How to type the alpha symbol α the easy way in Microsoft Word.

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I am trying to get through my dissertation and in science I often have to type the alpha symbol α. This used to be a whole thing where I have to go and look for the symbol and then cut and paste or remember to do a find and replace after the fact. But Word lets you replace it regularly as an autocorrect if you know how. I hope this walkthrough saves you time and stress as you complete your writing.

1. Go to the Insert Tab

2. Click on the symbol drop down

3. Click on “More Symbols”
4. In the More Symbols dialogue click on the “AutoCorrect” button.
5. In the AutoCorrect options click on the “Math AutoCorrect” tab

6. Fill in both the check boxes to
   a. “Use Math Autocorrect outside of math regions” so you can use it in the body text of your writing.
   b. Replace text as you type so you can see the changes instantly.

7. Hit “OK”
now, to type the $\alpha$ symbol you just have to type the “\" followed by the word alpha. You can also use capital Alpha to get “A” and similar rules apply for beta and gamma.

Enjoy.- Leno