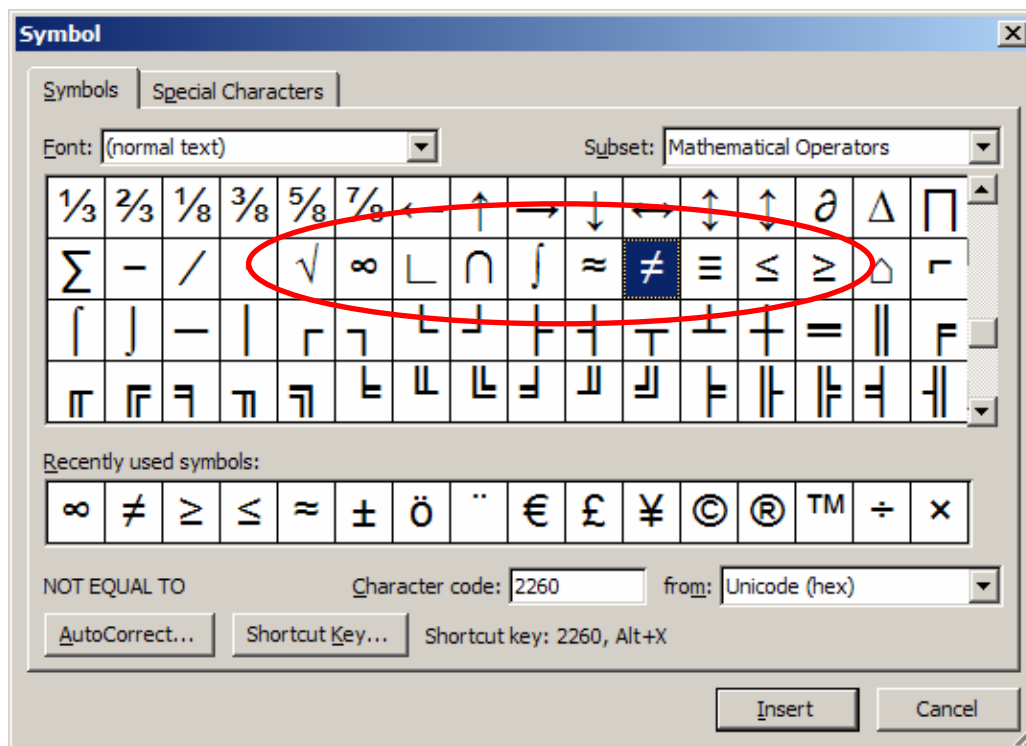


## Using Word's Auto-Correct to Insert Mathematical Symbols

It is easy to set up Word so that typing a “magic” two-character sequence will be replaced with a single special mathematical character. For example, typing “+~” will be replaced with a single “±” character, which is prettier than the common crutch of “+/-”. Several other common mathematical symbols are also available.

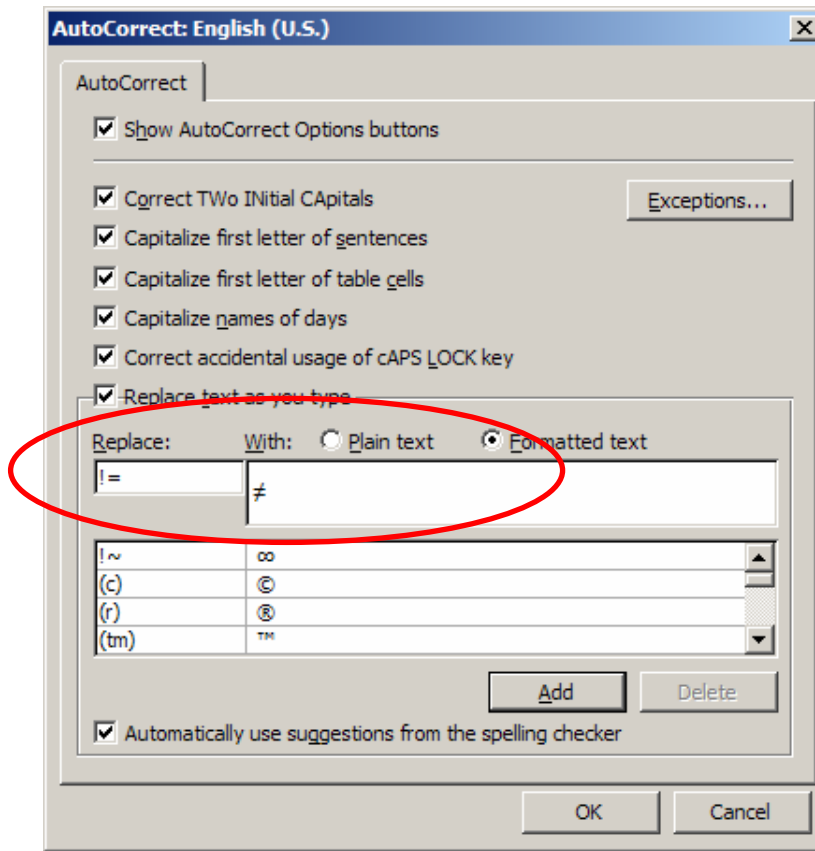
Note: These instructions apply to Word 2003 SP2.

1. With a document open, from the menu bar do **Insert | Symbol...** and choose the **Symbols** tab. About 60% of the way down the list, there are several special math symbols (just before the line drawing symbols).
2. Click on the symbol that you want to use.



3. Click “**AutoCorrect...**” The **AutoCorrect** dialog show below will open with the selected charter shown in the “**With:**” field.
4. In the “**Replace:**” field, type the characters you want to trigger the replacement. For this example, the special keys are “!~”.

*Note:* Be sure to choose a sequence that you will be unlikely to normally type. Otherwise, the replacement will occur when you don't desire it.



5. Click “**Add**”, then “**OK**” to return to the **Symbol** dialog. Repeat to add other symbols.

The new symbols you have defined will be available for use in any Word document that you type on your PC. In addition, the symbols will be visible to anyone that you send your Word document to. However, they won’t be able to type new instances of the special characters.

I defined the following characters for myself. You may find other characters better suited to your needs. Browse around in the list in the **Symbol** dialog, as there are lots of other types of interesting symbols available.

The “Magic” Keys:	Are Replaced By:
+ -	±
<=	≤
>=	≥
~ =	≈
! =	≠
! ~	∞

*Note:* If you really want to use the special “magic” key strokes as distinct separate adjacent characters, simply type a backspace after the last character. This will revert back to showing the characters as you typed them.