


TO TYPE AN ELLIPSIS CORRECTLY

IN WORD 2003:

An ellipsis is three spaced . . . dots within a sentence and a period and then three spaced dots between two sentences.

To change this before you begin typing, go to Autocorrect and insert a space before and between each one, as above. Test it in a document and adjust the entry in Autotext if necessary.

IN WORD 2007:

1. Optionally, if you want to add a formatted text entry, open the document that contains the text that is formatted the way that you want, and select that text.
2. Click the **Microsoft Office Button** , and then click **Word Options** at the bottom of the window.
3. Click **Proofing**.
4. Click **AutoCorrect Options**.
5. On the **AutoCorrect** tab, make sure the **Replace text as you type** check box is selected.
6. In the **Replace** box, type a word or phrase that you often mistype or misspell — for example, type **usually**, In the **With** box, type the correct spelling of the word — for example, type **usually**.
7. Click **Add**.
8. Do the same to change ... to ...