



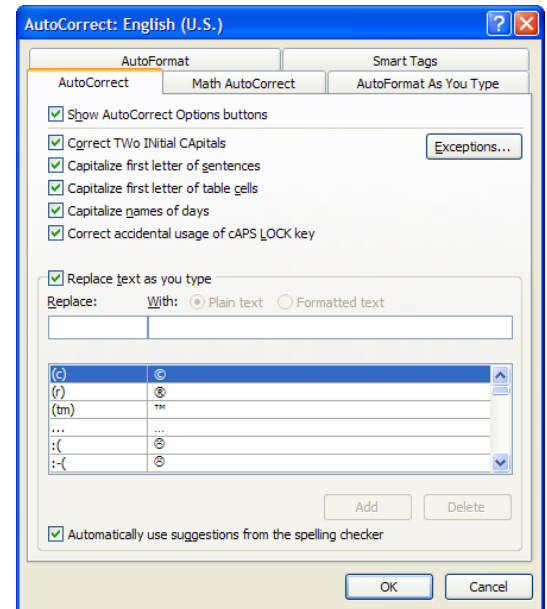
## AutoCorrect Tool for Hawaiian Vocabulary (MS Word 2010) – Online Instructions

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 2010, the “**Replace text as you type**” option must be enabled.

1. Launch the MS Word program and click the **File** tab.
2. Click **Options** near the bottom of the sidebar.
3. Select **Proofing** on the sidebar menu.
4. Click the **AutoCorrect Options** button.
5. Under the **AutoCorrect** tab, make sure the **Replace text as you type** box is checked.
6. Click **OK** to close the **AutoCorrect Options** dialog box.



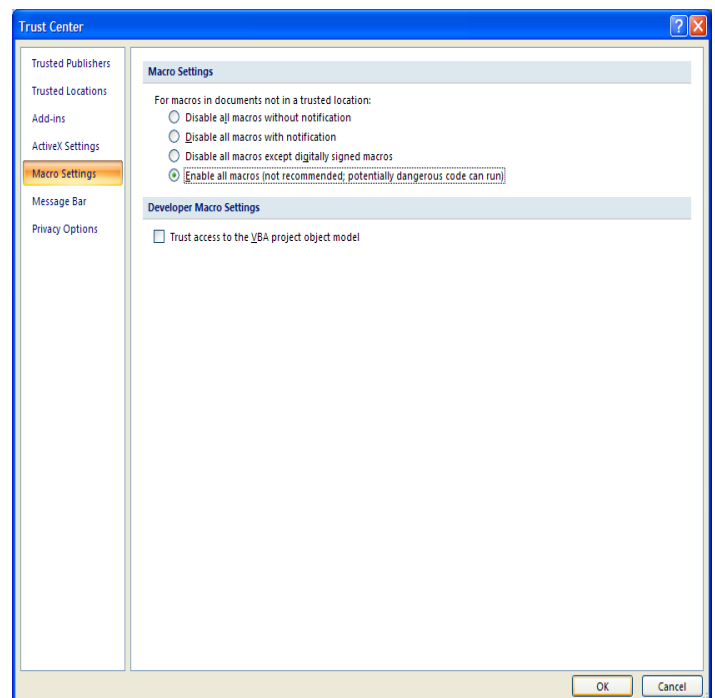
### Step 2: Enable Macros

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

1. In the same **Word Options** dialog box, select **Trust Center** from the sidebar menu.
2. Click the **Trust Center Settings** button near the bottom of the dialog box.
3. Under **Macro Settings**, choose **Enable all Macros**.

**\* IMPORTANT:** Selecting this option allows all macros to run. Although this setting makes your computer vulnerable, steps will be outlined to restore the original setting upon completion of this installation.

4. Click **OK** to close the **Trust Center Settings** box.
5. Click **OK** to close the **Word Options** box.
6. 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**.

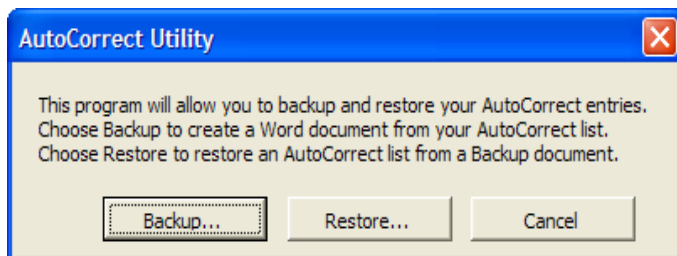
**\* NOTE:** For ease of access, save the download files directly to your **Desktop** if possible. If by default the files automatically save to your **Documents** folder, please drag them to your desktop once they have finished downloading. Upon completion, you may move them to a different location.

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. Since this document was downloaded from the Internet, you may have to click the **Enable Editing** button on the toolbar the first time you open it. If not, continue on to the next step.
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 Backup Document.docx
  - b. AutoCorrect.dot
  - c. Hawaiian List.docx
5. Click **Cancel** to close 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.

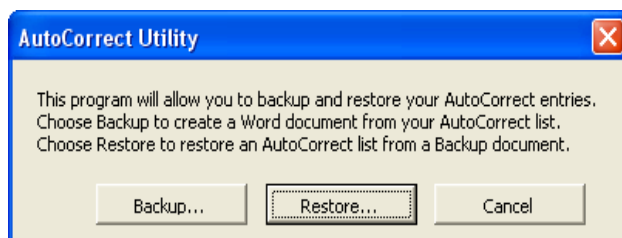
## Step 6: Merge Hawaiian AutoCorrect List with Existing Entries

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.

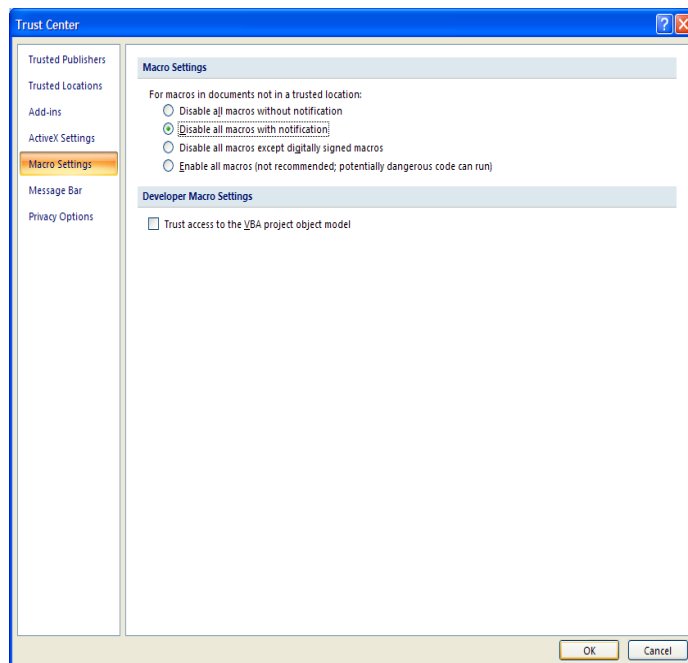
## Step 7: Restore AutoCorrect List

1. Open the *AutoCorrect.dot* file again.
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, click the **File** tab and go to **Options** again.
2. Select **Trust Center** and click **Trust Center Settings**.
3. Under **Macro Settings**, reset the security level to **Disable all macros with notification**.
4. Click **OK**.
5. Click **OK** again.
6. Close the document.



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