

Welcome to "ITS Technology Tips," where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Do you ever find yourself irritated with Word because it capitalizes words for you, even though you're trying to type them in lowercase? Are you irritated because you don't know why this is happening? Empower yourself and learn how to tackle Microsoft Word's AutoCorrect function!

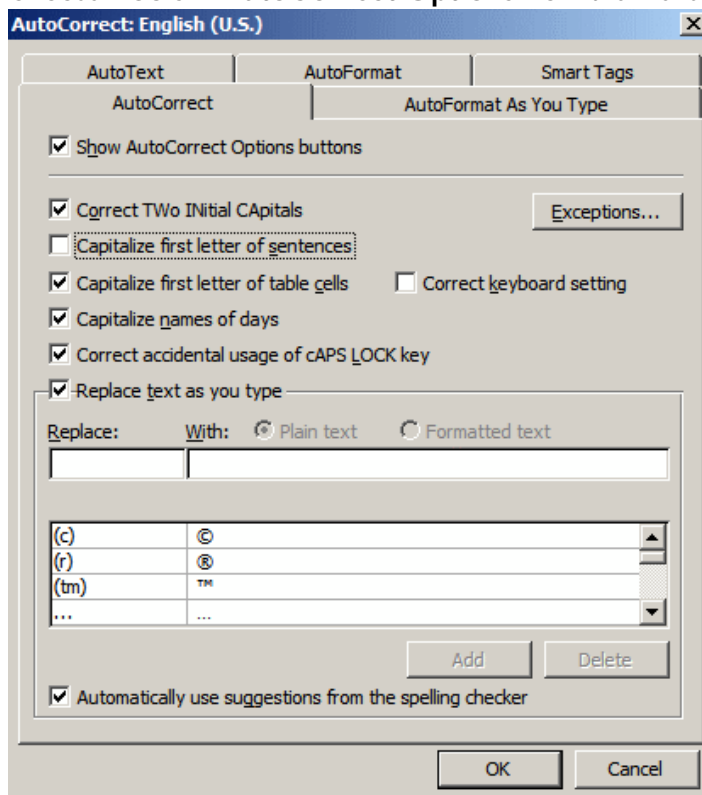
HR and ITS recently sponsored a series of computer workshops led by George Rumsey of the Computer Resource Center (www.computer-resource.com), including classes in Microsoft Word. In addition to learning about AutoCorrect, Loyola employees were taught a host of valuable computer tips and shortcuts to make their computing experiences faster and easier.

Turning Off Automatic Capitalization! Microsoft Word's AutoCorrect

When you create new documents in Word, you may notice that it often automatically capitalizes words for you. This is Word's AutoCorrect tool at work. By default, Word's AutoCorrect feature looks for common errors people make while typing and fixes them automatically. Though this might be helpful at times, it can also be annoying, particularly if you are working on many documents that have lists and data that don't require capitalization whatsoever. Learn how to stop Word from automatically capitalizing your sentences for you!

To Adjust AutoCorrect Options:

1. Choose **Tools > AutoCorrect Options** from the menu.



2. Make sure the AutoCorrect tab is displayed.
3. Clear the **Capitalize first letter of Sentences option** box (or any options of your choosing)
4. Click on OK.

There is an easy way to undo AutoCorrect's corrections:

If you don't want to change the options all together, there is an easier way to undo a change that AutoCorrect. **Just press Ctrl + Z.**

If you press the **Backspace** key instead of **Ctrl+Z** to undo an AutoCorrected word, a small, blue rectangle appears under the word. Point the mouse at that rectangle to see the **Control AutoCorrect Options** icon. You will be able to stop capitalization this way as well.

AutoCorrect is not just about making your life annoying. It is a powerful tool in Microsoft Word, and turning off the capitalization feature is just a start. Once you learn how to set it up and add and edit entries, it can make you more productive not just by keeping you from having to correct common typing errors, but from repetitive typing. But it's good to start somewhere!

That's our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu . If you'd like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.