

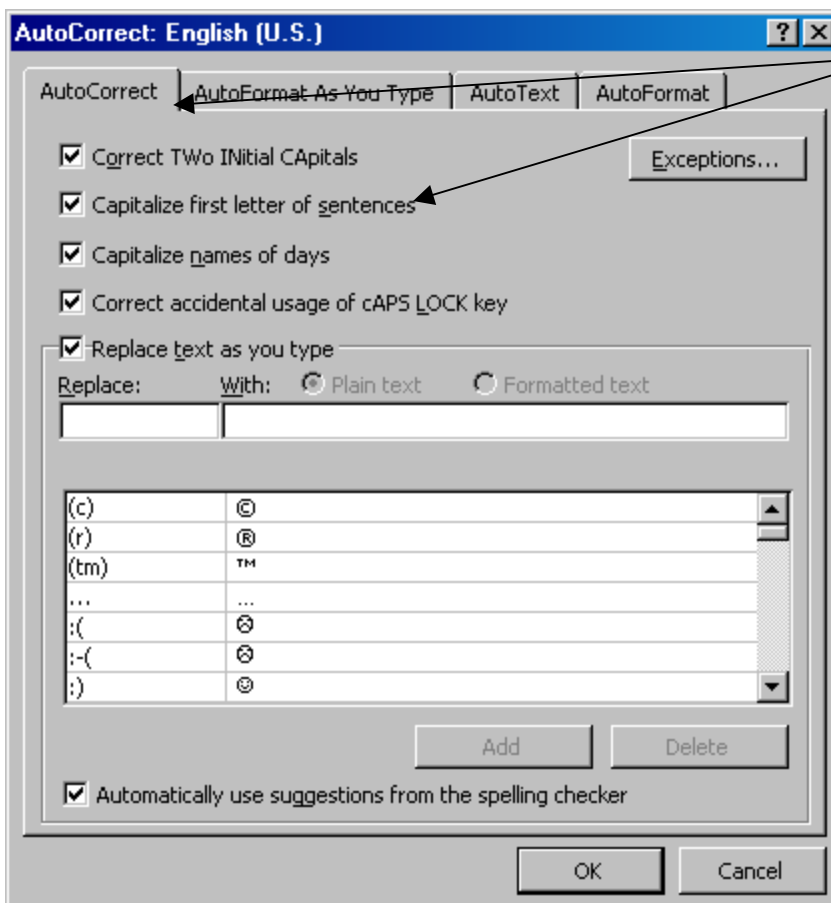
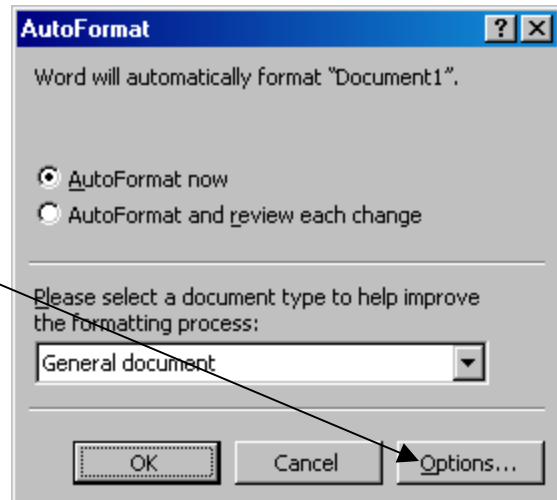
Microsoft Word Capitals at the Beginning of Each Line

Do you find it annoying that every time you press "enter" to go to a new line, Microsoft Word will automatically CAPITALIZE the first word in the new line? When you're typing a list, you may want to "turn off" this feature.

Here's how:

Click on FORMAT, and
select AUTOFORMAT.

Then click on OPTIONS.



Click on the
AUTOCORRECT Tab,
and "uncheck"
*Capitalize first
letter of sentences.*