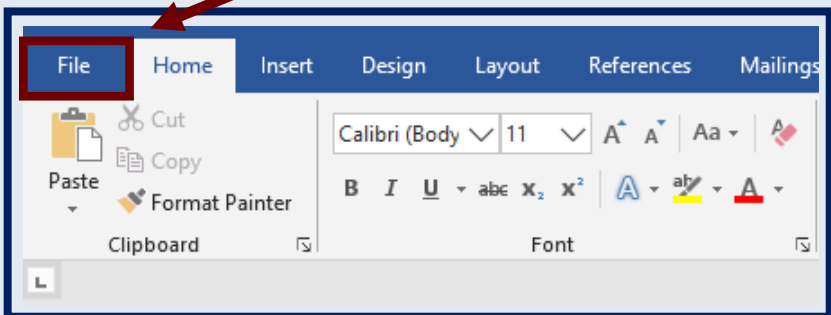


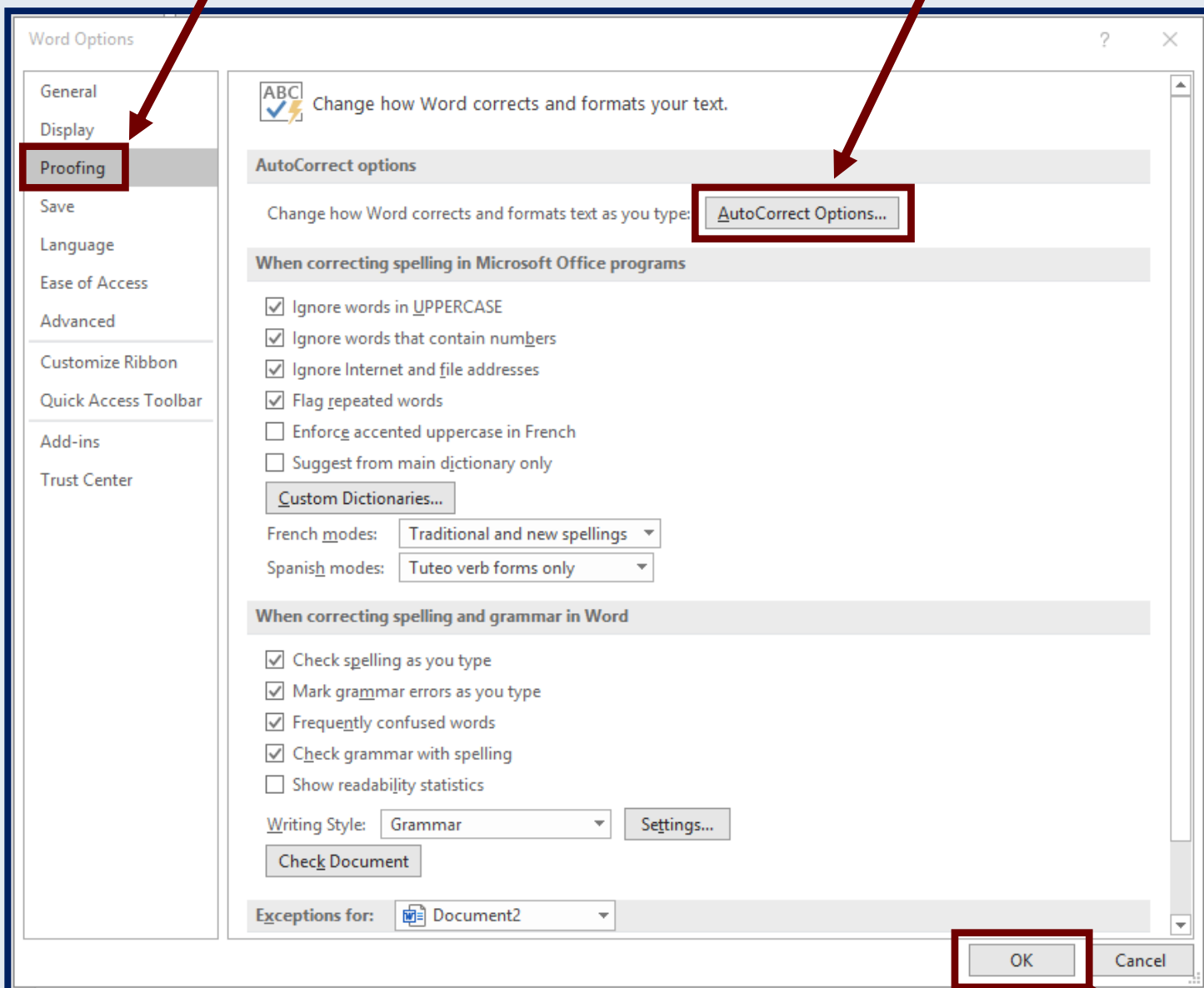
STEP 1: Select "File" at top left corner of MS Word



STEP 2: Select "Options" at the bottom of the list

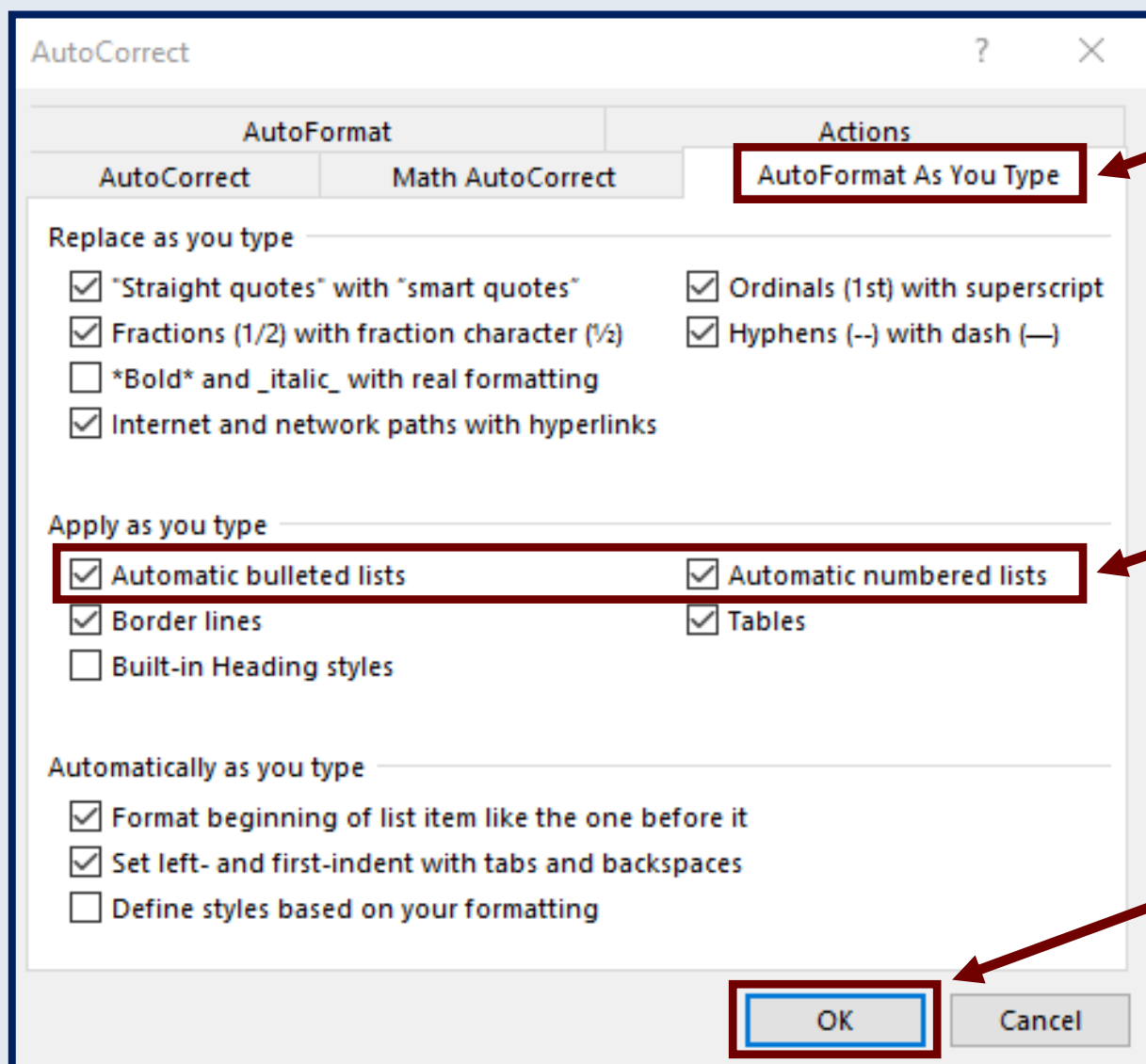


STEP 3: Select "Proofing" on the left pane



STEP 4: Select the "AutoCorrect Options" button

AutoCorrect



STEP 5: Select the "AutoFormat As You Type" tab

STEP 6: Uncheck the "Automatic bulleted lists" and/or "Automatic numbered lists" according to your preferences

STEP 7: Select "OK" on both the AutoCorrect dialog box and then the "Options" dialog box