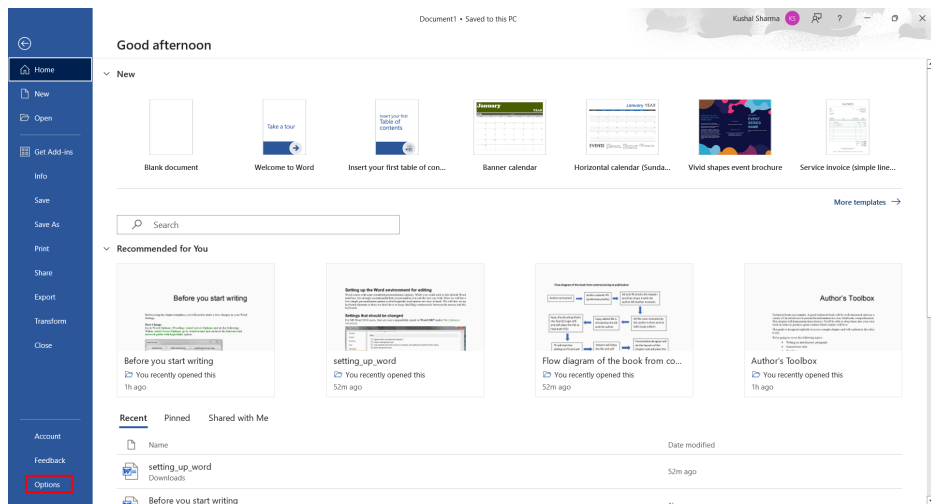


Setting up the word environment

Word comes with some wonderful personalization options. Just tweak a few settings before diving into those chapter templates. These small changes will make editing and writing a breeze for your book, keeping you on track to create something truly amazing!

AutoCorrect options

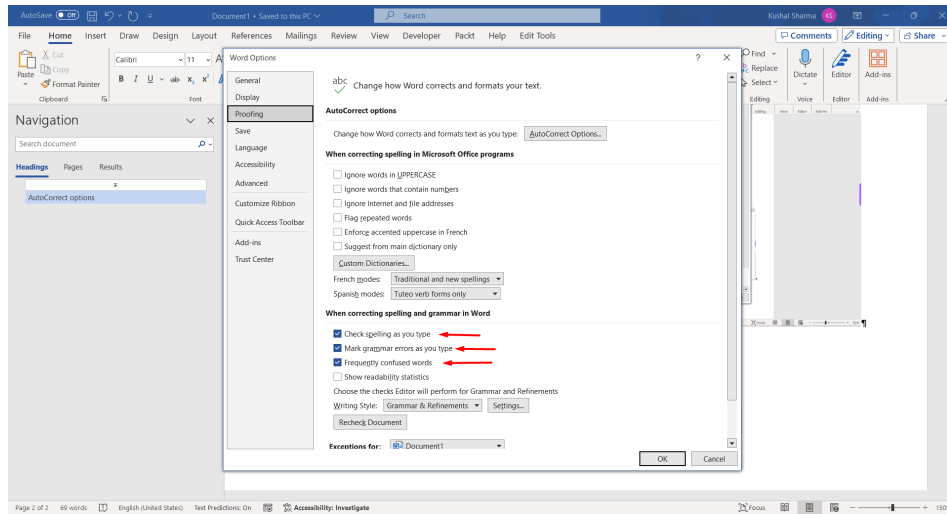
1. Navigate to **File** then **Options** as shown below:



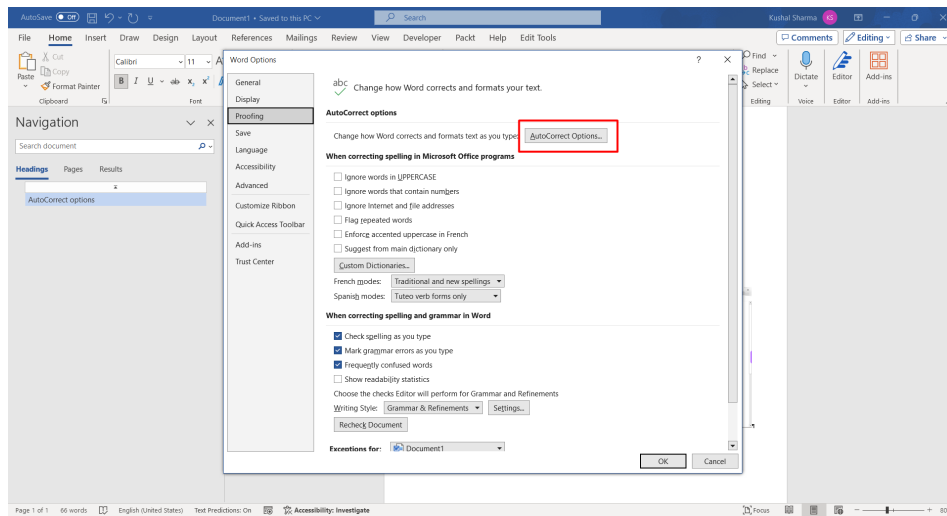
2. Now go to **Proofing** section check tick only below 3 options:

- a. Check spelling as you type
- b. Mark grammar errors as you type
- c. Frequently confused words

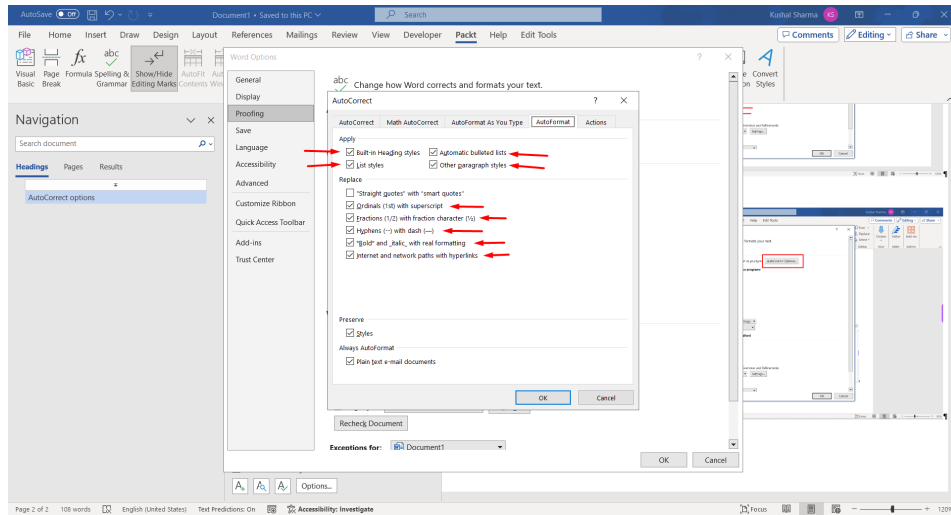
Uncheck all other options and check mark only above 3 options as shown below:



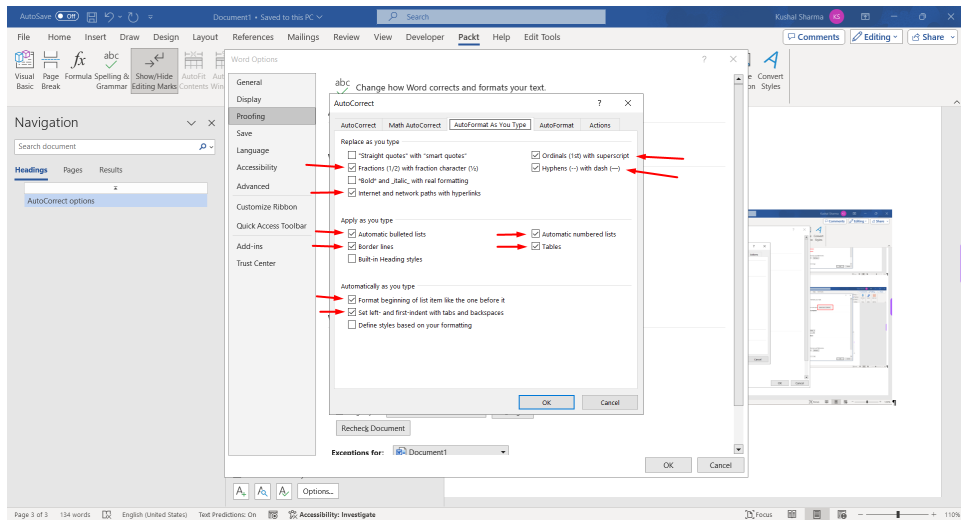
3. Now select AutoCorrect Options...:



4. In AutoCorrect go to AutoFormat and check mark all options except “Straight quotes” with “smart quotes” your screen should looks like this:



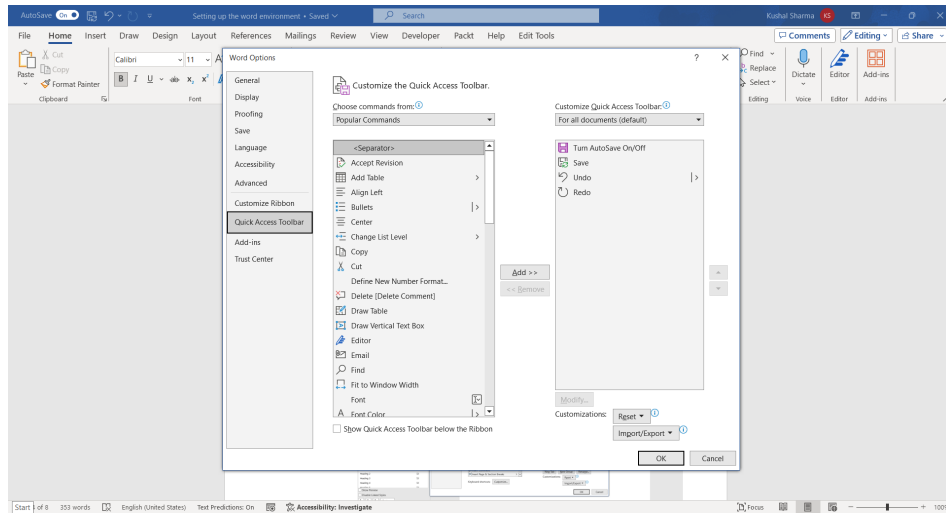
5. Now in AutoCorrect go to AutoFormat As You Type and check mark the options marked in the below image:



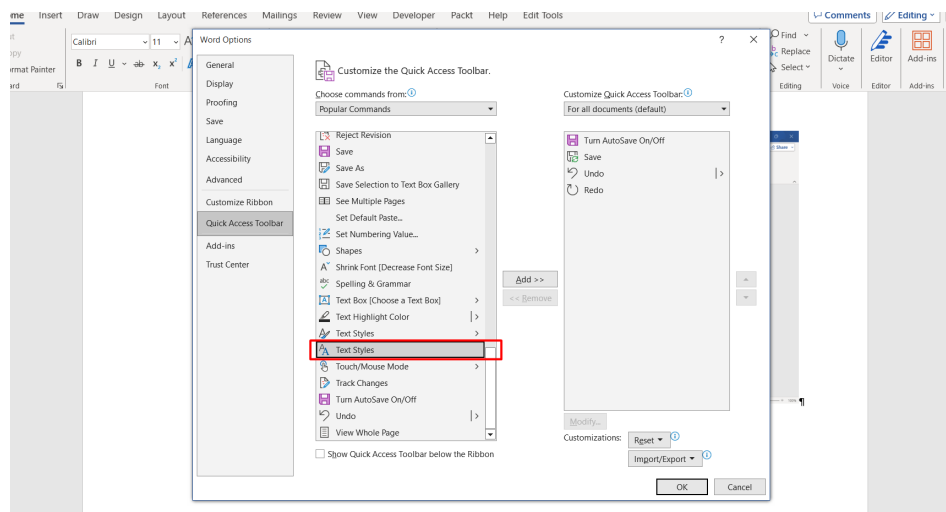
Adding Packt Styles to Quick Access

Let's simplify things! We'll add Packt styles to your Quick Access Toolbar, just for you. This will give you speedy access to the styles Packt uses, making your work flow smooth and efficient.

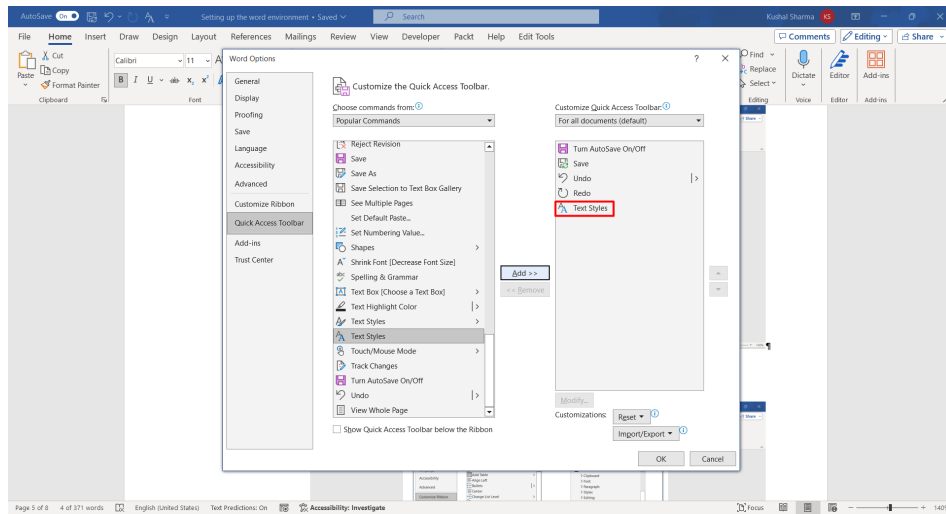
1. Navigate to **File** then **Options** and then **Quick Access Toolbar** section as shown below:



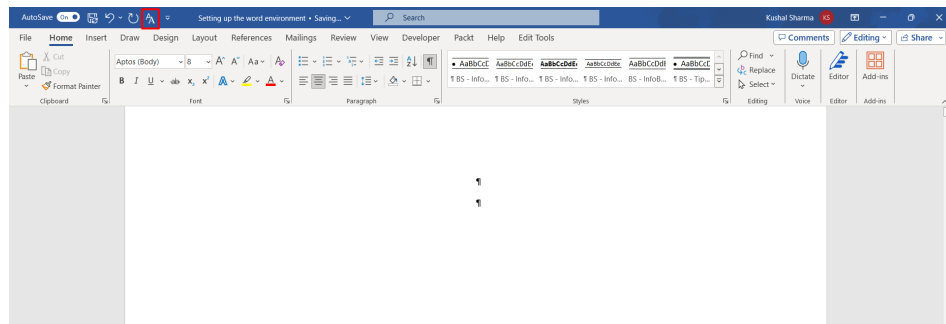
2. In **Choose commands from** section select **Text Styles** and then click on **Add >>** as shown below:



After clicking on **Add >>**, you will see that **Text Styles** is visible in **Customize Quick Access Toolbar**, as shown below:



3. Now click **OK** and you will see **Text Styles** icon in **Quick Access Toolbar**, as shown below:



Please refer to *Style Guide* file for using the **PACKT** styles.