METBD 050
Turning Off the Automatic List Function

Typing a number at the beginning of a sentence alerts Word to start a numbered list automatically when the enter key is pressed. To turn off this function, use the menu sequence: **Tools – Autocorrect Options** … to get the following dialog box. Select the “AutoFormat As You Type” tab:

![AutoCorrect dialog box](image1)

Uncheck both the Automatic bulleted lists and the Automatic numbered lists boxes.

Also, click on the AutoFormat tab:

![AutoFormat dialog box](image2)

Uncheck the Automatic bulleted lists box here too.

Pick OK