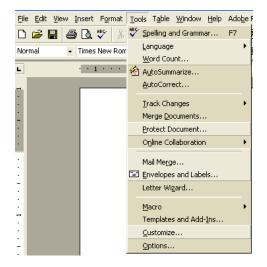
Customizing Word

Click Tools from the menu toolbar. The following window will appear:



<u>**Click on AutoCorrect**</u> —This is the usually the first thing that people want to change, especially if, Word automatic capitalizes things you don't want capitalize or corrects the spelling on things you want misspelled (DOL).

AutoCorrect: English (U.S.)	AutoCorrect ? 🔀
AutoCorrect AutoFormat As You Type AutoText AutoFormat	AutoCorrect AutoFormat As You Type AutoText AutoFormat Apply as you type Iteadings Automatic bulleted lists
Capitalize first letter of gentences Capitalize names of days Correct accidental usage of cAPS LOCK key	✓ Borders ✓ Automatic <u>n</u> umbered lists ✓ <u>Iables</u>
Constrained bage of CAP Lock Ray	Replace as you type Image: Training of the second secon
s(t.(t.(Automatically as you type ✓ Format beginning of list item like the one before it ✓ Define styles based on your formatting
OK Cancel	OK Cancel

Note the things that can be changed with just a click on the AutoCorrect and AutoFormat As You Type tabs...

Initial capitals	Straight quote with smart quotes
First letter of a sentence	Ordinals
Names of the days of the week	Fractions
Accidental Caps lock	Etc.

Also, note the replace list and the common misspellings that you can add to or delete from.

Customizing the toolbar...

Click on Tools/Customize and you should see:

Customize	? 🗙
Toolbars Commands Options Categories: Commands: Edit New New New Web Page Tools Table New E-mail Message New Blank Document Window and Help Drawing 	• •
Selected command: Description Modify Selection * 2 Save in: Normal Keyboard	lose

Click on the Commands tab.

Here you will see a list of Categories with their corresponding Commands. For example, click on the category **Format** and the following should be visible:

Customize		?×
Toolbars Commands Categories: File Edit View Insert Format Tools Table Web Window and Help Drawing	Options Commands: Font: Font Size: Style: B Bold I Italic U Underline	•
Selected command: Description Modify Selection Save in: Normal Keyboard Close		

Scroll down the Command list until you see the listing for single spacing, 1.5 spacing and double-spacing. Click and hold "double spacing", then drag it up to the formatting tool bar. Do the same with single spacing. Close the window. Note the two new icons on the formatting tool bar. Double-spacing in now just a matter of clicking a button.

Deleting icons that you don't use. Click Tools/Customize. With this window open, click and hold any toolbar icon and drag it off the toolbar. Done.