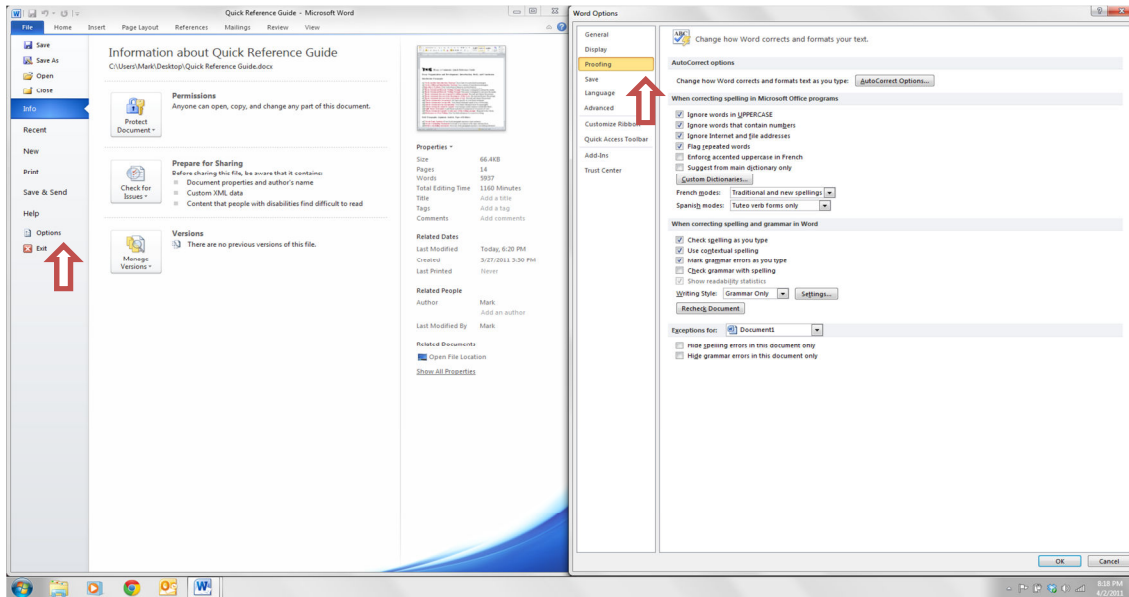
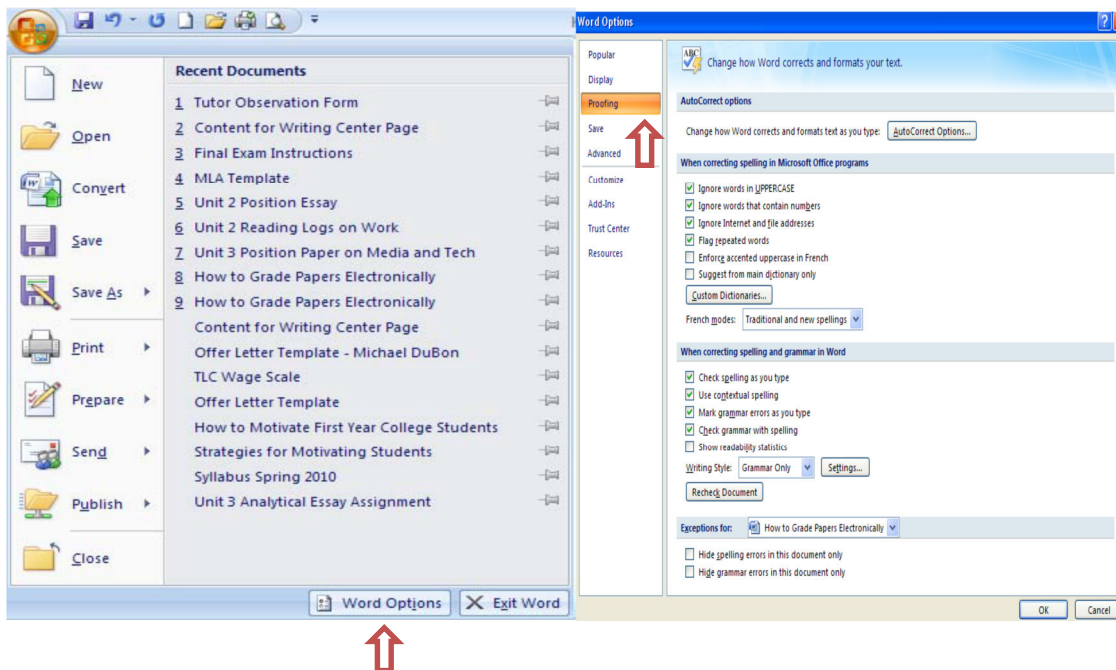


How to Add Your Own Permanent Autocorrect Entries in Microsoft Word®

1. You can add on your own permanent essay e-comments to supplement the 438 essay e-comments. Type your e-comment. The text can include up to 255 characters of hyperlinks, different fonts, colors, italics, boldface, etc. Highlight the e-comment. Don't copy.
2. Click the Microsoft Word® 2010 **File**. Then click **Options**. Next click **Proofing**.

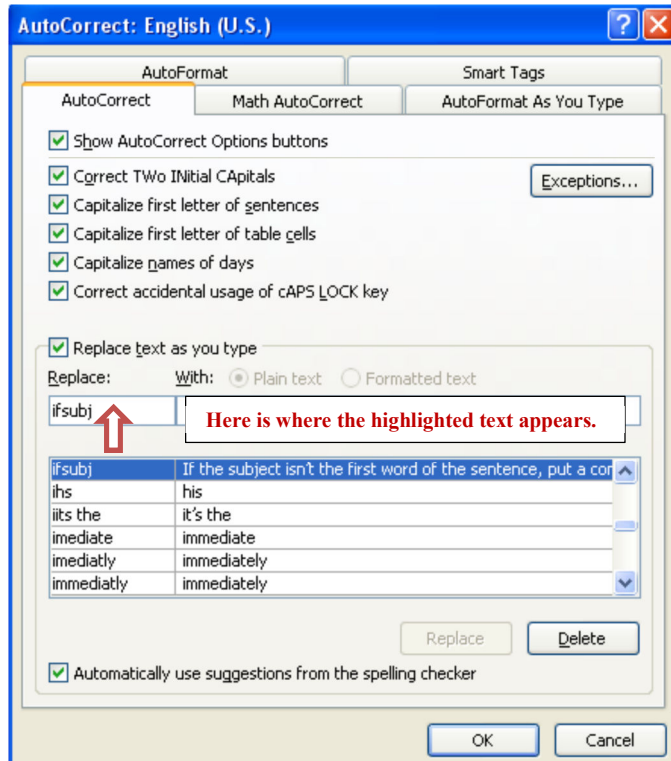


3. With previous Microsoft Office® versions (before 2010), click **File**. Then click **Word Options**. Next click **Proofing**.



4. Now click **AutoCorrect Options**. This page is similar in all recent Microsoft Word® versions. The highlighted text will appear within the **With:** text box.

5. Enter an alpha-numerical code in the **Replace:** text box and click **OK**.



6. Your own essay e-comment is now permanently saved on your computer. I suggest that you save all of your additional e-comments in a Microsoft Word® document so that you can easily add these on to other computers.