

WordPerfect 5.1 – X4

QUICKCORRECT

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If you have not noticed, some words that you type are automatically recognized by WordPerfect; but, are not what you might really meant to type. To automatically change any of these words, from what you type to what you meant to type, use the “QuickCorrect” feature.

- ❶ From the MenuBar, select Tools ➤ QuickCorrect.
- ❷ On left side, type the *wrong/undesired* spelling.
- ❸ Press Tab (to go to right side).
- ❹ On the right side, list the *correct* spelling.
- ❺ Click on “Replace words as you type.”
- ❻ Click on “Correct other mis-typed words when possible.”
- ❼ Click on “OK” button.

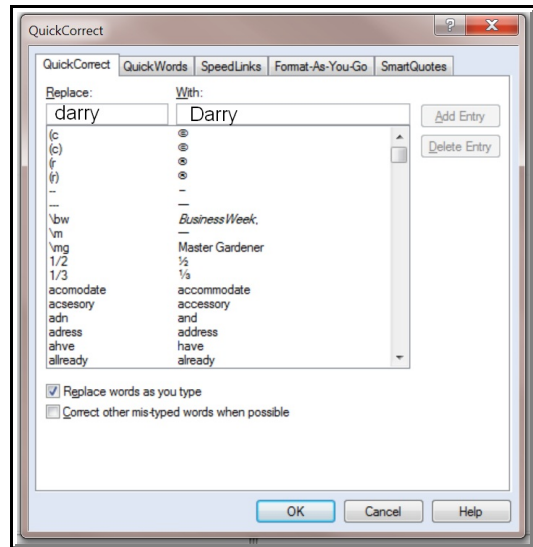


Figure 1

We recommend these entries:

INCORRECT

eggleston
lee
appt
bact
ben
enure
florida
hrs
jim
matte
miami
shard
smith
tho

CORRECT

Eggleston
Lee
appointment
back
been
ensure
Florida
hours
Jim
matter
Miami
shared
Smith
though

Thurs	Thursday
ti	it
Tues	Tuesday
umbers	numbers
wiling	willing
manger	manager

(If you're a Christian, you will only use "manger" at Christmas; but you may use "manager" much more often. At Christmas, disable QuickCorrect on files using intentional "manger" spelling. Obviously, if you're not a Christian, this misspelling can cause even more embarrassment.)

USING SPECIAL CHARACTERS

The words you add to QuickCorrect should be the ones that permit you to quickly type what you want to say and not have to worry about typing every key along the way.

You can get fancy with QuickCorrect. For example, when I type "y1" (without the quote marks) and touch the Enter key or the Spacebar, I get ❶.

❶ Open QuickCorrect: Tools ► QuickCorrect.

❷ Under "Replace," type "y1" (without the quote marks) (Figure 1). See next page.

❸ Touch [Tab] key to go to "With".

❹ I use "y1" because y + a number is seldom seen outside the military.

In addition, for y+1, I use y+other numbers for 1 – 10. (y0 is 10.) In addition, I use: xa = ► xb = □ xc = ✓ xx = ✕

❺ Hold Ctrl key and touch "W" to see Special Characters (**Figure 2**).

(IF, when opened, the Special Characters window is not full-screen, place your cursor in the upper left corner until it becomes a two-way arrow. Left-click and drag until it is full screen.)

❻ IF it does not say "5,0" next to "Numbers:" (in the upper-right corner), [green arrow in Figure 2] type "5,0" (without the quotes and with NO space).

❼ Left-click on the number-1-in-a-circle < Ø . (Red arrow in Figure 2.) If you type it in the upper-right pane, it's actually Number 5,182 — with no space.

❽ Left-click on "Insert and Close".

❾ Left-click on "OK" button.

4,0 = Topographic Symbols

Figure 4

1,0 = International Symbols

NOTES:

Ø When you drag the Symbols Window to full screen size and close it while it is full screen, it will always open in full screen in the future. The Window will always open in it's condition at closing. Mine is always Full screen, Iconic Symbols View.

Ù Instead of typing "5,0" in the box in the upper right corner, you can use the "Set" Button in the upper left corner and click to get the drop down menu which lists all of the Special Character sets. "5,0" is the Iconic Symbol set and "4,0" is the Typographic Symbol set.

NOTE: QuickCorrect is automatically disabled when you edit a macro.