

Share AutoCorrect Entries with all Microsoft Office Apps

What

Instructions to share a custom AutoCorrect entry created in one MS Office app with the other MS Office apps.

Why

AutoCorrect entries enhance and streamlines the workflow by not having to retype the same block text many times. Once you create an AutoCorrect entry in one MS Office app such as Word you would want that AutoCorrect entry to work in other MS Office apps such as Outlook rather than having to recreate that AutoCorrect in each MS Office app.

Note: The following is based upon MS Office 2019 click to run, but should work for many other versions of MS Office.

How

This tip is based upon understanding how Office stores custom AutoCorrect entries.

Office stores a custom AutoCorrect entry in one of two different places based upon the entry being Formatted or Plain Text (Unformatted).

If the AutoCorrect entry is saved as Plain Text (unformatted) the entry is saved to a special .acl file. In Office 2019 the file is MSO1033.acl.

If the AutoCorrect entry is Formatted the entry is saved to the default template of the app the entry was created in. Example: A formatted AutoCorrect entry create in Word will be saved in the Normal.dotm template, or in Outlook it would be saved to the NormalEmail.dotm template.

Since the formatted AutoCorrect entries are saved to that app's default template, that AutoCorrect entry will only work in that app. This means a formatted AutoCorrect entry created in Word will not work in Outlook or the other Office apps.

The special .acl file that the Plain Text (unformatted) AutoCorrect entries are saved to is accessed by all the Office apps. This means that a Plain Text AutoCorrect entry created in Word can be used in all the other Office apps.

So, how to share AutoCorrect entries with all MS Office apps?...**Always save your AutoCorrect entries as Plain Text.** Also the AutoCorrect entry as Plain Text will use the formatting of the document and match your current formatting.