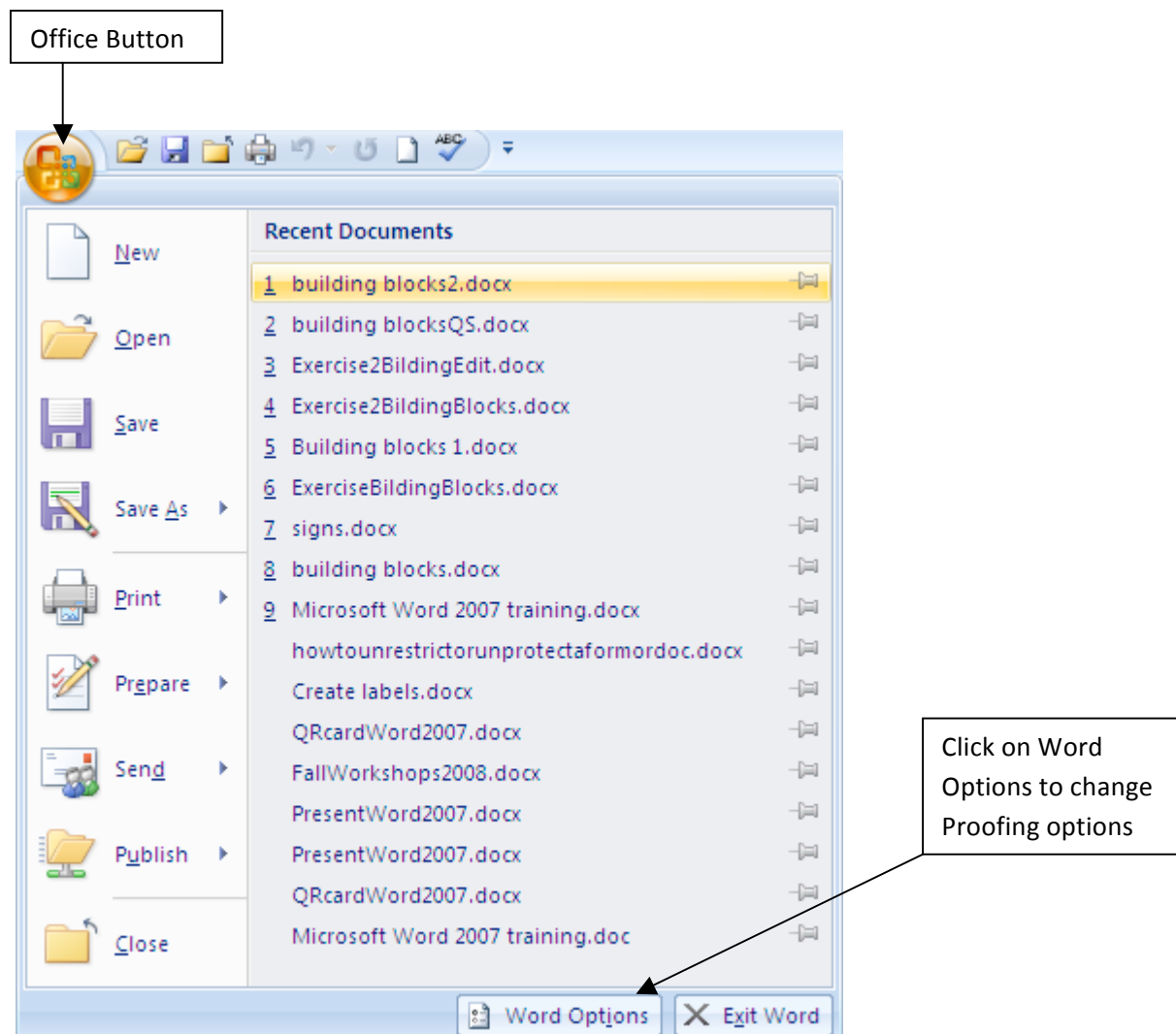
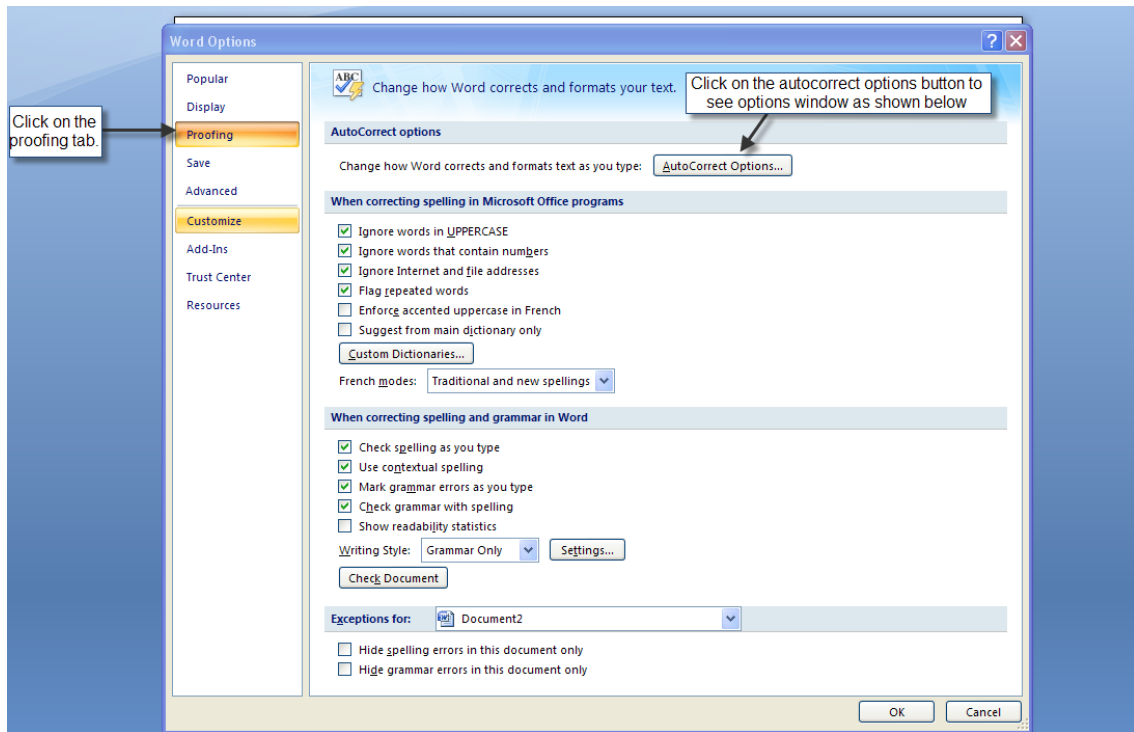


How do I stop Word from changing my formatting?

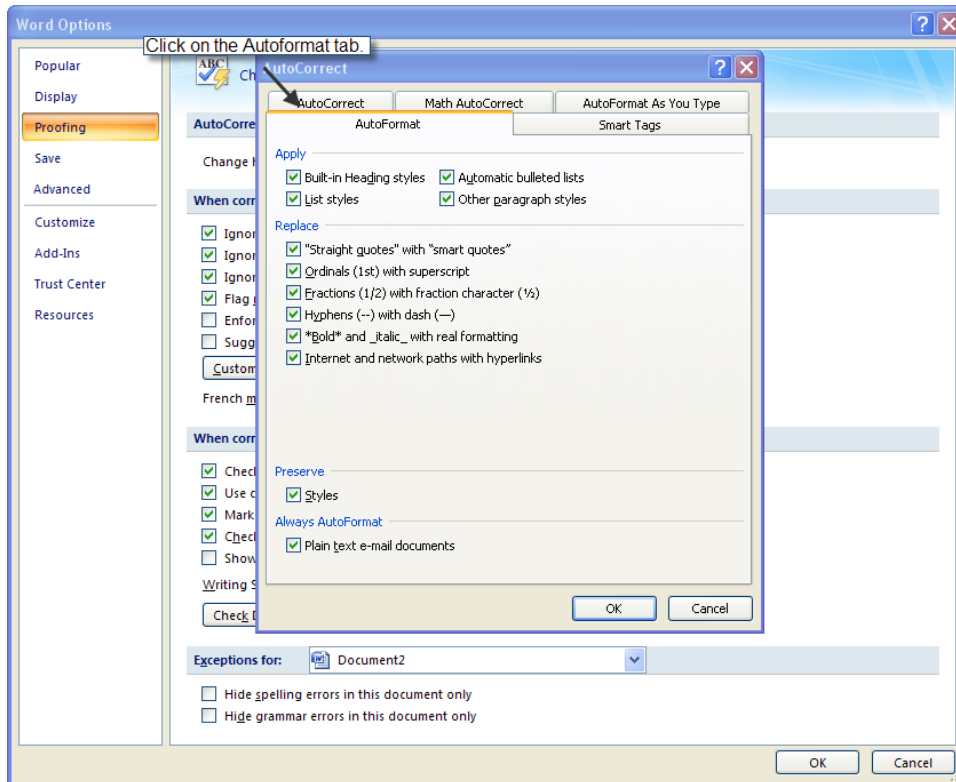
- Select the **Office Button** in the top left hand corner of the document.
- Then select the **Word Options** button at the bottom of the drop down menu.



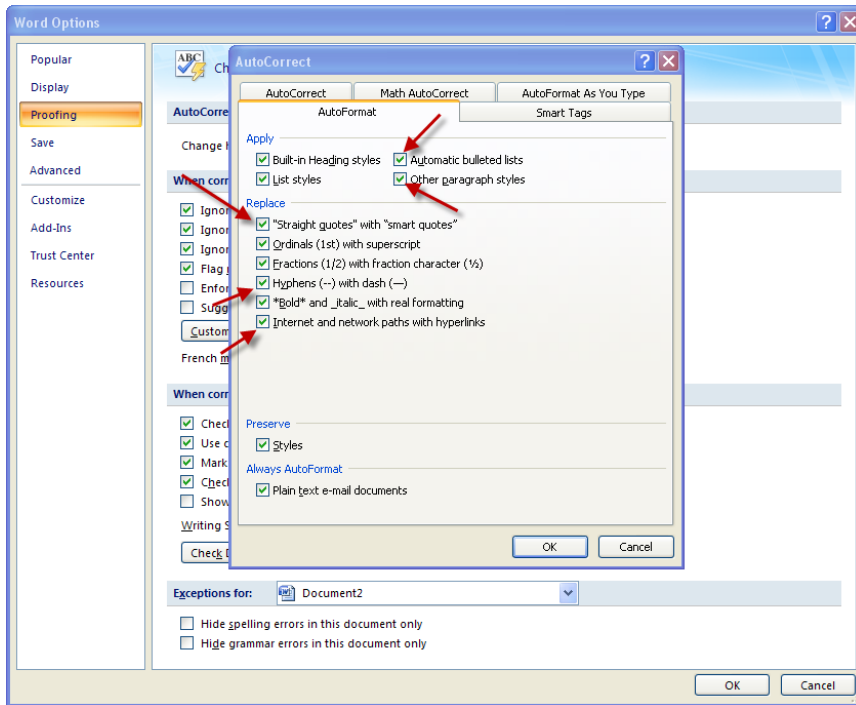
- Select the **Proofing** tab in the left column and then Click on the **AutoCorrect Options** button.



- Click on the **AutoFormat** tab to view the options window as shown below.



- Click on any option you wish and remove the check from the box to stop the **AutoFormat** option.



- Click on the **“AutoFormat as You Type”** tab and look for options you would like to stop.
- There is one more tab that you may find what you are looking to stop. It is the **AutoCorrect** tab. It has options like capitalize the first letter of a sentence. So click on the AutoCorrect tab and look through those options.
- When you are finished click OK twice to return to your document.