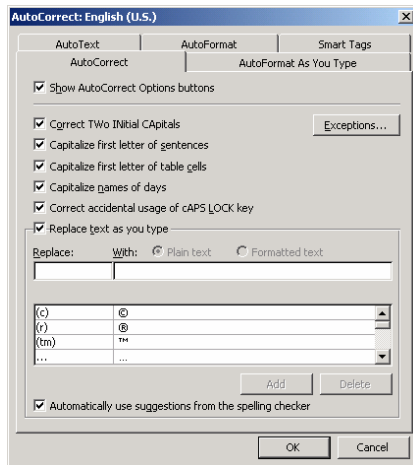


How do I stop Word from changing my formatting?

On the Tools menu, click AutoCorrect Options.

This opens a multi-tabbed window that allows you to control what Word automatically corrects for you such as bulleted lists, capitalization, etc.

Click on the checkbox to select the action or to deselect, click on the checkbox to remove the check.



The **Autoformat As You Type** tab allows you to deactivate automatic bulleted and numbered lists among the different options.

