

Configure Microsoft Word to Automatically Add ® After “CKM”

- 1) In MS Word, under “Insert” select “Symbol.”
- 2) Select “Auto Correct.”
- 3) In new window, enter “r” (without the quotes) in “Replace” field.
- 4) Enter ® in the “With” field (you can cut and paste this: ®) and select “Plain Text”
- 5) Click on “Add” and then click on “Okay.”

That’s it! Now when you type “CKM” followed by an individual letter “r” in any MS Word document, it will automatically include the ® in the appropriate place.