
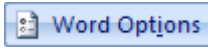
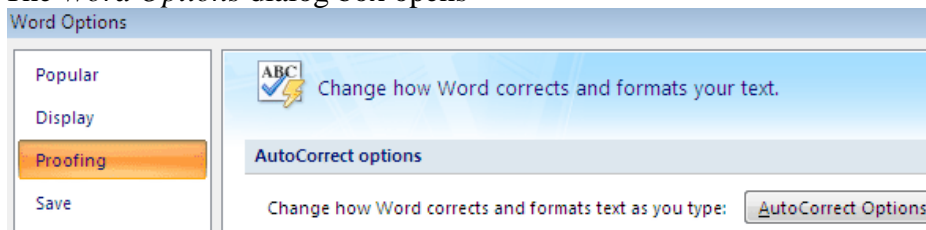


## AutoCorrect: AutoFormat

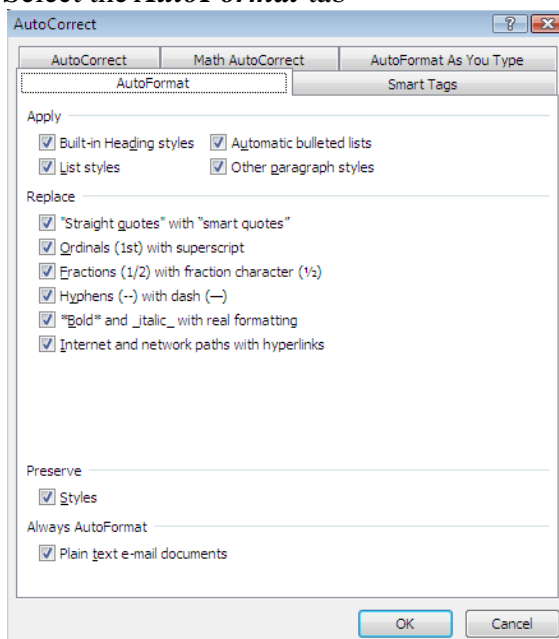
The AutoFormat tab applies formatting options in conjunction with the AutoFormat as You Type tab. This document shows you how *AutoFormat* can be turned on/off and how its various options affect your Word projects.

### Accessing the AutoFormat Tab

1. From the OFFICE BUTTON , click **WORD OPTIONS**   
The *Word Options* dialog box opens



2. In the *Categories* pane, select **Proofing**
3. In the *AutoCorrect options* section, click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.
4. Select the **AutoFormat** tab



5. Select the desired options  
an option is selected and active when a checkmark appears before it.
6. When finished, click **OK**  
NOTE: As with any *AutoCorrect* option, you can override the formatting if you wish.  
For more information, refer to *Overriding AutoCorrect*.
7. To exit the *Application Settings* dialog box, click **OK**

## Unique Options on the AutoFormat Tab

Many *AutoFormat* tab options are identical to those found on the *AutoFormat as You Type* tab. The list below describes options that are unique to the *AutoFormat* tab.

NOTE: For information on *AutoFormat* tab options that are also found in the *AutoFormat as You Type* tab, refer to *AutoCorrect: AutoFormat as You Type*.

### List styles

Applies list styles to numbered, bulleted, outlines, and other lists. It replaces any numbers or bullets that were inserted manually

### Other paragraph styles

Applies styles other than for headings and lists (e.g., body text)

### Preserve styles

Retains the styles you have already applied in your document

### Plain text e-mail documents

Formats e-mail messages when they are opened

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