

1. From a word document select as shown below to turn auto formatting back on if it has been turned off

2. You'll know it's been turned off because the formatting in the templates doesn't work i.e. when you hit the tab key after going to a new paragraph it doesn't automatically indent to the "a" paragraph.

3. Once you do the steps below auto formatting will be turned back on (the default setting in MS Word) and the template styles will work as designed.







