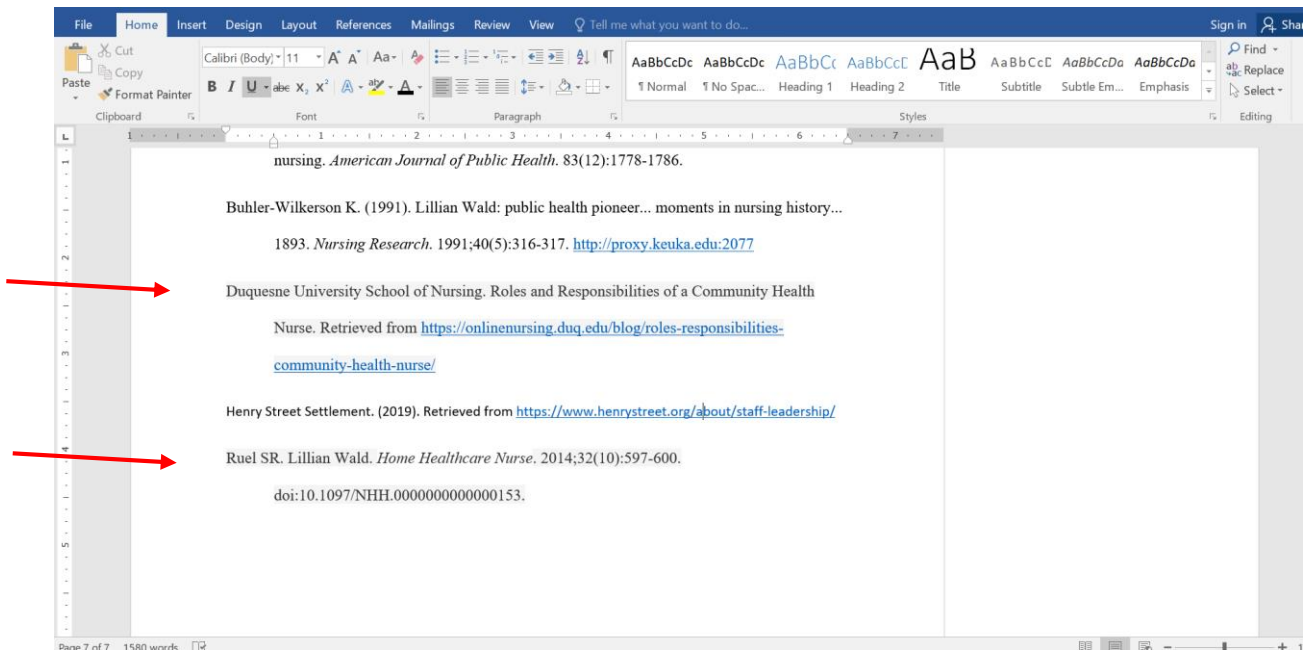
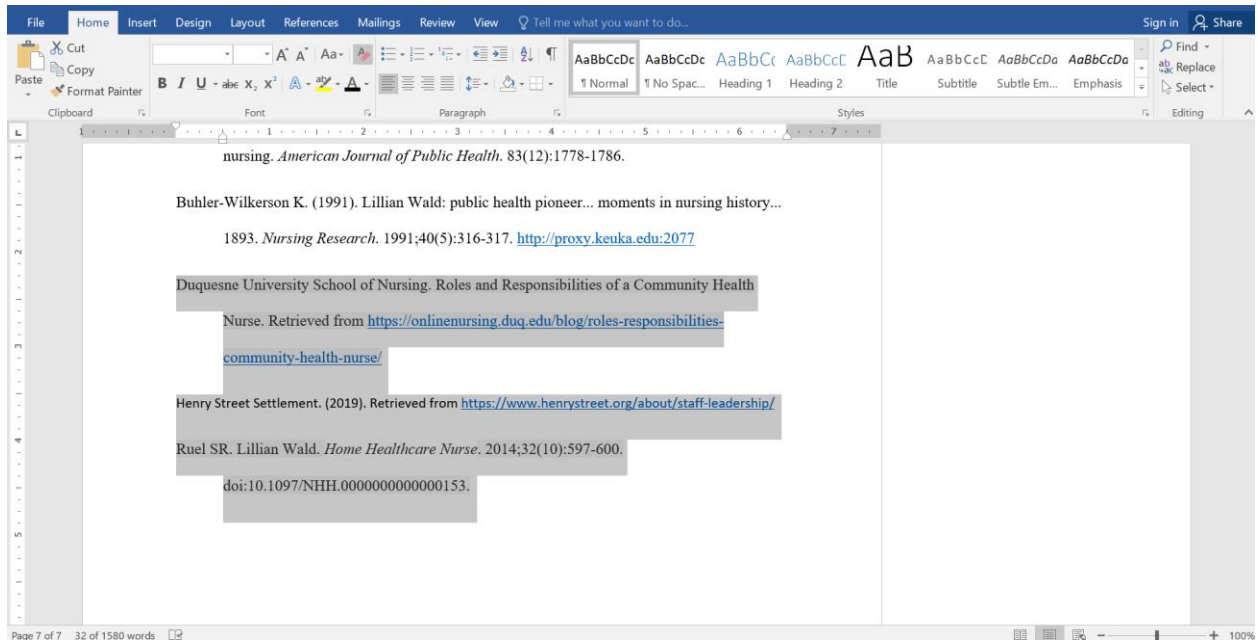


HOW TO GET RID OF UNWANTED FORMATTING IN A WORD DOC

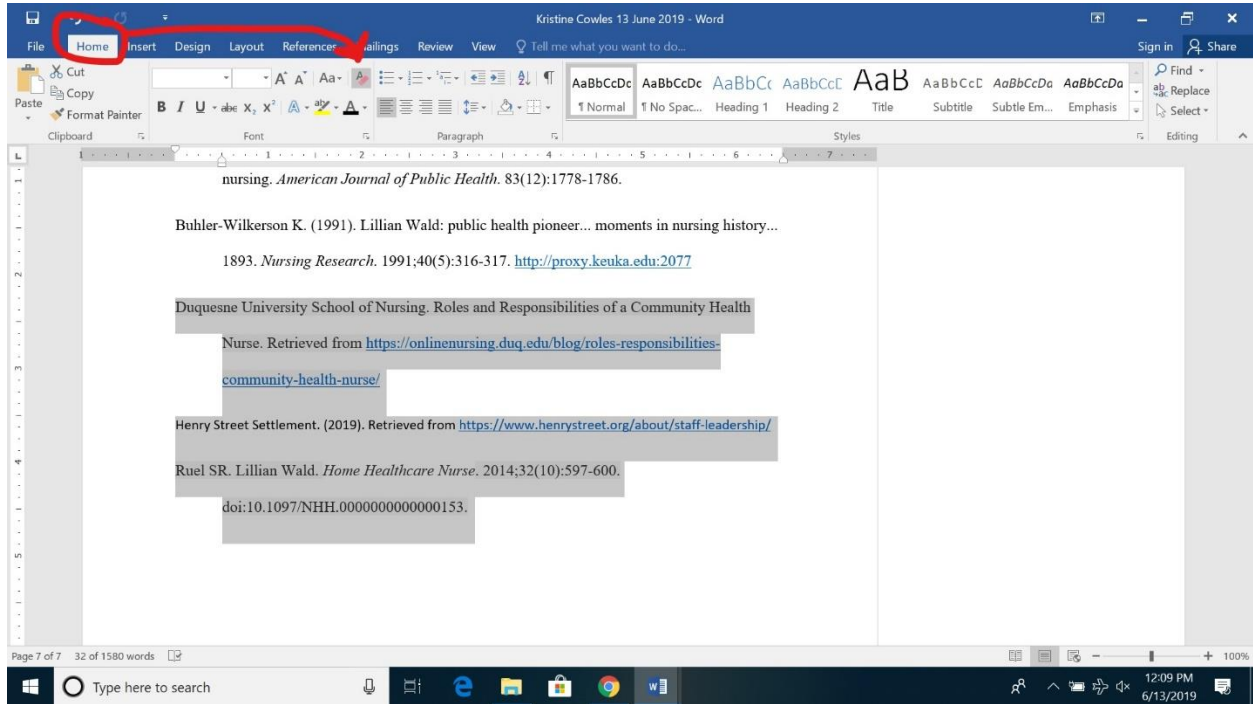
This method works to get rid of ANY formatting you don't want. Here, some of the references have been cut and pasted onto the References page so they are shaded grey.



Highlight the text that has the formatting you want to get rid of:



From the “Home” tab, find the letter “A” with the pink eraser on it and click that. Everything you have highlighted will lose formatting and go back to the Word default settings.



This means you may need to reset your font style and size (and in this case, the hanging indent), since ALL formatting has been removed. Just keep your text highlighted and adjust to what you want. You can choose the correct font and size from the drop-down menu under the Home tab.

