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Volume 134

**Word - AutoCorrect  
Options**

**One Simple,  
Important Web Rule**

**You Have  
To Laugh**

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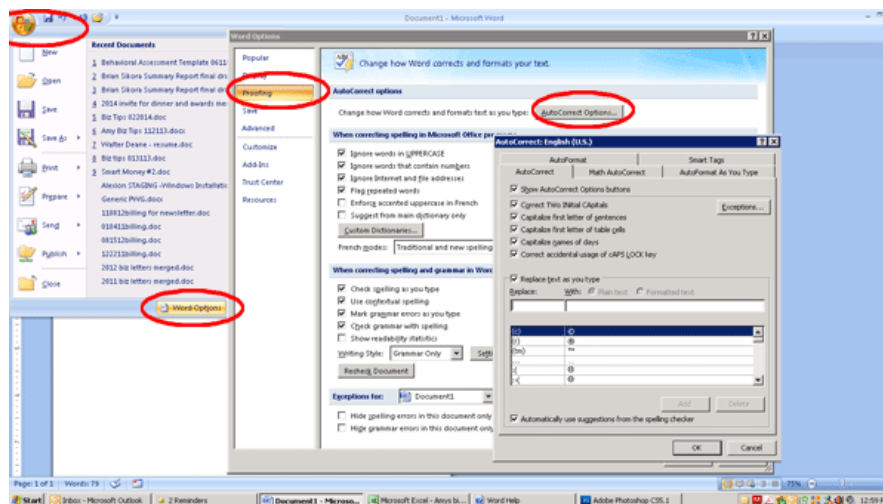
## Word - AutoCorrect Options

Are you a clumsy typist? Do you tend to inadvertently type two uppercase letters in an initial word or forget to capitalize the first word in a sentence or hit the caps lock button frequently in error?

Then let Word help you out with AutoCorrect options. Word offers a bunch of cool options to change the behavior of AutoCorrect.

To reach the options for AutoCorrect do the following:

1. Click the MS Office Button in the top left corner
2. Click Word Options in the bottom right corner
3. In the Word Options dialogue box click Proofing (on the left)
4. Finally, click the AutoCorrect Options button (upper right)



In the AutoCorrect Options dialogue box you are given five tabs to choose from:

- **AutoCorrect** – fixes typographical or capitalization errors
- **Math AutoCorrect** – automatically replaces expressions with the corresponding symbols (personally, I have never used these options – if anyone has, please [let me know](#))
- **AutoFormat As You Type** – depending on what you choose - as you type things such as a web or email address automatically become live links, bullets begin automatically, fractions turn into a character or dashes become hyphens.
- **AutoFormat** – same as the above, but it formats the content after you have entered it (versus correcting as you type)
- **Actions** – allows you to use different types of data (name, dates, times, addresses, etc) in Word that can then be used in other MS programs – for instance adding a new contact to Outlook. The data is indicated by a purple dotted underline. (personally, I have never used these options – if anyone has, please [let me know](#))

Take some time and explore the different options available in Word AutoCorrect – you might find an option or two that will help make your job easier. If you need help working with an MS office project contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

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## One Simple, Important, Web Site Rule

It is not uncommon to have multiple links in your web site to outside sites (such as an article, reference, etc). But did you know if you don't set up these links properly it can be a hindrance to your web analytics and overall results of your site?

Last week I was working with a new client and they mentioned that their bounce rate was high (Bounce Rate: the percentage of single-page visits in which a person left your site from the first page they entered on). Their site contains a blog, which the marketing team often updates with articles of interest. As I was reviewing these articles I noticed that all links to outside sites were linking directly to those sites. Now, when the viewer clicks on the link they are transported the other site and the only way to get back to the client's site was to use the back button – ARGH!! BIG MISTAKE!

So, the important, simple rule is if you have links to other sites – always have the links create a new tab or window when they are clicked. By doing this the viewer can see the referenced content, but not leave your site because your site is still in the browser under a different tab. For an example go below to the You Have to Laugh link to see it work.

If you need help applying this simple rule to your site or are looking to update your site contact me at [info@aapk.com](mailto:info@aapk.com), I have been helping others to get comfortable with social media for years.

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### You Have To Laugh

Dog to fox - don't mess with my stuff -

<http://www.cnn.com/video/data/2.0/video/bestoftv/2014/08/13/mxp-fox-plays-with-dog-toy-yard.hln.html>

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