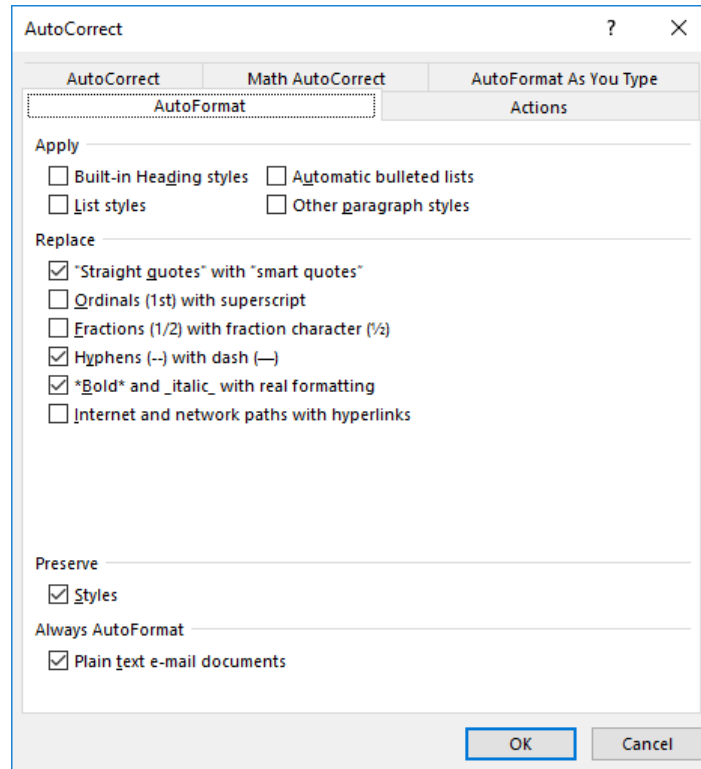
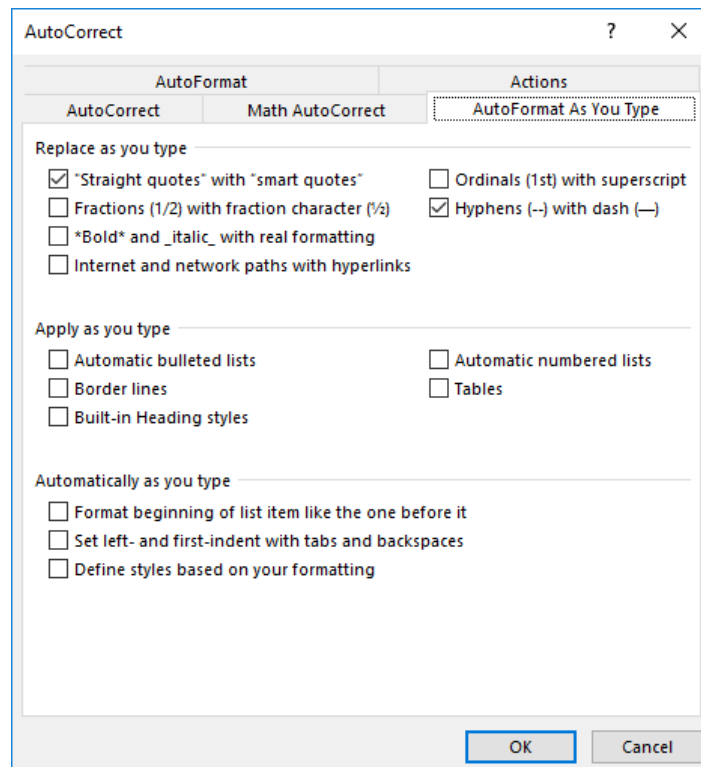


1. Open Microsoft Word to a blank document. NOTE: Do not open a Word document.
2. Click “FILE” at the top left corner; then click “OPTIONS” along the left-hand side.
3. Click “PROOFING” along the left-hand side; then click the “AUTOCORRECT OPTIONS” button.
4. Click the “AUTOFORMAT” tab in the pop up window and check/uncheck boxes as shown below.



5. Click the “AUTOFORMAT AS YOU TYPE” tab in the pop up window and check/uncheck boxes as shown below.



6. If there are any questions, please contact OPLP.