



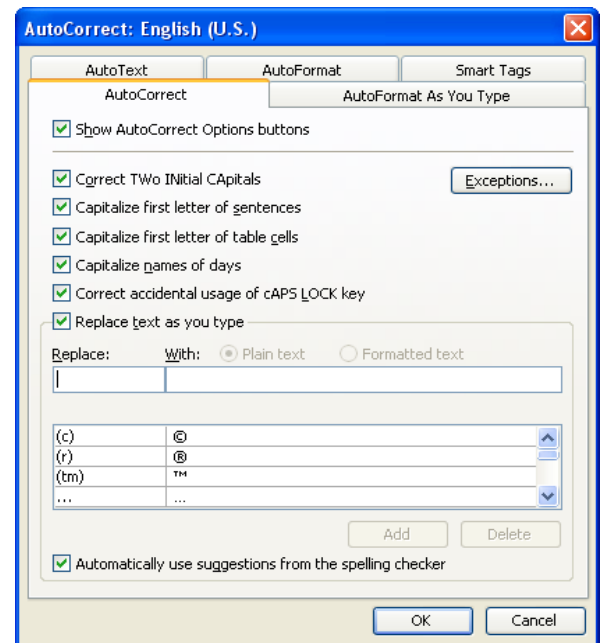
Autocorrect Tool for Hawaiian Vocabulary (MS Word XP & 2003) – Online Instructions

To protect your existing list of AutoCorrect entries, please make sure to follow **ALL** steps carefully.

Step 1: Enable AutoCorrect

To use the **AutoCorrect** feature as you type in Microsoft Word XP/2003, the “**Replace text as you type**” option must be enabled.

1. Launch the MS Word program and go to the **Tools** menu on the taskbar.
2. Click the **AutoCorrect Options** button.
3. Under the **AutoCorrect** tab, make sure the **Replace text as you type** box is checked.
4. Click **OK** to close the **AutoCorrect Options** dialogue box.



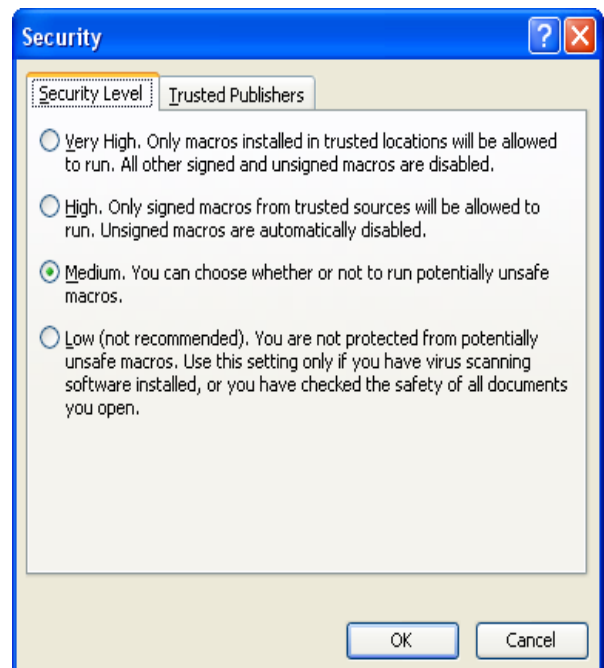
Step 2: Enable Macros

Also, macros must be enabled for the *AutoCorrect.dot* file to run properly.

1. Once again go to the **Tools** menu.
2. Scroll to **Macro** and then click **Security**.
3. Set the security level to **Medium**.

*** IMPORTANT:** Selecting this option allows you to choose whether or not to run potentially unsafe macros. Although this setting makes your computer more vulnerable, steps will be outlined to restore the original setting upon completion of this installation.

4. Click **OK** to close the **Security** dialogue box.
5. Close Word.



Step 3: Download AutoCorrect Files

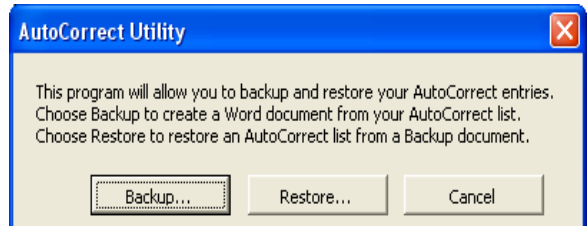
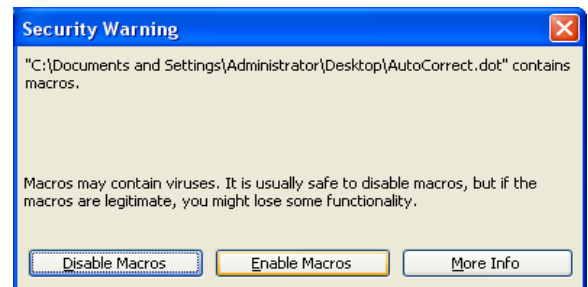
1. Under the **Download Files** section of **Hawaiian Language Tools** on the Ma'ema'e page, click on the links to download the following files to your computer:
 - a. AutoCorrect.dot (Microsoft Word Template)
 - b. Hawaiian List.docx (Word Document)
2. When prompted, click **Save**.

*** NOTE:** For ease of access, save the download files directly to your **Desktop** if possible. If by default the files automatically save to your **Documents** folder, please drag them to your desktop once they have finished downloading. Upon completion, you may move them to a different location.
3. You may close your web browser window at this time.

Step 4: Create a Backup Document of Your Existing AutoCorrect Entries

In order to save any previously added AutoCorrect entries, you must create a backup document. Otherwise, all preexisting entries will be erased.

1. From your **Desktop**, open the *AutoCorrect.dot* file.
2. Click **Enable Macros**.
3. Click the **Backup** button on the **AutoCorrect Utility** dialogue box and again, save the file to your **Desktop** (keep the default file name).
4. Now you will have three files:
 - a. AutoCorrect.dot
 - b. AutoCorrect Backup Document.docx
 - c. Hawaiian List.docx
5. Click **Cancel** on the **AutoCorrect Utility** box.
6. Close the document.



Step 5: Copy Hawaiian AutoCorrect List

1. From your **Desktop**, now open the *Hawaiian List.docx* file.
2. Click anywhere in the table and press **Ctrl + A** to select the entire table.
3. Copy the table by pressing **Ctrl + C** (or right-clicking and choosing **Copy**).
4. Now the entire list is copied to the clipboard.
5. Minimize the document.

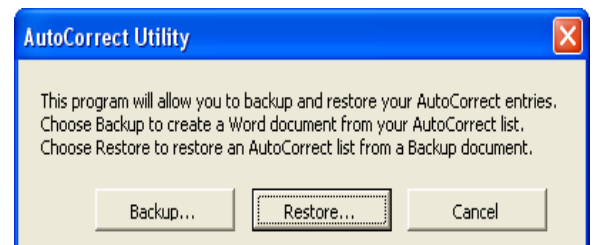
Step 6: Merge Hawaiian AutoCorrect List with Existing Entries

This step allows you to merge the AutoCorrect list of common Hawaiian words and proper/place names with the existing entries on your computer.

1. Open the *AutoCorrect Backup Document.docx* file you saved to the **Desktop**.
2. Place your cursor at the end of the document, below the last line of the table.
3. Paste the copied table by pressing **Ctrl + V** (or right-clicking and choosing **Paste**).
4. At this point you have merged the two lists.
5. Save, then close both documents.
6. Click **No** to remove the copied text from the clipboard.

Step 7: Restore AutoCorrect List

1. Open the *AutoCorrect.dot* file again and click **Enable Macros**.
2. Choose **Restore** and then click **Yes**.
3. When the **Open** dialogue box appears, find and select the *AutoCorrect Backup Document.docx* file from your **Desktop**.
4. Click **Open**.
5. Once you open the document, it will automatically restore the merged AutoCorrect file to your MS Word program.
6. When it is finished installing, a **Restore complete** box will appear.
7. Click **OK**.
8. Click **Cancel** on the **AutoCorrect Utility** box.
9. Keep the document open.



Step 8: Reset Macro Security to Original Setting

1. In the same Word document, go to the **Tools** menu again, scroll to **Macro**, and click **Security**.
2. Select **High Security Level**.
3. Click **OK**.

Now you are ready to utilize the AutoCorrect tool for Hawaiian vocabulary.

