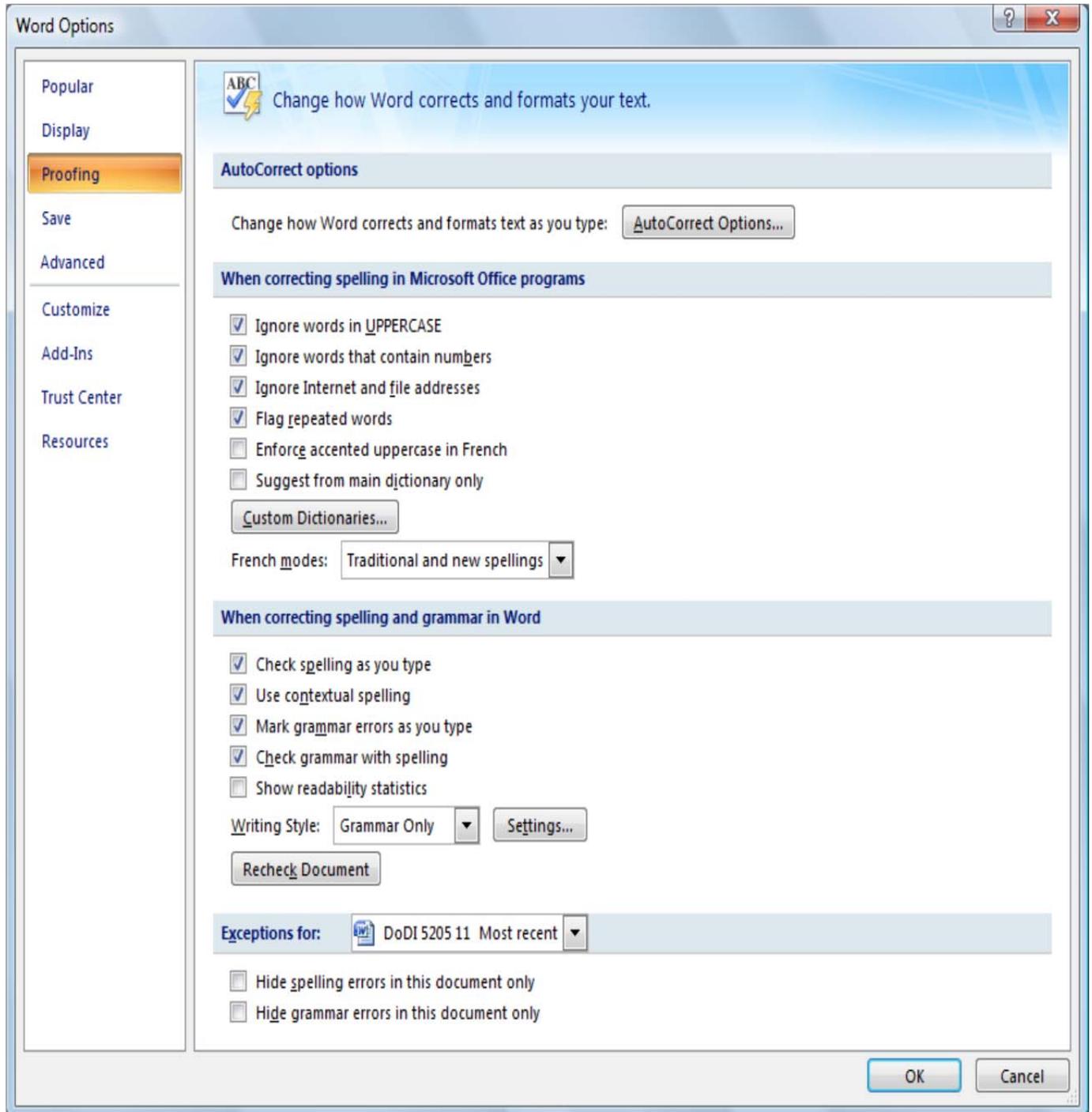


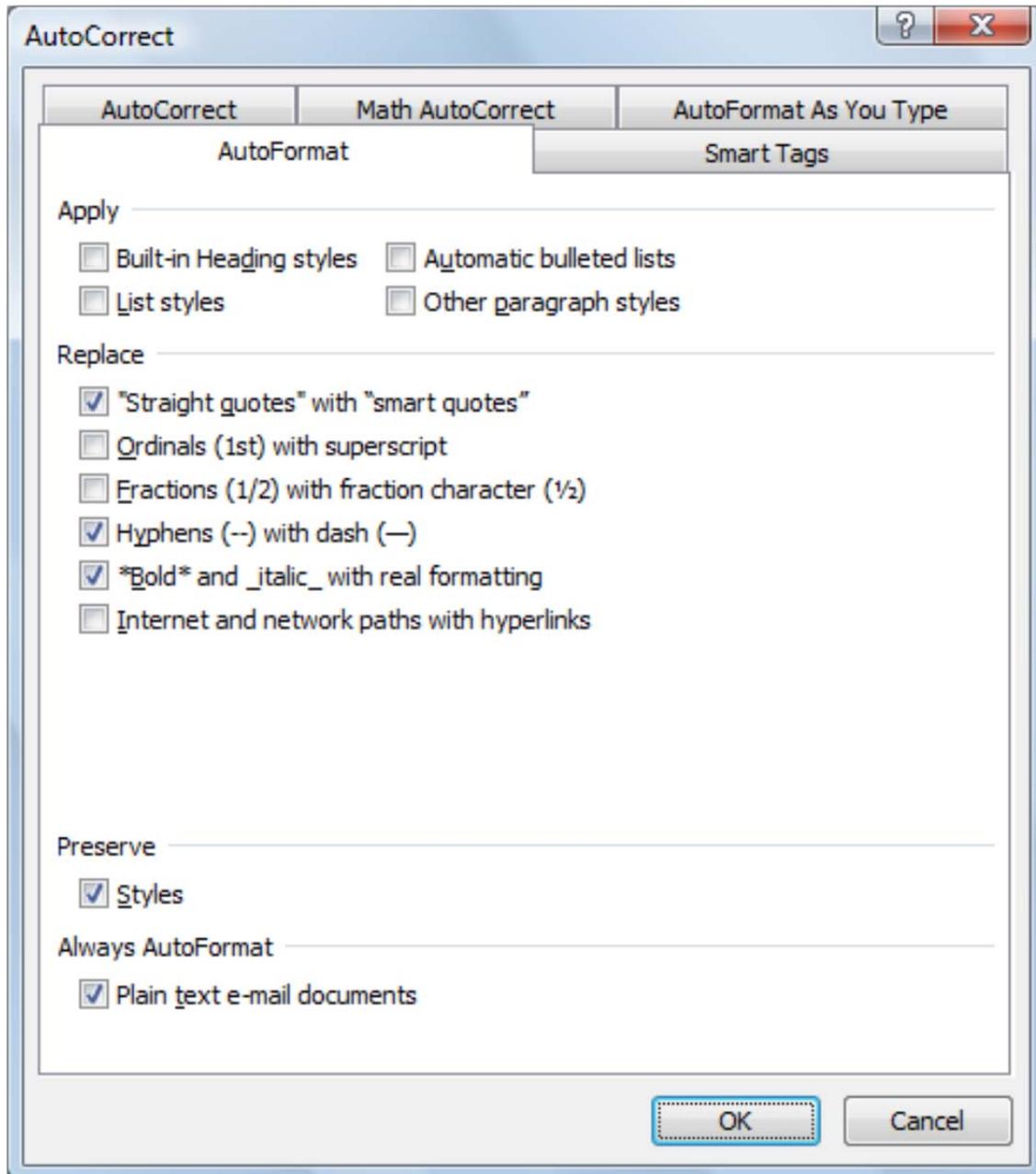
HOW TO SHUT OFF MS WORD AUTOFORMATTING

Under “File,” select “Options” (towards the bottom), and select “Proofing.” OR select the Office Button (upper left-hand corner), go to “Word Options,” select “Proofing”:

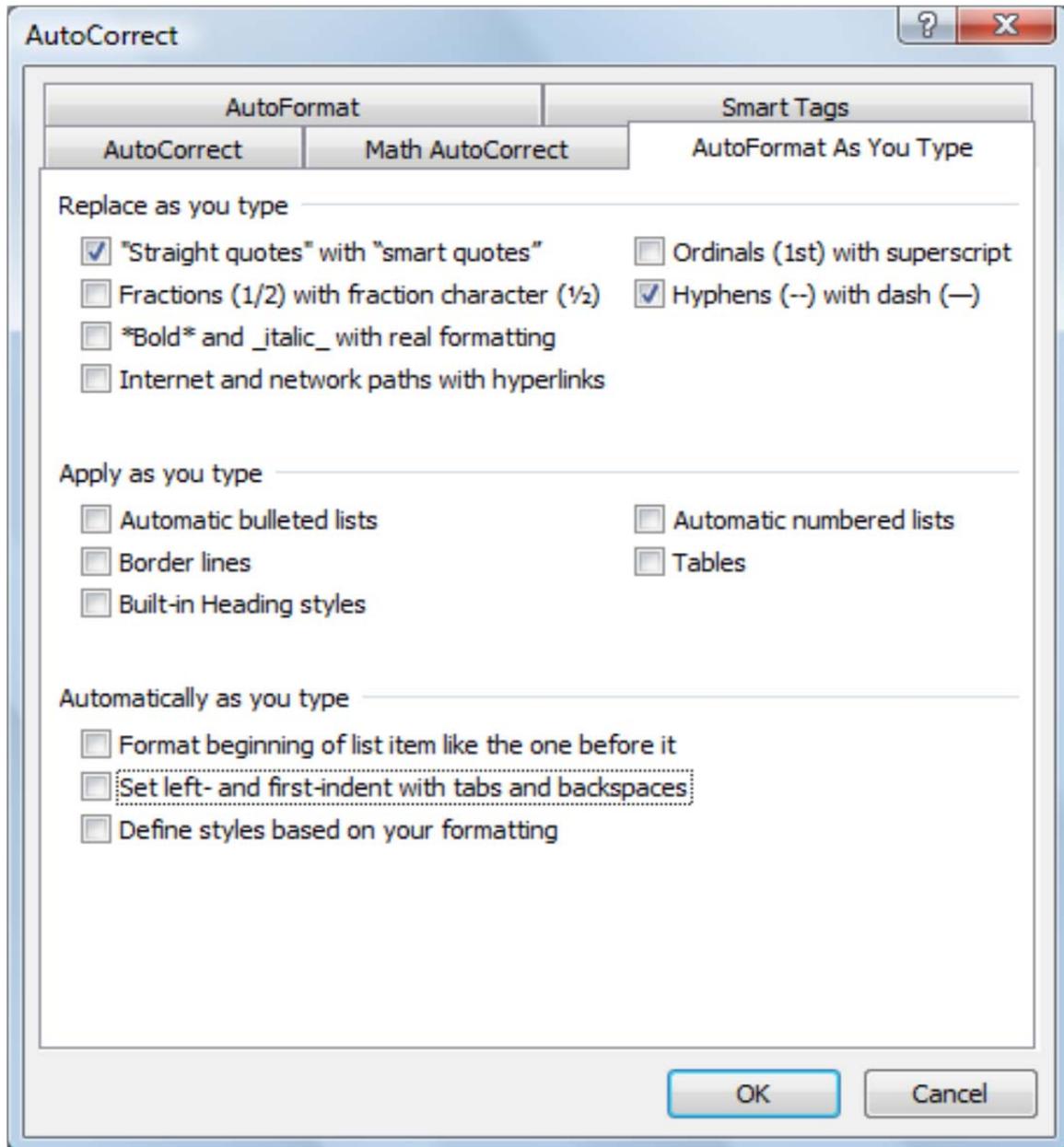


Select “AutoCorrect Options.”

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.”

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