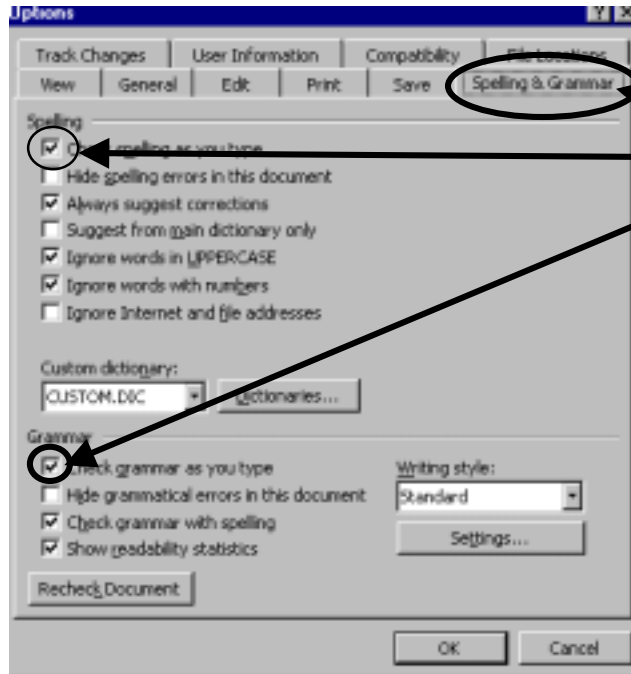


Making your Word Documents Not Correct Mistakes Automatically

Spell Check and Grammar Check



Go to **Tools** and pull to **Options**.

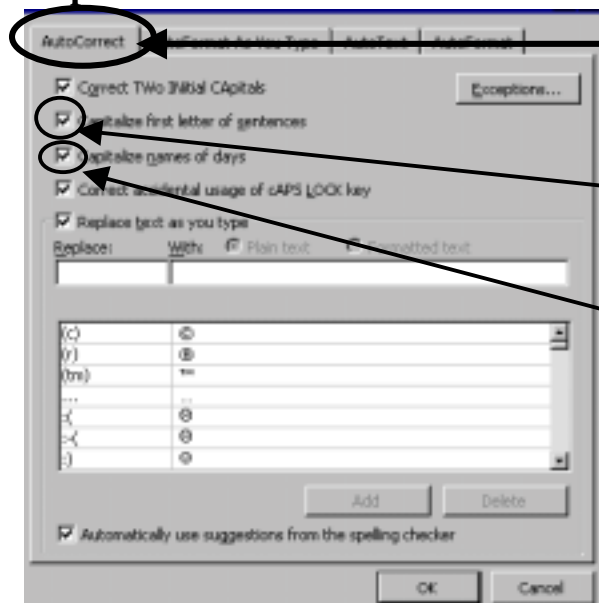
Click on **Spelling and Grammar Tab**.

Uncheck *Check Spelling as you type*.

Uncheck *Check Grammar as you type*.

Click **OK**.

Capitalize First Letters of a Sentence



Go to **Tools** and pull to **AutoCorrect**.

Click on the **AutoCorrect Tab**.

Uncheck *Capitalize First Letter of sentences*.

Uncheck *Capitalize Names of Days*.

Click .