

View

Edit

General and Save

Backup Settings

File Locations

Track Changes

Export to PDF

User Information

Print

Spell Check

Security

Feedback

Language

AutoNumber

☒ Auto numbered lists

AutoCorrect

☒ Capitalize first letter of sentences☒ Capitalize names of days of the week☒ Replace ordinals with superscript☒ Hyperlink Internet or network path☒ Correct accidental usage of Caps Lock key☒ Beginning of paragraph applies first line indent☒ Auto-adjust the space format at the end of lines which are aligned right☒ Auto convert straight quote to smart quote☐ Auto delete paragraph indent when align center

Replace text as you type: Options...

Cut and paste options

☒ Show paste options buttons

Default paste format:

Insert/paste pictures as(Z):

Unformatted text

Formatted text

Matching the current format

Unformatted text