

Capitalization in Word

You can change the option that automatically capitalizes the first word in a sentence by doing the following:

- In the menu, select Format
- Select Autoformat
- Click on the Options button
- Click on the AutoCorrect tab
- Remove the check from the box - Capitalize the first letter of a sentence

You might try creating a new template, then setting that option the way you want it for the template, and then saving the template. Remember to set the option back to the original setting so that it is not always disabled.