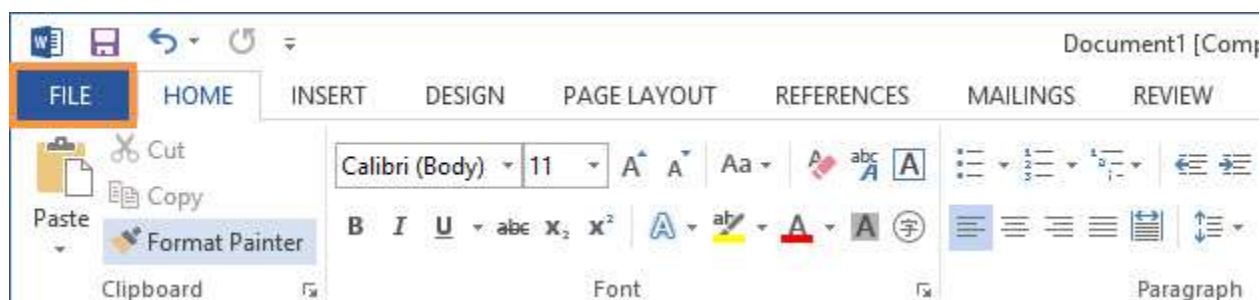


# Disabling Autocorrect and Autoformatting in Word 2010 & 2013

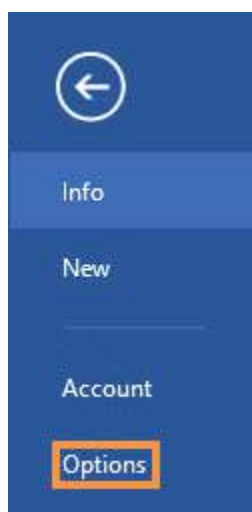
Updated: September 18, 2015

Word can be a powerful tool for creating documents, but the default settings can cause problems to arise when trying to transfer the contents to the Web. One of these problems is that Word's AutoCorrect and AutoFormat will convert common plain text symbols into special characters that will not render properly in a browser. This tutorial will walk you through disabling some of the common offenders.

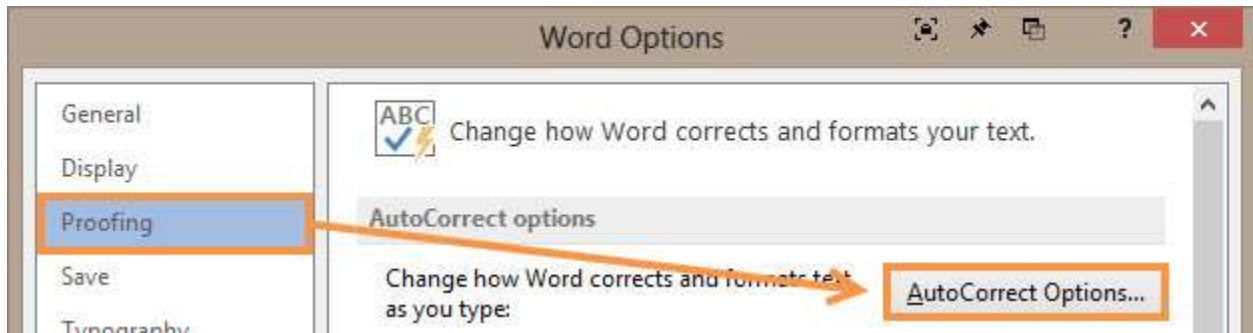
1. Open Word.
2. Click **File**.



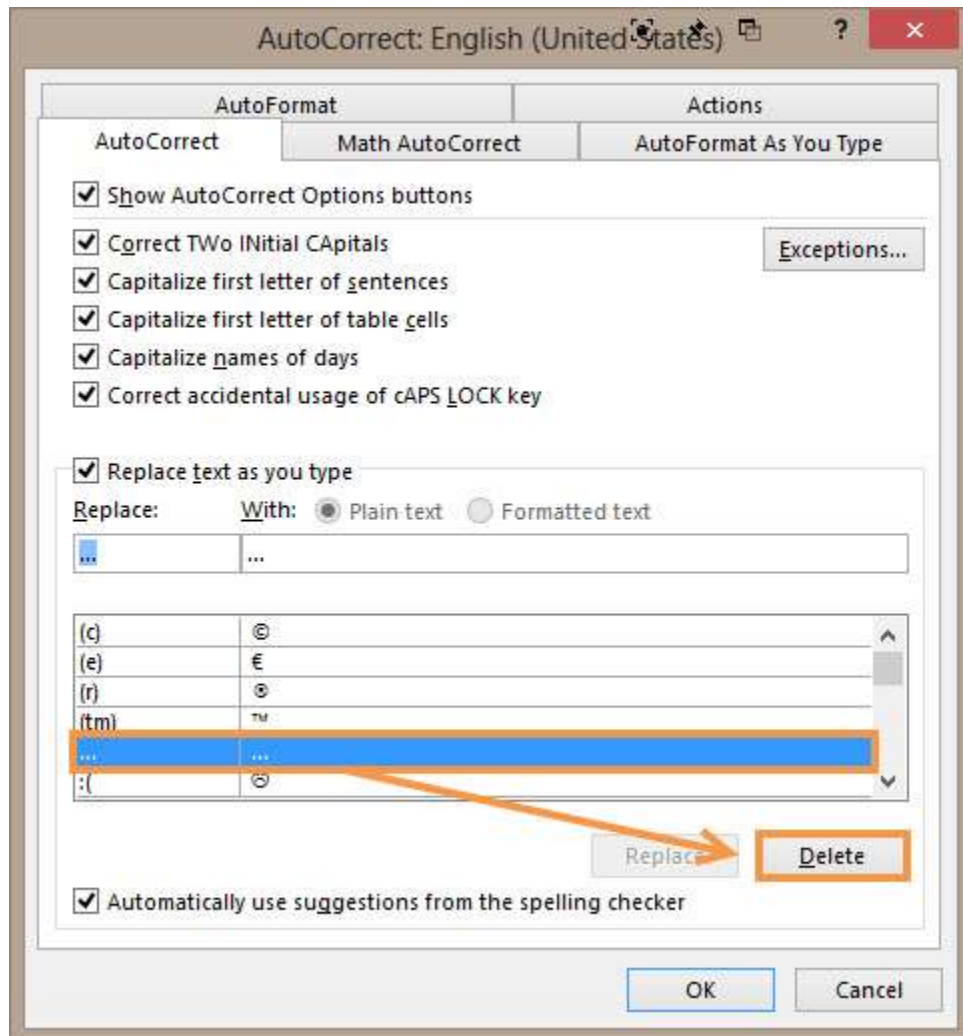
3. Click **Options**.



4. Click **Proofing**.
5. Click **AutoCorrect Options**.



6. Select the ellipsis (...) entry.
7. Click **Delete**.



8. Click the **AutoFormat As You Type** tab.
9. Uncheck **"Straight quotes" with "smart quotes"**.
10. Click **OK**.

