

# How to Disable AutoFormat Options in Word

The AutoFormat feature in Word controls many features that can be annoying to some. Access the AutoFormat Control by navigating to the File Tab Menu select Options – Proofing – AutoCorrect . Choose AutoFormat As You Type. You can pick and choose which features you'd like by selecting or deselecting check boxes. Some of the behaviors you can select are:

- Creating a hyperlink when you type a Web address or email address.
- Changing capitalization of text as you type.
- Inserting symbols such as trademarks or copyright characters unexpectedly.
- Superscript ordinal numbers, such as 1<sup>st</sup> and 2<sup>nd</sup>
- Turn straight apostrophes and quote marks into curly characters.
- Select entire word when only a few characters are wanted.
- Insert a border line when you type three or more hyphens and press enter.
- Automatically adding numbers or bullets at the beginning of lines as you type.
- Inserting an em dash or an en dash when you type hyphens.

## Accessing the options in Word 2007

All the settings discussed here are accessible via the Office button in Word 2007:

- To get to the AutoCorrect dialog box, click the Office button, select Word Options at the bottom of the menu, and choose Proofing from the pane on the left. In the pane on the right, click the AutoCorrect Options button, and Word will display the AutoCorrect dialog box containing the AutoCorrect and AutoFormat As You Type tabs.
- To get to editing options, click the Office button, select Word Options at the bottom of the menu, and choose Advanced from the pane on the left. Word will display Editing Options at the top of the pane on the right. In that section, you'll find the When Selecting, Automatically Select Entire Word check box and the Use Overtyping Mode option. If you scroll down to the Show Document Content section, you'll find the Show Bookmarks check box.