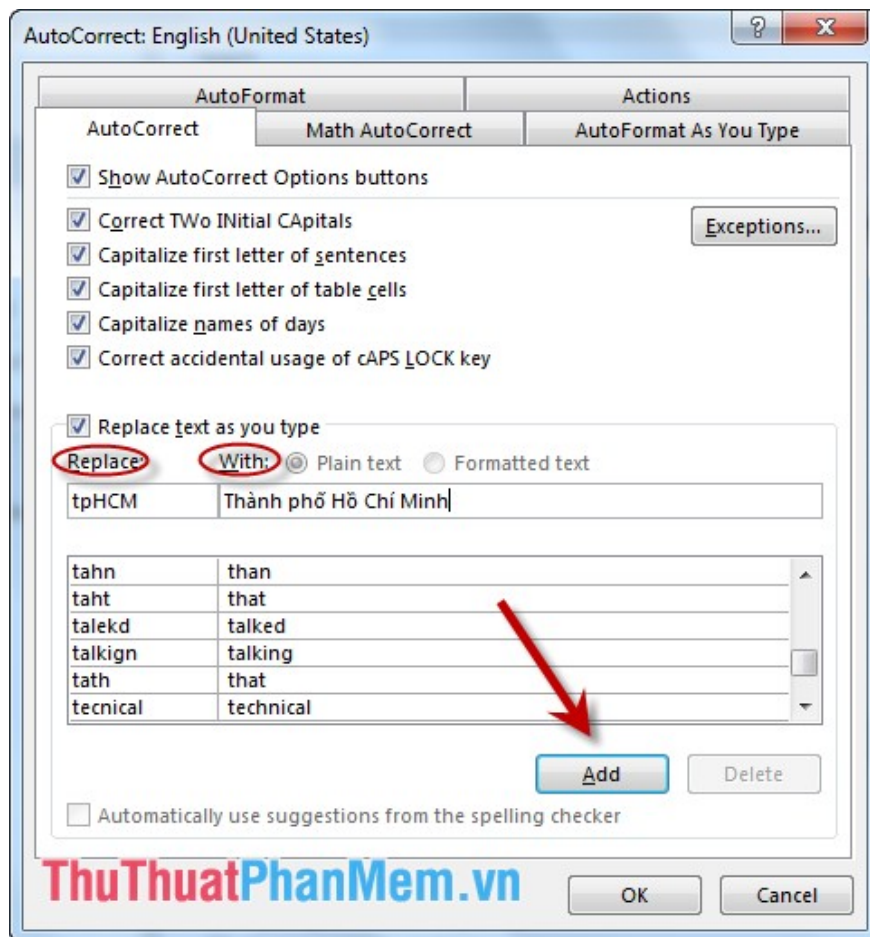
Step 2: A dialog box appears **Proofing** -> in **AutoCorrect options**, click **AutoCorrect options**:



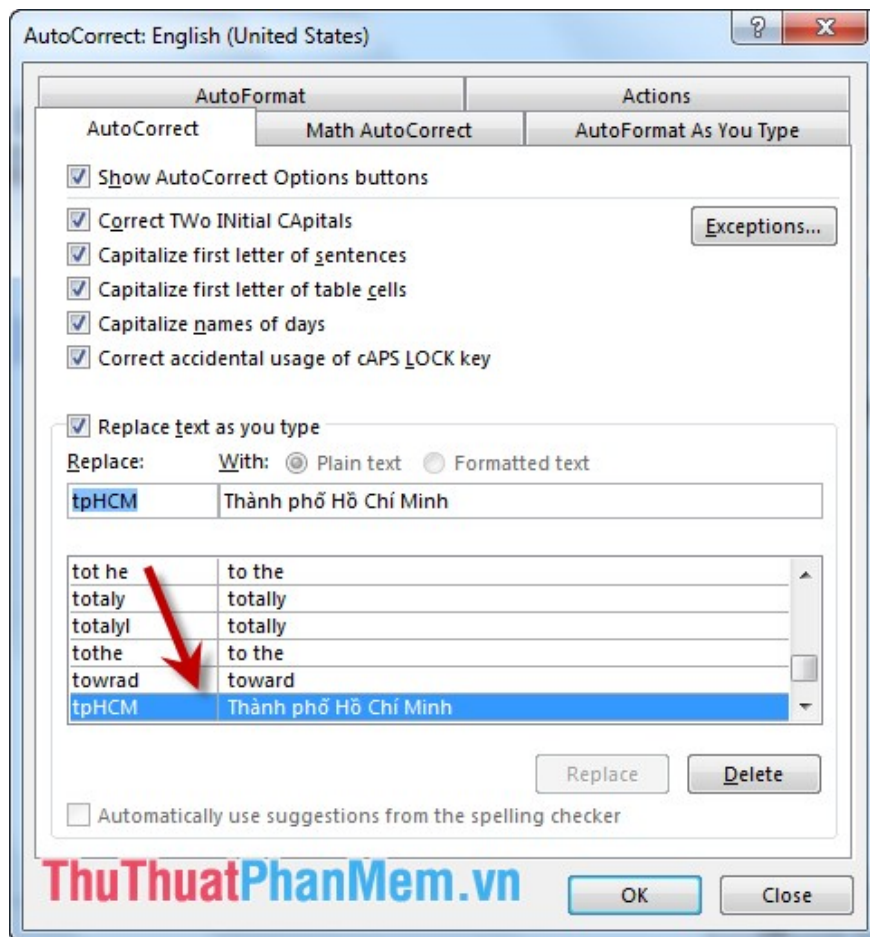
Step 3: AutoCorrect English dialog box appears, enter the following contents:

- **Replace:** Enter the acronym to be replaced.
- Section **With:** Enter the phrase instead.

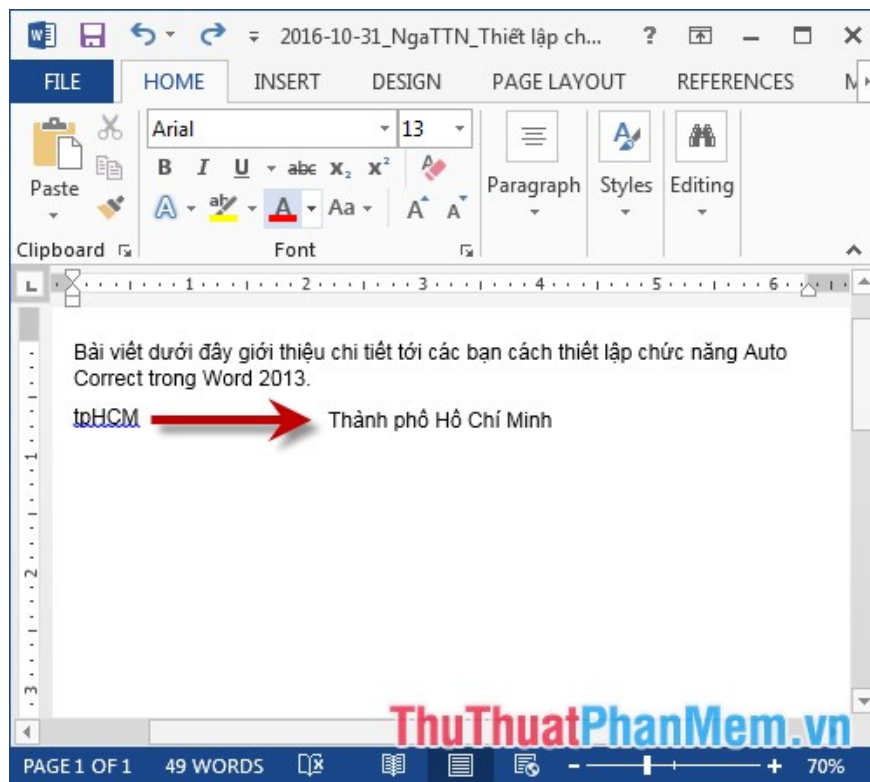
Finally, click **Add:**



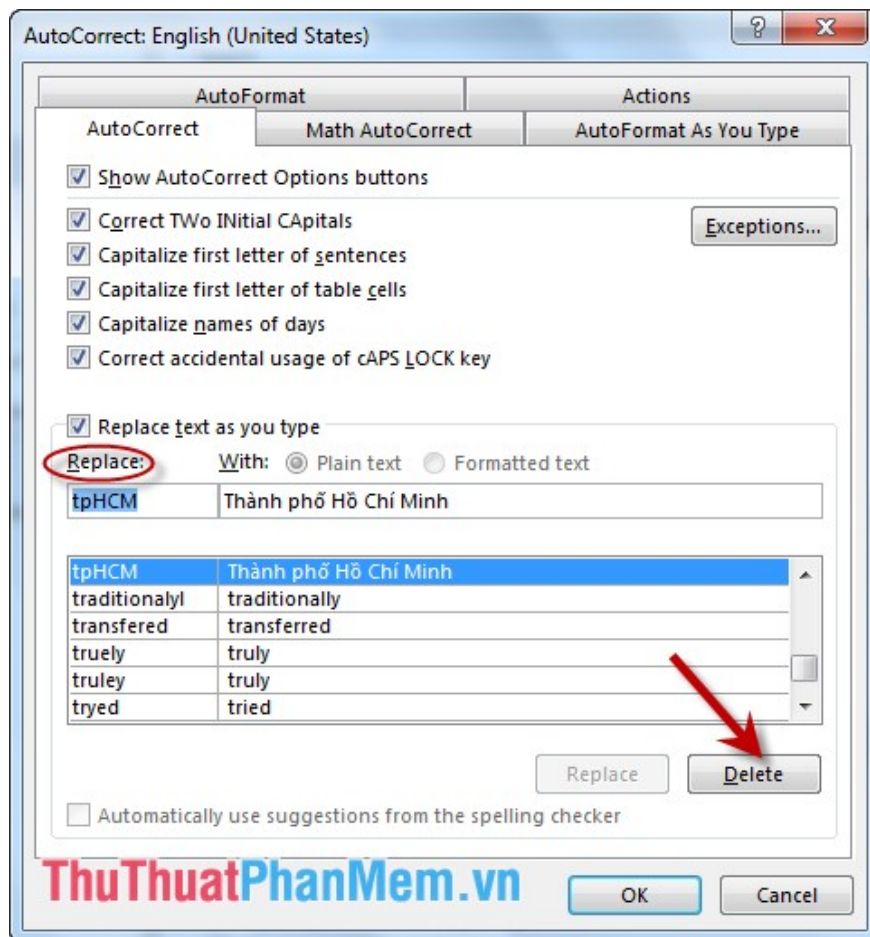
Step 4: After clicking **Add** phrase saved in the dialog box -> click **OK**:



Step 5: Return to the text to type the phrase **tpHCM** -> press **Enter** or the spacebar -> the phrase automatically converts to **Ho Chi Minh City**:



- In case you want to remove the abbreviated phrase, select that phrase -> press **Delete**:



- However, **AutoCorrect** has the limitation that when you want to write an acronym, you do not want to use an alternative phrase, only the way to delete the replacement phrase in **AutoCorrect**. So you should use the **AutoText** function to support you to solve both problems.

Above is a detailed guide on how to set up the Auto Correct function in Word.

Good luck!

You finished reading the article "**Set up the Auto Correct function in Word**" 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.