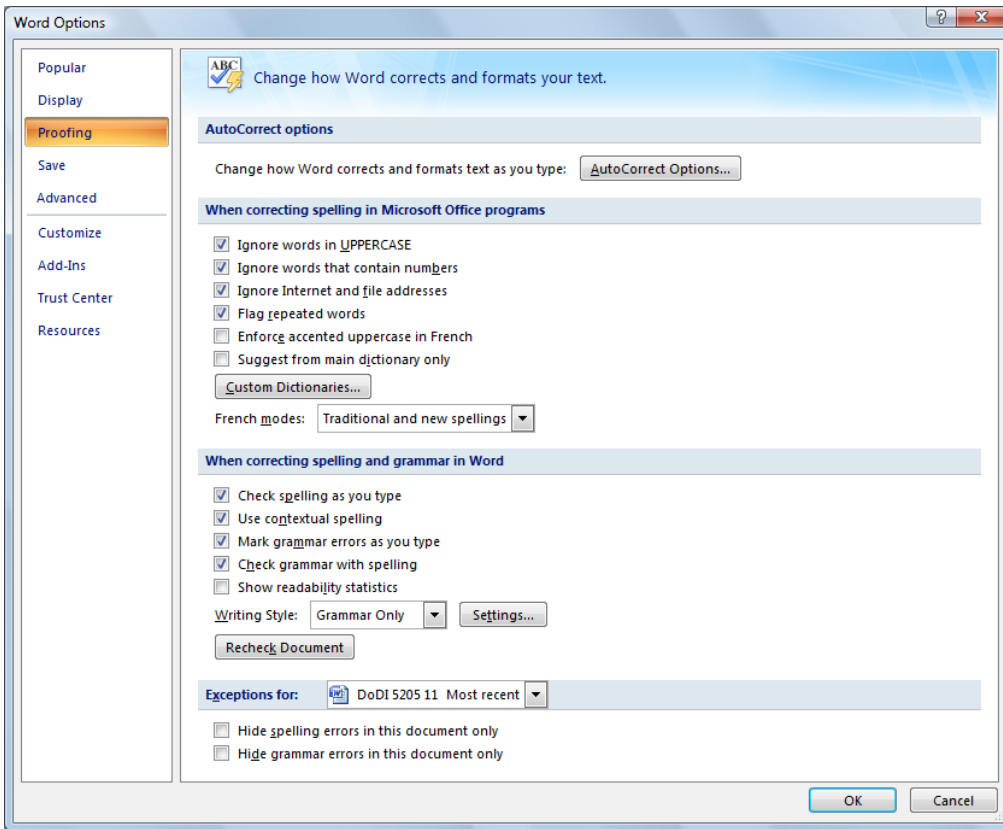
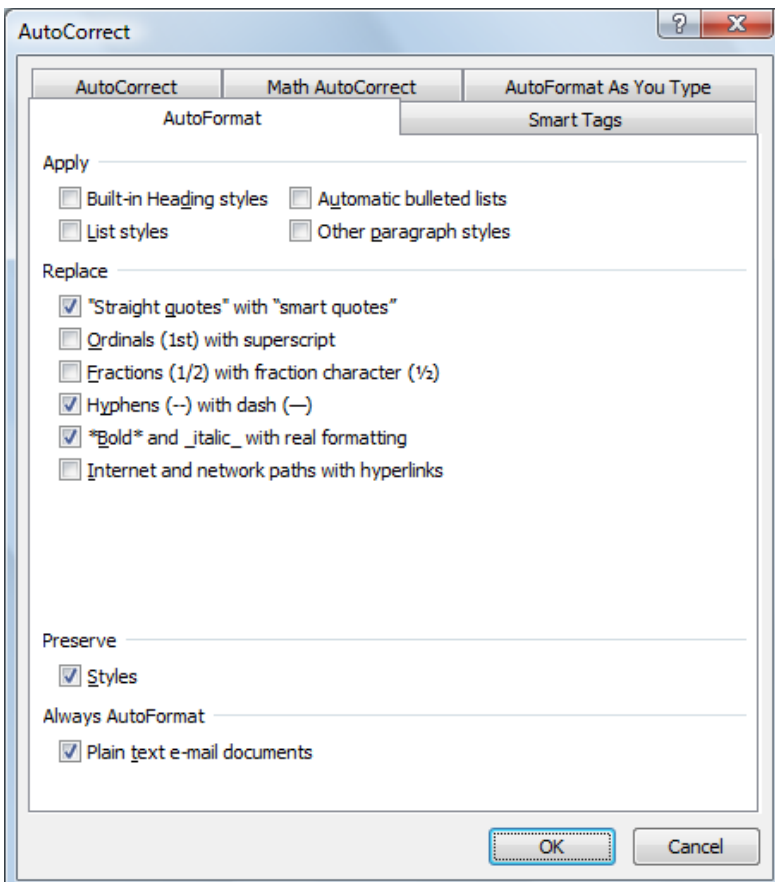


Select the Office Button (upper left-hand corner), go to “Word Options,” select “Proofing”:

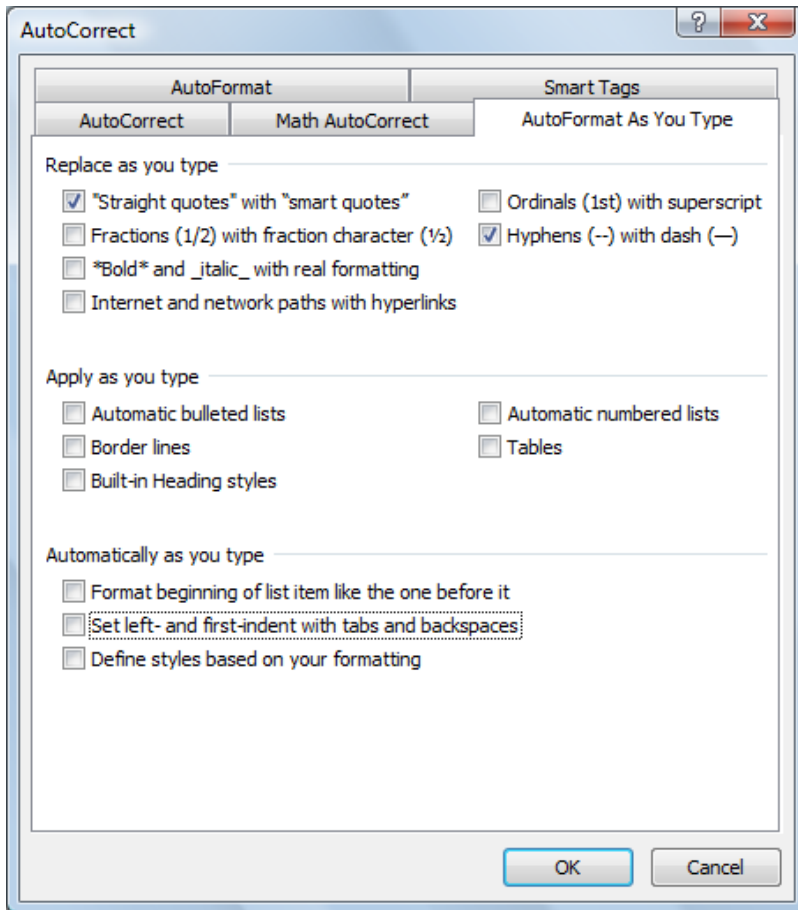


Select “AutoCorrect Options”

In the Auto Format Tab, make sure ONLY the following options are selected:



In the AutoFormat As You Type tab, select ONLY the following options:



Select "OK".

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