

Unlock Word's Coded Symbols Library

What

Instructions to unlock and use a vast library of graphic symbols using keyboard entered codes and Word's Math AutoCorrect function.

Why

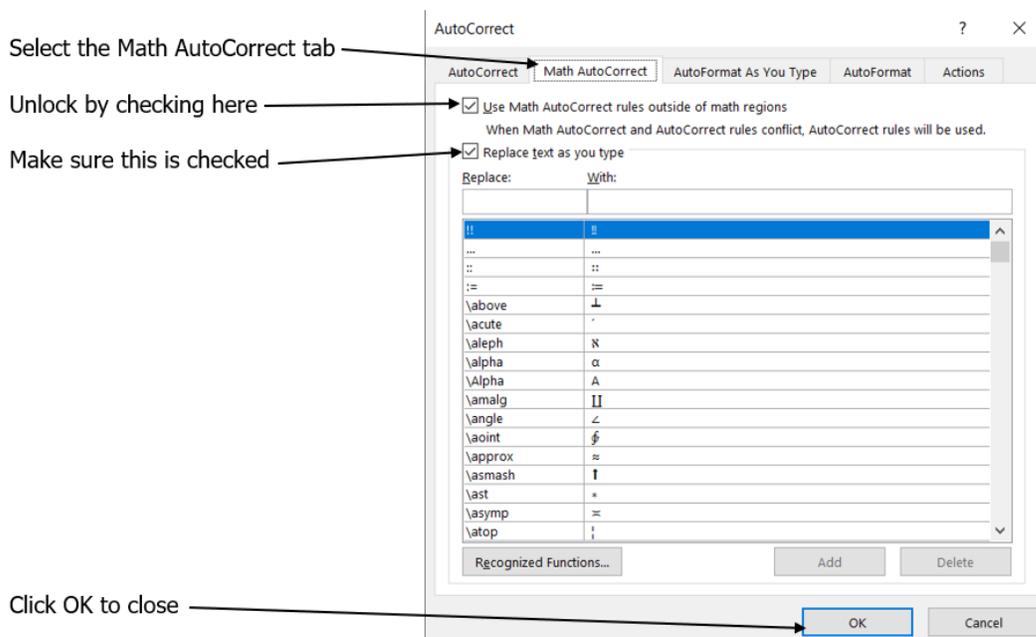
Inserting a graphic symbol such as \rightarrow or \leftarrow usually involves using the Insert tab > Symbols icon > find in a long list of symbols. If you unlock the Math AutoCorrect function, the many graphic symbols (and letters) you may use can be "inserted" by typing the AutoCorrect code for that graphic (fingers will stay on the keyboard). The two graphic arrows above were entered as keyboard entered AutoCorrect codes.

How

Note: It is not necessary to learn a bunch of codes to use this function because the "codes" are the name of the graphic symbol. The \backslash in front of the graphic symbol's name tells Word to replace the name with the actual graphic symbol/letter. Example: Place a \backslash in front of rightarrow and press the space bar you get \rightarrow or \clubsuit to get \clubsuit . The more graphic symbol names or letters you know the more helpful this function is.

Step 1 – Unlock and View Math AutoCorrect

- In an open Word document, while holding down the *Alt* press the *T* key and release both the *Alt* and *T* keys. Now press the *A* key once. This combination (*Alt* + *T*, *A*) will open the AutoCorrect window.
- Select the *Math AutoCorrect* tab as shown below.



- Unlock the Math AutoCorrect function to insert graphic symbols/letters by placing a checkmark in the box next to *Use Math AutoCorrect rules outside of math regions*.
- Make sure *Replace text as you type* is checked.
- While here, scroll thru the list of codes and symbols. You will see how easy to remember that *searrow* is an arrow that points Southeast or that *scriptA* is an upper case A in script font.
- Click the *OK* button to close the AutoCorrect Options window.
- Math AutoCorrect is unlocked and can be used anywhere in all documents.

Step 2 – Use the Math AutoCorrect Function

- At the point in the document that you want to place the graphic symbol enter the backslash followed by the graphic name such as `\degf` (degf = degrees Fahrenheit). Press the space bar and AutoCorrect will replace `\degf` with °F .
- Some of the true Math symbols do not require the backslash before the code entry such as the plus sign immediately followed by the minus sign followed by a space will turn the signs into the ± sign.
- Need a memory jog – Press *Alt + T, A*...Math AutoCorrect tab...scroll the list.
- This function works anywhere in Word that you enter text including headers, footers, text boxes, comments, etc.

Try using the Math AutoCorrect function for some of your symbol needs and you will see how much it smooths your workflow and not break your train of thought while typing.