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.



General	ABC Change how Word corrects and formats your text.
Display	
Proofing	AutoCorrect options
Save	Change how Word corrects and formats text as you type: AutoCorrect Options
Advanced	When correcting spelling in Microsoft Office programs
Customize Ribbon	☑ Ignore words in <u>U</u> PPERCASE
Customize Ribbon	☑ Ignore words that contain num <u>b</u> ers
Quick Access Toolbar	☑ Ignore Internet and <u>f</u> ile addresses
Add-Ins	✓ Flag repeated words
Trust Center	Enforc <u>e</u> accented uppercase in French
	Suggest from main dictionary only
	<u>C</u> ustom Dictionaries
	French <u>m</u> odes: Traditional and new spellings V
	Spanis <u>h</u> modes: Tuteo verb forms only
	When correcting spelling and grammar in Word
	☑ Check spelling as you type
	✓ Mark grammar errors as you type
	✓ Frequently confused words
	✓ Check grammar with spelling
	Show readabi <u>l</u> ity statistics
	Writing Style: Grammar Only V Settings
	Chec <u>k</u> Document
	Exceptions for: Document1
	OK Cancel

AutoCorrect		? ×
AutoFo	ormat	Actions
AutoCorrect	Math AutoCorrect	AutoFormat As You Type
Replace as you type Tstraight quotes Fractions (1/2) with *Bold* and _italic Internet and netw	with "smart que th fraction character (½) with real formatting work paths with hyperlink	✓ Ordinals (1st) with superscript ✓ Hyphens () with dash ()
Apply as you type		
Automatic bullete	ed lists	☑ Automatic numbered lists ☑ Tables
Built-In Heading	This box ne	eeds to be ked
Format begins Set left- and first- Define styles base	, or not item like the one t indent with tabs and bac ed on your formatting	before it kspaces
	3 -	OK Cancel

General	Change how Word corrects and formats your text.	^
Display	/-	
Proofing	AutoCorrect options	
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Advanced	When correcting spelling in Microsoft Office programs	
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	Custom Dictionaries	
	French modes: Traditional and new spellings	
	Spanis <u>h</u> modes: Tuteo verb forms only	
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	Check spelling as you type	
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	Writing Style: Grammar Only V Settings	
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