To set up an autocorrect in Microsoft Word:

* Select the character you want as the replacement (left column in table below) and go to **Tools** ⟶ **AutoCorrect**...
* In this tool, you can enter the text you want to be replaced (right column in table below) with your special character in the field labeled **Replace:**
* The **With:** field should already be populated with the special character you selected.

|  |  |
| --- | --- |
| **Symbol** | **Suggested Autocorrect** |
| ° | \degree |
| µ | \mu |
| ∆ | \Delta |
| ÷ | \div |
| ± | \pm |
| π | \pi |
| ⇌ | \equil |
| ⟶ | \to |
| λ | \lambda |
| ν | \nu |
| ε | \epsilon |
| – | ^- |
| × 10 | \tt |

Note: you can certainly make up your own autocorrects, too! Think of the things that you type the most frequently, but take a long time to input. These are great ideas for autocorrects you can add.