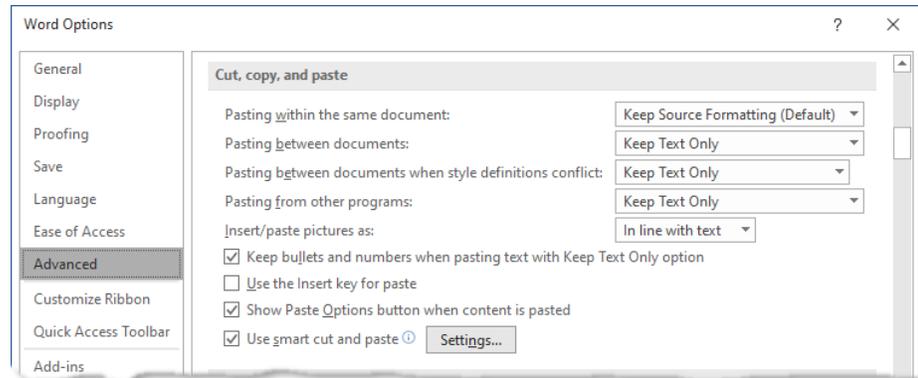


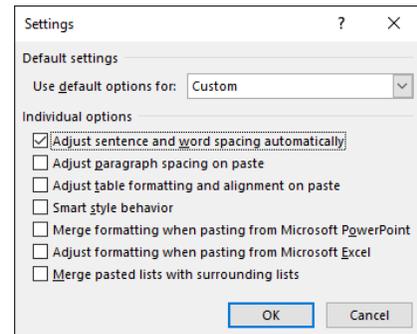
1. Configure Cut and Paste

Go to File > Options > Advanced and scroll to Copy, Cut and Paste:



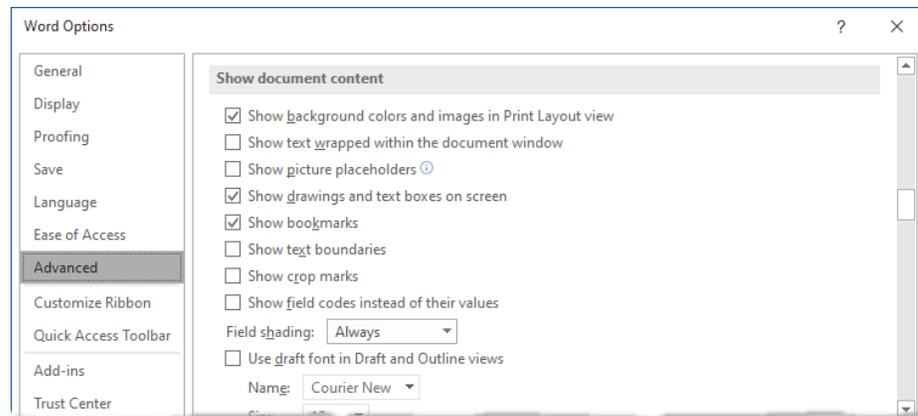
Change the settings as shown above. Click Use smart cut and paste > Settings:

Uncheck all options except Adjust sentence and word spacing automatically. This ensures that Word removes extra spaces when you delete text, and adds extra spaces when you paste text:



2. Turn on Field Shading, etc.

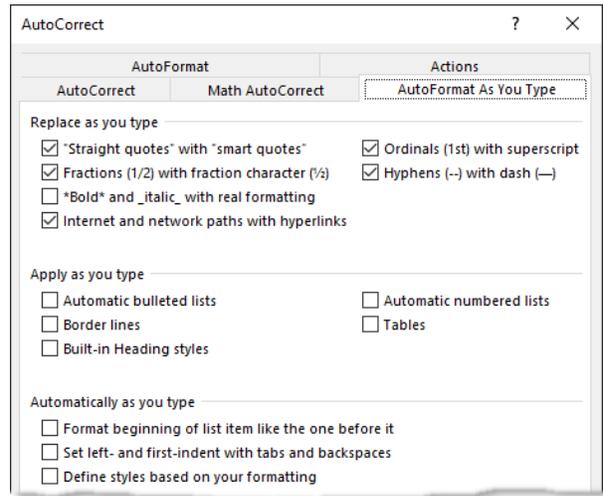
Scroll to Show Document Content:



Selecting Always in the Field shading dropdown ensures that Word displays text automatically generated from fields, e.g. page numbers, with a pale gray background. Leave Bookmarks checked so bookmarked text is displayed with gray square brackets, e.g. [This is a bookmark.]

3. Turn off AutoFormat As You Type

Go to Proofing, click AutoCorrect Options and select AutoFormat As You Type. Uncheck options as shown, including those that automatically format lists and indents, and especially Automatically as you type and Define styles based on your formatting. Useful options to leave checked are shown. (Using non-superscript ordinal numbers, e.g. ‘1st’ rather than ‘1st’, is a personal preference.)



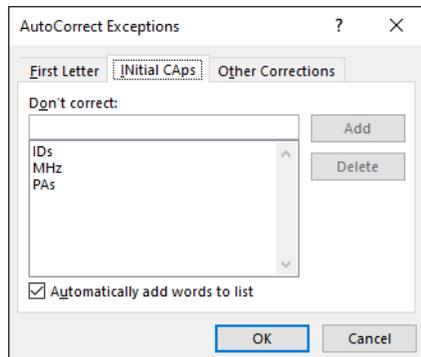
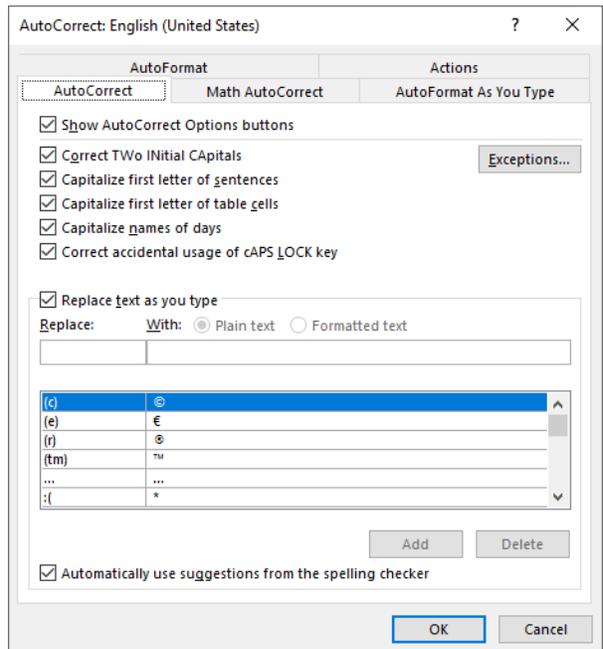
Note: press Ctrl+Z immediately after Word performs any autoformat operation to remove the auto-formatting. This works for all AutoFormat As You Type options.)

4. Turn off AutoCorrect

Select AutoCorrect:

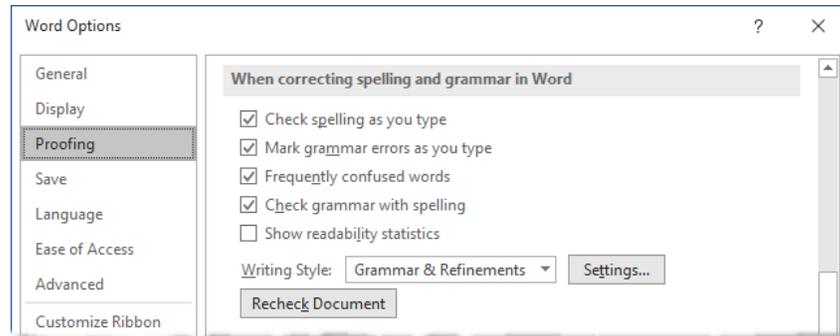
This is a useful tool, but make sure it is working for you and not against you! Go through the Replace text as you type list, remove any unwanted replacements, and, add your own if desired.

The Correct Two INitial Capitals feature can mess up common abbreviations such as IDs, and many ISO symbols, e.g. MHz, so click Exceptions and add these to the list:

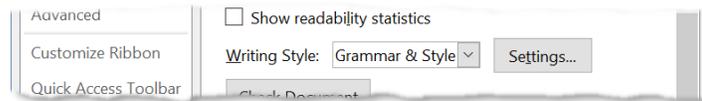


5. Set Grammar and Style Checking

Go to Proofing, scroll to When correcting spelling and grammar in Word:

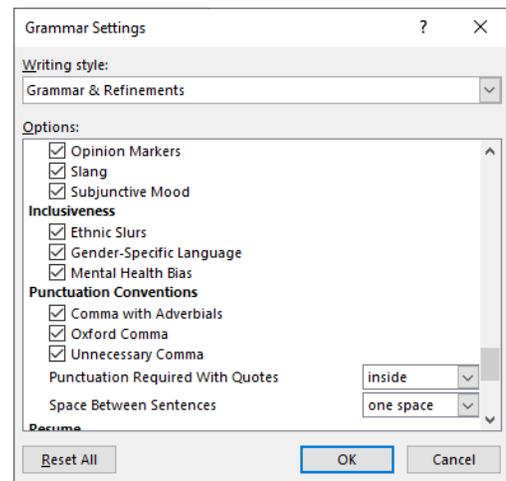
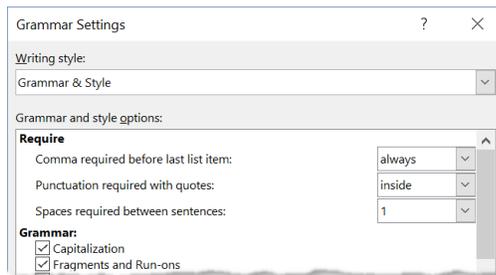


Check Check grammar as you type and set Writing Style to Grammar & Refinements. In non-Office 365 versions of Word, select Grammar & Style:



Click Settings and check all options:

In non-Office 365 versions of Word, check all Style options except Use of first person. Require settings are personal preferences:



To ensure you see all grammar problems, select all your text, go to Tools > Language > Set Language and uncheck Do not check spelling or grammar.

Wordman

You can contact Wordman at wordman@wordmanspeaks.com or via the Wordman Speaks website at WordmanSpeaks.com.

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