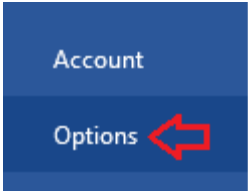
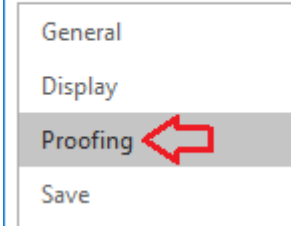

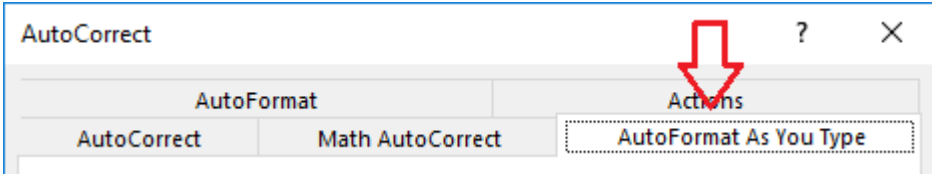
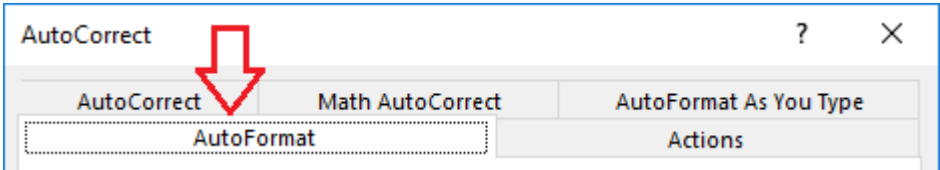


Thesis Template Settings - Windows

- Turn Off AutoNumbering MANDATORY
- Turn Off Keep Track of Formatting MANDATORY

<p>Turn Off AutoNumbering MANDATORY</p>	
<p>From the File menu, select Options.</p>	
<p>From the left column, select Proofing.</p>	<p>Word Options</p> 
<p>In the dialog, click the AutoCorrect Options button.</p>	<p>AutoCorrect options</p> <p>Change how Word corrects and formats text as you type: </p>
<p>Select the AutoFormat As You Type tab.</p>	
<p>Under Apply as you type de-select all options.</p>	<p>Apply as you type</p> <p><input type="checkbox"/> Automatic bulleted lists <input type="checkbox"/> Automatic numbered lists</p> <p><input type="checkbox"/> Border lines <input type="checkbox"/> Tables</p> <p><input type="checkbox"/> Built-in Heading styles</p>
<p>Select the AutoFormat tab.</p>	
<p>Under Apply uncheck all options. Click OK.</p>	<p>Apply</p> <p><input type="checkbox"/> Built-in Heading styles <input type="checkbox"/> Automatic bulleted lists</p> <p><input type="checkbox"/> List styles <input type="checkbox"/> Other paragraph styles</p>

Turn Off Keep Track of Formatting
MANDATORY

From the **File** menu, select **Options**.

Account

Options 

From the left column, select **Advanced**.

Word Options


General

Display

Proofing


Save

Language

Advanced 

Uncheck **Keep Track of Formatting**.
Click **OK**.

Editing options

- Typing replaces selected text
- When selecting, automatically select entire word
- Allow text to be drugged and dropped
- Use CTRL + Click to follow hyperlink
- Automatically create drawing canvas when inserting AutoShapes
- Use smart paragraph selection
- Use smart cursoring
- Use the Insert key to control overtype mode
 - Use overtype mode
- Prompt to update style
- Use Normal style for bulleted or numbered lists
- Keep track of formatting 
 - Mark formating inconsistencies