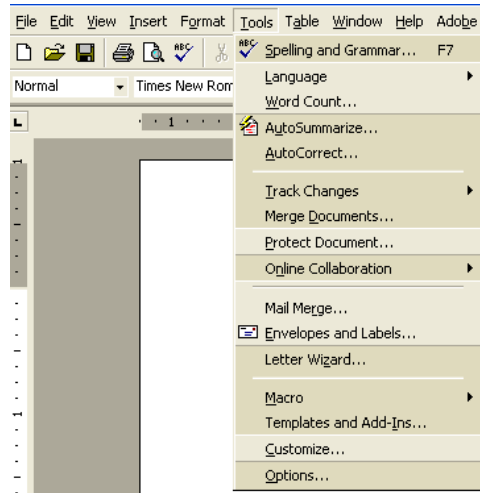
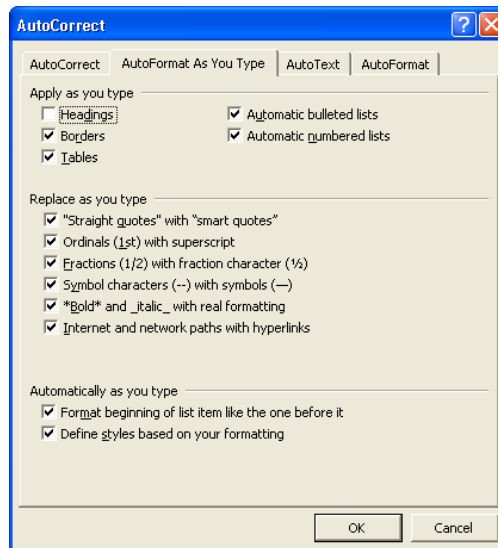
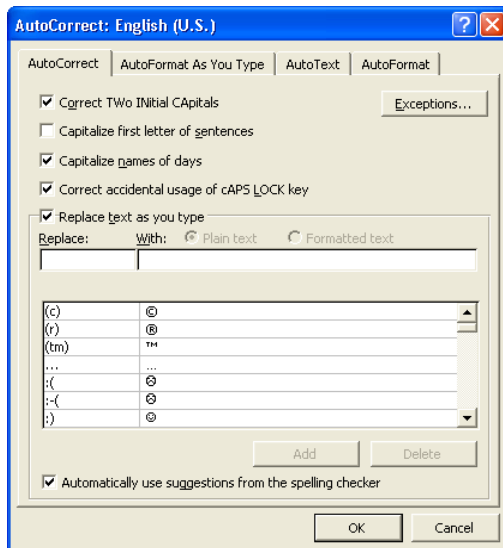


Customizing Word

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



Click on AutoCorrect—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).



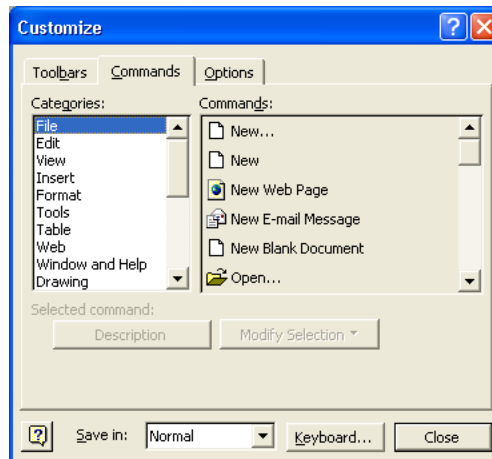
Note the things that can be changed with just a click on the AutoCorrect and AutoFormat As You Type tabs...

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.

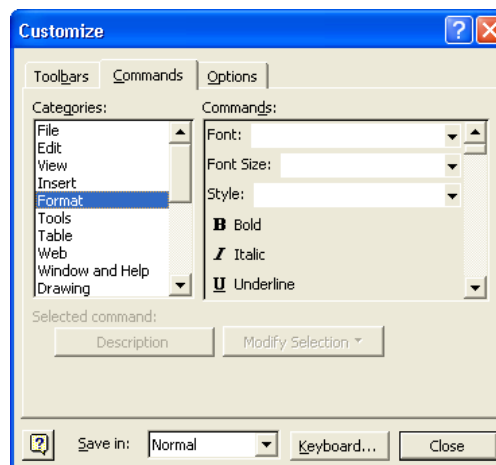
Customizing the toolbar...

Click on Tools/Customize and you should see:



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:



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 is 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.