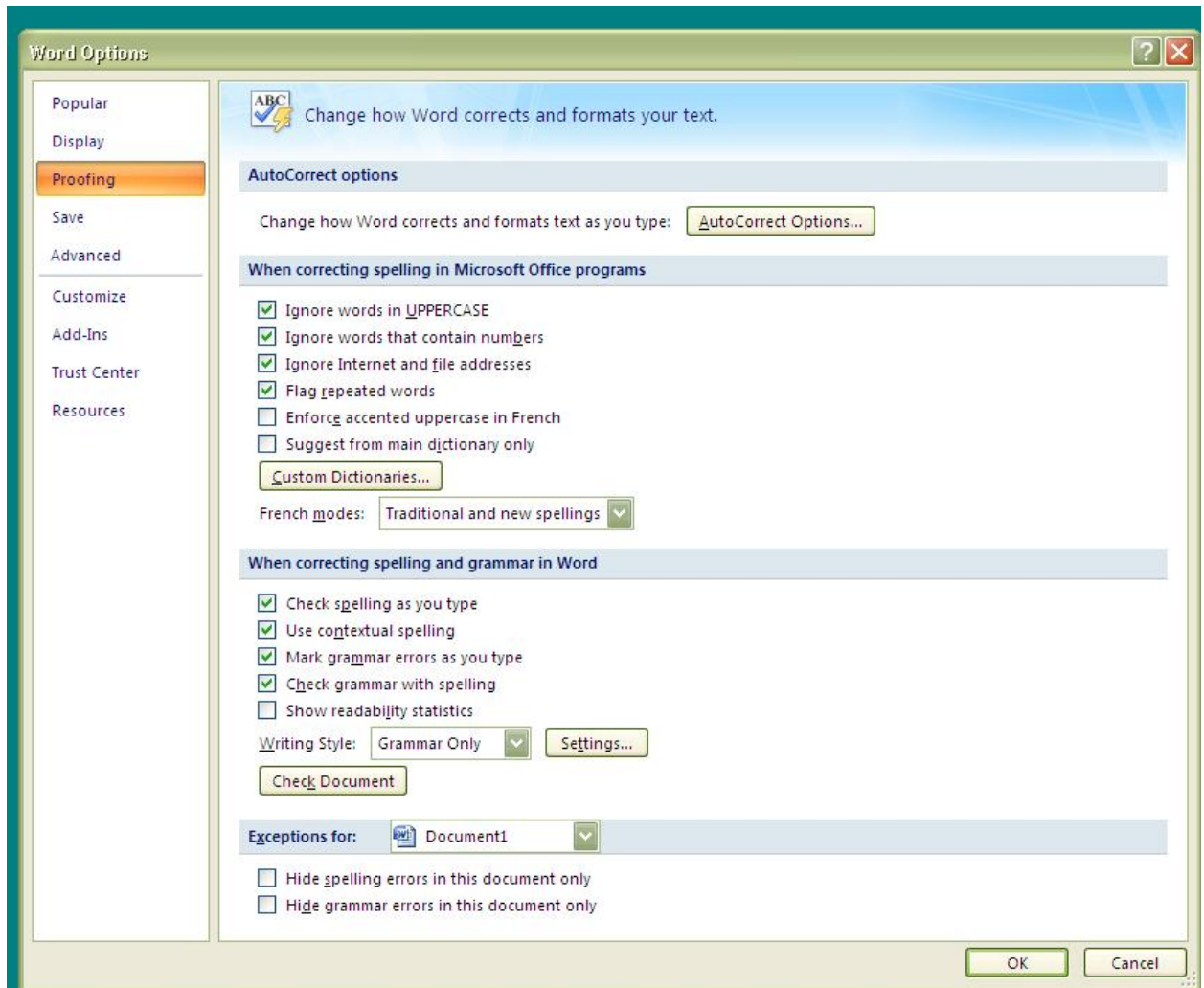
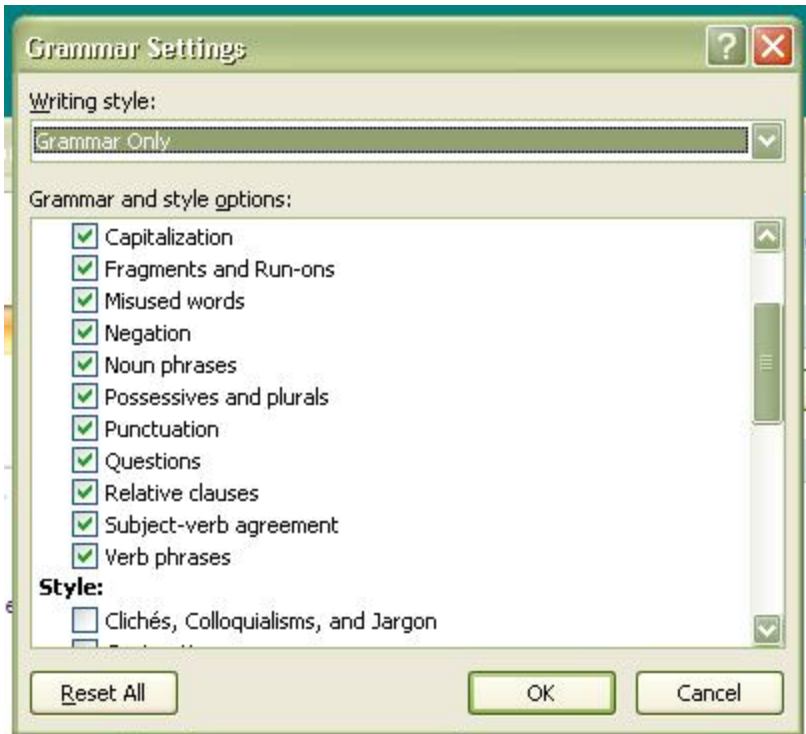


The process for changing editing settings in Microsoft Word:

1. Click on the 4-colored circle on the top left corner.
2. Select the Word Options button at the bottom.
3. Select Proofing on the left bar.
4. Where it says “When correcting spelling and grammar in word” click the button that says Settings (see screenshot below)



**Select all Grammar Settings as you see below:**



**Under Style options, select as below:**



