

QUICKCORRECT SETUP

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Click on the blue, underlined text to go to its linked reference.



You can enable QuickCorrect to do a lot more than just automatically correct common typing mistakes. You can set “Speed Links” (to convert words to Websites), Format-as-you-go (to standardize your sentences formatting), and Smart Quotes (to produce “publisher quote marks”).

This is how to create the default settings for this tool.

1. Open QuickCorrect (**Figure 1**).

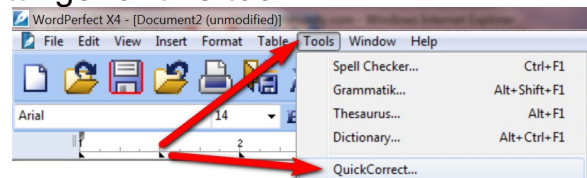


Figure 1

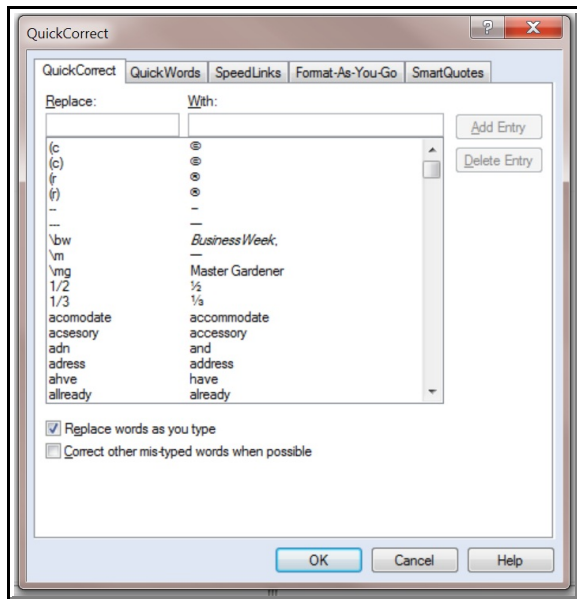


Figure 2

2. The QuickCorrect tab is shown (**Figure 2**).

- ❶ Check “Replace words as you type them.”
- ❷ Leave “Correct other words...” as the program has a habit of changing words that you might not want changed.

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3. Click on the “QuickWords” tab (Figure 3).

Place a check next to “Expand QuickWords when you type them.”

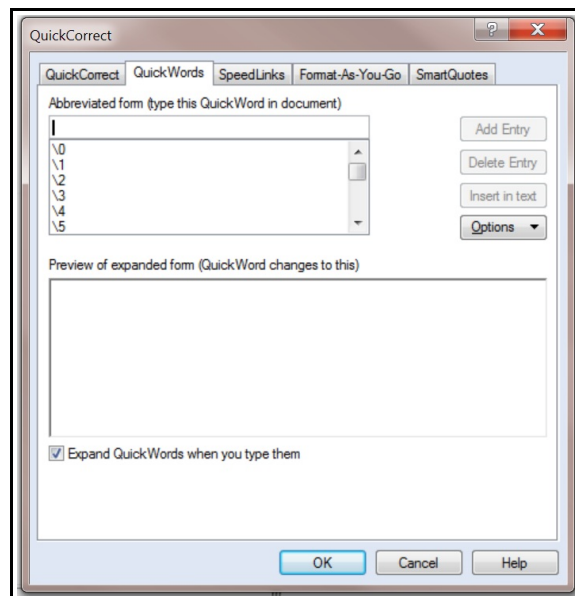


Figure 3

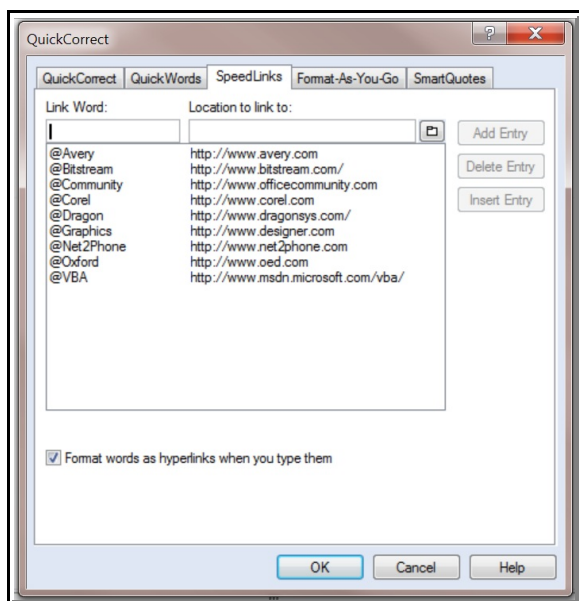


Figure 4

4. Click on “SpeedLinks” tab (Figure 4).
 ✓ Ensure that the “Format words as hyperlinks when you type them.” This ensures that when you type Webpage entries, they become able, when click on, to take you to the Internet. Also, if you save a WordPerfect document as a Adobe Portable Document Format (PDF) file — by using File ► Publish to ► PDF — the links remain active.

5. Click on the “Format-As-You-Go” tab (Figure 5). Check the items you see in this illustration.

Un-check “QuickBullets” since it will over-ride your efforts to create a line and then indent any subordinate lines like I’m doing in this paragraph.

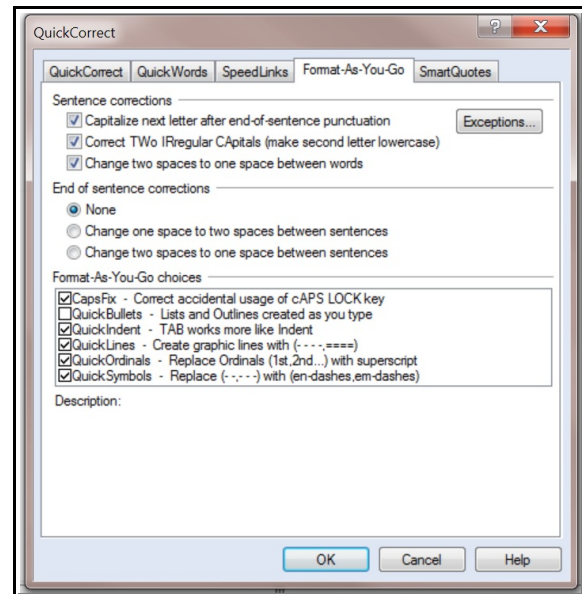


Figure 5

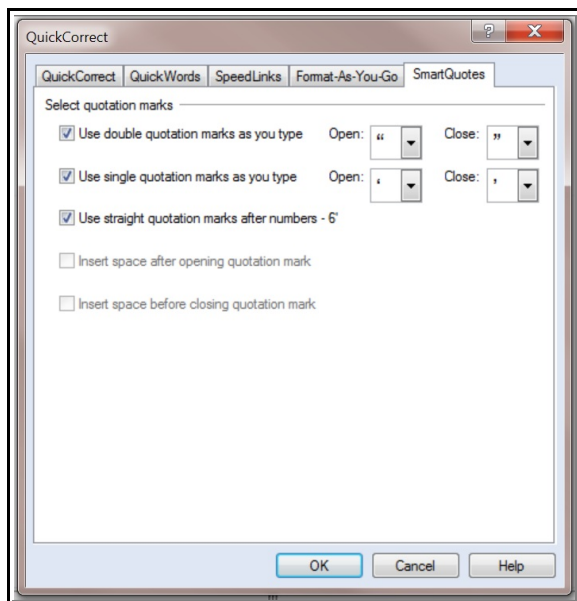


Figure 6

6. Left-click on the “SmartQuotes” tab (Figure 6). It is here that you will decide how quotes will look. For example, if you’re typing in the default font of Times New Roman, this is what you’ll see:

This is an "ASCII quotes" while these are “publisher quotes.” The latter are created when you check the boxes I have shown in Figure 6.