GSD. Word – How to Enable and Disable AutoFormat Feature in Microsoft Word

Article ID: KB0039700
Created: 2024-12-19 14:03:28
Updated: 2024-12-19 14:03:28
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/7ad1d804c38a1a100acd3300150131f2', 'value': '7ad1d804c38a1a100acd3300150131f2'}

General Information:

Possible symptoms/errors:

How to Enable and Disable AutoFormat Feature in Microsoft Word.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Microsoft Word provides the ability to automatically correct and format some aspects of the text in a document user is writing by using AutoCorrect and AutoFormat features.

AutoCorrect is a feature that allows Microsoft Word to correct common spelling and typing errors, convert text shortcuts into their proper characters and fix common punctuation and words capitalization mistakes.AutoFormat is a feature which controls text formatting as user types such as automatically creating bulleted and numbered lists and changing the indentation of paragraphs.

These features can be turned on or off depending on user's working style. This article shows a guide on how to enable or disable these features in Microsoft Word.

Details:1. Advise the user to click on File then select Options.

2. In the Word Options window, ask them to select Proofing in the left navigation pane.

3. Then, to click on the AutoCorrect Options button.

4. In the AutoCorrect window, advise the user to click on the AutoFormat or AutoCorrect tab.

5. In this section, user can enable/disable each of the AutoFormat or AutoCorrect features they want or do not want to use. To save the changes made, tell the user to click on OK.

6. Advise the user to click on OK on the Word Options window.

7. If this article did not resolve the issue, send an e-mail from ServiceNow ticket to One365Support@freseniusmedicalcare.com.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A