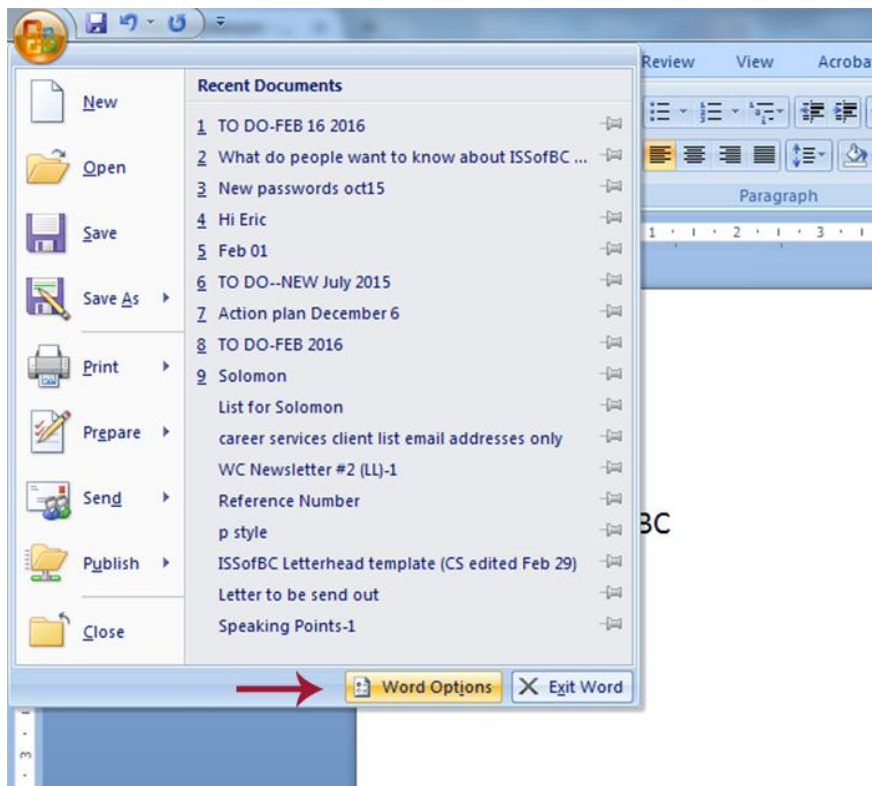
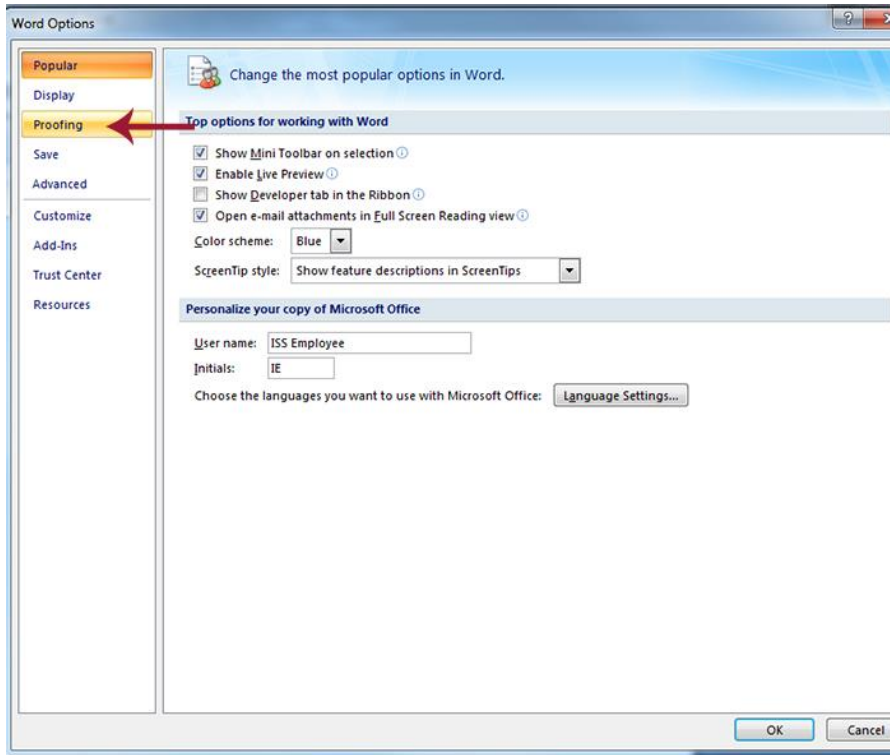


Creating “ISSofBC” as auto-text in MS Word

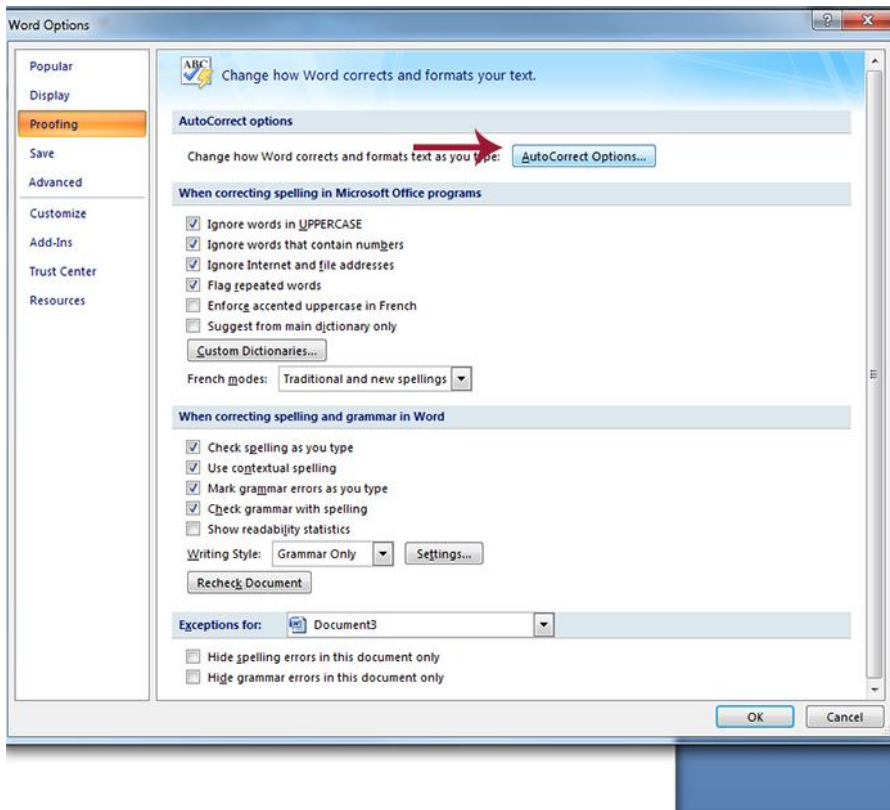
These reformatting tips should take the pain out of typing “ISSofBC” into any Word document. Whatever font type or size you use, you’ll always get the format right when you set things up as instructed below!

1. Open a new Microsoft Word document.
2. Copy the text below (minus the dots before and after it):
..ISSofBC..
3. Click on the Microsoft Office icon (top left) and scroll down to the very bottom.
4. Click on **word options** then click **on proofing** (left side-bar).

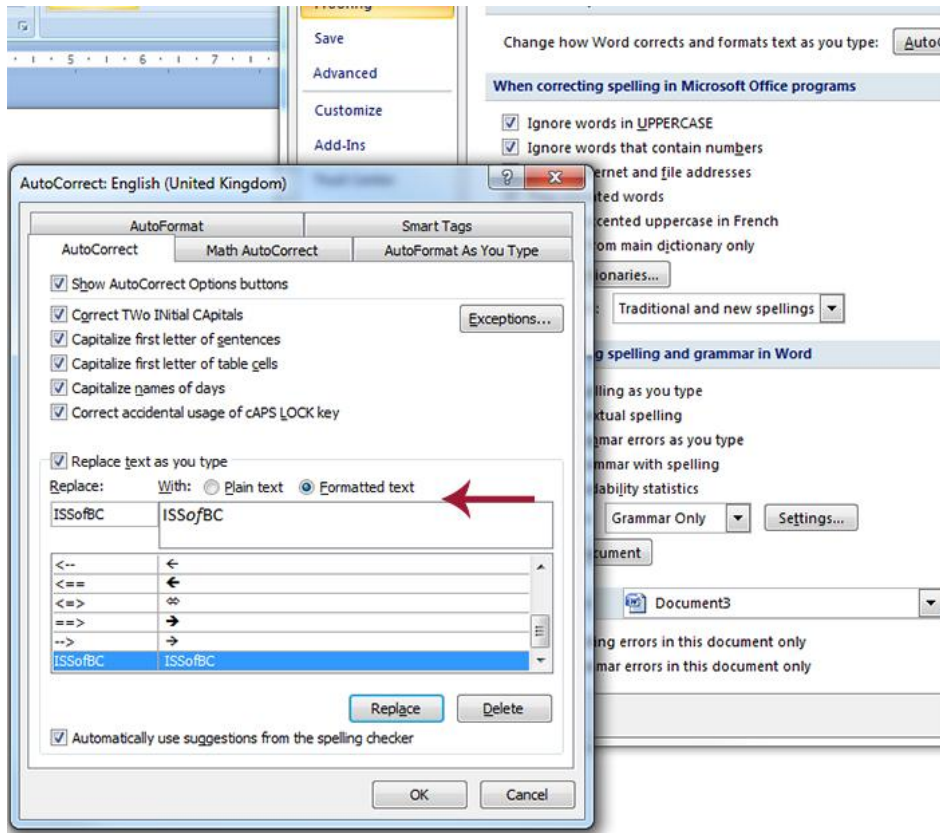




5. Click on **auto correct options** (top right).



6. Ensure the **formatted text** box (found half-way down page) is checked; the text “ISSofBC” might already have been added in the **with** box. If not, paste the copied “ISSofBC” into the **with** box.



7. In the **replace** box, type in “ISSofBC”
8. Click **add/or replace** then click **ok**.
9. Now every time you type “ISSofBC” and hit the space bar, the formatted “ISSofBC” will magically appear!