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Sent: Thursday, April 4, 2019 10:21 AM

To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week -- Word is not acting right

Word is not acting right

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and
Computer Tech in MT-403



QUESTION:

Every now and then, Word just does not do what I want it to do, or it does some weird formatting that I can't figure out why?

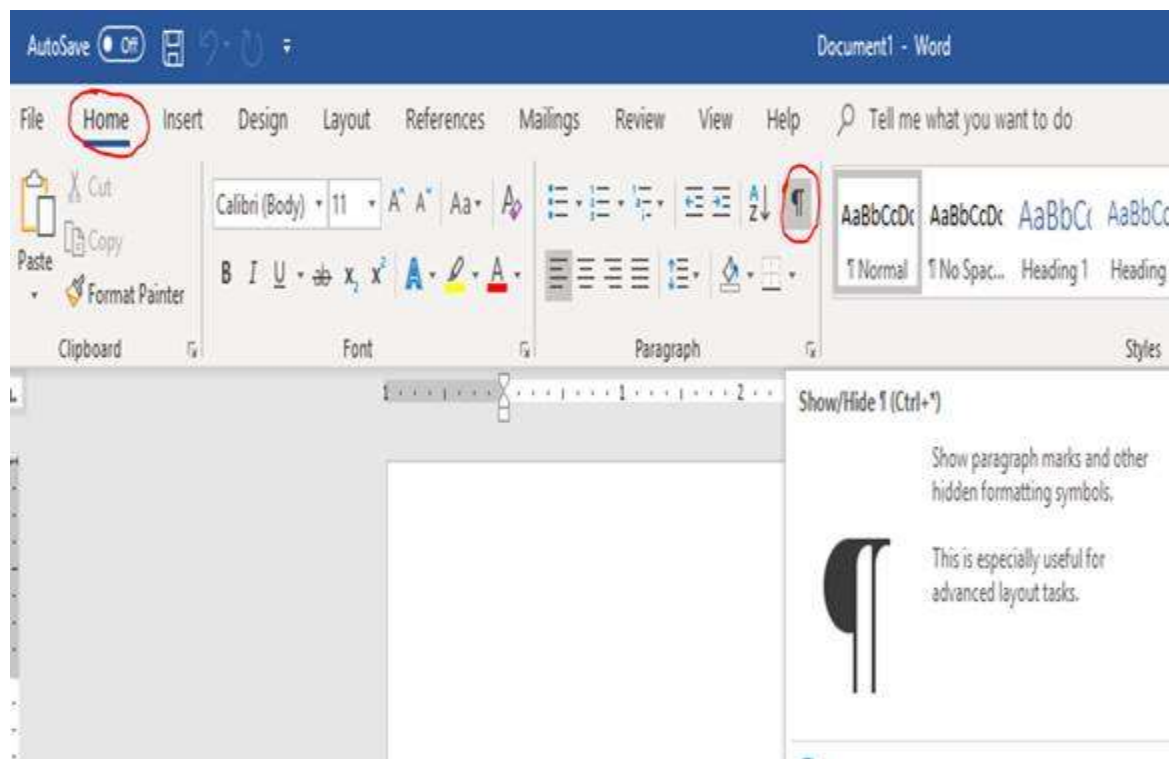
What is the first thing I can do to troubleshoot that?

ANSWER:

Turn on what I call the "Paragraph symbol", circled in red in the following screen shot.

That will show you any hidden formatting symbols, and might help you delete something that is causing a problem.

(You can do something similar in Outlook too.)



Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>