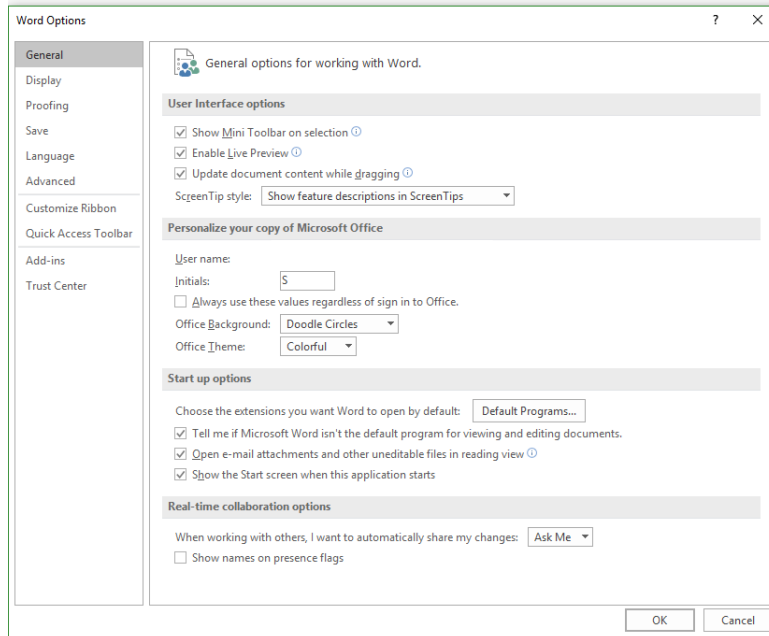
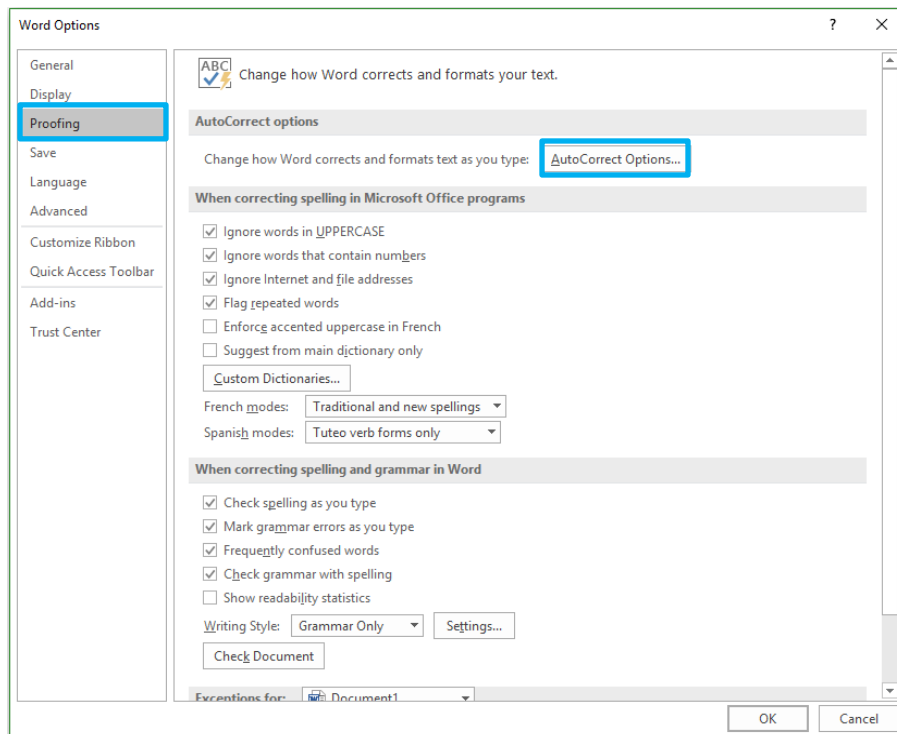


## HOW TO SHUT OFF AUTOMATIC FORMATTING

1. Select file, then click “Options.” The following dialog box will open:

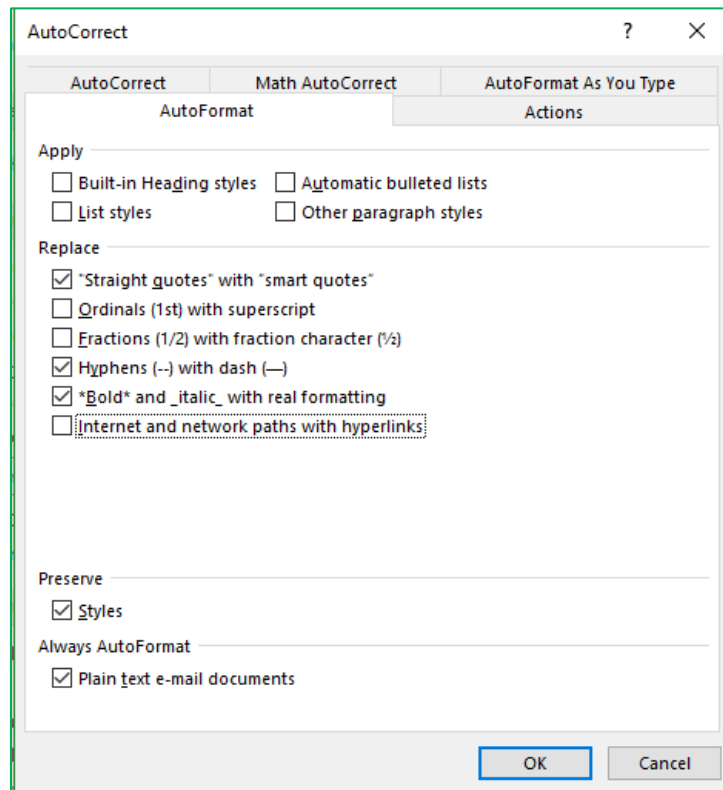


2. Click “Proofing” and then “AutoCorrect Options.”



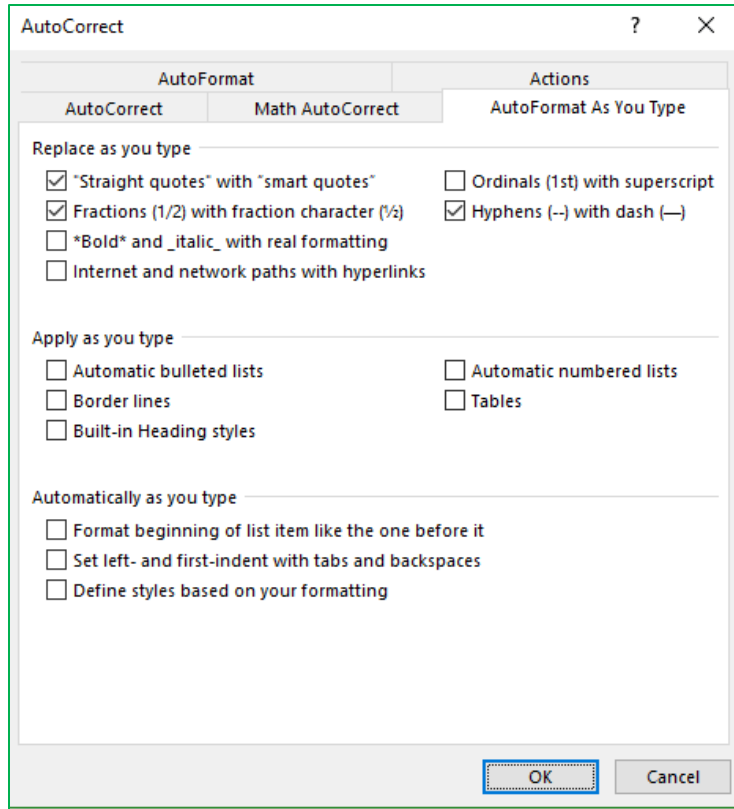
3. Make sure **only** the following boxes are selected in the “AutoFormat” tab. Leave all other boxes blank.

- a. Under the “Replace” category:
  - (1) “Straight quotes” with “smart quotes”
  - (2) Hyphens (--) with dash (—)
  - (3) \*Bold\* and *italic* with real formatting
- b. “Styles” under the “Preserve” category
- c. “Plain text e-mail documents” under the “Always AutoFormat” category



4. Click the “AutoFormat As You Type” tab, and select **only** the following options under the “Replace as you type” category. Leave all other checkboxes blank.

- a. “Straight quotes” with “smart quotes”
- b. Fractions (1/2) with fraction character (½)
- c. Hyphens (--) with dash (—)



5. Select “OK”.

**Note:** *You may need to do this for each document you are working.*